

**Readfield Select Board  
Regular Meeting  
Agenda**

**May 4, 2015**

**Meeting starts: 6:30 PM**

**Location: Gile Hall**

**Pledge of Allegiance**

1. **Minutes:** Select Board meeting minutes of April 16, & 21, 2015 - 5 minutes
2. **Warrant: #22** – 5 minutes

**Communications** – 30 minutes

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

**Appointments/Reappointments:**

**Unfinished Business**

6. Municipal Resources Inc. report – 15 minutes
7. Select Board Emails – 5 minutes
8. Manager Job Description – 5 minutes
9. Manager Job Ad – 5 minutes
10. Church Road Signs – 5 minutes

**New Business:**

11. Public Hearing - Emporium Liquor License – 10 minutes
12. Public Communication Policy – 10 minutes
13. Job Applications – 5 minutes
14. Legal RFP – 15 minutes
15. Painting RFP – 5 minutes
16. Interim Town Manager – 15 minutes
17. Other (if needed)
  - a. Readfield Citizens Unite discussion

**Public Communications:**

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

**Adjournment**

# Minutes

**Readfield Select Board**  
**Regular Meeting Minutes April 16, 2015 - Unapproved**

**Select Board members present:** Sue Reay, Valarie Pomerleau, Greg Durgin, Thomas Dunham and Allen Curtis (arrived @ 5:10 pm).

**Others attending:** Teresa Shaw (Interim Town Manager), Holly Dominie, John Perry, Marianne Perry, Deb Doten, Larry Dunn, Grace Keene, Pam Osborn and Milt Wright.

Mrs. Reay called the meeting to order at 5:03 pm. The Pledge of Allegiance was made.

1. Secret Ballot Informational Sheet: The document was reviewed. There was a discussion on the formatting. Typos and grammatical corrections were noted. Some descriptions were made and/or edited. Mr. Dunham and Ms. Pomerleau will draft a factual explanation sheet to be added to the *Community Advertiser*.

**Motion** by Mr. Curtis to accept the 2015 Town of Readfield Secret Ballot Informational Sheet with revisions as indicated for publishing for the May 8, 2015 *Community Advertiser*, **second** Mr. Durgin; **vote** 3-0-2 (Mrs. Reay, Mr. Dunham opposed). The Board requested it be posted in a prominent place on the website, such as the front page.

- Larry Dunn asked when the Town Report would be available. It is unknown at this time.

2. Town Manager Job Description: The description was reviewed. A copy will be reviewed at the next Select Board meeting.

- Mr. Durgin said his Time Warner business class email is still not working.

3. Town Manager Search Advertisement: The draft was reviewed. It will be discussed again at the next Select Board meeting.

4. Other:

- Mrs. Reay asked Mrs. Shaw to have the total amount for legal services bills for the 6 PM executive session on 04/21/15. It was noted 6 RFPs for legal services have been received. There was a discussion about the late delivery of the bids from Federal Express on the day the bids were due, as well as an email from Attorney Bragg referencing his earlier bid.  
**Motion** by Ms. Pomerleau to accept the RFPs from the two legal entities that were not able to be delivered on time by Federal Express and to accept Lee Bragg's former proposal that the town has on file and to review them with the three others, **second** Mr. Dunham; **vote** 5-0-0.
- There was a discussion about a hiring committee for the Town Manager position. Mr. Durgin will talk about the process with the HR Director at RSU #38.
- Mr. Dunham led a discussion concerning placing his phone number on the voting information sheet. He does not understand the aspect of influencing the voter. Mr. Dunham also read one of the FOAA emails provided.
- Mr. Durgin said he would deliver absentee ballots and that is why he offered to provide his phone number.
- Mrs. Shaw will get an answer from MMA regarding Mr. Dunham's question about providing his phone number and influencing the voters.

Meeting adjourned at 7:50 pm.

Recorded by Deborah Nichols

**Readfield Select Board  
Regular Meeting Minutes April 21, 2015 - Unapproved**

**Select Board members present:** Sue Reay, Valarie Pomerleau, Thomas Dunham and Allen Curtis.

**Others attending:** Teresa Shaw (Interim Town Manager), Karen Peterson, David Erb, Andrews Tolman, Pamela Osborn, John Moran, Deborah Peale, Fran Zambella, Grace Keene, Debora Doten, Lenny Reay, John Parent, Rob Peale, Milt Wright, Donna Witherill and Robert Bittar.

The Board met at 6:00 pm for an executive session.

**Motion** by Mrs. Reay that the Board has negotiated the amount of \$9,487.18 with legal counsel for union representation in the executive session, **second** Mr. Curtis; there was brief discussion. **Vote** 4-0-0.

Mrs. Reay reconvened the meeting at 6:30 pm. The Pledge of Allegiance was made.

**1) MINUTES:** **Motion** by Ms. Pomerleau to approve the minutes of 04/06/2015 as amended, **second** Mr. Dunham; **vote** 4-0-0.

There was a discussion about the minutes of 04/07/2015. Mr. Curtis and Mr. Dunham disagreed with the notes and expressed they were not an accurate representation of their intent. Mr. Curtis said he has received an email asking for his resignation due to this and he would like the minutes changed. Mr. Dunham said he would comply with the law, but acknowledged his frustration at the number of FOAA requests. Mrs. Reay said the Board does not currently have an email policy and she is waiting to hear from MMA legal to address this because two Board members did request to have their emails removed. There was a continued discussion on the wording of the minutes. **Motion** by Mr. Dunham to approve the special meeting minutes of 04/07/2015 as amended, **second** Mr. Curtis; 3-0-1 (Mrs. Reay opposed).

**2) WARRANT:** Warrant #21 was reviewed by Mr. Dunham. **Motion** by Mr. Dunham to approve Warrant #21 in the amount of \$42,563.55, **second** Mr. Curtis; **vote** 4-0-0.

**4) (Out of order) TOWN MANAGER:** Mrs. Shaw noted the request for fireworks to be held at the Town Beach for a KVYMCA camp event. **Motion** by Mrs. Reay to have the Town Manager sign the fireworks request to use the Town Beach for the Julia Clukey Camp, **second** Mr. Dunham; **vote** 4-0-0.

**3) SELECT BOARD:**

- Mrs. Reay spoke in regard to the RCUC disclaimer on the website. Some residents have brought it to her attention they do not feel it is appropriate. Mr. Dunham and Mr. Curtis would like to leave it on the website. Ms. Pomerleau expressed she does not have an opinion, but that RCUC is not part of the Town. The consensus of the Board was to leave it on the website for now.
- Mrs. Reay noted the labor union has contacted the Town to establish a date to meet. Legal counsel has suggested a different negotiator would be less expensive than attorney representation. Mr. Curtis said he would like to be part of the team because he has some experience negotiating labor contracts. Mr. Dunham said he would like to bring to the table the perspective of a self-employed business person. Ms. Pomerleau said she does not have a problem being on the committee. An executive session was scheduled for 04/27/2014 at 4:30pm for labor negotiations. Mrs. Shaw will email the health insurance premium options to the Board. **Motion** by Mr. Dunham to have Ms. Pomerleau and Mr. Curtis be part of the negotiating team for the upcoming union negotiations, **second** Ms. Pomerleau; there was a discussion. **Vote** 3-0-1 (Mrs. Reay opposed).

**TOWN MANAGER (continued):**

- Mrs. Shaw said Darryl Brown is not available to serve as moderator for candidate's night or the public hearings. She has another option for moderator and will contact him.
- McGee Construction's last payment is due soon and the Dudley Plains Cemetery fence was plowed down over the winter. The Board will take a look at it before making a decision. Karen Peterson gave a description of the damage.

- Mr. Dunham talked about the Giles Road Bridge. A resident contacted him and he has looked at it. Mr. Dunham said it needs to be addressed as it is an eyesore and it is deteriorating. It is a safety issue because the snowplow cannot turn around. He mentioned consideration of a pedestrian bridge only. He suggested the Road Committee study some options for the bridge. It was the consensus of the Board to have the Road Committee to look into it. Mr. Dunham also asked if the Road Committee should be working RFPs for upcoming road work and paving. Ms. Pomerleau would like to discuss putting out RFPs for plowing, the sidewalk and mowing. She feels these should be done each year in order to determine the cost effectiveness. She mentioned turning the sidewalk plowing over to the RSU and giving them the Holder. Mrs. Shaw reminded the Board the Town made a contract with DOT to maintain the sidewalk for 20 years. Mr. Curtis noted although the RFPs can be put out it does not mean they will be accepted.
- Lenny Reay asked how the Board plans to put an RFP together for the sidewalk when the previous cost is unknown. There was a continued discussion. **Motion** by Mr. Dunham to give 3 directives to the Road Committee: (1) investigate and give the Select Board a recommendation on the Giles Road Bridge, (2) draft RFPs for any road work, and (3) draft RFPs for the paving work for 2015-16, **second** Mr. Curtis; discussion – John Parent said the Road Committee considered the Giles Road Bridge situation 6 or 7 years ago and the cost was approximately \$75-125,000 at that time. The underpinning had to be replaced even though it is historic. He said it should be looked at again, but at that time, 100% of the people who lived on that road wanted to keep it closed. Mr. Parent said he viewed it a month ago and agreed it was in bad shape. If it is decided to put in a bridge, that road would need to be reconstructed. He also said in regard to plowing, a resident on that road is in agreement to put a turnaround on his property. He said it would be nice to have a town manager/road commissioner available when this is done. DOT is not willing to pay for it. **Vote** 4-0-0.
- There was a discussion on RFPs for town plowing and mowing and cemetery mowing. Ms. Pomerleau will talk with Mrs. Shaw to research the existing information on these projects.

**5A) FIELDS COMMITTEE:** David Erb, Chair of the Ball Field Committee, spoke of safety concerns expressed at a recent fields committee meeting. It was suggested to have safety signs posted near the entrance. He distributed internet research he has done and asked who will be paying for the signage. Mrs. Shaw suggested the funding for this would be under 'roads'. David Erb also discussed the Giles Bridge and said he works in the field of composite bridges at UMO. He would be happy to facilitate a discussion with the company and possibly negotiate a deal with the Town and/or talk with the Road Committee. He referred the Board to the UMO website for more information. Mr. Dunham mentioned looking into the speed limit on the ball field road.

#### **6) APPOINTMENTS:**

- **Cemetery Committee:** There were two applicants for one opening. Both applicants, Andrews Tolman and John Moran, were interviewed by the Board. There was a lengthy discussion with many public comments. **Motion** by Ms. Pomerleau to appoint John Moran with a term to end 6/30/2015, **second** Mr. Dunham; **vote** 4-0-0. John Moran made comments about his general disappointment with how the Select Board has functioned.
- **Appointment Policy Ad Hoc Committee:** **Motion** by Mr. Curtis to appoint Henry Whittemore, **second** Ms. Pomerleau; there was a discussion. **Vote** 3-0-1 (Mr. Dunham opposed). **Motion** by Mr. Dunham to appoint Clif Buuck, **second** Mr. Curtis; discussion – it was noted this appointment would be as a committee member. **Vote** 4-0-0. **Motion** by Mr. Curtis to appoint Rob Peale as a committee member effective immediately until the committee has fulfilled its goals and responsibilities, **second** Mr. Dunham; **vote** 4-0-0. It was noted the Appointment Policy Ad Hoc Committee is now full and the ad should be taken down.
- **Library Board of Trustees:** **Motion** by Mr. Curtis to appoint Donna Witherill effective immediately for a term to end 06/30/2016, **second** Ms. Pomerleau; **vote** 4-0-0.

- **Motion** by Mrs. Reay to regretfully accept the resignation of Peter Barengo from the Cobbossee Water District effective tonight, **second** Mr. Dunham; **vote** 4-0-0. Mrs. Shaw will advertise for this opening.

#### **UNFINISHED BUSINESS:**

- Mrs. Reay said the report from MRI will not be received until this Wednesday since Mr. Jutton is serving on jury duty.
- Mrs. Reay has not heard from MMA regarding Board email accounts.
- Mrs. Reay asked the Board to review the secret ballot informational sheet individually and respond to Mrs. Shaw if there are any changes.
- Ms. Pomerleau distributed a draft of the info sheet that she worked on with Mr. Dunham. The Board agreed to review it and suggest any changes to Mrs. Shaw.
- Mrs. Reay distributed an updated town manager job description draft for the Board for review. Mrs. Shaw will forward the updated ad from Ms. Pomerleau to the Board.

**Motion** by Mrs. Reay to take public communications out of order, **second** Mr. Curtis; **vote** 4-0-0.

**Motion** by Mrs. Reay to extend the meeting to 9:30 pm or earlier, there was no second, motion failed.

**Motion** by Mr. Curtis to give public communications the time allotted and to extend the meeting to 9:05 pm, **second** Mr. Dunham; **vote** 2-0-2 (Ms. Pomerleau, Mrs. Reay opposed).

**PUBLIC COMMUNICATIONS:** Mrs. Reay read the Public Communications Policy.

- Fran Zambella expressed concern about the recent communications in the *Advertiser* that were presented by a special interest group. He gave much credit to the Board to initiate the movement for a secret ballot.
- Lenny Reay asked about the truck maintenance log. He received info from Mr. Curtis and Mrs. Shaw, but felt this was incomplete. He asked for a running cost sheet for the truck. Ms. Pomerleau addressed his question about the air compressor.

**Motion** by Mr. Curtis to extend the meeting until 9:15 pm, **second** Ms. Pomerleau; **vote** 3-0-1 (Mrs. Reay opposed).

- Bob Bittar said it is easy to use spreadsheets for a vehicle maintenance log. He also said he appreciates everyone here and the time they give to the Town. He thanked the Conservation Committee as well.
- Mr. Dunham commented he is of the opinion the Town has a poor system in place to track the costs of the truck and the Board should be looking into establishing a better system. Lenny Reay said he would like this too, along with the costs of other Town projects.

**8) DRAFT CRITERIA APPOINTMENT POLICY AD HOC COMMITTEE – 1<sup>ST</sup> READING:** Mrs. Reay would like the committee to have as a directive the MMA suggestion to not have chair recommendations and to also address a possible email communications policy.

**9) LEGAL RFP:** Tabled until next meeting.

**10) LIBRARY PAINTING RFP:** There was a discussion on the quality of work and the lack of specifications from Frank D's Painting bid. Board consent was given to direct Mrs. Shaw to obtain additional information from Frank D before voting on the proposals.

**11) PUBLIC COMMUNICATIONS POLICY 1<sup>ST</sup> REVIEW:** Tabled to next meeting.

**12) OTHER:** Mrs. Reay commented on a Google link in the cloud from the budget survey that has the full survey posted un-redacted. She received this link from a resident. Mr. Curtis said this is not possible because he deleted it. Mrs. Reay will copy and paste the link and send it to Mr. Curtis. There was a continued discussion.

Meeting adjourned at 9:20 pm.

Recorded by Deborah Nichols

Warrant

# Select Board



# Town Manager

**Town Manager 5-4-15**

**Welcome to the new Governmental TV Station Manager, William Starrett.  
Mr. Starrett comes to us with a great background in media services.  
I believe he will help the town carry on with its broadcasting needs.**

**Boards  
Committees  
Commissions  
Departments**

## **Fields Committee Notes Meeting April 13, 2015 6:30-7:30pm**

Attending: Kathy Dupont, Tom Donegan, Bruce Hunter, Kevin Elwell, David Erb, Milt Wright, Greg Durgin

Members updated the priority list generated at the March 30<sup>th</sup> meeting with reference to having the field at a playable level for the first game.

The gate and foul poles will be installed soon. Tom Donegan has made the contacts and will be proceeding. There is a need to keep vehicles off the road leading to the outfield. Thought given to have either the fire chief and /or ambulance personnel check if the slope at the parking lot to the field is adequate for emergency vehicle use.

The bases, pitching rubber, and home plate have been ordered. Fields Comm. to pay for them.

The dugouts will be completed on a suitable weather weekend once the snow is off the field. Possibility of getting a truck with materials close to the home plate area is a possibility using either the trails or approaching through the cemetery.

The Rec Comm. is on top of prepping the field, managing the trash, and securing a porta potty. There was discussion over the best placement for the unit. It was decided to have only one unit.

David agreed to attend the Select Board meeting on April 21<sup>st</sup> to discuss safety sign placement on Church Road regarding the ball field and pedestrians.

Kevin agreed to help Mark Hreben with lining the field and aligning the foul poles.

Eventually there will be a need for a shed for equipment storage.

David Betts agreed to draw some sketches for a flagpole area with room for recognition plaques, perhaps a bench, and have the area lined with stones. Possible fundraiser by Rec?

Greg agreed to meet with Code Enforcement Officer regarding possible permits etc. for the flagpole area and storage shed.

Next meeting is Monday, April 27<sup>th</sup> at 6:30 pm at the ball field (weather permitting). TO is back up location.

Update:

CEO 's opinion is no permit is needed to build the flag pole area. The Rec Committee would have to check with the CEO for a permit to build a maintenance shed at some future point.

## March 24, 2015 Trails Committee Meeting Minutes

Present: Will Harris, Nancy Buker, Chris Sammons, Bob Harris, Jeanne Harris, Ken Clark, Milt Wright  
Lydia Adelson, Gary Keilty, Ann Keilty, Karen Peterson

Excused Absent: Rob Peale, Romaine Turyn,

Chair Milt Wright called the meeting to order at the Town Office at 6:30 PM.

February 24, 2015 Minutes: Motion to accept by Ann Keilty, seconded by Jeannie Harris. Approved by nine with three abstaining.

Select Board Warrant Articles: Milt Wright reported as a follow-up to his March 17, 2015 email regarding proposed funding for FY 15 Trails Committee. The Select Board again recommended no funding. Dana Therrien, a resident then came forward and said he would donate \$2700 to the Trails Committee. According to Teresa Shaw, Interim Town Manager, any funds donated before July 1, 2015 would go into the Undesignated Fund balance because no provisions were made during the previous Town Meeting to allow such a donation. The donor suggested putting the money into an escrow account until July 1, yet it is unsure whether this is possible.

Trail Easements: The Select Board originally dropped all references to easements in their proposed policy. Perhaps the Board doesn't understand the full possibilities of easements and that, by not allowing them, property owners entering into agreements only may actually restrict the owner's flexibility of use. It was mentioned the State of Maine has over 1,000,000 acres in a variety of easements. There was some discussion on the different types and purposes of easements.

Trail Name Change: The changing of the name from Library Trail to Community Pathway has been formally recognized.

Brushcutter Update: Milt Wright explained the original funding request of the Conservation Commission and how it became a potential liability issue for the Town. A resident, John Parent, said he would purchase a brushcutter and allow volunteers to use it. He would retain ownership and control over it. Whether this will reduce the liability issue is still to be determined.

Secret Ballot Update: The election will be June 9, 2015.

Greater Augusta Utilities District and Trails Possibilities: No updated information was available from Brian Tarbuck, the District's Director, to share. Milt asked if any Trails Committee members could develop a preliminary plan for trails on the District's property. The plan would then be approved by the whole Trails Committee, then forwarded to the Utilities District. There will be more discussion on this topic during the next Trails Committee meeting.

Update on the Former Lukas Property: Milt Wright reported he attended the recent Conservation Commission meeting and Jerry Bley reported the current property owners were so pleased with the trails that they wanted to grant an easement over their property. This has not been pursued due to the Select Board's concern over easements.

Ball Field Update: Gary Keilty reported on the recent meeting of the Ball Field Committee. David Erb stated his concern about possible flooding along the first base line. It seems the French drain installed

there may be pushing the water onto the McDougald Trail. A gate has been fabricated to prevent non-emergency motor vehicles access. Gary Keilty will remind the Ball Field Committee of the need to treat the poison ivy again.

Strategic Planning Sub-Committee: Milt Wright suggested forming a sub-committee for this purpose. Ken Clark, Lydia Adelson and Henry Laidlaw volunteered.

National Trails Day: It will be on June 6, 2015. It was suggested that Ellen Blanchard could be asked to conduct a Geology Walk in the Fairgrounds. Ellen is the individual who is designing a brochure about the geology of the rocks used to border the Fairgrounds parking area.

Update on the Union Meeting House Trail Agreement: Milt Wright polled their Board members and all agreed to change the trail name from the Library Trail to the Community Pathway.

Update on Select Board Criteria for Trail Agreements Policy: Select Board members Greg Durgin and Valarie Pomeleau have been appointed to the sub-committee. Easements are again being considered.

Discussion on Upcoming Trails Needs: The new trails signs will be installed by the Conservation Commission.

Some money will have to be spent this fiscal year to begin the work on the Mill Stream Trail.

A work day will be needed at the Kennebec Land Trust Echo I property. Milt Wright will advise when this will take place.

The completion of the Union Meeting House and Community Pathway will be on the upcoming FY 15 Secret Ballot.

Gary Keilty reported he discussed the possible former landfill/Tolman property trail with Lenny Reay, who seemed positive about the trail.

The flagging of the discontinued portion of Morrill Road was discussed. Many present felt the Trails Committee didn't have the support of the Select Board to continue with this trail development currently. Motion to put a temporary hold on this trail by Ann Keilty, seconded by Ken Clark. Approved by ten with two against.

Meeting adjourned at 8:35 PM.

Respectfully submitted,  
Karen Peterson  
Secretary

# Municipal Resources



**Memo to: Readfield Board of Selectmen**  
**From: Don Jutton, Municipal resources Inc.**  
**Date: 4/24/15**  
**Re: Summary of Visit and Interviews Readfield, ME**

I arrived at the Readfield Town Hall at 9:30AM on Tuesday April 7, 2015 where I was greeted by Selectboard Chair Sue Reay who introduced me to the office staff and provided me with an overview of the schedule for the day.

I had the opportunity for a limited interview with each municipal employee and each Selectman one-on-one throughout the day and received a quick tour of the Transfer Station. I then met with the entire Board in a public session to share my immediate thoughts and observations.

I offer the following observations and suggestions with a caution that my time in Readfield was enjoyable but very limited. I was only able to scratch the surface on most issues and it is likely that there are many things that I misunderstood or missed entirely so it's important to emphasize that the following represents general observations as should not be considered "facts" or actionable observations without further analysis.

- The Selectmen are concerned about the level of staffing and the cost of local government operations – they are seeking ways to reduce / contain cost while maintaining reasonable service levels. The employees are nervous about the Selectmen's intentions, specifically as it relates to elimination of jobs or changes in their benefits. This appears to have resulted in an "us VS them" mentality on both sides of the table. The employees have organized as a collective bargaining unit in hopes of protecting their status quo and preventing arbitrary, unilateral action by the Board. The Board is unclear and uncertain about the consequences of employee unionization. In my view, since the decision to unionize has already been made, if approached and handled constructively, the collective bargaining process could provide the Selectmen and the employees a vehicle to discuss their individual and collective goals and objectives in a constructive environment and potentially reduce the tension and improve the working relationship between them.
- There seems to be a good working relationship between the employees at Town Hall; they indicate that there is a good deal of cross coverage and backup as circumstances require. It would be beneficial in the long run to better identify the roles, functions and responsibilities



that are required by law VS those that have evolved over to meet a real or perceived need. For example the Clerk has many duties and responsibilities required by state law whereas the Head of the Maintenance Department is a position that has evolved by default with little thought to job content or compatibility of required skills and abilities. A number of the jobs are "hybrid" position in that the job content is quite diverse with numerous unrelated functions; for example the cemetery sexton is also involved with animal control, custodial services and mutual aid administration. While these types of hybrid positions are not unusual in small communities, they tend to have evolved over time and if not documented, some important functions can be overlooked and result in problems when there is a change in personnel.

- The transfer station employees seem capable, motivated and fully invested in their jobs. Given the nature of the work, the location of the facility and the type of tools and equipment employed in daily activities, there should always be two employees on duty to ensure employee and public safety.
- The hours that the Town Office is open to the public can likely be reduced without creating significant inconvenience for residents. Office staff members likely have a good idea of high volume days or the week – weeks of the month & months or the year; however, recording transactions each day will, over time, will be helpful in aligning hours of operation with customer desires. As municipal e-commerce capabilities expand, the need for face to face transactions will be reduced. As with on-line banking and shopping, people are increasingly interested in the convenience of internet business interactions which will ultimately lead to fewer personal trips to town offices.
- The current staffing levels are such that further reductions will have minimal cost benefit – if the Town eliminated all 7 positions the impact on the tax rate would be relatively small. While the concept of reducing employee work hours in an effort to avoid the cost of personnel benefits is growing in both the public and private sectors, the efficacy of this approach is, in my view, questionable at best. In rural environments throughout northern New England employment opportunities are limited, wages are generally low and medical and dental care are costly. Reducing work hours and stripping out employee benefits in the name of efficiency seems short sighted, counterproductive and will only contribute to regional economic decline.
- The School Department could be a viable partner with whom to share services in an effort to maintain services and reduce cost. Given the relatively small number of financial transactions needed to operate the Town, it may be possible to secure bookkeeping and payroll services through the school finance office thereby allowing the Town finance person to assume essential Town Manager duties. I also recommend that the Town explore contracting custodial services for the Town Hall and sidewalk plowing to the school maintenance department. Maintaining the

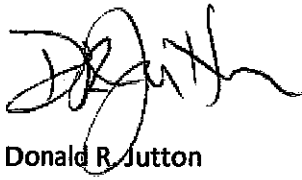
sidewalk plow and providing labor for such a small section of sidewalk does not make good business sense.

- I suggest that the Town explore contracting roadside mowing rather than maintaining the equipment and providing the labor to self-perform this work. Mowing is not an urgent service and is not usually time critical; the capital cost, maintenance expense, seasonal nature of the mowing and the unpredictability of mowing frequency dictated by weather conditions makes outsourcing a much more rational, cost effective and manageable alternative.
- While I did not spend much time with individual Selectmen or the Board as a whole, a number of comments and questions, when combined with input from the staff, suggest that some members of the Board don't have a solid grasp on how the policy role of the Board of Selectmen is separate and distinct from the management responsibilities of the Town Manager. It also seems that some Board members don't understand or appreciate the boundaries between staff and Board roles and functions. Effective management and oversight of local government operations and administration requires teamwork, cooperation and diplomacy where the lines of authority and responsibility overlap. Failure to understand or unwillingness to respect clear lines of delineation will contribute to further erosion of effectiveness and increased stress and misunderstanding. It would be beneficial for the Board and staff to invite the Maine Municipal Association to help facilitate a discussion designed to help clarify where the lines of responsibility and authority begin and end in the Town Manager form of government.
- I suggest that the Board delay recruitment of a new Town Manager and explore the possibility of restructuring the role of the current interim Town Manager to incorporate the title and essential duties of the position, and / or collaborate with one of your neighboring communities (who all have Town Managers) to share the management time needed to meet Readfield's needs. Given the size and limited operational elements of Readfield's local government I don't believe that the Town can effectively utilize full time management capacity.
- As I discussed during or group meeting on 4/7 I believe that a long term, sustainable future for Readfield is dependent upon redefining and expanding the notion of community. Readfield and its 5 closest neighbors, as shown on the attached handout, are home to a total of approximately 16,000 people, all of whom (more or less) require the same core community services. Today, each of the 6 communities provides most of these services separately and without thought or consideration to the cost of duplication and redundancy within the 6 town service area. In my view there are tremendous opportunities for savings and efficiencies that can be achieved through cooperation and collaboration. While some public service operations are proximity dependent (such as public safety and public works), many municipal services are administrative or ministerial and could be consolidated into a single service location similar to the Towns of Mapleton, Chapman and Castle Hill ME where they have established a single Town Office

location where the administrative and management requirements of the three communities are fulfilled by a single staff. Attached hereto is the legislation that established this 3 town initiative – it is an ideal model for Readfield and its neighbors. A recent Maine Municipal Association magazine also covered this topic and may provide some additional examples of inter-municipal cooperation.

I very much enjoyed my visit to your beautiful little community and I hope some of my observations and suggestions prove helpful in your efforts to improve efficiency and effectiveness of your local government. If you have questions or need clarification please feel free to call or e-mail.

Sincerely,



Donald R. Jutton

President

djutton@mrigov.com

(603) 279-0352 x305

# Select Board Emails

# **Managers Job Description**

# Town Manager

## Job Description

*The Town of Readfield adopted the Town Manager form of Government at the March 18, 1967 in Article 22 and Article 23a was also adopted, stating that the Town Manager would also serve as Treasurer, Tax Collector, Road Commissioner and Overseer of the Poor (now most commonly referred to as Welfare Administrator). The Town Manager position may be full or part time.*

### **Nature of Work**

The Town Manager of Readfield is the Chief Administrative Officer of the town, under the direction of the Select Board. The Town Manager is responsible for directing all the town's business and supervises all of the town's employees with the exception of the Fire Chief. The Town Manager will also serve as the Treasurer, Tax Collector, Road Commissioner, Welfare Administrator and Transfer Station Manager. Work performance must be in accordance with the Maine Revised Statutes, local ordinances and town policies.

This is responsible and varied professional work as the chief administrative officer in managing the affairs of the Town of Readfield under the direction of the Select Board in keeping with State and Federal laws, Town ordinances, and Town policies including the Roles and Responsibilities of the Readfield Town Manager.

The Manager is charged with the identification of service and policy needs of Readfield and has the responsibility for the development of the program or action directed by the Select Board to meet the identified needs of the community. The Manager shall act in such capacity as the Select Board may direct on municipal, state, federal and other policy issues affecting the Town.

The Manager is responsible for the annual preparation of the proposed budget and administration of the budget once it is approved. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees,

The Manager is charged with the responsibility of advising the Select Board and general public on the current status of affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between Readfield and other governmental agencies and between the various boards, committees and commissions that make up Readfield Town Government.

### **Scope of Work**

This is responsible managerial, administrative and fiscal work in directing all aspects of the operation of the Town as well as the handling and accounting of town funds.

The Town Manager is responsible for the achievement of tangible results through people, so maintaining a high level of integrity is essential. Work involves planning, budgeting, problem solving and organizing with the authority to make decisions as well as delegating to others. The environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Manager must frequently act without precedent.

### **Essential Duties and Responsibilities**

- Maintains the administrative organization of the Town to ensure efficiency of operation;
- Oversees the expenditure and accounting of all monies of the Town;
- Makes monthly reports to the Selectboard pertaining to the financial status of the town;
- Executes all laws and ordinances of the Town;
- Annually participates in collective bargaining with town employees and Select Board, prepares a proposed budget and work program for the Town to include recommendation and annual salaries for all Town employees and presents the proposed budget to the Select Board;
- Appoints, with Select Board approval, all department heads and supervises their performance on a day-to-day basis;
- As personnel officer for the Town, is directly involved in the hiring, evaluating performance of duties per ~~their~~ individual job descriptions, promoting, and disciplining of union and non union employees;
- Plans, directs, and reviews all repair, maintenance, construction and reconstruction of Town roads and bridges, contracting for services when necessary;
- Acts as Welfare Administrator, in accordance with State Laws, assuring the security and confidentiality of all records and requests for Town assistance;
- Develops the annual tax commitment figures and presents them to the Select Board for approval;
- Reviews on an ongoing basis, the collection of municipal taxes and takes appropriate steps to assure and adequate revenue stream (cash flow) for the Town;
- Oversees and directs the overall operation of the Transfer Station to assure compliance with all environmental laws and regulations, efficiency of operation, and promoting maximum recycling, and contracting for services where required;
- Maintains a sound public relations posture between the Town and its citizens, the press and other state, federal and local government agencies;
- Acts as purchasing agent for all municipal departments, and oversees the bid process on major purchases;
- Identifies the service and policy needs of Readfield and brings them to the attention of the Select Board with recommendations for action;
- Ensures Town-owned buildings in good repair, and equipment maintained and recommends replacement as needed;

- Works closely with the snow removal contractor to assure the safety of winter roads;
- Prepares an annual report of the previous year's activities for presentation to the Select Board and citizens of Readfield;
- Attends meetings of the Select Board, assists in preparing the agendas and provides supporting documents and information pertinent to agenda items;
- Carries out the directives of the Select Board within time frame assigned;
- Prepares federal and state grant requests and administers grant programs;
- Enforces municipal and state codes in conjunction with Code Enforcement Officer;
- Recommends possible changes to personnel policy to Select Board for consideration.

#### **Requirements of Work**

- Thorough knowledge of municipal management and community problem resolution;
- Thorough understanding of design and evaluation of administrative organization,
- Detailed, specialized, and extensive knowledge of the practices and procedures of cash management, investment, budgeting and municipal accounting;
- Thorough knowledge of financial administration and the design of financial accounting and reporting system;
- Thorough knowledge of the theory and practice of public personnel administration
- Thorough knowledge of municipal government programs and decision-making processes;
- Knowledge of municipal waste management and recycling;
- Knowledge of municipal taxation including tax lien requirements;
- Knowledge of Maine municipal laws and rules;
- Knowledge of road construction and maintenance;
- Working knowledge of state and federal programs;
- Ability to communicate effectively both orally and in writing;
- Ability to listen effectively to others;
- Ability to direct, supervise, and delegate work effectively;
- Ability to organize and use time effectively;
- Ability to give and accept constructive criticism;
- Ability to remain poised and even tempered;
- Ability to effectively run meetings;
- Ability to react independently without precedent in the face of a problem;
- Ability to react quickly to changing situations which may be physically taxing;
- Skill in resolving disputes while maintaining integrity.

Other qualifications



- Maintain a valid Maine Driver's license
- Must be bondable
- Experience with bargaining units
- Must be willing to sit on such boards and committees such as but not exclusive to Kennebec Valley Council Of Government board

### **General Disciplinary Procedures and Principles**

The Town Manager is responsible to perform the Requirements of Work as indicated in the section above. Failure to complete any items set forth under the Requirements of Work, Essential Duties and Responsibilities, and or complete goals or objectives set forth by the Readfield Select Board, will enter into the "progressive discipline" process. Progressive discipline includes the following procedures:

- Informal meeting
- Verbal warning/reprimand
- Written warning/reprimand
- Suspension with pay
- Suspension without pay
- Discharge

Ref: Maine Municipal Association, Municipal Officers Manual Chapter 9 Page 182

### **Minimum Qualifications**

Graduation from a four year college or university program in public administration or related field, and at least five years experience as chief administrative officer in a municipal government which provided and exercised/utilized the above listed knowledge, skills and abilities; or an equivalent combination of training and municipal/business experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# **Matt's Gets Job Ad**

## TOWN OF READFIELD, MAINE

### TOWN MANAGER JOB OPENING

The Town of Readfield, Me. is accepting **applications** for the position of Town Manager. (*Full time and/ or part time???*) Readfield is located in the Kennebec County area. It has a population of 2555 and has 7 full time employees with a \$ **2,118,378.00** million municipal budget.

Readfield operates under a Selectmen/Town Manager form of government with a 5 member board. The Board seeks an applicant with strong background knowledge in Budgetary, Codes, Assessing, Roads, Tax Increment Financing, Union negotiations, General Assistance, strong Time Management, Communication and Organizational skills. The successful candidate will be required to serve on boards, committees and have a high involvement in the community. Applicant should possess a Bachelor's degree or equivalent experience. Compensation and benefits depending on qualifications. For questions please call our Interim Town Manager, Teresa Shaw at 207-685-4939 or e-mail [readfield.finance@roadrunner.com](mailto:readfield.finance@roadrunner.com).

Applications close on \_\_\_\_\_ at \_\_\_\_ PM. For an **application** or full job description, please visit our website at [www.readfield.govoffice.com](http://www.readfield.govoffice.com) or request one to be mailed by calling the Town office at 207-685-4939.

Submit cover letter, **application**, resume, salary requirements and (3) **three** references by \_\_\_\_\_ to:

Readfield Town Manager Search  
cc: Chair of Readfield Select Board  
8 Old Kents Hill Road  
Readfield, Me 04355

The Town of Readfield is an equal opportunity employer.

# Church Road Signs

**Proprietor's**  
**Liquor**  
**License**

## Division



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.

**BUREAU USE ONLY**

License No. Assigned:

Class:

Deposit Date:

Amt. Deposited:

**PRESENT LICENSE EXPIRES June 10 2015****INDICATE TYPE OF PRIVILEGE: MALT & VINOUS****INDICATE TYPE OF LICENSE:**☒ RESTAURANT (Class I,II,III,IV)☐ HOTEL-OPTIONAL FOOD (Class I-A)☐ CLASS A LOUNGE (Class X)☐ CLUB (Class V)☐ TAVERN (Class IV)☐ RESTAURANT/LOUNGE (Class XI)☐ HOTEL (Class I,II,III,IV)☐ CLUB-ON PREMISE CATERING (Class I)☐ GOLF CLUB (Class I,II,III,IV)☐ OTHER: \_\_\_\_\_**REFER TO PAGE 3 FOR FEE SCHEDULE****ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>1. APPLICANT(S)</b> –(Sole Proprietor, Corporation, Limited Liability Co., etc.)		<b>2. Business Name (D/B/A)</b> Readfield Emporium Corp.	
Robert Bittar DOB: 02/21/1941			
Helen Bittar DOB: 10/18/1941		Location (Street Address) 1146 Main Street	
Address 309 Waugan Road		City/Town Readfield	State Maine
		Zip Code 04355	
		Mailing Address See Applicants' address	
City/Town North Monmouth, Maine	04265	City/Town	State
			Zip Code
Telephone Number 207-933-4965	No fax	Business Telephone Number 207-685-7348	No fax
Federal I.D. # 01-0474573		Seller Certificate # S-232603	

3. If premises are a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_

4. State amount of gross income from period of last license: ROOMS \$ 0.00 FOOD \$ 157,334.68 LIQUOR \$ 42,426.23

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, local musical performers. Fire Marshall Rick McCarthy in Augusta has given us permission to allow dancing.

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: See Applicants' address above.

10. Is/are applicant(s) citizens of the United States? YES X

11. Is/are applicant(s) residents of the State of Maine? YES X

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
Robert Bittar	02/21/1941	Brooklyn NY
Helen Bittar (née Alcock)	10/18/1941	Astoria NY
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Indialantic Florida		
North Monmouth Maine		

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? NO X

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

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

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

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

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Eat-in, take-out, pizza and dinner.

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES X 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? Maranacook HS 1.2 miles; St. Andrew's Parish House .2 miles

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

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: North Monmouth, Maine on April 19, 2015

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Robert Bittar

Print Name

Signature of Applicant or Corporate Officer(s)

Helen Bittar

Print Name

## FEE SCHEDULE

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

**FILING FEE** ..... \$ 10.00

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

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

## 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 with 120 days of the filing of the application. [1999, c.589, §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, c.730, §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. 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

Liquor Licensing & Inspection Unit

164 State House Station

Augusta, Maine 04333-0164

Tel: (207) 624-7220 Fax: (207) 287-3424

**SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS**

1. **Exact Corporate Name:** Readfield Emporium Corp.  
**Business D/B/A Name:** Readfield Emporium Corp.

2. **Date of Incorporation:** February 1986

3. **State in which you are incorporated:** Maine

4. **If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:**

5. **List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:**

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Robert Bittar	914 S Riverside Dr, Indialantic FL 32903	2/21/1941	50	President / Director
Helen Bittar	309 Waugan Rd, N Monmouth ME 04265	10/18/1941	50	Director

6. **What is the amount of authorized stock?** 1000 **Outstanding Stock?** None

7. **Is any principal officer of the corporation a law enforcement official?** ( ) YES (X) NO

8. **Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States?** ( ) YES (X) NO.

9. **If yes, please complete the following:** Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_ Offense: \_\_\_\_\_

Location: \_\_\_\_\_ Disposition: \_\_\_\_\_

Dated at: \_\_\_\_\_ City/Town On: \_\_\_\_\_ Date

Signature of Duly Authorized Officer \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Duly Authorized Officer \_\_\_\_\_

**SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS**

1. Exact Club Name: \_\_\_\_\_

2. Title, name, birth date and telephone number of each principal officer of the club:

Title	Name	Birth Date	Telephone #

3. Date Club was incorporated: \_\_\_\_\_

4. Purpose of Club: ( ) Social ( ) Recreational ( ) Patriotic ( ) Fraternal

5. Date regular meetings are held: \_\_\_\_\_

6. Date of election of Club Officers: \_\_\_\_\_

7. Date elected officers are installed: \_\_\_\_\_

8. Total Membership: \_\_\_\_\_ Annual Dues: \_\_\_\_\_ Payable When: \_\_\_\_\_

9. Does the Club cater to the public or to groups of non-members on the premises? ( ) YES ( ) NO

10. Excluding salaries, will any person other than the Club, receive any of the financial profits from the sale of liquor?  
( ) YES ( ) NO

11. If a manager or steward is employed, complete the following:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title of Club Officer

\_\_\_\_\_  
Print Name and Title of Club Officer

Robert Bittar *Robert Bittar*

Signature and Title of Club Officer

Readfield Emporium

Print Name and Title of Club Officer

PREMISE DIAGRAM

Route 17

MAIN STREET

76'

BAND

FUNCTION  
Room

DANCING  
Area

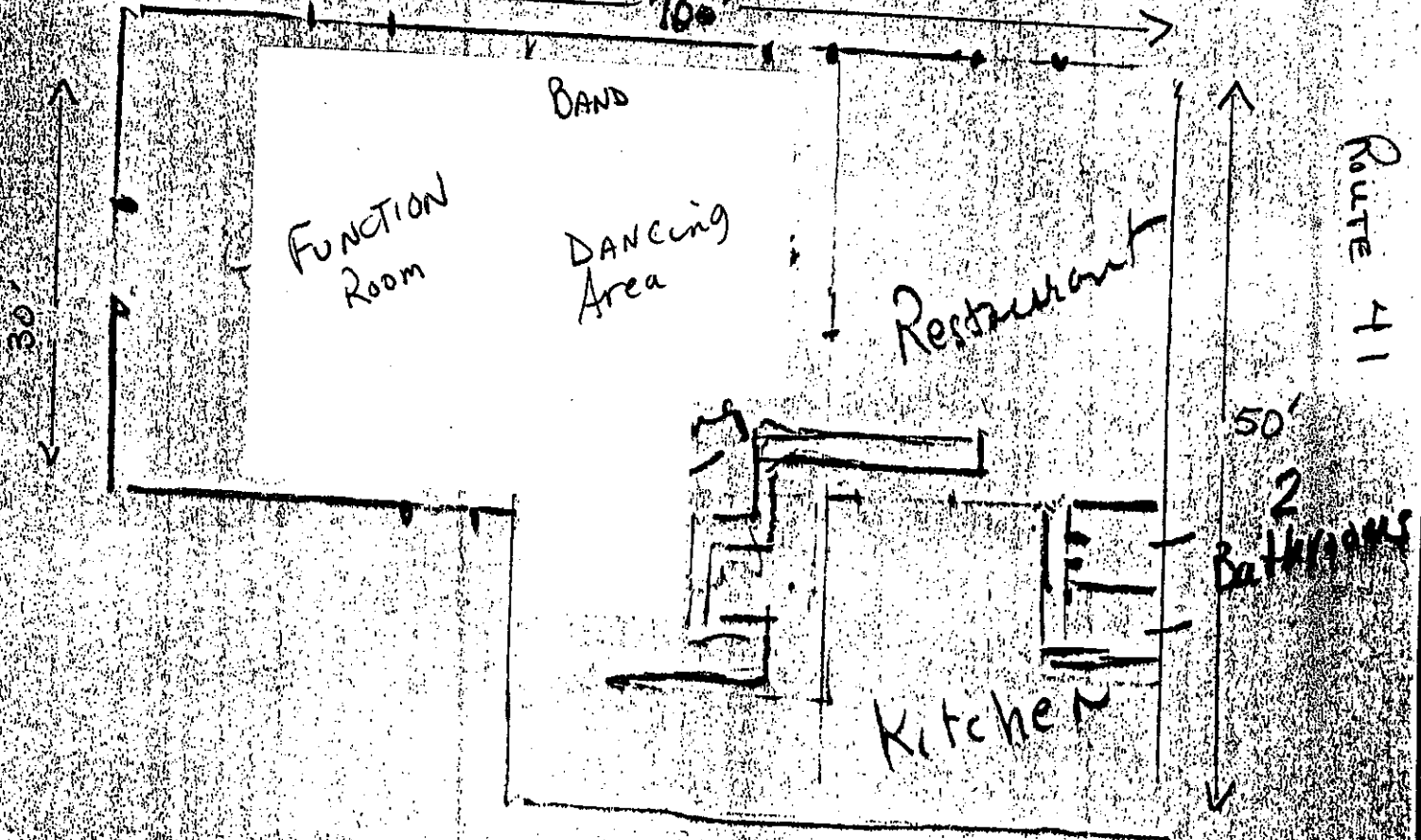
Restaurant

Route 41

50'

2  
Bathrooms

Kitchen



# Public Communication Policy

## Readfield Select Board Policy for "Public Communications" Sessions

The Select Board encourages citizens of the Town of Readfield to attend Board meetings, conducted at the Town Office at 6:30 Monday evenings, which are open to both the press and the public except during executive sessions. Executive sessions, which usually occur at the end of a meeting, deal with topics that the open discussion of which may potentially harm the Town, affected individuals or both, or are authorized/mandated by state law. The Select Board follows state law with regard to executive sessions. The Board encourages residents to bring issues of concern or interest of an individual or of the community to the attention of the Select Board. Citizen involvement in Town governance enhances the sense of community that makes Readfield a great place to live, work, and visit. Select Board meetings follow an agenda, which lists the issues the Board will address. The Board wants to hear from citizens and recognizes one way for residents to participate is to speak out in the "Public Communications" sections of each Select Board Meeting. The Select Board also recognizes that efficient, productive and orderly meetings are essential to ensure full and fair consideration of agenda subjects at each meeting. To balance these two interests, the Select Board adopts this Policy to govern the "Public Communications" agenda item of the meetings.

1. Citizens will be allowed to comment on each agenda, with comments pertaining only to the item being discussed before final action is taken. Comments will be limited to three minutes.
2. There will be one "Public Communications" segment at each regularly scheduled Select Board Meeting at the end of the meeting. Each Public Communications segment is limited to fifteen minutes, allowing three (3) minutes per person. Repeat speakers shall be allowed to speak again after anyone wishing to speak has done so and we are still in the fifteen minute allotted time frame. The full fifteen minute time interval will not be reserved for potential discussion. A citizen who is present at the meeting may request the Select Board to extend the Public Communication time, with the Select Board voting on the amount of time and either accepting or rejecting the additional time allocation requested.
3. All public comments or questions shall be directed to the Chairperson, who will recognize each speaker in turn. Remarks may not exceed three minutes per speaker. Each speaker must identify him/herself and the group he/she represents, if applicable. Speakers may not "read into the record" remarks prepared for or directed to another person or entity. This segment of the agenda is intended for brief, usually informal, discussions.
4. A speaker requesting to present a more formal or comprehensive discussion may request in advance to be on the agenda for that evening. To request to be on the agenda, one should contact the Town Manager by Monday noon prior to the following scheduled Select Board Meeting. The "Public Communications" segment is not an appropriate time to request an interpretation and/or decision of the Select Board. All reasonable requests will be considered, but it will be at the Select Board Chairperson's discretion whether to allow an agenda item, depending on the nature of the request and the time available at a specific meeting. Any request to be on the agenda denied by the Chairperson of the Board, may be brought forth before the entire Select Board during Public Communications time for the entire Select Board to review. If a motion is made and passes to add the item to a future agenda, the Chairperson will add it to the agenda within the next two scheduled Select Board meetings.
5. The Select Board will not accept written materials distributed at a Select Board meeting, other than petitions submitted in accordance with state law. Individuals or groups must submit written materials for the Board's attention to the Chairperson of the Select Board, no later than noon on the Monday before the next scheduled Select Board meeting. The Chairperson shall provide to the Town Manager any written materials received from the public for distribution to all Board members. Please reference Number 8 below.
6. Individuals or groups who desire a response from the Select Board are advised to contact the Town Manager and all Select Board Members to request placing an item on the Board's agenda for discussion

or submit a letter rather than relying on a "Public Communications" session. The Select Board shall note any concerns, questions, comments and communications from the public and possibly address at a following meeting. The Chairperson also could direct the individual or group to an appropriate resource for further information. The Select Board will not enter into debate with the public on a topic but may provide factual information regarding the substance of a comment or ask clarifying questions. Following the meeting, the Chairperson, on behalf of the Select Board will submit contact information (if provided) for the member of the public who asked a question or provided a comment to the appropriate resource for further information, if needed.

7. Questions about Town affairs and criticisms or concerns about Town policies, actions, or programs are welcome, provided they do not become personal.

8. No personal attacks on any individual or firm, including Town employees, Town officials, or members of the public, will be tolerated during any meetings. Please direct concerns about Town officials to the Chairperson of the Select Board outside the public meeting. Complaints concerning any employee of the Town, other than the Town Manager, shall be directed only to the Town Manager and are not permitted to be publicly discussed, pursuant to Maine Labor Laws. Complaints involving the Town Manager shall be directed to the Select Board for consideration, but are not permitted to be publicly discussed pursuant to Maine Labor Laws.

9. The Select Board vests in its Chairperson the discretion to terminate any remarks if the speaker does not adhere to this policy. At any time, remaining Select Board members may call a point of order and ask the Chairperson to address any individual(s) that are not abiding by this policy. This pertains to the public, Select Board Members, and all Town employees.

Adopted as policy by the Select Board on 11/05/2012

Amended and adopted on 02/25/2013

1000  
RFP



<b>Legal RFP Comparison</b>	<b>O'Donnell, Lee, McCowan &amp; Phillips, LLC</b>	<b>PretiFlaherty</b>	<b>Shelton Taintor &amp; Abbott</b>	<b>Linnell, Choate &amp; Webber</b>	<b>Eaton Peabody</b>	<b>Bernstein Shur</b>
<b>Attorney Cost/ Hour</b>	\$190.00	\$200.00	\$230.00	\$175.00	\$195.00	Individual Rates for each attorney
<b>Associate Attorney Cost/ Hr</b>	\$190.00	\$175.00	\$185.00	N/A	\$195.00	
<b>Paralegal Cost/ Hour</b>	\$90.00	\$100.00	\$100.00	\$80.00	\$100.00	\$127.00
<b>Clerical Cost / Hour</b>	\$90.00	No charge	No Charge	N/A	No Charge	No Charge
<b>Other Staff Cost/ Hour</b>	N/A	No Charge	No Charge	N/A		No Charge
<b>Billable Rate Travel</b>	Both ways	Both Ways	Both Ways	\$100 Round Trip	1/2 rate from August	One way from Augusta
<b>Rate varies Time of Day</b>	No	No	No		No	No
<b>Mileage Rate</b>	standard IRS .565	standard IRS .565	standard IRS .565	standard IRS .565	\$0.44	0.55
<b>Research Serv Cost/ Hour</b>	Hourly Rate		\$0.34/Minute	N/A	N/A	0
<b>Other: Copy, Fax, Phone etc</b>	Actual Cost	No Charge	\$ .20/Copy, \$1.00 page Fax	N/A	Actual Cost	0

# REQUEST FOR PROPOSAL

## RFP

**CRAPOTTS CORP.**

46 CARGILL ST. LIVERMORE FALLS, MAINE 04254 (207) 897-4264 ALSO FAX



4-15-15

**To:** Town of Readfield  
8 Old Kent Hill Rd  
Readfield, ME 04355

**RE:** Library Building Painting (Exterior)

**Proposal:**

Crapott's Corp proposes to furnish materials, labor and equipment necessary to complete the scope of work to paint the north (rear) and west sides of the Readfield Public Library per specs from owner.

**Total for above work: \$11,652.00**

Thank You,  
Roger Soucy  
Crapott's Corp.

ACCEPTED \_\_\_\_\_

DATED \_\_\_\_\_

**THIS PROPOSAL IS SUBJECT TO REVISION IF NOT ACCEPTED WITHIN 30 DAYS**  
We wish to thank you for the opportunity to serve you.

# FRANK D'S PAINTING

15 Hazel Street  
Auburn, ME 04240  
(207) 344-9754

Date: 4/15/15

Owner/Contact: TOWN OF READFIELD MAINE  
Job Location: 1151 MAIN ST READFIELD  
Type Of Building:

## ESTIMATE/CONTRACT

### WORK TO BE DONE:

- SCRAPE CAULK BACK AND SIDE OF
- BUILDING APPLY 2 COATS OF SOLID STAIN
- TO BODY AND TRIM
- 
- 
- 

Total Estimate/Contract: 4,500  
Material included

### Payment Terms:

The above fee is payable one half prior to the commencement of the work and the balance upon completion of the work outlined above.

Owner

Date

  
Francis A. Dunne, Owner

# Job Application

# Application for Employment

## TOWN OF READFIELD

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, gender, sexual orientation, disability, veteran status, or any other characteristic protected under local, state or federal law.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Name \_\_\_\_\_  
Last First M.I.

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Position Applied For (Note: a separate application is required for each position posted)

\_\_\_\_\_

How did you hear of the position? \_\_\_\_\_

### Education

Schools	Name/Location	Circle Last Yr Completed	Major Courses	Diploma/Degree/Certification
High School		7 8 9 10 11 12		
College		1 2 3 4 more		
Business or Trade School		Months Attended		
Other Licenses or Certifications		Length of Program		

# Employment History

Please list your complete employment history. List present or most recent employer first. Use an additional page, if necessary.

<b>Employer</b>	Employed (mo./Yr.)	Address/City/State	Beginning salary and last salary	Reason for leaving
	From:			
	To:			

Type of work performed:

Name of Supervisor and contact information:

<b>Employer</b>	Employed (mo./Yr.)	Address/City/State	Beginning salary and last salary	Reason for leaving
	From:			
	To:			

Type of work performed:

Name of Supervisor

<b>Employer</b>	Employed (mo./Yr.)	Address/City/State	Beginning salary and last salary	Reason for leaving
	From:			
	To:			

Type of work performed:

Name of Supervisor

If you served in the United States Armed Forces, briefly list the dates, rank, and skills acquired:

## Personal Information

Are you able to perform the essential duties of the position you are applying for with or without reasonable accommodation

Yes ☐ No ☐

Are you legally authorized to work in the U.S.?

Yes ☐ No ☐

*Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.*

Are you at least 18 years of age?

Yes ☐ No ☐

Have you ever been convicted of a crime or are there any pending charges against you?

*(Note: A conviction does not automatically bar you from employment)*

If yes, include details:

Yes ☐ No ☐

If required for the position, do you have a clean driving record? (if no, please explain) Yes ☐ No ☐

Please list any special office/software skills:

Please list any special equipment skills:

Please list any other skills:

If hired, when would you be available?

What are your salary requirements?



## References

NAME	HOW THEY KNOW YOU	EMAIL ADDRESS	PHONE NUMBER

Are you presently employed? Yes ☐ No ☐ If so, may we contact your present employer? Yes ☐ No ☐

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Town shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required. I also voluntarily and knowingly authorize the companies, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed Applications must be dropped off at the Town Office or mailed to the following address:

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

**Instructions  
TO THE  
Manager**

Other

# Public Communications