

**Readfield Select Board
Regular Meeting
Agenda**

April 6, 2015

Meeting starts: 6:30 PM

Location: Gile Hall

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of March 23, 25 & 31, 2015 - 5 minutes
2. **Warrant: #20** – 5 minutes

Communications – 30 minutes

3. Select Board communications
4. Town Manager
5. Boards, Committees, Commissions & Departments

Appointments/Reappointments:

6. Appointment Policy ad hoc Committee – Gene Carbona
7. Resignation – Cemetery Committee – Evelyn Potter

Unfinished Business

8. Trail Easement/Agreements Sign – 5 minutes

New Business:

9. Public Hearing - Weathervane Liquor License – 5 minutes
10. Audit review Chris Backman, RHR Smith – 30 minutes
11. Date for meet the candidate night-5 minutes
12. Summer Resident trash disposal issues – 5 minutes
13. Other (if needed)

Public Communications:

14. Members of the public may address the Select Board on any topic – 15 minutes

Adjournment

Minutes

Town of Readfield – SELECT BOARD

MINUTES

03/23/2015

6:30 PM

TOWN OFFICE

MEMBERS PRESENT	Valarie Pomerleau, Allen Curtis, Thomas Dunham, Greg Durgin
MEMBERS ABSENT	Sue Reay
MEETING TYPE	SELECT BOARD MEETING
NOTE TAKER	Tina L. Cagle
ATTENDEES	Interim Town Manager, Theresa Shaw, Grace Keene, Pam Osborn, Paula Clark, Dana Poulin, Gene Carbona, Carolyn Armstrong, Holly Dominie, Mark Birtwell, Beth Pritchard, John Parent, Fran Zambella, Lorraine H. Wagner, Kathryn Mills Woodsum, Marion Dunham, Clifford Buuck, Sandra Rourke, David Linton, Pete Davis

Agenda topics

#1 MINUTES 03/09/15 & 3/17/15	
DISCUSSION	1)
MOTION	Motion by Selectperson Curtis to accept as written
SECOND	Second by Selectperson Pomerleau.
	Selectperson Durgin noted the time leaving executive session.
MOTION	Motion by Selectperson Durgin to accept as amended.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion on original passes: 4-0
PASS/FAIL	Motion on amendment passes: 4-0
#2 WARRANT #19 REVIEW	
DISCUSSION	1) Review of warrant.
MOTION	Motion by Selectperson Dunham to accept Warrant #19 in the amount of \$36,253.54.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 4-0
#3 SELECTBOARD COMMUNICATIONS	
DISCUSSION	1) Selectperson Curtis attended the KVCOG meeting and they informed him that the Board needs to appoint a representative to fill the open spot from Mr. Pakulski. 2) Selectperson Curtis gave an overview of the RSU38 School Board Budget Meeting. 3) Selectperson Durgin made a statement in response to Mr. Carbonas' questions and comments from the previous meeting. 4) FOAA request into information from the survey was received. The Board needs to decide what information will be redacted following the guidelines set by legal counsel.
MEMBERS	
#4 TOWN MANAGER	
DISCUSSION	1) There is a consensus of the Board to have Town Manager, Ms. Shaw to research the policy of Tax Acquired Property and the procedure for selling properties the Town owns to the public. 2) Town Manager, Ms. Shaw would like to know if she may purchase a gift card for Mr. Brown, who moderated the public meetings at no cost to the town. 3) There is a consensus of the Board to have a "No Limit" on the Household Hazardous Waste program again this year. 4) Selectperson Dunham would like clarification on what exactly needs to be done to the cemetery walls before the RFP is released. Consensus of the Board to have the Town Manager to research that.
MOTION	Motion by Selectperson Durgin to purchase a \$100 Visa Gift Card to come out of the Select Board account and send a Thank You note as well.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Curtis to accept the Bid as proposed by Down East Energy with a fixed price of \$1.4790
SECOND	Second by Selectperson Pomerleau.

PASS/FAIL	Motion passes: 4-0
#5 BOARDS, COMMITTEES, COMMISSIONS & DEPARTMENTS	
DISCUSSION	1) Field Committee discussion at next meeting
MOTION	
SECOND	
PASS/FAIL	
#6 APPOINTMENTS AND REAPPOINTMENTS	
DISCUSSION	1)
MOTION	Motion by Selectperson Durgin to approve the appointment of Beth Pritchard to the Conservation Committee for a term to end on June 30, 2017.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 4-0
#7 TOWN MEETING WARRANT	
DISCUSSION	1) Discussion and review of items.
MOTION	Motion by Selectperson Durgin to continue meeting until 9:30 pm.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Curtis to ensure there is enough money in the budget ...
SECOND	Second by Selectperson Durgin.
MOTION	Motion by Selectperson Curtis to amend the motion to increase the line "Vehicle Maintenance" to \$18,000 for a total of \$528,838 for Roads & Drainage.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion on the original motion fails: 0-4
PASS/FAIL	Motion on the amendment passes: 4-0
MOTION	Motion to extend the meeting for 15 minutes.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 4-0
TAKEN OUT OF ORDER	
#14 PUBLIC COMMUNICATIONS	
DISCUSSION	1)
RECESS MEETING UNTIL 4:30 MARCH 25, 2015	

Town of Readfield – SELECT BOARD

MINUTES

03/25/2015

4:38 PM

TOWN OFFICE

MEMBERS PRESENT	Valarie Pomerleau, Allen Curtis, Thomas Dunham, Greg Durgin
MEMBERS ABSENT	Sue Reay
MEETING TYPE	SELECT BOARD MEETING
NOTE TAKER	Tina L. Cagle
ATTENDEES	Interim Town Manager, Theresa Shaw, Marion Dunham, Lorraine Wagner, John Parent, Grace Keene, Milt Wright, Holly Dominie, Gene Carbona

Agenda topics

	#1 MINUTES NONE
DISCUSSION	1)
MOTION	
SECOND	
PASS/FAIL	
	Consensus of the Board to not allow Public Comments while reviewing the warrant due to time constraints.
	#7 TOWN MEETING WARRANT
DISCUSSION	1)
MOTION	Motion by Selectperson Durgin to create a "Pass/Fail Measure" Article to read as presented with amendments.
SECOND	Second by Selectperson Curtis.
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Curtis to reduce the line "Equipment" to \$7,200 for a final total of \$39,200 for Capital Improvements for Equipment and Maranacook Lake Dam.
SECOND	Second by Selectperson Durgin
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Dunham to approve the "Overdraft" article as written.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Dunham to approve adding the "Audrey Luce Living Fence" line under the Revenues article bringing the total for the article to \$928,093.
SECOND	Second by Selectperson Durgin
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Durgin to approve the Land Use Ordinance revisions as presented.
SECOND	Second by Selectperson Curtis
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Durgin to remove the "Tax Levy" Article.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Dunham to remove \$250,183 from the Undesignated Fund Balance to reduce the tax commitment.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Dunham to reopen the discussion for the "General Government" Article.
SECOND	Second by Pomerleau
PASS/FAIL	Motion passes: 4-0
MOTION	Motion by Selectperson Pomerleau to break up the "General Government" Article in four (4) separate articles.
SECOND	Second by Selectperson Durgin.

PASS/FAIL	Motion passes: 4-0
#8 TRAILS EASEMENT CRITERIA	
DISCUSSION	1) Final Reading
MOTION	Motion by Selectperson Durgin to approve as written.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 3-1 (Curtis)
#9 LEGAL RFP	
DISCUSSION	1)
MOTION	Motion by Selectperson Pomerleau to approve as written.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 3-1 (Dunham)
MEETING ADJOURN: 6:25 PM	

DRAFT

**Readfield Select Board
Special Meeting Minutes March 31st, 2015**

Select Board members present: Greg Durgin, Allen Curtis, Thomas Dunham

Select Board members absent: Valarie Pomerleau, Sue Reay,

Others attending: Teresa Shaw (Interim Town Manager), Robin Lint (Town Clerk), Kathryn Mills Woodsum, John Parent, Milton Wright, Grace Keene, Lawrence Dunn, Darcy Whittemore, Marie & Peter Barengo and Deb Doten.

The meeting was called to order at 4:36 pm by Allen Cutis. The Pledge of Allegiance was made.

Item #1: Corrective Quit Claim Deed

A corrected quit claim deed needed the signature of the Select Board in order for it to be recorded at the Kennebec County Registry of Deeds.

Motion by Allen Curtis to sign the Corrective Municipal Quit Claim Deed #015264 as written. Second by Tom Dunham. **Vote 3-0** in favor.

Item #2: Annual Town Meeting Warrant final corrections

Article 10: **Motion** by Greg Durgin to reopen Article 10. Second by Tom Dunham. **Vote 3-0** in favor. Discussion about how the wording should go.

Motion by Greg Durgin to change the wording of the article to: "To see if the Town will vote to authorize the municipal officers, if an article fails, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category, that the town is legally obligated to pay using the approved budget amount during the period July 1, 2015 to October 1, 2015." **Vote 3-0** in favor.

Article 9: **Motion** by Tom Dunham to reopen Article 9. Second by Greg Durgin. **Vote 3-0** in favor. Discussion about adding the words "conditional or unconditional" to the article per legal opinion.

Motion by Greg Durgin to change the wording of Article 9 to read: "Shall the Town vote to accept any conditional or unconditional gifts, unanticipated donations, or pass-through funds that may be provided by individuals, business associations, charitable groups, or other organizations, which have not been listed in any of the previous or following articles, if the Select Board determines that the gifts donations, or pass-through funds and their purposes are in the best interest of the Town?" **Vote 3-0** in favor.

Article 16: **Motion** by Tom Dunham to reopen Article 16. Second by Greg Durgin. **Vote 3-0** in favor. Discussion about adding the words "and appropriate" per Sue Reay's suggestion.

Motion by Tom Dunham to add the words "and appropriate" to article 16 so that it reads: "Shall the Town vote to raise and appropriate \$35,708 for the Town Buildings Operations & Maintenance budget category for the following budget lines? Fire Station \$10,700, Gile Hall \$18,122, Library \$5,386 and Maintenance Building \$1,500". **Vote 3-0** in favor.

Article 25: **Motion** by Greg Durgin to reopen Article 25. Seeing no second the motion failed.

Article 29: **Motion** by Greg Durgin to reopen Article 29. Second by Tom Dunham. **Vote 3-0 in favor.** Discussion about adding the words “and appropriate” per Sue Reay’s suggestion.

Motion by Tom Dunham to add the words “and appropriate” to article 16 so that it reads: “Shall the Town vote to raise and appropriate \$285,117 for the Debt Service budget category for the following budget lines which the town are legally bound to pay? 2013 Road & Bridge Bond \$109,117, 2008 Road & Bridge Bond \$176,000”. **Vote 3-0 in favor.**

Article 20: **Motion** by Greg Durgin to reopen Article 20. Second by Tom Dunham. **Vote 3-0 in favor.** Discussion about adding the word “previously” to the article per legal opinion.

Motion by Greg Durgin to add the word “previously” to article 20 so that it reads: “Shall the Town vote to raise and appropriate \$5,000 for the Heritage Days budget category to be expended for the 2015 Hertiage Days celebration in addition to the \$5,000 previously appropriated for this purpose with any unexpended balances to be carried forward?” **Vote 3-0 in favor.**

Article 47: **Motion** by Greg Durgin to reopen Article 47. Second by Tom Dunham. **Vote 3-0 in favor.** Discussion about adding the words “in the aggregate for one or more purposes” to the article per legal opinion.

Motion by Tom Dunham to add the words “in the aggregate for one or more purposes” to article 47 so that it reads: “Shall the Town vote to authorize the Select Board to expend up to Fifty Thousand Dollars (\$50,000) from the Unassigned Fund Balance (General Fund), in the aggregate for one or more purposes, to meet emergencies that may occur during the ensuing fiscal year?”. **Vote 3-0 in favor.**

Article 45: **Motion** by Greg Durgin to reopen Article 45. Second by Tom Dunham. **Vote 3-0 in favor.** Discussion about adding \$10,000 to the State Revenue line and \$10,000 to the Motor Vehicle Excise Tax revenue line increasing the total revenues to \$948,093.

Motion by Greg Durgin to add \$10,000 to the State Revenue line and \$10,000 to the Motor Vehicle Excise Tax line and changing the total revenues to \$948,093. **Vote 3-0 in favor.**

Allen Curtis thanked the residents in attendance for coming to tonight’s meeting.

Public Comment: Mr. Parent expressed his disappointment in a comment at a previous meeting where Ms. Pomerleau had announced that the Board would not be taking public comment during that meeting. Mr. Allen said that she said that on his request and his intention wasn’t to block the voice of the residents but to get through the work they had before them that night. Several residents expressed their concern about an “eleventh hour” change in the warrant separating out certain departments and not having an open discussion with the residents about it. The residents felt that those departments were being targeted. The Select Board explained they voted that way because they didn’t want the whole category getting voted down and splitting the category up would give certain lines a better chance of passing.

Allen Curtis adjourned the meeting at 5:59 pm.

Warrant

Select

Board

Readfield Trail Agreements /Trail Easements Acceptance Policy

Before the Readfield Select Board accepts any trail agreement /trail easement from the Trails Committee, the Trails Committee must ensure that the following conditions have been met regarding each proposal coming from the Trails Committee.

- 1. That a private property owner has been engaged in discussions in a cordial, supportive, and cooperative manner regarding the potential trail agreement / trail easement.**
- 2. That provisions have been made to maintain safe access to and from the use of trails over or on private property for the length of the trail agreement / trail easement.**
- 3. That private property owners have been encouraged to provide public access and / or use of private property that is conducive to recreational trail use by working cooperatively with the town on trail agreements / trail easements before acceptance by the Select Board.**
- 4. That conditions / locations / restrictions etc. regarding parking, if applicable, related to any trail agreement / trail easement have been finalized.**

Board Criteria

Criteria for the Select Board to use when reviewing / accepting Readfield trail agreements / trail easements with private property owners or public entities.

- a. That the four conditions listed above have been successfully met:**
- b. That the trail enhances the current trail system already in place throughout the town:**
- c. That the Trails Committee, by a formal vote, has approved the proposed trail agreement / trail easement:**
- d. That a member of the Trails Committee has made a presentation to the Select Board regarding the trail agreement / trail easement:**
- e. That a signed agreement between the Trails Committee and the landowner has been submitted with the trail agreement / trail easement request for approval to the Select Board:**
- f. The Trails Committee will track the time frame of all trail agreements / trail easements.**
- g. If property is sold, the Trails Committee will contact the new owner and discuss the trail agreement in a cordial, supportive, and cooperative manner to see if the land owner wishes to continue with the agreement and, if so, for what length of time.**

Readfield Trail Agreements /Trail Easements Acceptance Policy
Adopted by the Select Board on February March 25, 2015

Sue Reay, Chair

Valarie Pomerleau, Vice Chair

Allen Curtis

Thomas Dunham

P. Greg Durgin

Attested by Robin L. Lint, Town Clerk

Date

DRAFT

Boards and Committees

Ad Hoc Committee Directives

4/01/2015

- Review current Appointment policy.
- Review current committee mission statements.
- Write DRAFT Boards and Committee policy that may include the following:

Application process

FOAA responsibilities for all committees

General responsibilities for all committees

Appointment/ un-appointment process

Ethics policy

Term limits?

Define qualifications and expertise for each committee

The goal is to clarify the rolls and responsibilities of all of our appointed committees.

By T. Dunham

Town Manager

Town Manager

1. A-Copy Contract – I received the contract for 3/31/15 to 3/30/2016. It has a increase for black and white copies from 0.004300 to 0.004500 per copy and for color copies 0.066000 to 0.069000. Permission to sign contract.
2. The ballot has been sent to the printer. THANKS TO ALL FOR YOUR EFFORTS!
3. Drug take back day has been set for April 24, 2015 at the Transfer Station.
4. Internet Modem was replaced, so our phone system should be working better. This was done on Thursday, April 2, 2015. So if anyone called that morning and couldn't get us that was part of the reason why. The other part was part of server went down, Zach Stewart, Central Maine Technologies, got us back up and running

A-COPI IMAGING SYSTEMS

CONTRACT INVOICE

Invoice Number: 166482

Invoice Date: 03/27/2015

PLEASE REMIT TO: P.O. BOX 2240 AUGUSTA, ME 04338
P: 207-623-2674 F: 207-582-0438

Bill To: Readfield, Town of
8 Old Kents Hill Road
Readfield, ME 04355

Customer: Readfield, Town of
8 Old Kents Hill Road
Readfield, ME 04355

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
001149	Net 10 Days	04/06/2015	\$ 0.00	\$ 0.00	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
PPT1686-06		\$ 0.00		03/31/2015	03/30/2016
Remarks					
Your Maintenance Agreement is for actual usage at .0045 per a black copy and .069 per a color copy and is billed monthly. Thank you for continuing with A-COPI / Kinney Office Systems.					

Summary:

Contract base rate charge for the 03/31/2015 to 03/30/2016 billing period	\$0.00
Contract overage charge for this overage period	\$0.00 **
**See overage details below	\$0.00

Detail:

Equipment included under this contract

Toshiba/E-Studio 520

Number	Serial Number	Base Adj.	Location	
1824	CZG512120	\$0.00	Readfield, Town of 8 Old Kents Hill Road Readfield, ME 04355	
Meter Type	Meter Group	Credits	Covered	Rate
B\W	B/W		0**	\$0.004500

Toshiba/E-Studio 5540cT

Number	Serial Number	Base Adj.	Location	
4725	CBKC24016	\$0.00	Readfield, Town of 8 Old Kents Hill Road Readfield, ME 04355	
Meter Type	Meter Group	Credits	Covered	Rate
B\W	B/W		0**	\$0.004500
Color	Color		0	\$0.069000

Overage Details

Meter Group	Total Copies	Covered Copies	Billable	Rate	Total
B/W	0	0	0	\$0.004500	\$0.00
				Base Amount:	\$0.00
					\$0.00
Meter Type	Equip. Number	Serial Number	Begin	End	Copies
B\W	1824	CZG512120			
B\W	4725	CBKC24016			
Total Grouped Overage Charges:					\$0.00
Total Grouped Base Charges:					\$0.00
Total Meter Group Charges:					\$0.00

A-COPI IMAGING SYSTEMS

PLEASE REMIT TO: P.O. BOX 2240 AUGUSTA, ME 04338
P: 207-623-2674 F: 207-582-0438

CONTRACT INVOICE

Invoice Number: 166482
Invoice Date: 03/27/2015

Bill To: Readfield, Town of
8 Old Kents Hill Road
Readfield, ME 04355

Customer: Readfield, Town of
8 Old Kents Hill Road
Readfield, ME 04355

A-COPI is hereby authorized to render maintenance service on the equipment listed above. This agreement will be renewed automatically if permissible under applicable laws for successive periods.
The maintenance service will consist of all emergency service and preventive maintenance on request without additional charge during our normal business hours. Overtime service, where requested and available will be charged at applicable overtime rates. This agreement does not include: computer software, hardware, network cabling.

This is a Maintenance Agreement with prepaid toner (PPT) and does not include paper, staples, waste toner bottles. Nor does it include IT support or costs occasioned by neglect, misuse, accident or consumables improperly installed or not approved by A-COPI. It does not cover problems due to the use of paper, toner or surge protector not approved by A-COPI Imaging Systems.

Please sign and return one copy. Thank you.

Regina Ray Greeley
A-COPI Imaging Systems

Date: _____

Date: 3/27/15

Invoice SubTotal	\$0.00
Tax:	\$0.00
Invoice Total	\$0.00
Balance Due:	\$0.00

PLEASE REMIT TO: P.O. BOX 2240 AUGUSTA, ME 04338 207-623-2674

Boards, Committees,

Commissions &

Departments

Fields Comm. minutes from March 16, 2015

Attending: Mark Hreben (Rec), Gary Keilty (Trails), Bruce Hunter (Conservation), Kevin Elwell (baseball guy!), Milt Wright (trails), Dave Erb (community), Greg Durgin (SB liaison)

Mark Hreben has finished the dugout work and we are looking at a dry weekend to finalize the one in place and put up the second.

Fields Comm. agreed to purchase bases, rubber for mound, and a home plate to make the field "hand off to Rec Dept. ready".

Discussion on fencing (knock down, permanent, advertizing, distances etc.); potential room for soccer field; installation of gate (priority item); a need to roll out the dirt with a compactor at some point in the spring; scoreboard (permanent, electrified, manual ?); flag pole with space for dedication plaques, possible access of field mid April, 1st game first Sat in May, use of Lions Club field and new field plan, trash handling Conservation Comm. would like dirt piles removed

Bruce brought an impressive schematic drawing for the gate (already purchased and located someplace in Readfield!) Lenny Reay agreed in October to do the prep work but weather played against us. Gate may be installed by Kevin McLaughlin who did the fencing.

There is a need for a policy statement regarding governance of the field. Rec Dept, Trails, Conservation members agreed to meet and work on it.

Safety issues again were brought up by Milt. Discussion about trails being built to get kids and adults off the Church Road, possible sidewalk application, immediate signage possibility to highlight caution to drivers, availability of grant monies?

Possible fee schedule for either travel teams using field or for profit organizations. There is a strong feeling not to charge Readfield residents due to the in-kind work provided by contractors. Possible to look at fee schedule town and RSU use regarding for profit organizations using facilities.

Next steps for meeting on Monday, March 30 at TO 6:30. Several members agreed to investigate the following:

- contact Kevin McLaughlin (gate) (Tom Donegan and Greg)
- town insurance (accident coverage) for field (Greg)
- governance policy (committee listed above)
- contact Manchester for their policy on their school field (Greg)
- look into scoreboard, flagpole,
- mowing/fertilizer plan(David/Mark)
- safety signage (Greg to Select Board)

Readfield Cemetery Committee Meeting Minutes
February 23, 2015
Approved March 23,2015

Committee Members Present: Grace Keene, Marianne Perry, Deb Doten, Lydia Adelson, Pam Osborn, Brenda Lake, Sandra Rourke

Committee Members Excused: Evelyn Potter, Lorraine Wagner

Select Board Liaison: Excused

Staff: Karen Peterson, Sexton

The meeting began at 9:35 am at the Readfield Town Office.

The purpose of this meeting is to review the Mission Statement and Cemetery Rules. If the Cemetery Committee commits to changes, they would need to be presented to the voters, and an article would need to be written in March.

Meeting Minutes:

Deb Doten reviewed the draft recommendations for changes and circulated revisions to the January 15, 2015 minutes. Lydia Adelson made a motion to accept the meeting minutes. The motion was seconded by Marianne Perry. Motion carried unanimously.

Grace asked that the most recent version of the Cemetery Rules be posted on the Town's WEB site.

Mission Statement

What is now #1 of the Cemetery Rules will become the mission statement. The recommended wording is as follows:

The Select Board of the Town of Readfield will appoint a Cemetery Committee for the Town Cemeteries. The Cemetery Committee will facilitate communication and make recommendations to the Town Manager, Town Clerk, the Cemetery Sexton, the Select Board and the Readfield Community. The Cemetery Committee will monitor the application of cemetery rules and act as an advisory board for all cemetery issues and will monitor the care of all Readfield Cemeteries. The Town Manager is responsible for the oversight of the work, including expenditures of the Sexton. The Select Board has the power to appoint and remove the Sexton.

Cemetery Rules

Recommended wording is as follows:

1. Burial plots/graves will be sold through the Town Office, and a *Certificate of Burial Rights* will be issued for each lot or group of lots sold.

2. All plots will be sold as double lots (one unit) except all single plot sales will be reserved for a specific location in the Cemetery as approved by the Sexton.

- 16.** Seventy-five percent of all monies received from the sale of burial plots will be placed in the Perpetual Care Fund. The remaining twenty-five percent will be placed in a perpetual care account. The interest earned on the perpetual care fund may be used only for additional land and/or capital improvements of all Town owned cemeteries. The amount of funds on hand will be public knowledge and are to be included in the Town's Annual Report.

- 17.** Opening or closing of a Town cemetery will be determined by a vote at Town Meeting and/or Secret Ballot Town Meeting, unless all lots in said cemetery are sold.

- 18.** NO DOGS ALLOWED IN THE CEMETERIES.

- 19.** All cemetery access roads will be closed to vehicle traffic from December 1 through May 1, or at the discretion of the Sexton. Special arrangements for access can be made through the Sexton.

- 20.** The graves of veterans of the Armed Forces of the United States will be decorated with flags and appropriate flag holders from Memorial Day through Veterans Day. Any flags damaged during this period will be replaced under the direction of the Sexton.

Two Committee Members and the Sexton had to leave the meeting before the meeting was completed.

Sandra Rourke made the motion to accept the Cemetery Rules with recommended changes. Marianne Perry seconded the motion. Motion approved 5-0.

Next Meeting: March 23,2015 at 10:00

Readfield Conservation Commission Meeting Notes
Tuesday, February 10, 2015, 6:30 pm, Town Office

Members present: David Bagley, Dan Meyer, Tim Sniffen (alternate), Bruce Hunter, Jerry Bley, Andy Walsh, Bob Mohlar

Called to order: 6:30 p.m.

January 14, 2015 RCC meeting minutes approved.

Old Business:

2015-16 Budget Request – Tim S. presented the 2015-16 RCC budget at the January 13, 2015 Budget Committee meeting. The proposed 2015-16 RCC budget is \$4,365 (\$4,000 from RCLA, \$365 from tax dollars). Tim S. also discussed a liability issued raised during discussion of the purchase of a brush cutter (risk of use by volunteers).

New Members – possible new RCC member candidates were briefly discussed.

Vernal Pool meeting – Jerry B. mentioned an upcoming meeting on March 17, 2015 in Topsfield with Aram Calhoun (UMO) concerning a draft town zoning ordinance that would allow flexibility in the protection of significant vernal pools based on their productivity and habitat value. The draft ordinance is geared toward rapid growth areas of Maine.

Town Conservation Properties

Torsey Pond Nature Preserve – A few blowdowns were reported. No other updates.

Readfield Town Forest – Tim S. discussed the partial collapse of the footbridge near the old mill site. Proposing to replace with two, 12 ft. spans, 36 inches wide just upstream of the existing footbridge. A motion to spend \$325 on materials (estimate from Hammond Lumber) for the footbridge replacement was approved. Possible log bridging of wet sections of “loop B” on the lower slope were also discussed.

Fogg Farm Property – A single blowdown was mentioned.

Fairgrounds Property – Potential future flooding at the culvert crossing of the Upper Fairgrounds Trail was discussed. Although RCC approved the installation of a second culvert at the site, the stream was dredged and the elevation of the trail was raised instead. The raised trail bed now impounds spring/storm runoff. RCC will discuss further.

Miscellaneous Fairgrounds issues: Trail signs for the Fairgrounds are done and are presently stored in Milt Wright's garage. Construction of the access road and gate installation is on hold, but should be completed before the start of the baseball season. The status of the loam piles on the property was discussed without conclusion. Dan M. will discuss with Mark Birtwell the status of the telephone poles and whether they will be used to demarcate the parking lot.

Proposed Readfield Corners map - Tim S. discussed the status of the in-town trails map. RCC currently has \$600 for design?/printing and plans to use Community GIS to create the map. The map may include a history of the downtown area.

Meeting adjourned 8:00pm. The next meeting is scheduled for March 10, 2015 at 6:30 p.m.

Submitted by Andy Walsh

February 24, 2015 Trails Committee Meeting Minutes

Present: Will Harris, Nancy Buker, Chris Sammons, Bob Harris, Lydia Adelson, Gary Keilty, Ann Keilty, Rob Peale, Romaine Turyn, Karen Peterson

Excused Absent: Jeanne Harris, Ken Clark, Milt Wright

Visitor: Gloria Peterson, Micah Peterson

Vice Chair Gary Keilty called the meeting to order at the Town Office at 6:30 PM.

Nancy Buker asked what constitutes an excused absence. Discussion produced a consensus-either prior notification of an absence or a good explanation after the fact,

February 3, 2015 Minutes: Motion to accept by Nancy Buker, seconded by Will Harris. Unanimous.

Gary Keilty described the February 23, 2015 Select Board meeting. The Budget Committee approved the Trails Committee budget request, but the Select Board did not. Select Board member Tom Dunham said he felt the Trails Committee should receive no Town funds. The Select Board claims there are safety issues with the proposed trails at Morrill Road and by the old landfill. Much discussion followed regarding this meeting.

Trail Name Change: There was brief discussion on the name change to Community Pathway. Motion to change the trail name from Library Trail to the Community Pathway. Motion to accept by Rob Peale, seconded by Romaine Turyn. Unanimous.

Nancy Buker questioned the content and verbiage of the Union Meeting House Agreement that was used to attempt the continuation of the Library Trail onto Union Meeting House property, and wants the document changed. Karen Peterson explained it was created by a non-Town entity and its creation far preceded the current Select Board's desire to oversee all trail agreements or easements.

Strategic Planning ideas: Advertise the trails on the Town website-Rob Peale will talk with Town Clerk Robin Lint about this. Have Trails Maps available in more locations. Try to coordinate more with Kents Hill School and the Greater Augusta Utilities District. Promote volunteer opportunities. Extol virtues of the trails system-develop hand-outs for Elementary and Maranacook Schools. Work more with the Conservation Commission and the Recreation Board-should be no cost to do. Link up with the White Barn staff to promote Healthy Community program. Ask the Select Board to include an article on the Secret Ballot authorizing appropriated funds to be raised by the trails Committee-Money could be donations instead of tax dollars. Find out how other communities fund their trails. Promote the trails during the March 5 and 12, 2015 Secret Ballot Informational Meetings. Become a private, not-for-profit trails organization-Perhaps look at KLT as a model and ask this organization to explain the process. How will the use of gifts or donations be defined or clarified within the Town's system of Accounts and the annual Warrant?

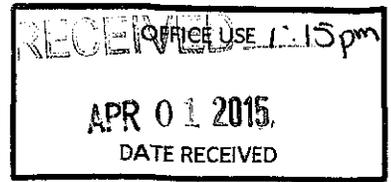
Meeting adjourned at 8:30 PM.

Respectfully submitted,
Karen Peterson
Secretary

Appointments or

Reappointments

TOWN OF READFIELD
APPOINTMENT APPLICATION



The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one:

1st time appointment

re-appointment

Which Board, Committee or Commission
are you applying for?

Appointment Policy ad hoc Committee

Name: Gene Carbona

Street address: 155 Old Kents Hill Road Phone (C): 917-923-4303

Mailing address: Readfield, Maine 04355

E-Mail: gcarbona@gmail.com

Below please tell us of any experience and/or training that might be useful in this position.

Currently sit upon the management staff of my company. Graduate degree in Business Planning.

Below please tell us the reason you are interested in applying for this position.

I am interested in helping to serve my town in a fair and balanced capacity.

I am employed by The Medical Letter, Inc. as Executive Director of Sales

If you are currently employed, what is your position?

Robin L. Lint

From: Evelyn Potter <etap30@roadrunner.com>
Sent: Saturday, March 28, 2015 9:12 AM
To: Robin (clerk) Lint
Cc: Karen Peterson

From: Evelyn Potter
Sent: Saturday, March 28, 2015 8:59 AM
To: Evelyn Potter
Karen

As of this date, March 28, 2015, because of personal and health reasons, I am submitting my resignation to the Readfield Cemetery committee.

Thank you for the privilege of serving my town.

As I step down, I ask that I am given permission, in May, to put the Veterans' flags on the Kents Hill Cemetery as I have previous years. That is very close to my heart.

Also, that I am kept in touch with the progress of the Living Fence in Audrey's memory at E. Readfield Cemetery, also close to my heart.

Evelyn (Adell) Potter

Weathervane

Liquor

License

Renewal

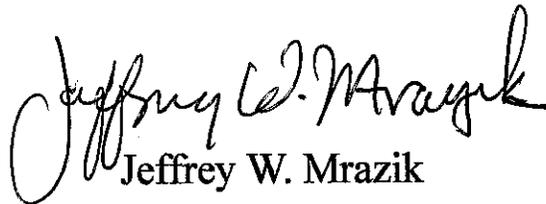
March 23,2015

Town of Readfield
8 Old Kents Hill Rd
Readfield ME. 04355

Re: Weathervane Restaurant
Liquor license renewal

Dear Folks,

This April 18th marks the beginning of our 15th year of business. Attached is our application for liquor license renewal. Could you please put it on your next selectman meeting. I will not be attending unless you need me. Thank you in advance.


Jeffrey W. Mrazik

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, ME 04333-0008**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY	
LICENSE NUMBER:	CLASS:
DEPOSIT DATE	
AMT. DEPOSITED:	BY:
CK/MO/CASH:	

PRESENT LICENSE EXPIRES 4/17/15

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|---|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTINONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.)			2. Business Name (D/B/A)		
Jeffrey W. Mrazak DOB: 6/5/57			Weatherman Restaurant & Lounge		
Gloria B. Mrazak DOB: 1/1/61					
North Shore Restaurant Corp. DOB:			Location (Street Address)		
Address 7030 Main St			1030 Main St		
City/Town Rendfield			State ME		Zip Code 04355
Mailing Address Same as above					
City/Town Rendfield			State ME		Zip Code 04355
Telephone Number 207-685-9410			Business Telephone Number 207-685-9410		
Fax Number 207-685-3490			Fax Number 207-685-3490		
Federal I.D. # 01-0541893			Seller Certificate # 1056677		

3. If premises is a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 276454, LIQUOR \$ 198590
5. Is applicant a corporation, limited liability company or limited partnership? YES NO
- If YES, complete Supplementary Questionnaire
6. Do you permit dancing or entertainment on the licensed premises? YES NO

7. If manager is to be employed, give name: _____

8. If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

9. Business records are located at: 1030 Main St, Randolph Me. 04355

10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Jeffrey W. Mrazik	6/5/57	Waterbury Ct
Gloria B. Mrazik	1/1/61	Waterbury Ct

Residence address on all of the above for previous 5 years (Limit answer to city & state)
Randolph Me
Mount Vernon Me

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Full Service Restaurant
Serving on 2 floors located @ 1030 Main St Randolph Me

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1000 FT Which of the above is nearest? SCHOOL

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Readsfield ME on March 23, 2015
Town/City, State Date

Please sign in blue ink

Jeffrey W Mrazik
Signature of Applicant or Corporate Officer(s)
Jeffrey W Mrazik
Print Name

Gloria B Mrazik
Signature of Applicant or Corporate Officer(s)
Gloria B. Mrazik
Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE	\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganize territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: _____ Municipal Officers _____ County Commissioners of the
_____ City _____ Town _____ Plantation _____ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

- A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
- B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
- C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal within 120 days of the filing of the application. [1999, c589, §1 (amd).]

2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

- A. Conviction of the applicant of any Class A, Class B or Class C crime: [1987, c.45, Pt.A§4 (new).]
- B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
- C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
- D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
- E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
- F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c730, §27 (amd).]

3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

- A. [1993, c.730, §27 (rp).]

4. **No license to person who moved to obtain a license. (REPEALED)**

5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



State of Maine
Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement

**Supplemental Information Required for
 Business Entities Who Are Licensees**

For Office Use Only:	
License #:	_____
Date Filed:	_____

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

- Exact legal name: North Shore Restaurant Corp
- Other business name for your entity (DBA), if any: Weatherlane Restaurant & Lounge
- Date of filing with the Secretary of State: 3/15/2001
- State in which you are formed: MAINE
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Jeffrey W. Mrazik	1030 Main St Bendfield ME	6/5/57	50%
Gloria B. Mrazik		1/1/61	50%
	2113 North Rd Mt Vernon ME		

7. Is any principal person involved with the entity a law enforcement official?

Yes No

8. If Yes to Question 7, please provide the name and law enforcement agency:

Name: _____ Agency: _____

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No

10. If Yes to Question 9, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Jeffrey W. Mazik
Signature of Duly Authorized Person

Date 3/23/15

Jeffrey W. Mazik
Print Name of Duly Authorized Person

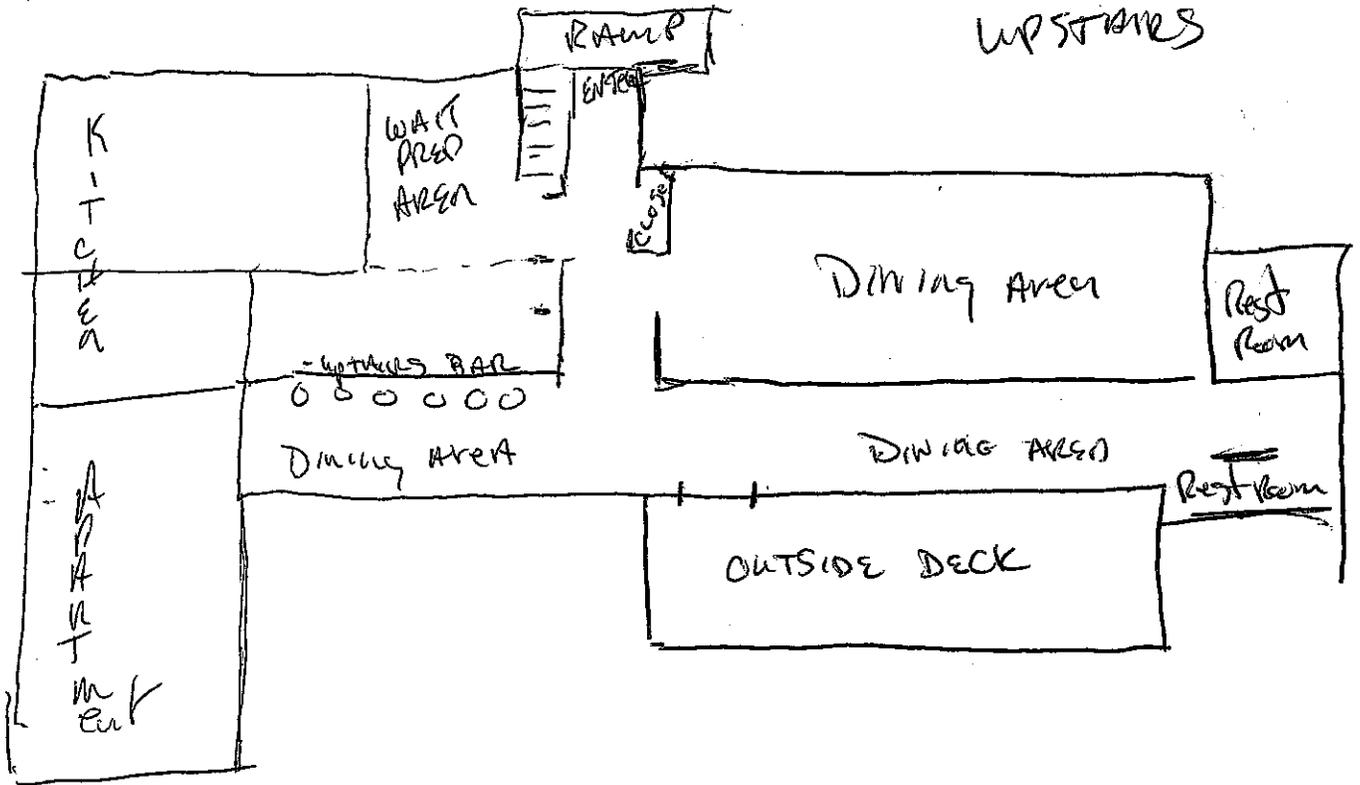
If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To:

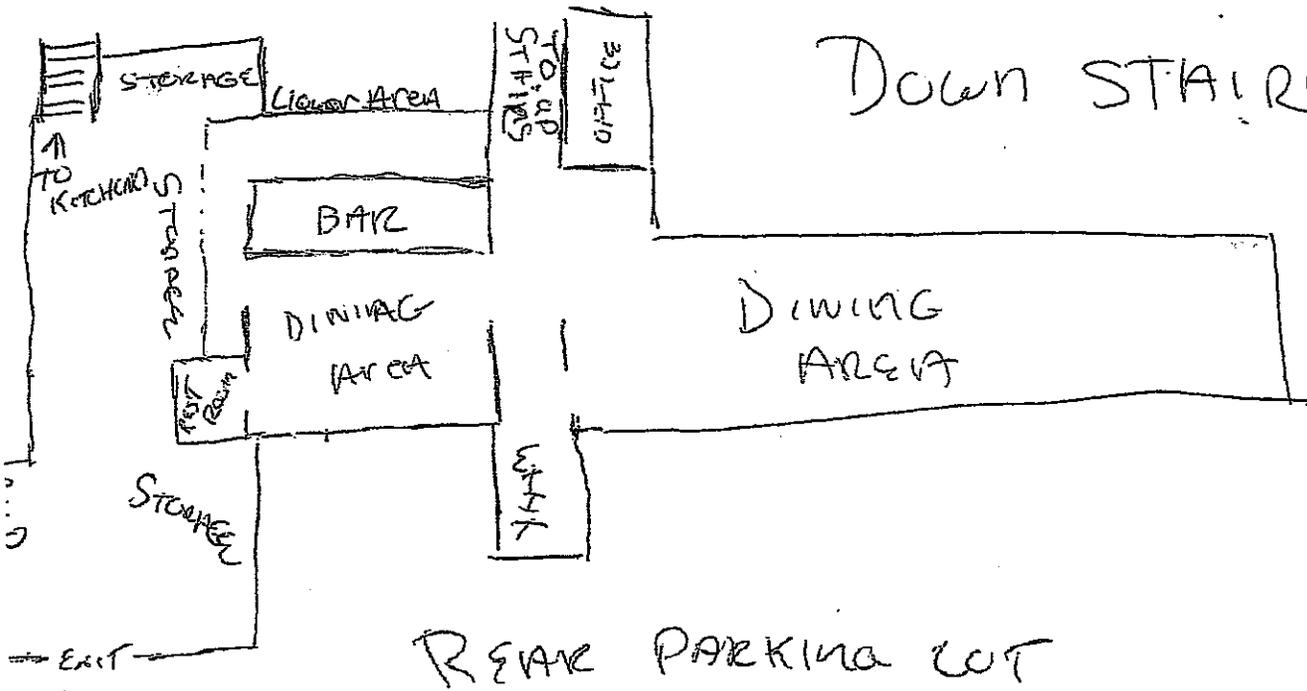
Bureau of Alcoholic Beverages and Lottery
Operations Division of Liquor Licensing Enforcement
8 State House Station Augusta, Me 04333-0008
Telephone Inquiries: (207) 624-7220
Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

PREMISE DIAGRAM

FRONT



Down STAIRS



Other