

**Readfield Select Board
Regular Meeting
Agenda**

June 15, 2015

Meeting starts: 6:30 PM

Location: Gile Hall

Pledge of Allegiance

1. **Minutes:** Select Board meeting minutes of May 6, June 1, 2 & 8, 2015 - 5 minutes
2. **Warrant: #25** – 5 minutes

Communications – 30 minutes

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

Appointments/Reappointments: - 5 minutes

6. Appointment – Health Officer- Oscar Thomas Feagin

Unfinished Business

7. Appointment & Procedure ad hoc comm. criteria. -5 minutes
8. Collections Clerk Job Descriptions– 15 minutes
9. Public Communications Policy – 5 minutes
10. Town Meeting - Secret Ballot – 15 minutes

New Business:

11. Peg Station Presentation -30 minutes
12. Road Work RFP –Box Culvert - 5 minutes
13. Policies –
 - A. Disbursements Warrant for State Fees
 - B. Disbursement for Employees Wages and Benefits
 - C. Outstanding or delinquent Taxes
14. Waste Management
15. Transfer Station
16. Website/ Messenger outsource
17. Review of proposed Holiday closing
18. Other - 10 minutes

Public Communications:

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

Adjournment

1. Minutes

**Special Select Board Meeting
Minutes for May 6, 2015**

Attending: Sue Reay, Valarie Pomerleau, Allen Curtis, Tom Dunham and Greg Durgin.
Others in attendance: Teresa Shaw (Interim Town Manager) Grace Keene, Deb Doten

Mrs. Reay opened the meeting at 4:36 pm.

Motion to go into executive session. Labor negotiations MSRA 1 §4056.

Motion: Mrs. Reay **seconded** by Mr. Dunham **Vote** 5-0 in favor.

7:42 PM

Other:

Interim Town Manager discussion on whether to replace Mrs. Shaw as interim town manager, because of union negotiations. Mrs. Reay stated Mrs. Shaw is walking a fine line between the union and response to the select board. Mrs. Pomerleau did not want to put Mrs. Shaw between a rock and a hard place. Mrs. Shaw stated things were going ok and would stay on as interim town manager, so people didn't need to train someone new.

Mr. Dunham said so we will ignore all professional advice given so far. All input to get a professional interim town manager. Mr. Curtis felt hiring someone else would not be a step in the right direction.

Mrs. Reay received an email from John Parent to reconsider picking up trash from the State Roads. Mrs. Reay explained to Mr. Parent with the Town of Wayne being part of the transfer station it would not be fair to Wayne residents and this would set precedence.

Motion to call the Wayne Town Manager, Aaron Chrostowsky, see if it is okay to pick up litter along Route 41, 17, Stanley Road, and Gorden Road and bring debris to Transfer Station. This would be a onetime shot.

Motion: Mr. Durgin **Seconded** by Ms. Pomerleau **Vote:** 3 in favor, 2 Mrs. Reay and Mr. Dunham against

Mrs. Reay received an email from the Maple Tree School that went into her spam mail-dated January, asking for a visit to provide information to the students who are studying government. Mrs. Reay would call and talk with the Maple School to schedule a visit.

Mr. Curtis asked if they was going to discuss the McGee construction issue

8:12PM

Motion to go into executive session MSRA 1 §4056 (6) (A) and invite the town manager to stay.

Motion by Mrs. Reay **Seconded** by Mr. Durgin **Vote** 5-0 in favor.

8:30 PM

Motion to come out of executive session.

**Readfield Select Board
Regular Meeting Minutes June 1, 2015**

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis and Thomas Dunham

Others attending: Kristie Hutchinson, William Starrett (PEG TV), Teresa Shaw (Interim Town Manager), Robin Lint (Town Clerk), Christine Sammons, Alex Wright, Deb Peale, Lorraine Hall-Wagner, Abby Whittaker, Eugene Carbona and David Hepfner.

The meeting was called to order at 6:31pm by Mrs. Reay, followed by the Pledge of Allegiance.

(1) Minutes:

- **Motion** by Ms. Pomerleau to approve the minutes of May 18, 2015 as amended, second by Mr. Durgin. Vote 4-0-1 in favor with Mr. Curtis abstaining because he was absent at the May 18th meeting.
- **Motion** by Mr. Durgin to approve the minutes of May 21, 2015 as written, second by Mr. Curtis. Vote 5-0 in favor.
- **Motion** by Mr. Curtis to approve the minutes of May 27, 2015 as amended, second by Mr. Durgin. Vote 5-0 in favor.

(2) Warrant: The warrant was reviewed by Mr. Durgin.

- **Motion** by Mr. Curtis to approve Warrant #24 in the amount of \$330,866, second Mr. Durgin. Vote 5-0 in favor.

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- **Motion** by Mr. Dunham to take item #9, Kents Hill School Liquor License out of order, second by Mr. Durgin. Vote 5-0 in favor.

(9) Kents Hill School Liquor License:

- **Motion** by Mr. Curtis to waive the public hearing for the Kents Hill School Liquor License, second by Mrs. Reay. Vote 5-0 in favor.
- Ms. Whittaker stated that they had no problems last year and that the dorms were available for overnight guest. She also reported that no minors will be attending the event.
- **Motion** by Mr. Dunham to approve the application for the Kents Hill Liquor License for Saturday, June 20th from 4:30 pm to 11:59 pm, second by Mr. Curtis. Vote 5-0 in favor.

(3) Select Board communications:

- Mrs. Reay addressed Mr. Curtis's request to hold a public hearing on the Giles Road Bridge to get public input. It was the board's consensus that the board did not have enough information to hold a public hearing.
- Mrs. Reay stated that she had reviewed the last two town meetings concerning the overdrafts. Mrs. Reay said that at the time of the town meetings the board did not know exactly what the overdrafts were going to be. Mr. Durgin reported that there are no overdrafts at this time on the current budget.
- Mr. Curtis reported that the board has signed tentative agreements with the Union and that if legally able; he would share the agreements at the next Select Board meeting.
- Mr. Dunham stated that he was still unclear on the directives for the Appointment Policy Adhoc Committee as there was no vote taken at the last meeting. Select Board members will share their notes to come up with the list and this item will be on the agenda for the next meeting.
- Mr. Curtis will give the Interim Town Manager a survey from KVCOG to fill out.

(4) Town Manager:

- Advertising for the Town Managers position will cost \$1,976.48 for 2 Sundays in Lewiston Sun Journal, 2 weekends in the Bangor Daily News and 14 days and 2 Sundays in the Kennebec Journal/Portland Press Herald. Some advertising in free spots like the web site, peg station and MMA are also being utilized.
- Mrs. Shaw reported that MRI has refunded the full amount of \$999 to the town because of the dissatisfaction of the board and employees expressed in an e-mail to Mr. Jutton.
- Mrs. Shaw asked if the board had set any salary or benefit package for the town manager position. Mrs. Shaw said that she had an inquiry. The board said they had not and it would depend on the qualifications of the candidate.

(5) Boards, Committees, Commissions & Departments:

- No reports taken up.

(6) Appointments/Reappointments:

- No appointments or reappointments were done.

(7) Public Communication Policy final reading:

- Mr. Durgin had a some grammatical changes and a couple of word changes.
- **Motion** by Ms. Pomerleau to approve the Public Communications Policy as edited by Mr. Durgin, second by Mr. Durgin. Vote 0-5 motion fails.
- **Motion** by Ms. Pomerleau to accept the Public Communications Policy that the whole board has been working to update and the grammatical corrections and the two words that Greg Durgin corrected, second by Mr. Durgin. Vote 5-0 in favor.

(8) Collections Clerk Job description:

- A few grammatical changes were discussed. Mr. Durgin will give the Interim Town Manager his corrections.
- Ms. Pomerleau proposed this job be 25 hour a week job and the town office window will be closed accept for those 25 hours. This would be a change from the Town Office being open 38 hours a week to 25 hours a week, cutting 13 hours of service. The town staff will prepare a spreadsheet of the busiest month and the slowest month of transactions for the next Select Board meeting.
- Mr. Curtis wants the document to state that if applicants are equally qualified a Readfield resident would have preference.

(10) Road Work RFP's:

- Mr. Curtis reported that the Road Committee tabled the Road Work RFP's until Mr. Perkins could review them and get back to the committee.
- The Select Board had some minor changes to the RFP's.
- Mr. Curtis felt the board should wait to hear back from the Road Committee before proceeding. Other board members felt the need to get the RFP's advertised in order to get on the summer agenda of the contractors.
- **Motion** by Mr. Dunham to authorize the Road Commissioner to send out the RFP's on ditching, rock removal, shoulder gravel, crack seal and paving work with a due date of June 18 by 3:00 pm, second by Ms. Pomerleau. Vote 4-1 with Mr. Curtis voting in the negative.
- The Interim Town Manager will advertise in the Kennebec Journal, web site and send the RFP's to the current contractors on her contractor list.

(11) New Member Start Date:

- Mrs. Reay opened a discussion about the start date of the two new Select Board members. Mr. Durgin had also done some research on the subject. Although the Town of Readfield does not have a charter, ordinance or a town meeting vote to establish a start date of July 1 for new board members it is tradition. The board is hoping new members will follow tradition and be sworn in but start their terms July 1st.
- The Town Clerk stated that if new members approached her and asked to be sworn in and that they were requesting to start their term immediately the board would have to comply by State law.
- A warrant article for next year or in November should be written establishing the term start date for Select Board members.

(12) Other:

- No other business.

(13) Members of the Public address the Select Board:

- Ms. Doten asked why Mrs. Lorraine Hall-Wagner's reappointment application was not in the packet. The Clerk, Robin Lint, responded to the question by letting the board know that she does have it and that with the busy schedule last week, the holiday and being out of the office for personal reasons that it was just a mistake to have not remembered it and apologized for it.
- Mr. Hephner asked the board to put more informational out there for the RSU #38 budget and how it impacts the residents tax dollars.
- Mr. Carbona said that he has been receiving e-mails and phone calls asking him questions about the town ballot and budget. Mr. Carbona wanted the board's recommendation on what he can and cannot say. The board said there is information out there and on the web site for people to review and that the board has held multiple informational meeting to help residents.
- **Motion** by Mr. Durgin to extend the meeting to 9:10pm, second by Mrs. Reay. Vote 3-2 with Ms. Pomerleau and Mr. Curtis voting against.

Mrs. Reay adjourned the meeting at 9:04pm.

Recorded by Robin Lint

**Readfield Select Board
Special Meeting Minutes June 2, 2015**

Select Board members present: Valarie Pomerleau, Sue Reay, Greg Durgin, Allen Curtis and Thomas Dunham

Others attending: Teresa Shaw (Interim Town Manager) and Robin Lint (Town Clerk)

The meeting was called to order at 4:35 pm by Mrs. Reay.

(1) Town Manager Job Interview Finalist Questions:

- Several pages of various questions from different board members were distributed as well as a copy of the questions used in the search for a town manager in 2003.
- Questions potentially being agreed upon are as follows:
 1. Why have you applied for the Town Managers position?
 2. What do you know about Readfield?
 3. Describe your management philosophy.
 4. Please share with the committee what you feel your greatest strengths are and why you are a good prospect for the position.
 5. Please share with the committee a mistake you made on your previous job and how you handled it.
 6. Have you ever taken a time management course and how would you apply it to this position? How do you delegate responsibility to others and process follow-up to ensure the task(s) were completed?
 7. In the Town Manager position every day is different. You can come in with your day planned and a phone call, e-mail or visit can change everything. How do you take care of the unexpected and get your work done?
 8. The citizens of Readfield are very diverse with many taking different perspectives. Have you ever been in a position where two people wanted you to take opposite positions on the same issue?
- At this point it was discovered that questions had been written for previous searches. A copy was passed out to all board members to review and come back on June 8th at 4:30 pm with suggestions of additions, deletions and/or any combination to use for questions.

(2) Committee Setup:

- Initially the applications will be opened and review by the new Select Board when seated and qualified candidates applications will be sent on to the interview committee.

(3) Final Committee:

- The interview committee will consist of the new Select Board, Teresa Shaw and Kate Taylor (HR person for RSU #38). The new Select Board will decide if and how they will appoint two residents to the committee.

(4) Other:

- No business taken up.

(5) Executive Session:

- **Motion** by Mrs. Reay to enter into executive session pursuant to Title 1 M.R.S.A. § 405 (6) (d), second by Mr. Durgin. Vote 5-0 in favor.
- Left executive session at 8:30

Mrs. Reay adjourned the meeting at 8:30 pm.

Minutes recorded by Robin Lint, Town Clerk

**Special Select Board Meeting
Minutes for June 8, 2015**

Attending: Sue Reay, Valarie Pomerleau, Allen Curtis, Tom Dunham and Greg Durgin.
Others in attendance: Teresa Shaw (Interim Town Manager) Pam Osborne

Mrs. Reay opened the meeting at 4:38 pm.

The board worked together discussing questions for the town manager candidates.

Motion to cancel the meeting scheduled for June 22, 2015, and not to open the Town Manager applications until after July 1, 2015. So the new board members could take part in process.

Motion: Mr. Curtis **Seconded:** Mr. Durgin **Vote:** 3 in favor, 2 against Mrs. Reay and Mr. Dunham

Mrs. Reay stated it was agreed upon at a Select Board meeting that all tentative agreements would not be signed until the full board could approve it. Mr. Curtis disagreed with this statement.

It was the consensus of the board to bring each tentative agreement back to the board in writing before signing.

It was the consensus of the board to post and read at the June 15, 2015 meeting all open board positions. The policy states members with expiring terms of June 30, of that year have until May 31, to put in an application for reappointment.

Motion to approve the reappointment of Lorraine Hall Wagner to the Cemetery Committee.

Motion: Mr. Curtis **Seconded:** Ms. Pomerleau **Vote:** 5-0 in favor

A brief discussion was had on updating all job descriptions for all employees.

Mrs. Reay reminded those on the board of assessor's they had a meeting the following day.

Seeing no further business before the board Mrs. Reay adjourned the meeting at 6:29 pm.

Minutes recorded by Teresa Shaw, Interim Town Manager.

2. Warrant

3. Select Board

4. Town Manager

5. Boards & Committees

6. Appointments

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE 5/9/15 9:22AM DATE RECEIVED

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?

Health officer

Name: Oscar Thomas FEIGIN

Phone (H): 685-4042

Street address: 365 Winthrop Rd

Phone (C): 459-9597

Mailing address: Same

E-Mail: tfeigin@roadrunner.com

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

MD - Johns Hopkins 1964

Practiced medicine 1971-2004

War state epidemiologist in VSPHS 1969-71

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

Job is open - I have expertise and time and
would enjoy serving the town.

If you are currently employed, what is your position?

retired

APPLICATION FOR APPOINTMENT FOR:

Name: Oscar Thomas Feagin Position Health Officer Term: 1 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position Health Officer Term: Now - June 30, 2016
Was this position advertised? ☒ Yes ☐ No If no, please explain:

Is there a recommendation attached? ☐ Yes ☒ No If no, please explain:

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? ☐ Yes ☐ No If yes, what date:
Is an Oath appropriate: ☐ Yes ☐ No If yes, what date:

SELECT BOARD APPOINTMENT

To Oscar Thomas Feagin of Readfield, in the County of Kennebec and State of Maine: There being a position on the Health Officer we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

June 15 - 2015 thru June 30, 2016. Given under our hand this , day of , 2015.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE

6/11/15 10:15 AM

DATE RECEIVED

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?

Recreation Board of Trustees

Name: Thomas Donegan

Phone (H): 685-9065

Street address: 64 Harmony Hill Rd

Phone (C): 207-215-5358

Mailing address: P.O. Box 236 Readfield Me 04335

E-Mail: thdoneg@aol.com

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

Re-appointment 3 year service

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

I have a few projects I would like to complete

If you are currently employed, what is your position?

Self Employed

APPLICATION FOR APPOINTMENT FOR:

Name: Thomas Doregen Position Recreation Com Term: 3 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position Recreation Com. Term: July 1, 2015 - June 30 - 2018
Was this position advertised? ☐ Yes ☐ No If no, please explain:

Is there a recommendation attached? ☐ Yes ☐ No If no, please explain:

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? ☐ Yes ☐ No If yes, what date:
Is an Oath appropriate: ☐ Yes ☐ No If yes, what date:

SELECT BOARD APPOINTMENT

To Thomas Doregen of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

July 1, 2015 thru June 30, 2016. Given under our hand this , day of , 2015.

Sue Reay

P. Greg Durgin

Thomas Dunham

Valarie Pomerleau

Allen Curtis

7. Appointment & Procedure Ad hoc committee criteria

Boards and Committees Ad Hoc Committee Directives

- Review current appointment policy
- How to handle multiple applicants
- Applications – specific to each committee
- Review current committee mission statements
- Review committee roles & responsibilities
- Review committee guidelines
- Ethics policy – look at select boards policy
- Term limits
- Define qualifications and expertise for each committee
- Email/FOAA responsibility

Goal – clarify the application process as well as roles & responsibilities so applicants know what will be expected of them.

DRAFT

Appointment Policy Ad Hoc Committee

Boards and Committees Ad Hoc Committee Directives

Review current Appointment Policy and Guidelines

Review Committees general Roles & Responsibilities

Write Draft Boards and Committee policy that may include the following:

- Application Process
- Email/FOAA responsibilities for all committees
- General responsibilities for all committees
- Appointment/Un-appointment process
- Define qualifications and expertise for each Committee
- Email communication

The goal is to clarify the roles and responsibilities of all our pointed committees.

Each Committees Responsibility

- Review current Committee mission Statements

Ethics and Term limits

- Discussed and the consensus was to wait until July 2015 and have a separate policy with those two items so it would include boards, committees, employees, volunteers and elected officials

TOWN OF READFIELD

PROCEDURES FOR APPLICATION FOR APPOINTMENT AND RE-APPOINTMENT

TO BOARDS, COMMITTEES AND COMMISSIONS

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 disability. The Select Board may exclude from consideration any applicant with a physical or mental disability only when the physical or mental disability 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.

1. Applicant's Process:

- a) Each applicant applying for a vacancy on a board, committee or commission shall complete an Appointment Application provided through the office of the Clerk for the position for which the applicant seeks appointment.
- b) All first time appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Re-appointments may or may not be asked to attend a Select Board meeting for re-appointment with exception noted in Item 6c.
- c) All re-appointment applicants need to re-apply for their position by May 31st of the expiring year. If not done so, the applicant may lose their position on their chosen board, committee, or commission.
- d) All applicants and re-appointment applicants shall be provided a copy of this policy along with the Appointment Application upon appointment or re-appointment.
- e) All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic workshop for Planning Board or Board of Appeals members offered by MMA. Upon completion of the basic workshop, members are responsible to provide a certificate of completion to the Town Clerk.
- f) Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Planning Board, Board of Appeals, Library Board of Trustees and Recreation Board.
- g) Applicants who have not been appointed to a position by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration by the Board for the same or another appointive position. Re-considered applications need to follow all steps in this procedure, except completing another application.

2.) Town Clerk's Process:

- a) The Clerk shall not accept or present any application for appointment to any board, committee or commission to the Select Board for review before the current position is determined open and available to be filled.
- b) The Clerk shall be responsible for advertising any and all openings for positions on boards, committees and commissions as per the Advertising Section (3) of this procedure policy.
- c) The Clerk shall forward all completed appointment applications and recommendations to the Town Manager in a timely manner.
- d) The Clerk shall send all letters of resignation to the Town Manager to be added to a Select Board agenda for review and acceptance by the Select Board.
- e) After the acceptance of a letter of resignation by the Select Board, the Clerk will record the opening on that board, committee or commission.
- f) The Clerk, working in conjunction with the Town Manager, shall be responsible for arranging all interviews at the mutual convenience of the Select Board and the applicants.
- g) The Clerk shall inform all applicants for appointment and reappointment of the Select Board's decision.
- h) The Clerk or his/her designee must administer an oath of office to the appropriate appointees before assuming the duties of the position to which the applicant has been appointed.
- i) The Clerk shall notify the Chair of the board, committee or commission of the action taken by the Select Board regarding the status of the appointment or re-appointment of a candidate to a board, committee or commission on which the person serves as Chair

3. Board, Committees, and Commissions Process:

- a) Opening by expiring term: The board, commission or committee chair shall notify the member that his/her term is expiring by May 1st of the expiring year informing the member that he/she needs to re-apply for their position before May 31st of the current year and, if this is not done, it will create an automatic opening.
- b) Opening by resignation: The Chair shall send all resignations that he/she receives to the Clerk. All resignations shall be in writing either by e-mail or letter.
- c) The Chair shall also supply a brief outline of the duties of the position to be filled to the Clerk for advertising.

- d) The Chair shall provide a recommendation to the Select Board for each appointment or reappointment application received by the Clerk for their board, committee or commission.
- e) Each chair shall be given this policy upon appointment as Chair or re-appointment as Chair. All board, committee and commission members shall abide by the guidelines that the Select Board has added as an addendum to this policy.

4.) Advertisement Process:

- a) Advertising shall be accomplished through use of the Town of Readfield website, publishing in the monthly Readfield Messenger and posting at the Town Office and Town of Readfield PEG TV station. The following notifications are optional: posted at the Town Library and in the Community Advertiser.
- b) The advertisements shall list the board, committee or commission, the title of the position and the length of the term. All positions shall be advertised "until filled".

5.) Town Manager's Process:

- a) The Town Manager shall inform the Select Board of all applications and resignations from boards, committees and commissions by making them an agenda item for the Select Board's review.
- b) The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions on applicants for appointment, re-appointment and resignations.

6.) Select Board's Process:

- 1. No opening shall be considered by the Select Board unless the following have been met:
 - 2. notification process to the Clerk has been completed and recorded
 - 3. advertising has been completed
 - 4. a recommendation by the Chair of the board, committee or commission is attached to the application.
-
- a) The Select Board shall review each application for appointment or re-appointment before making a determination about the fitness of the applicant for the position.
 - b) The Select Board shall interview all new appointment applicants and may choose to interview re-appointments. The Select Board always has the option to forego a new appointment interview if the majority of the Select Board feels they know the applicant because of their service on other boards, committees or commissions.

- c) The Select Board shall act on applications for boards, committees and commissions no later than the second regularly scheduled meeting following the receipt of the application or when convenient for the applicant.
- d) The Select Board may choose to reconfigure the board, committee or commission before any more applicants may be appointed (unless such configuration has been set by Town Meeting and/or State Law).
- e) When reviewing an application for appointment, the Select Board may consider the applicant's prior education, training, experience and comments received from board chairs, committees, commissions the public and any other qualifications related to the position for which applied.

Original procedures amended by the Select Board on 9/24/2012

This draft created by Select Board subcommittee and Town employees input, 8/8/13

Original procedures amended and approved by the Select Board on 10/21/2013

Guidelines attached were incorporated by the Select Board on 10/21/2013

Amended Oct 21, 2013

Select Board

Sue Reay, Chair P.

Greg Durgin, Vice Chair

Lawrence Dunn

Valarie Pomerleau

Allen J. Curtis

GUIDELINES FOR BOARDS, COMMITTEES AND COMMISSIONS

CHAIRS DUTIES AND RESPONSIBILITIES:

1. The Chair will conduct all meetings.
2. The Chair shall prepare an agenda for each meeting using the following guide:

Meetings shall consist of the following agenda:

- a. Roll call and determination of a quorum.
- b. Review and approval of minutes of previous meeting.
- c. Oral and Written Communications
- d. Opportunity for members of the public to address the Board, Committee or Commission.
- e. Old (unfinished) business.
- f. New business.
- g. Adjournment.

Each agenda shall be posted.

3. The Chair will maintain a schedule and preliminary agenda for all meetings to be conducted in his or her term. This will be used to help assure efficient use of the Board, Committee or Commission's time while conducting necessary Town business.
4. The Chair will routinely meet with the Town Manager to ensure that they stay current with Town issues.
6. The Chair is deemed to be the public spokesperson for the Board, Committee or Commission although he/she can designate this responsibility freely.
7. All members of the Board are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members.
8. A vacancy in the position of Chair will be filled as soon as possible
9. The Chair is responsible for writing an article for the Town Report each year and for the Readfield Messenger if meetings are held that month.

10. The Chair of each board, committee or commission shall notify the Town Clerk when an opening occurs on the board, committee or commission that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.
11. The Chair is to give each member a copy of the Town's policy on Procedure for Application, Appointment and Re-appointment along with a copy of these guidelines.
12. Chair is responsible for keeping minutes of meetings or assigning a member to keep them.
13. Minutes shall be turned into the Town Clerk for posting on the web site.
14. Notifying all members of meetings.
15. Posting of meetings with agenda's.
16. Chair is to attend the Annual Chairs Meeting.
17. Annually the Chair shall update the Goals and Missions statement.

Planning Board shall use the microphones for their meetings.

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions, the Chair may have additional duties and responsibilities. These additional duties are discussed in this section. Except when the responsibility falls on the Chair in the following instances: (a) absence of the Chair; (b) whenever the Chair has a conflict of interest, as defined by law, with the business being conducted by the Board, Committee or Commission; (c) at any other time at the reasonable discretion of the Chair.

A vote of other members present shall take place to who will preside over said meeting.

8. Collections Clerk

Job Description

Collection Clerk
Deputy Registrar/Deputy Treasurer/Deputy Clerk/
Deputy Tax Collector

Nature of work:

This is responsible clerical and public collection work in the receipt and recording of taxes and fees levied by the Town.

An employee of this class receives and records all incoming cash payments. The work involves the handling of funds and preparation of standard forms and receipts. Collections include excise taxes, state fees, property taxes, and various registration charges. Work is performed under the general supervision of the Town Manager, but requires the ability to work independently following established procedures and routines. Work is reviewed based on results achieved and audits.

Essential Duties and Responsibilities:

- Registers automobiles, boats, ATV's and snowmobiles:
- Issues various recreational licenses using the Moses Program when possible:
- Issues marriage licenses and certified copies of vital records in the absence of the clerk:
- Issues beach permits and receives and collects fees for recreational sign-up:
- Collects real estate and personal property taxes:
- Enters all fees and data collected by the Transfer Station:
- Prepares weekly auto registration spreadsheet:
- Makes non-emergency G.A. Appointments:
- Answers telephone and any inquiries when possible:
- Back up support for the Finance Officer and Town Clerk when needed:
- Schedules and receives the rent for the second floor conference room:
- Responsible for the ordering and receiving of general office supplies:
- Responsible for maintaining all related file:.
- Performs related work as required:

Requirements of Work:

- Knowledge of Microsoft Works, Word and Excel:
- Some knowledge of modern office procedures, practices and equipment:
- Ability to work with some independence in general work situations:
- Ability to establish and maintain working relationships with other employees:
- Ability to deal courteously with the public using tact and resourcefulness in meeting new problems:
- Ability to take additional training and certifications:

Training and Experience Required:

Graduation from an accredited high school supplemented by courses in bookkeeping and commercial subjects, experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training.

9. Public Communications Policy

Readfield Select Board Policy for all "Public Communications"

The Readfield Select Board encourages citizens of the Town of Readfield to attend board meetings, workshops, etc. conducted at the Town Office that 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 by 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" section 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" during any agenda item of the meetings.

1. Citizens may be allowed to comment on each agenda item before the board, with comments pertaining only to the item being discussed before final action is taken. Comments will be limited to three minutes. No comments will be received after the board vote or decision.

2. There will be one -15 minute "Public Communication" segment at each regularly scheduled select board meeting allowing three (3) minutes per speaker. 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. The public communication segment of the agenda is intended for brief, usually informal, discussions, but allows speakers to have short notes to read from. If you wish to read from a computer, prepared lengthy notes, or documents, you need to provide them in advance for consideration on the agenda.

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 next 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 regularly scheduled select board meetings.

5. The select board will not accept written materials or pictures 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 only answer at the meeting if factual information is known, if not, then possibly address at the following meeting, as long as an answer or the documentation asked for currently exists. 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. At the next regular scheduled board meeting, the chairperson, on behalf of the select board, will provide either a written or verbal response to the questions asked at the prior meeting to the resident or group. The reply will include any pertinent resource information.

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 the speakers time 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

Amended and adopted on 6/15/2015

10. Town Meeting Secret Ballot



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355
Tel. (207) 685-4939 • Fax (207) 685-3420

Annual Town Meeting Warrant Secret Ballot Results Tuesday, June 9, 2015

To: Karen Peterson, resident of the Town of Readfield, in the County of Kennebec, State of Maine,

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 9th day of June, A.D. 2015, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 57 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: To elect a moderator to preside at said meeting and to vote by written ballot.

Ellen Blanchard was elected

Article 2: To elect two Select Board members both with three year terms, two RSU #38 School Board members both with three year terms and two Local School Board members, one with a one year term and one with a three year term.

Bourgoine, Bruce	459
Carbona, Eugene	236
Marr, James	207
Sammons, Christine	392

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2015—June 30, 2016?

Yes-527 No-129 Blank-37

Article 4: Shall the Town vote to fix **September 25, 2015** or thirty days after the taxes are committed, whichever is later, and **February 26, 2016** as the dates of each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of **4%** per year, which is lower than the State rate of 7% pursuant to Title 36 MRSA, 505.4?

Yes-586 No-73 Blank-33

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of **.5%**, which is lower than the State Rate of 7%, from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Yes-542 No-106 Blank-45

Article 6: Shall the Town vote to authorize the Tax Collector to **Accept Payment of Taxes** not yet committed?

Yes-549 No-98 Blank-46

Article 7: Shall the Town vote to authorize the Select Board on behalf of the Town to enter into single or multi-year **Contracts, Leases, and Lease/Purchase Agreements**, not to exceed five years, in the name of the Town if it is deemed to be in the best interest of the Town?

Yes-517 No-139 Blank-37

Article 8: Shall the Town vote to authorize the Select Board on behalf of the Town to sell any Town owned **Surplus Property, Equipment and Tools** no longer needed by the Town?

Yes-565 No-139 Blank-29

Article 9: 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?

Yes-590 No-74 Blank-29

Article 10: 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, of the last year's approved budgeted amount during the period July 1, 2015 to October 1, 2015?

Yes-470 No-155 Blank-68

Article 11: Shall the Town vote to raise and appropriate **\$327,525** for the **General Government for Municipal Admin., Insurance, Office Equipment** budget category for the following budget lines?

Municipal Administration	\$299,370
Insurance	\$24,650
Office Equipment	\$3,505

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-568 No-101 Blank-24

Article 12: Shall the Town vote to raise and appropriate **\$43,146** for the **General Government for Assessing and Code Enforcement/Plumbing Inspector/Building Inspector** budget category for the following budget lines?

Assessing	\$21,400
CEO/LPI/BI	\$21,746

Select Board recommends: Yes

Budget Committee recommends: No

Yes-293 **No-371** Blank-29

Article 13: Shall the Town vote to raise and appropriate **\$6,500** for the **General Government for Town Boundaries, Grant Writing/ Planning and Heating Assistance** budget category for the following budget lines, with all unexpended balances to be carried forward?

Town Boundaries	\$2,500
Grant Writing/Planning Ser.	\$2,500

Heating Assistance \$1,500

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-592 No-82 Blank-19

Article 14: Shall the Town vote to raise and appropriate **\$74,905** for the **General Government for Municipal Maintenance** budget category for the following budget lines?

Municipal Maintenance \$74,905

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-575 No-96 Blank-22

Article 15: Shall the Town vote to raise and appropriate **\$7,545** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the Conservation budget line carried forward?

Appeals Board \$407

Conservation Commission \$4,365

Planning Board \$2,773

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-574 No-96 Blank-23

Article 16: 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

Maintenance Building \$1,500

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-622 No-50 Blank-21

Article 17: Shall the Town vote to raise and appropriate **\$59,122** for the **Community Services** budget category for the following budget lines?

Animal Control \$16,622

Kennebec Land Trust \$250

KVCOG \$4,345

Library Services \$26,438

Readfield TV \$5,717

Street Lights \$5,500

Maranacook Lake Dam \$250

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-568 No-105 Blank-20

Article 18: Shall the Town vote to (1) raise and appropriate **\$25,110** for the **Cemetery Maintenance** budget category (2) appropriate **\$4,000** from the Perpetual Care Trust Fund to the Cemetery Maintenance budget category, and (3) accept and appropriate an anticipated donation in the amount of **\$7,000** from the Audrey Luce Living Fence Fund to the Cemetery Maintenance budget category, with any unexpended balances to carry forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-597 No-76 Blank-20

Article 19: Shall the Town vote to appropriate **\$18,066** for the **Beach and Recreation** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach \$9,060

Recreation \$9,006

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-564 No-110 Blank-19

Article 20: Shall the Town vote to raise and appropriate **\$5,000** for the **Heritage Days** budget category to be expended for the 2015 Heritage Days celebration in addition to the **\$5,000** previously appropriated for this purpose with any unexpended balances to be carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-486 No-187 Blank-20

Article 21: Shall the Town vote to raise and appropriate **\$306** for the **Readfield Community Park** budget category?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-540 No-131 Blank-22

Article 22: Shall the Town vote to accept and appropriate an anticipated donation in the amount **\$2,700** for the **Readfield Trails Committee** projects?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-586 No-91 Blank-16

Article 23: Shall the Town vote to raise and appropriate **\$153,165** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward with the exception of the Ambulance Service, Dispatching and Emergency Operations Plan lines?

Operation of Fire Dept. \$84,790

Fire Dept. Capital Equipment \$13,500

Ambulance Service \$22,000

Waterholes \$500

Tower Sites \$2,000

Dispatching \$28,000

Annual Physicals \$125

Personal Prot. Gear Repl.	\$2,000
Emergency Operations Plan	\$250

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-632 No-40 Blank-21

Article 24: Shall the Town vote to raise and appropriate **\$528,838** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maint.	\$247,950
Winter Road Maint.	\$260,500
Vehicles Maint.	\$18,000
Interlocal Work	\$2,388

Select Board recommends: Yes

Budget Committee recommends: No

Yes-338 No-321 Blank-34

Article 25: Shall the Town vote to appropriate **\$46,645** for the **Capital Improvements for Fairgrounds and Transfer Station** budget category for the following budget lines with all accounts to be carried forward?

Fairgrounds Athletic Fields	\$8,645
Transfer Station	\$38,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-553 No-120 Blank-20

Article 26: Shall the Town vote to raise and appropriate **\$35,200** for the **Capital Improvements for Equipment and Maranacook Dam** budget category for the following budget lines with all accounts to be carried forward?

Equipment	\$7,200
Maranacook Lake Dam	\$28,000

Select Board recommends: Yes

Budget Committee recommends: No

Yes-275 **No-379** Blank-39

Article 27: Shall the Town vote to raise and appropriate **\$256,195** for the **Solid Waste Department** budget category for the following budget lines with all accounts to be carried forward?

Transfer Station	\$253,595
Backhoe	\$2,600

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-596 No-71 Blank-26

Article 28: Shall the Town vote to raise and appropriate **\$305,930** for the **Regional Assessments** budget category for the following budget lines which the town are legally bound to pay?

Cobbossee Watershed	\$19,825
Kennebec County Tax	\$260,000

First Park

\$26,105

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-580

No-85

Blank-28

Article 29: 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

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-608

No-58

Blank-27

Article 30: Shall the Town vote to appropriate the amount equal to that paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation, maintenance and grooming?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-558

No-103

Blank-32

Article 31: Shall the Town vote to raise and appropriate the requested amount of **\$1,441** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-555

No-108

Blank-30

Article 32: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-529

No-131

Blank-33

Article 33: Shall the Town vote to raise and appropriate the requested amount of **\$1,312** for the **Family Violence Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-549

No-112

Blank-32

Article 34: Shall the Town vote to raise and appropriate the requested amount of \$2,250 for the Courtesy Boat Inspection Program to the **Maranacook Lake Association** for \$1,500, and the **Torsey Pond Association** for \$750 on Maranacook Lake and Torsey Pond?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-556

No-110

Blank-27

Article 35: Shall the Town vote to raise and appropriate the requested amount of **\$910 for the Sexual Assault Agency?**

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-547 **No-114** **Blank-32**

Article 36: Shall the Town vote to raise and appropriate the requested amount of **\$231 for the 30 Mile River Association?**

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-509 **No-147** **Blank-37**

Article 37: Shall the Town vote to appropriate **\$10,000** for the **Readfield Enterprise Fund** budget category with any balance to be carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-449 **No-197** **Blank-47**

Article 38: Shall the Town vote to raise and appropriate **\$5,000** for a **Revaluation?**

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-485 **No-169** **Blank-39**

Article 39: Shall the Town vote to raise and appropriate **\$4,710** for the **General Assistance** budget category?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-555 **No-106** **Blank-32**

Article 40: Shall the Town vote to appropriate funds to cover all **Overdrafts** from the Unassigned Fund Balance?

Select Board recommends: Yes

Budget Committee recommends: No

Yes-194 **No-458** **Blank-41**

Article 41: Shall the Town vote to accept in trust the sums to be deposited as part of the **Readfield Cemetery Trust Funds** and the income to be used for the upkeep and maintenance of cemetery lot(s) in the Town of Readfield cemeteries as collected from 3/21/14 to 2/28/15?

Yes-612 **No-40** **Blank-41**

Article 42: Shall the Town vote to close the **Playground** account in the amount of **\$1,095** and donate said money to the RSU #38 for the purpose of maintenance of the Readfield Elementary School Playground?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-617 **No-49** **Blank-27**

Article 43: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, Local and private sources (including user fees), in those categories for which the revenue was intended (if no use is identified, the funds shall be deposited with the General Fund), in addition to the amounts appropriated previously in these articles?

Yes-554 No-89 Blank-50

Article 44: Shall the Town vote to authorize the municipal officers to retain, sell to the prior owner for taxes, interest and costs, or to sell **Tax Acquired Property** on such terms as they deem advisable, and in accordance with a written policy regarding Tax Acquired Property adopted by the Municipal Officers?

Yes-560 No-81 Blank-52

Article 45: Shall the Town vote to appropriate the following **Estimated Revenues** to reduce the 2015 Tax Commitment?

State Revenue Sharing	\$110,000
Interest on Property Taxes	\$16,000
Interest on Investments	\$2,500
Veterans Exemption	\$3,000
Homestead Exempt. Reimb.	\$73,000
Tree Growth Reimb.	\$9,000
Bete Reimbursement	\$4,000
Boat Excise Taxes	\$6,000
Motor Vehicle Excise Taxes	\$420,000
Agent Fees	\$8,600
Certified Copy Fees	\$1,250
Other Income	\$2,000
Heating	\$1,500
Plumbing fees	\$3,000
Land Use Permit Fees	\$3,000
Dog License Fees	\$3,500
Library Revenue	\$2,075
Cable Television Fees	\$24,000
Beach Income	\$9,060
Recreation Income	\$9,006
Protection	\$5,580
Audrey Luce Live Fence	\$7,000
Local Roads	\$35,000
Interlocal	\$2,388
Transfer Station Capital	\$19,000
Transfer Station	\$145,598
First Park	\$9,500
Snowmobile (State reimb.)	\$1,436
Readfield Enterprise Fund	\$10,000
General Assistance (State reimb.)	\$2,100
<u>TOTAL</u>	<u>\$948,093</u>

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-646 No-24 Blank-23

Article 46: Shall the Town vote to authorize the municipal officers to issue a **Waiver of Automatic Foreclosure** when the municipal officers wish to avoid acquiring property that may be burdensome to the Town and to take court action if needed to foreclose at a later date, if desired?

Yes-573 No-83 Blank-37

Article 47: 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?

Select Board recommends: Yes

Budget Committee recommends: Yes

Yes-577 No-87 Blank-29

Article 48: Shall the Town vote to authorize the municipal officers to set **Miscellaneous Fees** charged for Town services not covered or set by State Statute?

Yes-449 No-202 Blank-42

Article 49: Shall the following amendments be made to the Town's **Land Use Ordinance** and be enacted?

- Wind Tower—Commercial & Small Wind Systems
- Expansion of non-conforming structures
- Land Use Tables—Table 1 & foot note changes

Yes-415 No-203 Blank-75

Article 50: Shall the Town vote to authorize the Select Board to enter into **Trail Easements and Agreements**, as the Select Board deems appropriate, based on criteria established by the Select Board, with private property owners as negotiated by the Trails Committee for trails/pathways on private property?

Yes-488 No-174 Blank-31

Article 51: Shall the Town vote to accept a previously signed trail agreement between the Town of Readfield and the **Union Meeting House** for a pathway?

Yes-566 No-95 Blank-32

Article 52: Shall ordinances entitled "**Acceptance of New Town Roads**" adopted in 1986 and in 1990 be **repealed** because new Road Standards were adopted as part of the Land Use Ordinance adopted June 12, 2014?

Yes-515 No-118 Blank-60

Article 53: Shall the town vote to amend the following language in the Town's "**Firearms Ordinance**"?

- Adding the words "of any" to the second paragraph.
- Adding the words ", at any time and , beach or Fairgrounds property per the attached map" to the 5th paragraph.
- Change the map to reflect the changes adopted.

Yes-470 No-149 Blank-74

Article 54: Shall the Town vote to make the amendments correcting the "Dates, Title and Subsection" of the Town's "**Fire Department Ordinance**" be enacted?

Yes-568 No-65 Blank-60

Article 55: Shall the Town vote to appropriate **\$250,183** from the Unassigned Fund Balance to **reduce the total tax commitment?**

Select Board recommends: Yes

Budget Committee recommends: No

Yes-350

No-309

Blank-43

Article 56: Shall the Town adopt an ordinance entitled "**Town of Readfield Administration Ordinance**" giving the Select Board additional authorization of powers and duties to act on the following items now found as articles on the Annual Town Meeting Warrant?

- To **accept payment of taxes** prior to commitment
- To **enter into contracts & leases** not to exceed five years.
- To **sell surplus property**
- To **accept gifts and donations** given to the Town
- To retain or **sell tax acquired property**
- To **waive an automatic foreclosure**
- To set **miscellaneous fees**

Yes-416

No-235

Blank-42

Article 57: Should the Town continue to use the **Secret Ballot** process for the 2016 Annual Town Meeting?

Yes-359

No-299

Blank-35

Election Results Submitted by:



Robin L. Lint

Clerk of the Town of Readfield

11. P.E.G TV

12. Road RFP



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield.finance@roadrunner.com

REQUEST FOR PROPOSALS

Cement Box Culvert headwall and wing walls Repairs

- I. **INTRODUCTION** - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed Proposals for Road Reconstruction Services. There will be a mandatory pre-bid meeting for all Proposers at 9:00 AM Tuesday, _____, 2015 at the Readfield Town Office. All Proposals are to be submitted in sealed envelopes marked "Cement Box Culvert headwall and wing walls Repairs" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **1:00 p.m. on Monday, _____, 2015**. Any Proposal received after this scheduled opening time shall not be considered.

The Road Committee will review all proposals at 4:00 PM on Monday, _____, 2015
The Select Board will review all proposals and consider any Road Committee recommendations for contract award(s) at a meeting starting at 6:30 PM, Monday, _____, 2015. Winning contractor(s) will be expected to sign contract(s) on Tuesday, _____, 2015.

The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope. Questions regarding this Request for Proposals should be directed toward the Town Manager. All questions by prospective proposers pertaining to this Request for Proposals must be received, in writing, by the Town Manager at least five (5) days before the date set for the opening of the Proposals. Any questions which, in the opinion of the Town Manager, requires interpretation, will be addressed by a written interpretation in the form of a numbered Addendum, sent by registered mail to each person or firm who has taken out a Request for Proposal not later than three (3) days prior to the scheduled opening of the Proposals. Addenda issued later than three (3) days prior to the scheduled opening of the Proposals may be by telephone. Proposers shall acknowledge receipt of all Addenda in the space provided thereof in the Proposal Form, whether the Addenda are in response to questions or otherwise issued by the Town and whether the Addenda are received by mail or telephone.

Each Proposer is required to state in its Proposal: the Proposer's name and place of business and the names of persons or parties interested as principals with it; that the Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage (and for professional service contracts, professional liability insurance coverage) as set forth in Exhibit 1. Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder. No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids. Proposers must submit six copies of the proposals.

Each Proposer must be current in personal property tax payments to the respective municipality where the firm is located or provide a letter from the municipality stating the Proposer is in good standing related to tax payments.

Each Proposer must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

- 1) SCOPE OF SERVICES – The Scope of Services hereunder is described in the Specifications attached hereto (hereinafter, the "Services").
- 2) GENERAL – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.
- 3) ACCEPTANCE/REJECTION – The Town reserves the right to waive any informalities in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town to do so.

Date: _____, 2015

By: _____
Teresa Shaw, Interim Town Manager

Important RFP Dates:

Mandatory Pre-Bid Meeting: 9:00 AM, Tuesday, _____, 2015

Bids Due: 1:00 PM, Monday, _____, 2015

Bids awarded or rejected: Select Board meeting starts 6:00 PM, Monday, _____, 2015

Contract(s) signed: Tuesday, _____, 2015.

Completion Date-Weather permitting: _____, 2015

SCOPE OF SERVICES

The Town of Readfield seeks repairs on Cement Box Culvert headwall and wing walls on Old Kent Hill Road. Contractors shall be responsible for measurements.

Contractors shall be responsible for the following services:

- Closing road
- Call Dig Safe for project.
- Install erosion control measures where needed per Dept Environmental Protection, best management practices
- Remove sand and debris from areas needing repair upstream and downstream.
- Remove all deteriorated concrete to good sound concrete. Use phenolphthalein test to ensure concrete has proper ph.
- Remove all deteriorated rebar and replace at roughly the same spacing as currently exists.
- Apply Duralprep bonding agent per manufacturer's directions, to concrete getting resurfaced
- Assemble concrete forms and coat with Harris Green form release per manufacturers direction
- Place concrete and vibrate for good consolidation
- Leave forms in place a minimum of 7 days
- After forms are stripped, protect concrete from dirt and contamination by best means until concrete has cured for 28 days
- Apply Certi-vex Penseal 244 100% penetrating sealer per manufacturer's directions

All work shall be done according to MDOT specifications, DEP Best Management Practices and according to further directions by the Road Commissioner or designee as needed.

Weather permitting; all work shall be completed by _____, 2015, unless agreed to in writing by both parties of this agreement.

All proposers are encouraged to review conditions on each road. There will be a mandatory pre-bid meeting at the Town Office at **9:00 AM on Tuesday, _____, 2015.**

13. Policies

TOWN OF READFIELD

ORDER OF MUNICIPAL OFFICERS

PURSUANT TO 36 M.R.S.A. §906

We, the Municipal Officers of the Town of Readfield, upon request of the Tax Collector/Treasurer of said Town/City, hereby authorize and direct said Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Municipal Officers

Dated: June 15, 2015

ACKNOWLEDGEMENT

I, the Tax Collector and/or Treasurer of said Town of Readfield, hereby acknowledge making the aforesaid request and receipt of a copy of the above Order.

Tax Collector/Treasurer

Dated: June 15, 2015

Teresa Shaw,
Interim Tax Collector
Interim Treasurer

TOWN OF READFIELD

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR STATE FEES

Purpose: This policy allows designated Select Board members, acting on behalf of the full Select Board, to review, approve, and sign municipal Treasurer's disbursement warrants for payment of state fees only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any Treasurer's warrant, including warrants for payment of state fees.

Delegation of authority: Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to Treasurer's disbursement warrants for payment of state fees only to the current Select Board members. The Select Board members in office at the time of execution of this policy are: Sue Reay, P. Greg Durgin, Lawrence Dunn, Valarie Pomerleau, and Allen Curtis.

Any one of the Select Board members named above, acting alone, may review, approve, and sign such warrants.

Effective date: This policy becomes effective on the date indicated below.

Copies: The Town Manager will furnish copies of this policy to the Town Clerk and to the Treasurer.

Lapse: This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder: The Treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

Original: The Town Clerk will maintain the original of this policy on file.

Dated: June 15, 2015

SELECT BOARD:

Sue Reay, Chair

Valarie Pomerleau, Vice Chair

Thomas Dunham

P. Greg Durgin

Allen Curtis

TOWN OF READFIELD

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEES WAGES AND BENEFITS

Purpose: This policy allows any two designated Select Board members, acting on behalf of the full Select Board, to review, approve, and sign municipal Treasurer's disbursement warrants for payment of employees' wages and benefits only. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any Treasurer's warrant, including warrants for payment of employees' wages and benefits.

Delegation of authority: Pursuant to 30-A MRSA § 5603(2)(A)(3), the following authority is granted with respect to Treasurer's disbursement warrants for payment of employees wages and benefits only to the current Select Board members. The Select Board members in office at the time of execution of this policy are: P. Greg Durgin, Sue Reay, Lawrence Dunn, Allen Curtis, and Valarie Pomerleau.

Any two of the Select Board members named above, acting alone, may review, approve, and sign such warrants.

Effective date: This policy becomes effective on the date indicated below.

Copies: The Town Manager will furnish copies of this policy to the Town Clerk and to the Treasurer.

Lapse: This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder: The Treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

Original: The Town Clerk will maintain the original of this policy on file.

Dated: June 15, 2015

SELECT BOARD:

Sue Reay, Chair

Valarie Pomerleau, Vice Chair

Thomas Dunham

P. Greg Durgin

Allen Curtis

14. Waste Management Contract

WM.
WASTE MANAGEMENT

357 Mercer Road
PO Box 629
Norridgewock, ME 04957
Tel: (207) 634-2714
Fax: (207) 634-4519

May 4, 2015

Ms. Teresa Shaw
Interim Town Manager
Town of Readfield
8 Old Kents Hill Road
Readfield, ME 04355

RECEIVED
MAY 07 2015

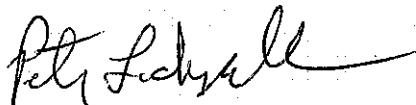
Dear Ms. Shaw,

Per our Solid Waste Disposal and Hauling Agreement, by and between Waste Management of Maine, Inc. and the Town of Readfield, ME, the annual increase is based on CPI-W Boston, MA as most recently reported prior to the commencement of a contract period (July-June fiscal year). The annual increase will be .4% and the new rates are as follows:

Transportation:	New Rate
MSW / Norridgewock	\$191.92 per haul
Demo / Norridgewock	\$191.92 per haul
Clean Wood	\$191.92 per haul
Shingles / CPRC	\$336.63 per haul
Disposal and Processing:	
MSW & Demo/Bulky	\$57.06 per ton

New pricing will be effective July 1, 2015. If you have any questions regarding this increase please feel free to contact me directly at 603-330-2104.

Sincerely,



Peter Lachapelle
Public Sector Representative

15. Transfer Station

16. Website/ Messenger

17. Holiday Closings

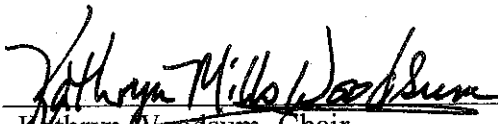
TOWN OF READFIELD

POLICY ON PRE-HOLIDAY CLOSINGS

The Select Board will determine and post the holiday closing schedule for the coming fiscal year for the Town of Readfield annually, prior to June 30th. This shall include any pre-holiday closing times. Employees shall use their vacation time or compensated time to cover any shortening of work hours.

Dated: January 17, 2012


SELECT BOARD:


Kathryn Woodsum, Chair


Andrews Tolman, Vice Chair

Peter Davis

P. Greg Durgin


Larry Dunn

Jan. 2014 reviewed by Select Board with no changes.

Jan. 12, 2015 reviewed by Select Board with no changes.

2015

July							August							September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1			1												
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
12			14	15	16	17	9			11	12	13	14	13			15	16	17	18	19	11			14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26		18	19	20	21	22	23	24
26			28	29	30	31	23			25	26	27	28	27			29	30				25		27	28	29	30	31

2016

November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2		4	5	6	7			1	2	3	4	5						1	2							
8		10	11	12	13	14	6		8	9	10	11	12	3		5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15		17	18	19	20
22		24		26	27	28	20		22	23		25	26	17	18		20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30				24	25	26	27	28	29	30	28						

March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30		

STATE HOLIDAYS

2015-2016
 Volving Days for Nov 15-16
 2015-2016
 2015-2016

Maine Bureau of Human Resources

Home → > Employee Center > 2015 Holiday Schedule

2015 Holiday Schedule

The 2015 Holiday Schedule is issued under the provisions of Chapter 11 of the State of Maine Civil Service Rules and the Benefit Package for Confidential Employees.

HOLIDAY	DAY, DATE OBSERVED
New Year's Day	<i>Thursday, January 1, 2015</i>
Martin Luther King, Jr. Day	<i>Monday, January 19, 2015</i>
Washington's Birthday/President's Day	<i>Monday, February 16, 2015</i>
Patriot's Day	<i>Monday, April 20, 2015</i>
Memorial Day	<i>Monday, May 25, 2015</i>
Independence Day	<i>Friday, July 3, 2015 *</i>
Labor Day	<i>Monday, September 7, 2015</i>
Columbus Day	<i>Monday, October 12, 2015</i>
Veterans' Day	<i>Wednesday, November 11, 2015</i>
Thanksgiving Day	<i>Thursday, November 26, 2015</i>
Thanksgiving Friday	<i>Friday, November 27, 2015</i>
Christmas Day	<i>Friday, December 25, 2015</i>

To be eligible for holiday pay, employee must be in pay status on the normal workday immediately preceding and the normal workday immediately following the day and date on which the holiday is observed.

An employee who is required to work on any of these days will be granted compensatory time off at the mutual convenience of the employer and employee. If the holiday falls on a normal day off, an alternative compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, Section 1, of *State of Maine Civil Service Rules*.

*For Maine State Government, holidays that fall on Saturday are observed on the preceding Friday; holidays that fall on Sunday are observed on the following Monday.

For calendar year 2015: Independence Day (July 4) falls on a Saturday and will be observed on Friday, July 3, 2015.

Credits

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Maine Bureau of Human Resources

Home → > Employee Center > 2016 Holiday Schedule

2016 Holiday Schedule

The 2016 Holiday Schedule is issued under the provisions of Chapter 11 of the State of Maine Civil Service Rules and the Benefit Package for Confidential Employees.

HOLIDAY	DAY, DATE OBSERVED
New Year's Day	<i>Friday, January 1, 2016</i>
Martin Luther King, Jr. Day	<i>Monday, January 18, 2016</i>
Washington's Birthday/President's Day	<i>Monday, February 15, 2016</i>
Patriot's Day	<i>Monday, April 18, 2016</i>
Memorial Day	<i>Monday, May 30, 2016</i>
Independence Day	<i>Monday, July 4, 2016</i>
Labor Day	<i>Monday, September 5, 2016</i>
Columbus Day	<i>Monday, October 10, 2016</i>
Veterans' Day	<i>Friday, November 11, 2016</i>
Thanksgiving Day	<i>Thursday, November 24, 2016</i>
Thanksgiving Friday	<i>Friday, November 25, 2016</i>
Christmas Day	<i>Monday, December 26, 2016*</i>

To be eligible for holiday pay, employee must be in pay status on the normal workday immediately preceding and the normal workday immediately following the day and date on which the holiday is observed.

An employee who is required to work on any of these days will be granted compensatory time off at the mutual convenience of the employer and employee. If the holiday falls on a normal day off, an alternative compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, Section 1, of *State of Maine Civil Service Rules*.

*For Maine State Government, holidays that fall on Saturday are observed on the preceding Friday; holidays that fall on Sunday are observed on the following Monday. ***For calendar year 2016: Christmas Day (December 25) falls on a Sunday and will be observed on Monday, December 26, 2016.***

Credits

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18. Other

19. Public Comments