

**Readfield Select Board
Regular Meeting
Agenda**

January 11, 2016

Meeting starts: 6:30 PM

Location: Readfield Town Office - Giles Hall

Pledge of Allegiance

Regular Meeting - 10 minutes

16-068 - Minutes: Select Board meeting minutes of December 28, 2015 - 5 minutes

16-069 - Warrant: #28 & #29 - 5 minutes

Communications - 45 minutes

Select Board communications - 15 minutes

Town Manager - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Cemetery Committee minutes of November 16, 2015

Public Communication - Members of the public may address the Select Board on any topic – 15 minutes

Appointments / Reappointments & Resignations: - 5 minutes

16-070 - Accept the resignation of John Stanley from the Roads Committee

16-071 - Appoint Hannah Flannery to the Recreation Board of Directors

16-072 - Appoint Romaine Turyn to the Age Friendly Community ad-hoc committee

Unfinished Business - 45 minutes

16-060 - 2nd reading of the revised Board Roles and Responsibilities Policy - 5 minutes

16-062 - Discussion of Secret Ballot Review Process - 25 minutes

16-066 - Consider a Consent Agreement for 1149 Main Street - 10 minutes

New Business - 40 minutes

16-073 - 1st reading of an amended Giles Hall Use Policy - 10 minutes

16-074 - Review of Comprehensive Plan & checklist - 10 minutes

16-075 - Consideration of Library Building Committee status & directives - 5 minutes

16-076 - 1st draft of the budget presented - 10 minutes

16-077 - Other - 5 minutes

Future Agenda Items - 5 minutes

As identified in Appendix A

Other

Adjournment

Appendix A

Future Agenda Items

Next Meeting:

1st reading of the revised FOAA policy
1st reading of the revised Personnel Policy
1-Ton truck repair quotes
2nd draft of the budget presented
Review of Transfer Station Commercial Haulers Permit Applications

Future Meetings:

1st Reading of amended Conflict of Interest & Recall Process Ordinance
Appeal / Hearing process workshop
Establish staggered terms for the Readfield Solid Waste and Recycling Committee
Revision to SWRC Interlocal Agreement
Cemetery Mowing RFP
Brush Grinding RFP
Snow Plowing RFP
Striping RFP
Website Committee
Technology Plan
Potential Parks / Town Property Committee

Readfield Select Board
Regular Meeting Minutes – December 28, 2015 – *Unapproved*

Select Board Members Present: Valarie Pomerleau, Thomas Dunham, Christine Sammons, Bruce Bourgoine, and Allen Curtis

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Steve Vose, Catherine Bruce, Deb Doten

Ms. Pomerleau called the meeting to order at 6:34 pm followed by The Pledge of Allegiance.

Regular Meeting

- **16-056 - Minutes:** Select Board meeting minutes of December 14, 2015
 - **Motion** made by Mrs. Sammons to approve the minutes of the December 14, 2015 meeting as amended, **second** by Mr. Curtis. **Vote** 5 to 0 in favor.
- **16-057 - Warrant: #27 & #28**
 - **Motion** made by Mr. Bourgoine to approve Warrant #27 & #28 in the amount of \$52,857.96, **second** by Mr. Dunham. **Discussion:** Since signing of both parties of the contract that IPP is no longer towns responsibility and if the employees wished to keep it then they would pay for it themselves. Mr. Dyer to look into this. Discussion on demo tipping and how things are coming along and the cost structure. Winthrop dispatching, payments are made twice a year. **Vote** 5 to 0 in favor.

Motion made by Mr. Bourgoine to move items 16-059 and 16-066 up on the agenda, no **second**.
Vote 5 to 0 in favor.

- **16-059 – Presentation by Steve Vose of Maranacook Adult Education**
 - Steve Vose, Maranacook Adult Education Director talked about the GED program, College Transition Program, Job Training Programs and classes offered through the adult education program and the importance for the students and impact on the community. They recently took over the Senior Café offered at Maranacook Middle School. Steve Vose asked the Select Board if they thought of other areas that the Adult Education Program could offer or consider.
- **16-066 – Consider a Consent Agreement for 1149 Main Street**
 - Review by Mr. Dyer of the Administrative Consent Agreement between the Town of Readfield and Property Owner. Copy of consent agreement given to Catherine Bruce for review. Discussion on Item 1 under Now Therefore: the penalty of \$100.00 a day and the blank space with no price of the amount that would be waived. Keep in consideration the amount of time Gary Quintal, CEO has put into this. Catherine Bruce went over the time frame for the new window placement. Decision by the Select Board to assess no fines or penalties due to delaying of the consent agreement until the CEO is present for the discussion and would like to see \$0 for penalty fees. Catherine Bruce to get a ballpark estimate date from Androscoggin Builders of when the windows would be completed and to meet with Mr. Dyer and Mr. Quintal and agree on a workable consent agreement.

Communications

- **Select Board Communications**
 - Mr. Bourgoine received an email from a residence regarding Sam Tibbetts, the town financial advisor. Advise Mr. Dyer to schedule a date for him to come and speak at a Select Board meeting.
 - Mr. Curtis spoke regarding the trails trust fund and that there is an opportunity that if anyone wants to donate there is an account to do so.
 - Mr. Dunham will not be available to attend the next Select Board agenda meeting with Mr. Dyer and Ms. Pomerleau on January 4, 2016.
- **Town Manager**
 - Mr. Dyer went over his town manager report dated December 28, 2015.
- **Boards, Committees, Commissions & Departments**
 - **Cemetery Committee Minutes – November 16, 2015**
 - Minutes not yet approved, this was an error.
- **Public Communications** - Members of the public may address the Select Board on any topic
 - None

Appointments / Reappointments & Resignations:

- **16-058 – Accept the resignation of Aaron McClure from the Recreation Board**
 - **Motion** made by Mr. Bourgoine to regretfully accept Mr. McClure's resignation, **second** by Mr. Curtis. **Discussion:** Thank you to Mr. McClure for his time on the recreation board. **Vote** 5 to 0 in favor.

New Business:

- **16-060 – 1st reading of the revised Board Roles & Responsibilities Policy**
 - On page 4 under Access to Information, change requests for information that would require an undue amount of staff time (in excess of ¼ hour to 1 hour).
 - **Motion** made by Mr. Bourgoine to accept the first reading of the roles and responsibilities policy of the Select Board as amended, **second** by Mrs. Sammons. **Vote** 5 to 0 in favor.
- **16-061 – Set a date and time for the Annual Chairs Meeting**
 - Meeting set for Monday, January 4, 2016 starting at 5:30 pm, public meeting with the chairs to be held at the Town Office. Mr. Dunham will not be able to attend. Refreshments will be available. Mr. Dyer to post on town website.
- **16-062 – Discussion of Secret Ballot Review Process**
 - Discussion among the Select Board regarding the proposal for process and facilitation services for The Readfield Community Process to build a community consensus on town meetings prepared by Pamela Plumb & Associates. Also, if necessary to go forward with having a facilitator, if it is in the budget to go ahead with this process and the high importance of having a facilitator, along with the time length of 18 months. Mr. Dyer to talk with Pamela Plumb regarding the pricing and to look into appropriate funds to use, along with the time frame.

- **16-063 – Consideration of proposed Town Office hours**

- Mr. Dyer went over his proposal for change of town office window hours. Reduce from 38 hours to 34 hours with earlier morning hours before 8:30 am one day.

Motion made by Mr. Curtis to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor.

- **Motion** made by Mr. Bourgoine to accept the change of schedule to 34 hours a week, subject to a three month review, **second** by Mrs. Sammons. **Discussion:** Suggestion on closing the town office one day and having window hours open for 30 hours a week to use for training purposes and other needs while keeping in mind front desk window hours, the current union contract and if the money is in the budget to cover change of hours. Ample notice to the public with the changes of hours. Put out to the public for suggestions on hours for 34 and for 30 a week. **Vote** 2 to 3; opposed by Mr. Dunham, Ms., Pomerleau and Mr. Curtis.

Motion made by Mr. Curtis to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor.

- **16-064 – Approval of abatements**

- Review and discussion of certificate of abatements, notice of judgment and court alternative dispute resolution service/report of completed mediation session. The total amount of the abatements is \$5,469.24.

Motion made by Ms. Pomerleau to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor

- **Motion** made by Mr. Curtis that we move to abate, according to the legal agreement that was presented to the Select Board, in the amount of \$3,547.06 for 2014 fiscal year and \$1,922.18 for the 2013 fiscal year, **second** by Ms. Pomerleau. **Vote** 4 to 1, Mr. Dunham opposed.

- **16-065 – Consider forming an Age Friendly Community Adhoc Committee**

- **Motion** made by Mr. Bourgoine that the Readfield Select Board shall appoint an Adhoc committee for exploring age friendly opportunities for our community consisting of up to five individuals for one year. The committee is charged with creating an inventory of possible desirable resources and services, identifying best methods to communicate the preceding to older citizens in our community, recommending future courses of action they deem desirable, and pursuing in conjunction with the town manager any grant offerings that may be available for assessment and/or implementation of age friendly resources upon approval of the Select Board. **Second** by Mrs. Sammons. **Discussion:** There are a couple individuals in mind to be on the committee and hopes to have a couple senior citizens as well. **Vote** 5 to 0 in favor.

- **16-067 - Other**

- None

Motion made by Mr. Bourgoine to adjourn the meeting at 9:40 pm, **second** by Mrs. Sammons. **Vote** 5 to 0 in favor.

Minutes recorded by Kristin Parks, Board Secretary

RE Collection Account Status List
Tax Year: 2013-1, Balance Due >.01, Show Interest
Order By: Name As Of Date: 01/07/2016

Acct	Year	Property Tax Due	Payment Received	Abate - Adjust	Balance Due	Balance Due w/ Interest	Refund Abate
27	Ashby Leroy J 2013-1	1,251.97	0.57	-74.38	1,325.78	1,326.81	0.00
1862	Atwood Traci A 2013-1	840.15	0.00	-53.85	894.00	894.70	0.00
710	Billington Lisa L. 2013-1	1,671.42	0.00	-96.59	1,768.01	1,769.39	0.00
1445	Bourque Megan S 2013-1	4,347.21	2.44	-247.28	4,592.05	4,595.71	0.00
451	Carpenter(Cerri) Elizabeth 2013-1	290.47	50.00	-22.76	263.23	263.44	0.00
1327	Choate Richard W 2013-1	924.98	0.00	-56.79	981.77	982.52	0.00
773	Clark Robert E Jr Clark Kristie F 2013-1	4,832.05	0.00	-279.76	5,111.81	5,115.88	0.00
2017	Colpitt Isreal T 2013-1	776.37	30.86	-55.19	800.70	801.31	0.00
1800	Douin Jessica 2013-1	2,591.74	1,300.00	-117.21	1,408.95	1,410.15	0.00
989	Dubois Duane H 2013-1	1,168.78	0.00	-76.29	1,245.07	1,246.02	0.00
353	Ertha, E Darlene 2013-1	1,934.01	503.04	-111.07	1,542.04	1,543.39	0.00
1037	Evans Tina Z Evans Ronald C 2013-1	1,632.19	526.66	-96.85	1,202.38	1,203.41	0.00
1501	Fike Brandon E Fike Jessica L 2013-1	2,693.53	0.00	-158.32	2,851.85	2,854.10	0.00
2048	Fike Brandon E Fike Jessica L 2013-1	1,108.78	0.00	-66.32	1,175.10	1,176.00	0.00
379	Fogg Timothy 2013-1	2,789.81	0.00	-157.11	2,946.92	2,949.26	0.00
403	French Lloyd A French Lori A 2013-1	931.47	450.00	-58.83	540.30	540.75	0.00
463	Goucher Audrey M 2013-1	1,522.95	0.00	-89.08	1,612.03	1,613.29	0.00
462	Goucher Ted Forest Products Inc 2013-1	887.61	0.00	-54.77	942.38	943.09	0.00
597	Karsten-Beck Wendy D 2013-1	2,434.13	0.00	-138.21	2,572.34	2,574.38	0.00
978	Karsten-Beck, Wendy D. 2013-1	572.21	0.00	-37.86	610.07	610.52	0.00

RE Collection Account Status List
Tax Year: 2013-1, Balance Due >.01, Show Interest
Order By: Name As Of Date: 01/07/2016

Acct	Year	Property Tax Due	Payment Received	Abate - Adjust	Balance Due	Balance Due w/ Interest	Refund Abate
2087	Kents Hill Orchards Inc. *PP #32						
	2013-1	1,958.29	0.00	-112.37	2,070.66	2,072.29	0.00
666	Larsen Rickard, heirs & devisees						
	2013-1	1,148.23	0.00	-75.19	1,223.42	1,224.35	0.00
712	Lucas Robert L Jr Lucas Michelle						
	2013-1	1,190.32	0.00	-71.06	1,261.38	1,262.35	0.00
1889	Lucas Robert L Sr						
	2013-1	751.20	0.00	-47.44	798.64	799.24	0.00
1890	Lucas Robert L Sr. Lucas Inez L						
	2013-1	2,756.17	0.00	-155.30	2,911.47	2,913.78	0.00
152	Maranacook Motors						
	2013-1	1,940.50	2.43	-117.81	2,055.88	2,057.49	0.00
633	Oakes Robert D Oakes Laurie A						
	2013-1	838.04	0.00	-58.50	896.54	897.21	0.00
1503	Orr Janet						
	2013-1	528.85	450.00	-32.39	111.24	111.33	0.00
1609	Pierce Margaret H						
	2013-1	592.37	0.00	-38.89	631.26	631.72	0.00
1295	Pierce Margaret H						
	2013-1	1,113.70	0.00	-66.94	1,180.64	1,181.55	0.00
1524	Potcher Elaine Lucas						
	2013-1	1,360.35	1,125.88	-73.86	308.33	308.57	0.00
2026	Poulin Francis A.						
	2013-1	2,115.25	0.00	-127.56	2,242.81	2,244.57	0.00
1564	Rourke-Parks Nancy						
	2013-1	502.47	0.00	-41.00	543.47	543.86	0.00
715	Savage Eric Peaslee Melissa						
	2013-1	880.13	900.00	-53.17	33.30	33.32	0.00
1128	Siracusa Richard Jr						
	2013-1	498.94	0.00	-33.87	532.81	533.19	0.00
834	Sullivan William						
	2013-1	664.53	500.00	-46.60	211.13	211.30	0.00
155	Violette Ronald P/P#113						
	2013-1	4,745.22	2.67	-268.70	5,011.25	5,015.25	0.00

RE Collection Account Status List
Tax Year: 2013-1, Balance Due >.01, Show Interest
Order By: Name As Of Date: 01/07/2016

Acct	Year	Property Tax Due	Payment Received	Abate - Adjust	Balance Due	Balance Due w/ Interest	Refund Abate
Total for 37		58,786.39		-3,469.17		56,455.49	
			5,844.55		56,411.01		0.00

Payment Summary

Type	Principal	Interest	Costs	Non Int.	Total
P - Payment	4,642.91	727.09	474.55	5,387.50	5,844.55
Subtotal	4,642.91	727.09	474.55	5,387.50	5,844.55
I - Interest Charged	0.00	-3,007.69	0.00	0.00	-3,007.69
L - Lien Costs	0.00	0.00	-461.48	-461.48	-461.48
Z - Current Interest	0.00	-44.48	0.00	0.00	-44.48
Total	4,642.91	-2,325.08	13.07	4,926.02	2,330.90

	Non-Interest Due	Balance Due
2013-1	56,411.01	56,455.49
Total	56,411.01	56,455.49

! - This account is a deleted account.

*Cemetery Committee Meeting
December 7, 2015
Approved January 4, 2016*

Members Present: Grace Keene, John Moran, Brenda Lake Pam Osborn, Deb Doten, Lydia Adelson

Members Excused: Andy Tolman, Sandra Rourke, Marianne Perry

Staff: Karen Peterson, Eric Dyer

Select Board Liaison:

Members of the Public: Lenny Reay, Fran Zambella

The meeting came to order at 9:00 am.

The November 13, 2015 meeting minutes were approved. Motion made by Lydia Adelson, second by Brenda Lake. Approved 5-0.

The objective of this meeting is to make recommendations to the Select Board for cemeteries in the Capital Improvement Budget.

Budget for 2016

Preliminary budget recommendations need to be given to the Town Manager by 12/31/2015. John Moran, Grace Keene, Deb Doten and Karen Peterson will bring recommendations to the full committee at the next Cemetery Committee Meeting. Draft recommendations from this committee are acceptable to present by 12/31 as long as it clearly states pending Cemetery Committee approval.

Capitol Improvement:

Maple Trees: There are a total of 33 aging maple trees that will need to be addressed. There are at least 3 trees that need immediate attention. The cost of tree removal for one of these trees is approximately \$1500. A plan needs to be implemented for one maple that has a lot of decay in the Whittier Cemetery. Action steps are (a) have the Town Forester identify trees that may be saved and associated costs if any, (b) develop a timeline and estimated cost of for trees that need to be removed, (c) recommend that the issue of replacing trees be a discussion held for all trees in Readfield and (d) encourage donations of trees and plants rather than a purchase.

Stone Wall Repair at Readfield Corner Cemetery: Grace Keene gave an overview of the Helen Watts PE report on the Church Rd. run off causing the problems with the stone wall. The Road Committee has not discussed this matter yet. No recommendations can be made until the Road Committee reviews the report and runoff into the swail in front of the stone wall.

Stone Repair: Planning for cemetery stone repair funding will need to include a maintenance budget as well as identifying all stones that need repair. Deb Doten will forward the stones needing repair to the Town Manager.

Other CIP Suggestions: Lenny Reay suggested that the Cemetery Committee take advantage of low interest bonds and get all of the stones repaired at once.

2016 Budget Recommendations

The committee members who will be developing draft budget recommendations will meet December 14 at 9:00 am.

John Moran made a motion to recommend \$4500 dollars for tree removal. Brenda Lake seconded the motion. Motion was approved 5-0.

East Readfield Fence Proposal

Lenny Reay asked for the cemetery to consider a fence behind the berms at the East Readfield Cemetery. He would like a having a fence (a) is part of Readfield's history, (b) is what would make those who are unhappy with the berms satisfied and (c) that a fence along the Plains Rd. would be installed at no cost to the taxpayers. He also said that he could get many (up to 100) people with complaints. Lastly he stated that the town should provide the maintenance for the fence.

Deb Doten stated that the Cemetery Committee had never been given a directive to raise money for a fence nor had any one on the Committee made promises as to what would be planted. The money raised has been appreciated and with much acknowledgment to those who have given to the project. She feels the Committee more than met the request of planting lilacs and that the plantings in these berms will produce a living fence that will be quite tall within three years. The Cemetery Committee has received no complaints other than from Mr. Reay, and it is appreciated that he came to speak at this meeting.

John Moran made the motion to install a fence at the East Readfield Cemetery at no cost to the taxpayers by June 2016. Deb Doten seconded the motion. Approved 4-2.

Grace Keene stated that any fence must be low maintenance. History has shown that fences are problematic for maintenance.

Deb Doten made a motion that a sub-committee be formed to explore the options and make recommendations for a fence at the East Readfield Cemetery and that any fence in this cemetery be (a) lowest maintenance possible and (b) of historical significance. John Moran seconded the motion. Approved 5-1. John Moran, Brenda Lake, and Deb Doten will be on the sub-committee. Members absent today will also be invited to work on recommendations for this project.

Next Meeting: January 4, 2016 at 1:00 pm.
Meeting adjourned at 11:30

John M. & Elaine C. Stanley
95 South Road
Readfield, ME 04355

January 4, 2016

Readfield Board of Selectmen
January 11, 2016

Item # 16-070

RECEIVED

JAN 04 2016

COPY

Town of Readfield
Attn: Robin Lint, Town Clerk
8 Old Kent's Hill Rd
Readfield, ME 04355

Dear Robin:

Please consider this letter my official resignation from the Town of Readfield Roads Committee.

My wife and I will soon be completing our relocation to Augusta, making me ineligible to continue to serve on this Committee since I will no longer reside in Readfield.

In looking back at my service on this committee, I take pride in the progress our community has made in improving and maintaining Readfield's roads and related infrastructure. Hopefully, future town budgets will provide the funding necessary to protect and preserve those improvements.

I also hope that the "Town of Readfield Road and Highway Improvement Projects Public Information Guide" which a previous Town Manager invited me to write for the town will continue to meet the needs of Readfield and its residents in years to come.

My thanks to all of the Roads Committee members I served with during my tenure and to those town officials who supported our efforts.

Sincerely,



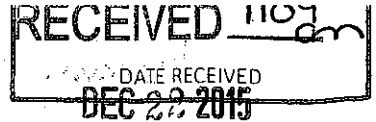
John M. Stanley
95 South Rd.
Readfield, ME 04355

cc: Larry Perkins, Chair, Readfield Roads Committee
Eric Dyer, Town Manager, Town of Readfield

COPY

TOWN OF READFIELD

APPOINTMENT APPLICATION



The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may consider 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 Committee

Name: Hannah Flannery

Phone (H): 207-685-7385

Street address: 43 Fogg Rd

Phone (C): 207-446-7865

Mailing address: 43 Fogg Rd Readfield ME 04355

E-Mail: hhinckley@roadrunner.com

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

I have been attending meeting with Recreation Com. since the end of summer. I am familiar with sports and teams as well. I've volunteer coached T-ball, soccer + basketball.

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

To help the program remain strong going forward for kids in the community.

If you are currently employed, what is your position?

Self employed, Independent Director with Pampered Chef.
(Cooking show/class demonstrator)

Name:

Hannah Flannery

Position

Recreation Member

Term:

6-30-2017

COPY

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Recreation Bnd

Term:

till 6-30-2017

Was this position advertised?



Yes



No

If no, please explain:

Is there a recommendation attached?

N

A

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:

1-4-16 = confirmed she would be at meeting.

SELECT BOARD APPOINTMENT

To Hannah Flannery of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Bnd. 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:

1-11-16

thru

6-30-17

Given under our hand this

11th

day of

Jan.

, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

TOWN OF READFIELD
APPOINTMENT APPLICATION

RECEIVED OFFICE USE JAN 07 2016 1:47 Readfield Board of Selectmen January 11, 2016 Item # 16-072
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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?

Ad Hoc Committee re: Age Friendly

Community

Name: Romaine Turyn Phone (H): 685-4516

Street address: 71 Old Kents Hill Rd Phone (C): 441-1679

Mailing address: P.O. Box 91, Readfield, ME 04355

E-Mail: Romaine mt@myfairpoint.net

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

Retired - Manager of Aging Programs - State of Maine
Director, Maine Alzheimer's Project - USM
Director - Maine Committee on Aging Muskee School

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

Committed to seeing what Readfield can do
to better promote existing services & resources
to a broad spectrum of residents.

If you are currently employed, what is your position?

Retired

Name: Romaine Tuyen Position: Ad Hoc member Term:

Name: Romaine Tuyen Position: Ad Hoc member Term:

Open position Age Friendly Adhac Com.

Term: _____ ?

Was this position advertised? ☒ Yes ☐ No

If no, please explain: _____

Open position Age Friendly Adhac Com.

Term: _____ ?

Was this position advertised? ☒ Yes ☐ No

If no, please explain: _____

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

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

Is an Oath appropriate: ☐ Yes ☐ No If yes, what date:

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

Is an Oath appropriate: ☐ Yes ☐ No If yes, what date:

1-27-16 = Confirmed she will be a Meeting.

To Romaine Turyn of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly Adhac Com. 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:

To Romaine Turyn of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly Adhac Com. 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:

1-11-2016 thru [redacted]. Given under our hand this 11, day of Jan, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

Roles and Responsibilities of the Readfield Select Board, adopted June 3, 2010, amended August 30, 2010, amended July 6, 2011, amended February 13, 2012, amended October 10, 2012, updated on October 21, 2013 with all amended dates listed above, amended February 10, 2014, amended November 16, 2015, amended January 11, 2016.

Purpose of Select Board

The Readfield Select Board will fulfill the executive functions of the town. It implements the directions of Readfield's residents as voted upon in Annual and Special Town Meetings. Many of the actions of the Select Board are delegated to the Town Manager (the Town Manager will frequently delegate tasks to his or her staff). The Select Board may also create and empower certain committees to oversee specific town functions.

Responsibilities of the Select Board fall into 4 general categories:

1. Oversight of town finances
2. Protection of health, safety and welfare of town residents
3. Management of town property and town manager
4. Management of relations with contractors, with external agencies, and with the public

While most of the tasks associated with these responsibilities will be delegated to others (typically the Town Manager), the ultimate responsibility remains with the Select Board.

Makeup of Select Board

Readfield's Select Board is composed of 5 members, each elected by public vote of town residents. Each member will be a town resident.

Election of Select Board members

Each Select Board member is elected for a 3-year term, whose term will begin at the start of the town's fiscal year which immediately follows the election. Vacancies on the Select Board may be filled by interim elections, with a term limited to the end of the current vacated term.

Duties and Responsibilities of the Select Board

The Select Board is, and shall act as, a body, and not as individuals. Except as provided in this document or by a specific action of the Select Board, no individual Select Board member will have authority to act outside of official sessions of the Select Board.

Specific duties and responsibilities of the Select Board are enumerated below.

1. Prepare, with assistance of a Budget Committee and the Town Manager, an annual budget, and present the budget at town meeting
2. Review and modify, on at least an annual basis, a Capital Investment Plan (CIP) for the town
3. Annually elect a 3-person Board of Assessors from the Select Board

4. Annually, at first meeting in each fiscal year, elect a Chair and a Vice-chair of the Select Board
5. Annually establish a tax rate (mil rate)
6. Recruit, contract with and supervise a Town Manager, who will conduct much of the work of managing town business
7. Develop, review and modify policies *annually* for town business, including the function of the Select Board itself
8. Hold regular bi-weekly public meetings of the Select Board to conduct town business. These meetings will be televised and will include opportunity for public participation. Meetings will follow an agenda prepared in advance by the Chair, the Vice Chair, and the Town Manager. A template for meeting agenda items will include:
 - a) Call to order
 - b) Pledge of Allegiance to American flag
 - c) Review and approval of minutes of the previous meeting
 - d) Approval of warrants for payments of all town expenses
 - e) Oral and written communications among Select Board and other town offices, including reports from Select Board members, Town Manager, Town Clerk, town boards, commissions and committees
 - f) Appointments and reappointments
 - g) Old (unfinished) business
 - h) New business
 - i) Other
 - j) Executive session
 - k) Public Communications
 - l) Adjournment
9. The Select Board will appoint a member to take notes at meetings of what requests for information and to-do items were mentioned at each meeting, and to share those notes with the Town Manager. The Town Manager shall distribute these notes to all members of the Select Board. The Select Board Chair and Vice-Chair will discuss current workload and time demands with the Town Manager as part of bi-weekly agenda meetings.
10. Schedule and conduct special meetings as needed for specific purposes and as the Select Board deems necessary.
11. Establish standing boards and commissions, and approve appointment of all members to these boards and commissions.
12. Establish ad hoc committees as needed to accomplish specific Town business; approve goals for each such Committee; and approve all members seeking appointment to such Committee.
13. Conduct a Select Board retreat at least annually for purpose of assessing the town's success in meeting previously established goals, and to set goals for the coming year.
14. Conduct an annual joint meeting of Select Board and Chairs of all town boards and Commissions to review Town goals.
15. Maintain and encourage a free exchange of information between the Select Board, the public, Town Manager and his or her staff and other town, county and state offices, town boards and commissions.

16. Appoint individuals from the Select Board as liaisons to the various town boards, commissions, committees and ad hoc committees at the discretion of the Board.
17. Annually appoint an individual to the following positions: Treasurer, Road Commissioner, Transfer Station Manager, Tax Collector, Welfare Director and Fire Chief.
18. Dispose of surplus or unnecessary equipment or property owned by the town, when such disposal is deemed by the Select Board to be in the best interest of the town.
19. Upon and to the extent of approval of voters at town meeting make appropriations from any available budget line to cover emergency expenses.
20. Act as a quasi-judicial body when and as required by Maine statutes.
21. Work collaboratively with nearby towns for sharing resources, joint purchases, sharing best practices and similar actions which are beneficial to the towns but which do not diminish the individual character of each town.
22. Conduct a quarterly review of the Comprehensive Plan implementation checklist by the Select Board.

Duties and Responsibilities of Select Board Chair and Vice Chair

In addition to their duties and responsibilities as members of the Select Board, the Chair and Vice Chair have additional duties and responsibilities. These additional duties are discussed in this section. Except when the Chair and Vice Chair are noted jointly, it is presumed that primary responsibility falls upon the Chair, but that the Vice Chair will assume such responsibility in the following instances: (a) absence of the Chair; (b) whenever the Chair has a conflict of interest, as defined by law or by the Town of Readfield's Conflict of Interest Ordinance with the business being conducted by the Select Board; (c) at any other time at the reasonable discretion of the Chair.

1. The Chair will conduct all meetings and workshops of the Select Board.
2. The Chair and Vice Chair, working with the Town Manager, will prepare an agenda for each Select Board meeting.
3. The Chair will maintain a schedule and preliminary agenda for all meetings and workshops to be conducted in his or her term. This will be used to help assure efficient use of the Select Board's time while conducting necessary town business.
4. The Chair and Vice Chair will routinely meet with the Town Manager to ensure that they stay current with town issues. This meeting will be no less frequently than bi-weekly, and may be combined with the task of setting the agenda for regular Select Board meetings.
5. The Chair, representing and with the approval of the whole Select Board, will communicate with the Town's legal counsel when the Select Board is seeking advice in the following: (a) issues that concern the Select Board's supervision of the Town Manager; (b) issues that concern the Select Board at its role as an arbitrator between the Town Manager and other town employees; or (c) any other legal matter involving town business with a good faith exception that the Chair has determined s/he must immediately act in a time sensitive emergency situation without consultation. The Select Board, at its sole discretion and as legally applicable, may involve the Town Manager in the above discussion with counsel. The Chair will report back to the whole Select Board any advice given by legal counsel. All communication between the Chair and counsel will be posted in a publicly-available log which notes time, date, persons communicating, method of communication and general nature of the communication; however,

specific advice will not be posted, as it will likely be considered privileged attorney-client communication.

6. The Chair maintains files containing information pertinent to his/her duties. Such information includes manuals and policies, a copy of Robert's Rules of Order, a history of various projects and issues of interest to the Town, contract, personnel information and evaluations relating to the Town Manager (if not confidential in nature), budget and CIP information for past and current years, and legal communications. Only files deemed as public information may be kept by the Chair, as all confidential records must be kept at the Town Office in accordance with law. Select Board members will have unlimited access to the Chair's files upon request. An outgoing Chair will convey these files to the succeeding Chair.
7. The Chair is deemed to be the public spokesperson for the Select Board, although he/she can designate this responsibility freely. With consent of the Select Board, the Chair will execute agreements, appointments, licenses, applications, correspondence and other documents.
8. The Chair on behalf of the Select Board will approve payroll and expense documentation for the Town Manager.
9. All members of the Select Board are eligible for election as Chair or Vice Chair and may serve any number of consecutive terms, as elected annually by fellow members.
10. A vacancy in the position of Chair or Vice Chair will be filled as soon as possible by a regular election process.
11. The Select Board may remove the Chair from office by a vote of at least three (3) Select Board members. Such vote shall be taken only after notice in writing to the Chair, public notice and a hearing conducted in open session. The Chair shall have the right to waive the requirement for public notice and/or hearing in open session; however, any vote for removal of the Chair must be conducted in open session. The Chair is responsible for writing an article for the Town Report each year and monthly for the Readfield Messenger.
12. Discussions with town staff by Select Board members are limited as described in this document.

Access to Information

The Select Board may require access to recorded or historical information as it conducts town business. The Select Board (or individual members) will have complete access to any town information unless protected by law. Requests for any information should be made through the Town Manager, but can also be made to other appropriate town employees when delegated by the Town Manager. Requests for information that would require an undue amount of staff time (in excess of 1 hour) should be reconfirmed among the Select Board Chair, the requesting member and the Town Manager to see if the request can be narrowed. If, after consideration by this group, the information request is still considered by the Town Manager to be unduly difficult or time-consuming, the matter will be reconsidered by the full Select Board, whose decision will be binding. The Select Board and its individual members should structure requests so that they deal only with retrieval of documents and data, and so that such requests minimize the need for additional work. Select Board requests for opinions and recommendations on specific items will go through the Town Manager or his/her designee.

Notwithstanding the above, it is imperative that the Select Board receive the professional observations, opinions, ideas, criticisms and concerns of the Town Manager and town staff.

Town employees are often more keenly aware of issues and opportunities, and, if Select Board action is required to advance or correct the issue, it needs to be actively communicated to the Select Board by the Town Manager. Such communication may take one of several forms, including (a) discussion at bi-weekly meeting of Chair and Town Manager, (b) a paragraph in the written Town Manager's report at each regular meeting of the Select Board, (c) verbal comments at the annual Select Board/Town Manager retreat or (d) comments directly from town staff within Select Board meetings or as designated by the Town Manager. All Select Board members should recall, however, that they are not permitted to act individually to resolve any such issues so communicated, nor to interfere with the Town Manager's role; action by the full Select Board is still required, while respecting appropriate roles for the Select Board and Town Manager. The Select Board should encourage the Town Manager to rely on the professional input of the town employees to better inform decisions that affect town government operations.

Select Board members must always abide by the Select Board > Manager > staff communication / "chain of command" structure. Select Board members should refrain from entering into discussion with town staff (town staff defined as all town employees except the Town Manager) regarding conditions of employment and management issues. If town staff member begins such a discussion, the Select Board member should ask the employee to discuss this matter with their supervisor. These limits are set so as to preserve the "chain of command" and the Select Board member's neutrality when and if the condition of employment rises to a level in which the Select Board must participate as arbiter.

Procedural responsibilities of Select Board

The Select Board will use the following norms/rules in conducting its duties and responsibilities:

1. Select Board will hold regular public meetings (currently held on alternate Mondays), at which it will conduct its regular business. All Select Board members will use best efforts to attend each meeting. At least 3 members of the Select Board must be present to vote on issues. A majority vote of those Select Board members present is required for approval of any action.
2. Select Board members agree to observe Meeting Ground Rules as presented in Appendix B.
3. It will be a goal to complete each Select Board meeting within a 2 and a half-hour time limit. A longer meeting will be conducted with the consent of a majority of Select Board members in attendance at that meeting.
4. Robert's Rules of Order will be used as a guide for conducting each meeting. Deviations from Robert's Rules will be allowed if agreed upon by a majority of members.
5. An agenda for each regular Select Board meeting will be prepared by the Select Board Chair and Vice-chair in collaboration with the Town Manager. Each Select Board member is encouraged to recommend to the Chair agenda items for upcoming meetings. The agenda will be posted at prominent places within the town, and will be distributed to each Select Board member and to other interested parties at least 3 days in advance of the meeting.
6. Special meetings of the Select Board may be held at the request of the Chair or upon the request of a majority of Select Board members. Such special meetings will be held to conduct business of a time-sensitive nature or when the amount of business to be conducted by the Select Board

requires more time than available in regular meetings. Public notice and agenda will be posted in advance of special meetings, and no business outside of the posted agenda may be conducted at that special meeting.

7. The Select Board conducts several workshops each year to perform informational, educational or deliberative functions. No formal action (voting) is conducted at these workshops (any action will be taken at a forthcoming Select Board meeting.) Select Board workshops will be held according to an Annual Select Board Workshop Schedule, which will be published no later than August 31st each year, but which can be modified at any time. All workshops are open to the public.
8. Each Select Board member will swear an Oath of Office before the Town Clerk, as stipulated by State statute, after election, or as soon as practicable thereafter, and in accordance with 30-A M.R.S.A. § 2526(9), 6/6/2011 and before participating as a Select Board member in any Town business.
9. Each Select Board member is expected to use best efforts to complete the training courses listed in Appendix A within 6 months of initial election.
10. All Select Board members will certify that they have completed mandatory training including, but not limited to, The National Incident and Management System and Maine's Freedom of Access Act.
11. Select Board members are free, and are encouraged, to communicate with members of the public, but should realize that they are not empowered to act individually on behalf of the town. Any requests from the public for information or action should be directed to Town Manager or his or her designee.
12. Select Board members are expressly forbidden to conduct town business outside of a duly posted public forum. Thus, they should use discretion whenever they find themselves together in groups of 3 or more. It would be best to disperse any such group of 3 or more members.
13. Select Board members should use discretion in communicating via email. Specifically, individual members should not address other members as a group via email, and should refrain from emailing any other individual Select Board members. The recommended procedure for distributing information via email is for an individual to communicate only with the Chair or the Town Manager. The Town Manager will, in turn, distribute any information to the entire group of Select Board members. It is understood that all email documents and communications between or among any town officials are a matter of public record.
14. Telephone communication between two Select Board members is permitted, but phone conversation among more than two Select Board members is prohibited. Select Board members are not permitted to participate in meetings via telephone.
15. The Select Board By-laws (see Appendix C) are incorporated by reference.

Conflict with Laws

Any conflict or inconsistency between these Roles and Responsibilities and any applicable law shall be resolved in favor of the law.

Amendments

These Roles and Responsibilities, or any provision thereof, may be waived on any occasion by majority vote of the Select Board unless otherwise provided by law. These Roles and Responsibilities may be amended at any time in writing by majority vote of the Select Board.

Appendix A

ORIENTATION OF NEW SELECT BOARD MEMBERS

AFTER ELECTION:

- Take oath of office from Town Clerk
- Fill out w-2 with Finance Director

Things to do, read and know before attending your first meeting:

- Select Board Roles & Responsibilities
- Select Board By-laws
- Town Manager Roles & Responsibilities
- Town Manager Contract
- Procedures for appointments to boards and committees
- Executive sessions law and procedures
- Chain of command with employees
- Financial Procedures
- Current agenda items
- Current and pending contracts
- E-mail addresses and phone contacts for other board members and town officials
- Become familiar with the Maine State Statutes site. Title 30-A Municipalities and Counties web site: <http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach0sec0.html>

Sign up and attend ASAP:

- Maine Municipal Association (MMA) training for Newly Elected Officials workshop and other relevant workshops
- National Incident Management (NIMS) course- (Can be done online)

As you can, but sooner than later, it is a recommendation to read the Town Policies:

- Personnel Policy
- Purchasing Policy
- Disbursement of employees' wages Policy
- Disbursement of state fees Policy
- FOAA, NON-FOAA complaint Policies
- Public Communication Policy
- Investment Policy and Fund Balance Policy
- Annual Board Chairs Meeting procedures
- Disposition of tax acquired properties Policy
- Government TV Policy and Procedures
- Mailbox Guidelines
- Pre-Holiday Closing Policy
- Warrant article petition Policy
- Rentals of Town Hall and Beach Property

Read Town Ordinances:

- Land Use Ordinance
- Conflict of Interest and Recall Ordinance
- General Assistance Ordinance
- Animal Ordinance
- Communication Towers Ordinance
- Firearms Ordinance
- Fire Department Ordinance
- Flood Plain Ordinance

- E-911 Ordinance
- Mass Gathering Ordinance
- Noise Ordinance
- Sludge Ordinance
- Solid Waste Ordinance
- Snow Plow Ordinance
- Readfield Corner Parking Ordinance
- Readfield follows state law pertaining to fireworks. There is no local policy or ordinance at this time, so please read the state law.

Know the following Town Plans:

- Emergency Operations Plan (EOP)
- Capital Improvement Plan (CIP Plan)
- Comprehensive Plan

Meetings that can take place:

- Workshops
- Public Hearings
- Ad hoc committees
- Annual Select Board Retreat
- Select Board members attend the Annual Chairs meeting

As time allows:

- Read MMA Elected Officials Manual
- Become familiar with Town website: www.readfield.govoffice.com/
- Walk the Trail system
- Tour the Transfer Station

- Tour the cemeteries
- Tour town roads
- Walk the sidewalk
- Know the Town buildings we are responsible for
- Read the Inter local Agreements: (Transfer Station and Maintenance)
- Attend other board, committee, and commission meetings
- Write articles for Readfield Messenger: (people love information)

Update yourself on various committees and boards working on future projects:

- Library Status
- Fire Station
- Athletic Fields
- Conservation and Open Space Plan
- Town Farm Forest Plan
- Try to stay involved in the RSU 38 budget process
- Attend municipal and RSU 38 school budget meetings in spring

Miscellaneous:

- Be on time for meetings
- Be prepared with what is in the packet; do your homework
- Review an accounts payable and payroll warrant with someone before taking one on yourself
- Return calls, e-mails, questions, etc. from residents AFTER researching the information
- No questions are ever stupid
- Can't please everyone, so don't try
- Don't act on your own as a board member. Be careful how you speak and state something to anyone.

- You can call any other board member anytime
- You can call the Town Manager anytime
- If there is something you want on the agenda, talk to the Chair
- If you receive a letter from a resident, you should pass it on to JUST the Town Manager, and he/she and the Chair can decide to pass on to the rest of the Select Board (unless it is a complaint about the Town Manager which would go directly to only the Chair)
- Don't EVER respond to anyone on behalf of the Select Board, except to relay voted positions
- Remember there are 5 on the board that decide all town issues
- Enjoy it and have some fun
- LISTEN TO THE PUBLIC, stay upbeat and positive
- Try to get back to a resident whether by returning a call, e-mails or answering a question, after researching it
- Don't try to be a hero
- When making decisions, remember you are representing the entire community
- Admit when you are WRONG
- Vote how you really feel, don't just go with other board members
- People that voted you in like to see you attend Fireman's Breakfast, Bean hole supper, Heritage Days, etc.
- Follow chain of command with employees (This is important that you know you cannot direct any employees to do something for you nor ask them questions concerning information about their job)
- DON 'T TAKE THINGS PERSONALLY!!!

Appendix B

Meeting Ground Rules

Ground rules are the rules of conduct by which the Select Board members as a group agree to abide during a meeting. Ground rules are helpful because they explicitly spell out behavior and procedures that people normally consider fair but sometimes abandon in the heat of the discussion.

Behavioral ground rules identify norms for behavior. The Readfield Select Board members agree that:

- 1) We will treat each other and the public with respect.
- 2) We will not use language or tone intended to dismiss or belittle any individual or group.
- 3) The Board may disagree or have differing opinions amongst itself or with members of the public. Active listening shall be practiced by all board members and the public in an attempt to understand and resolve the underlying issues.
- 4) We will advocate for public participation providing it enhances the decision making process to informed decisions incorporating the interests and concerns of the whole community.

Procedural ground rules include any guidelines for how meetings will proceed. The Readfield Select Board members agree that:

- 1) If a Board member has to leave the meeting temporarily, the discussion may continue and a vote on the topic may be taken if a motion is made and seconded. In any situation where a Board member has to leave a meeting, the member has the responsibility to inform the Chair if the member plans to return to the meeting in progress and whether the member would like to be included in a vote on the topic under discussion.
- 2) The agenda shall suggest the amount of time for open discussion on any topic and the Select Board will agree or modify those suggestions at the beginning of each meeting. A time allowance for each agenda item will be provided as part of the agenda.
- 3) The Chair shall be in charge of running the meeting.
- 4) All Select Board members will be given adequate, reasonable and equal opportunity to express an opinion on every issue. The Chair will recognize each member, in turn, to give their opinion. If additional discussion on a topic is necessary, beyond time allowed in the agenda, the Chair will agree to schedule it for an upcoming meeting.
- 5) Meetings will begin on time and end on time. The meeting cannot extend beyond 2.5 hours without an affirmative vote by the board.

Substantive ground rules describe what content will be covered during the meetings.

The Chair shall suggest substantive rules for each topic on the agenda and the Select Board will agree or modify them at the beginning of each meeting. If the substance of a topic is expected to be open for any conversation, the topic will be listed as "Open".

Code of Ethics for Public Participation Practitioners

The International Association of Public Participation (IAP2) Code of Ethics for Public Participation Practitioners supports and reflects IAP2's Core Values for the Practice of Public Participation. The Core Values define the expectations and aspirations of the public participation process. The Code of Ethics speaks to the actions of practitioners.

Preamble

As members of IAP2, we recognize the importance of a code of Ethics, which guide the actions of those who advocate including all affected parties in public decision-making process. In order to fully discharge our duties as public participation practitioners, we define terms used explicitly throughout our Code of Ethics. We define stakeholders as any individual, group of individuals, organizations, or political entity with a stake in the outcome of a decision. We define the public as those stakeholders who are not part of the decision-making entity or entities. We define public participation as any process that involves the public in problem-solving or decision making and that uses public input to make better decisions.

This Code of Ethics is a set of principles, which guide us in our practice of enhancing the integrity of the public participation process. As practitioners, we hold ourselves accountable for these principles and strive to hold all participants to the same standards.

- 1) **PURPOSE:** We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision making process.
- 2) **ROLE OF PRACTITIONER:** We will enhance the public's participation in the decision making process and assist decision makings in being responsive to the public's concerns and suggestions.
- 3) **TRUST:** We will undertake and encourage actions that build trust and credibility for the process among all the participants.
- 4) **DEFINING THE PUBLIC'S ROLE:** We will carefully consider and accurately portray the public's role in the decision making process.
- 5) **OPENNESS:** We will encourage the disclosure of all information relevant to the public's understanding and evaluation of a decision.
- 6) **ACCESS TO THE PROCESS:** We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions.
- 7) **RESPECT FOR COMMUNITIES:** We will avoid strategies that risk polarizing community interests or that appears to "divide and conquer."
- 8) **ADVOCACY:** We will advocate for the public participation process and will not advocate for interest, party or project outcome.
- 9) **COMMITMENTS:** We ensure that all commitments made to the public, including those by the decision makers, are in good faith.
- 10) **SUPPORT OF THE PRACTICE:** We will mentor new practitioners in the field and

education decision makers and the public about the value and use of public participation.

Appendix C

Bylaws of the Select Board of the Town of Readfield adopted initially on 09/02/03 and as part of the Select Board Roles and Responsibilities on 06/03/10, amended July 6, 2011, and amended February 13, 2012, amended October 10, 2012, Updated on Oct 21th, 2013 with all amended dates listed above, amended February 10, 2014.

Section 1. Purpose and Scope

The purpose of these Bylaws is to establish reasonable rules of procedure for Select Board (hereinafter referred to as the "Board") meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These Bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers; Duties

Officers of the Board shall consist of a Chair and a Vice Chair. These officers shall be chosen annually at the first regular meeting in July of each year by and from among Board members unless otherwise provided by law. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings and to take such other action as may be necessary and not inconsistent with these Bylaws or other law to enable the Board to perform its duties and conduct its affairs. The Chair also shall, together with the Town Manager, set the agenda in accordance with Board agenda policy for each meeting. In the absence of the Chair, the Vice Chair shall preside and shall have the same authority as the Chair. In the event of the absence at a scheduled meeting of both the Chair and the Vice-Chair, the Board members present shall elect a Chair Pro Temp from amongst those members present to conduct the meeting.

Section 3. Meetings

Regular meetings of the Board shall be held every other Monday throughout the year or as rescheduled by a majority vote of the Board. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided; however, that notice thereof shall be given to each member and to representatives of the press at least four days in advance of the scheduled meeting, except in case of extraordinary circumstances know the meaning when notice shall be given by the fastest and earliest means possible. No business may be conducted other than as specified in said notice for the call of the meeting.

Notice of all Board meetings shall be given as required by law and by Board policy, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board members being present. A template for meeting

agenda items will include:

- a) Call to order b) Pledge of Allegiance to American flag
- c) Review and approval of minutes of the previous meeting
- d) Approval of warrants for payments of all Town expenses
- e) Oral and written communications among Select Board and other Town offices, including reports from Select Board members, Town Manager, Town Clerk, Town Boards, Commissions and Committees
- f) Appointments and reappointments
- g) Old (unfinished) business
- h) New business
- i) Other
- j) Executive session
- k) Public Communications
- l) Adjournment

The Town Manager or the Town Manager's designee shall act as secretary at Board meetings. The duties of the secretary shall be to prepare agendas of all Board meetings, take minutes of Board meetings, maintain records of the Board, and at the Chair's direction, prepare correspondence for the Board and perform other duties as are normally carried out by a secretary. The secretary shall keep a record of all resolutions, votes, transactions, correspondence, findings and conclusions of the Board. Minutes of Select Board meetings will include a brief summary of each agenda item, as well as roll call vote on the issue. All records of the Board shall be deemed public and may be inspected with reasonable notice during normal business hours.

Vacancies in the position of either the Chair or Vice-Chair positions shall immediately be filled by regular election procedures.

Section 4. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings be given as required by law and Board policy and shall include the date, time and location of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided; however, that formal rules of evidence shall not apply. Each party shall have right to present its case in the order determined by the Chair and without interruption, provided; however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, each party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its membership present and voting unless otherwise provided by law.

No Board member may participate or vote on any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a Board member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

Section 6. Decisions

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore.

All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

The Board may reconsider any decision at the same meeting or at a subsequent meeting within 15 days of its original decision, provided; however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 15 days. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 7. Conflict with Laws

Any conflict or inconsistency between these Bylaws and any applicable law shall be resolved in favor of the law.

Section 8. Waivers; Amendments

These Bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These Bylaws may be amended at any time in writing by majority vote of the Board.

Roles and Responsibilities of the Readfield Select Board, adopted June 3, 2010, amended August 30, 2010, amended July 6, 2011, amended February 13, 2012, amended October 10, 2012, updated on October 21, 2013 with all amended dates listed above, amended February 10, 2014, amended November 16, 2015, amended January 11, 2016.

Select Board for the Town of Readfield:

Valarie Pomerleau, Chair

Tom Dunham, Vice Chair

Bruce Bourgoine

Allen Curtis

Chris Sammons

Signed this _____ day of _____,

**Proposal for process design and facilitation services for
The Readfield Community Process
to build a community consensus on town meetings
as revised 1/2/2016**

The Readfield Select Board agreed as part of their goals setting and long range planning process to design, undertake and complete a process to find a widely supported, legally sound solution to the governance issues created with the change to a secret ballot. The process will include citizens with different points of view plus assistance from appropriate professionals and it will work to build a solution acceptable to a large majority of the community. The Board was looking to rebuild the community's trust in the political process and find a reasonable consensus on how best to run the budget process and town meeting.

I would be delighted to work with the Board and any committees created for the process to help design an effective process overall, develop the agendas for the various meetings involved, provide facilitation for meetings and do notes from the meetings which I facilitate. I will bring to the work my extensive background in meeting facilitation and design as well as my background in serving in local government and working with numerous towns in Maine.

The Process: *(a general sketch to be fully developed by the Process Committee)*

Establish a Process Committee: The first step in the process will be to establish a small working committee whose job would be to oversee the design of the process itself. The Process Committee would start early in 2016 to work with the facilitator to develop the process. It would meet occasionally during the process to make sure everything is going smoothly.

Establish a Recommendation Committee: There will be a second Committee created to research, deliberate and come to agreement and to recommend a process for the budget process and the town meeting that reflects a consensus in the community. The Recommendations Committee would meet multiple times to deliberate and build agreement on recommendations. Both committees will be made up of people who represent the different points of view in the community as well as respected members of the community with relevant experience and/or skills in building consensus.

Make Recommendations: The Recommendations Committee would make its recommendations and there would be a community wide meeting to hear them and ask questions and comment by the end of the summer of 2016.

Implementation: The Select Board will take the necessary steps to formally implement the recommendations in the budget process and the Town Meeting format

Timeline:

2016:

- Early in 2016 the Select Board will appoint the Process Committee, which will then work with the facilitator to outline the steps in the process. Subsequently the Select Board will appoint the Recommendation Committee.
- In late winter or early spring hold a community meeting to introduce the process, bring people together and ask people what is most important to them about the budget and town meeting process.
- In the spring and summer the Recommendations Committee will hold meetings to do research on the issues and possible solutions, developing a recommendation by the end of the summer.
- In the fall of 2016 there would be another large community meeting to present the recommendations and answer questions
- Late fall the Select Board and Manager would receive, vote on the recommendations and work on the steps to implement the recommendations.

2017

- By the beginning of 2017 the recommendations have been voted on by the Select Board and are ready for implementation as part of the regular budget process and the June town meeting.

Budget Estimate:

2 meeting with the Select Board 1) about the overall process and committee selection 2) about the final recommendations and implementation [*5 hours with preparation and notes*]

3 meetings of the Process Committee (agreeing on the process and issues around executing the process) [*6 hours with preparation and notes*]

2 large community meetings (one at the beginning and one on the Recommendations Committee's proposal) [*8 hours with preparation and notes; assumes that community people take responsibility for setting up facilities and food arrangements*]

5 meetings of the Recommendations Committee [*20 hours including preparation and notes, assuming 2 hour meetings*]

39 hours x \$90 an hour = \$3510.00

A \$1000 retainer would be paid up front and used to cover the initial work in the winter and spring. Any work beyond what is covered by the retainer done by the end of June will be billed before the end of the current fiscal year. The summer and fall work will be billed after the completion of the work in the fall of 2016, which will fall in the next fiscal year.

Town of Eliot
Referendum Town Meeting Ordinance

Section 1) Title.

This ordinance shall be known as the "Town of Eliot Referendum Town Meeting Ordinance".

Section 2) Purpose.

The purpose of this ordinance is to:

- a) Enhance the annual Town Meeting process by providing a reasonable overall plan for a smooth transition from "Open Town Meeting" to "Referendum Town Meeting".
- b) Clarify, classify, and consolidate the number and make-up of appropriation articles to be voted by referendum ballot.
- c) Provide for the continued funding of existing municipal services, without unnecessary disruption, in the event an appropriation article is not approved.
- d) Reduce the number of articles to be voted on annually by granting to the Select Board the continuing authority to act on routine administrative matters instead of voting on them annually at town meeting.

Section 3) Authority.

This ordinance is enacted pursuant to the Home Rule authority granted the Town of Eliot pursuant to article VIII, part 2, section 1 of the Constitution of the State of Maine and the laws of the State of Maine, including without limitation Title 30-A, section 3001.

Section 4) Appropriation Articles for Referendum Ballot.

Each appropriation described in the following categories shall appear on the referendum ballot in a single article, by category, as applicable:

LD 1 Exceed / Raise Question: 30-A MRSA Section 5721-A Limitation on Municipal Tax Levy

Estimated Revenues

Administration

Hearings and Elections

Fire Department

Police Department

Public Safety (Individual Listings)

Public Health Officer

Fire Hydrants

Ambulance Serv.

Dispatching

Harbor Master

Animal Control Officer
Streetlights

Public Works Department

Snow Removal

Summer Maintenance

Roads and Bridges

Transfer Station

Federal Storm Water Management Plan

Community Service Department

General Assistance

Capital Improvements (Individual Listings)

Reserve Accounts (Individual Listings)

Debt Service

Town Standing Committees (Individual Listing)

Outside Agencies (Individual Listings)

Wm. Fogg Library

Section 5) Citizen's Option Meeting.

Following the initial approval of the budget articles by the Select Board, the Town shall call a Citizen's Option Meeting of the registered voters of Eliot to review the recommendations of the Budget Committee and the Select Board. The meeting shall follow the general town meeting procedures pursuant to 30-A.M.R.S. 2524.

At the Citizen's Option Meeting, an amendment for any budget article may be offered by any registered voter and decided by a majority vote of those assembled. A minimum assembly size of 1% of the total number of registered voters at the commencement of the meeting and at all times during the meeting is required in order to make any motion or amendment to the recommendations of the Budget Committee or the Select Board. In the event that the Citizen's Option Meeting fails to attract the minimum assembly size to make amendments, the meeting shall be deemed an "Informational Budget Hearing" and shall be conducted as such.

If the minimum assembly size is met, amendments shall be made by offering a written amendment to the Moderator of the Citizen's Option Meeting. A majority vote of those assembled is required

to approve a Citizen's Option budget recommendation to be included on the ballot. Reconsideration of an approved Citizen Option budget recommendation is not permitted.

Following the passage of any such amendment, the Budget Committee or Select Board may, at a duly-called budget finalization meeting, may vote to accept the Citizen's Option amendment(s) as their own recommendation. If one or more of the Citizen's Option budget amendments are not accepted by the Budget Committee or the Select Board as their own recommendation, the Citizen Option amendment(s) shall be placed on the ballot as a "Citizen's Recommendation."

Section 6) Vote On Budget.

The budget shall be voted upon by a referendum vote and through separate articles consistent with the proposed final budget format.

Each appropriations article shall include the recommendations of the Select Board, the Budget Committee and the Citizen's Options (if any) along with a choice of "None of the Above". In the event that the Budget Committee and Select Board agree upon a budget recommendation of a particular article, the form of the ballot shall indicate a singular budget appropriation recommendation with the footnote, "Select Board and Budget Committee So Recommend."

In the event that the Budget Committee and / or the Select Board agree with the Citizen's Recommendation for appropriation, the form of the ballot shall indicate a singular budget appropriation recommendation with the appropriately adjusted footnote, "Select Board and / or Budget Committee and / or Citizens So Recommend."

The dollar amounts of the Select Board, Budget Committee and Citizen's Recommendation shall be shall be published on the ballot, as well as the vote counts of the Select Board, Budget Committee and Citizen's Recommendations. Each article on the ballot shall require a plurality of the votes cast for any recommendation to be approved.

If an article is not approved by a plurality of votes, the appropriation for the immediately preceding year shall constitute the appropriation for the following fiscal year.

Any appropriation article that is voted in the affirmative, and which contains two or more specific sub-appropriations within said article, is restricted to the amounts specified in the sub-appropriations as presented, which may not be moved, interchanged, or otherwise co-mingled in any fashion without Legislative body re-appropriation authorization.

Section 7) Form of Ballot.

The form of the ballot shall be established by adoption of this Ordinance. The various possible ballot forms are set forth herein.

Possibility #1

TWENTIETH – To see what sum the Town will raise, appropriate, and transfer for employee salary, benefits, operation, and maintenance of Administration.

**** Select Only One ****

The Select Board Recommends \$1,000,000

(4 - 1)

The Budget Committee Recommends \$900,000

(5 - 2)

Citizens' Option \$875,000

(57 - 22)

None of the Above

Possibility #2

TWENTIETH – To see what sum the Town will raise, appropriate, and transfer for employee salary, benefits, operation, and maintenance of Administration.

**** Select Only One ****

The Select Board and Budget Committee Recommend \$1,000,000

(Select Board 4 - 1; Budget Committee 5 - 2)

Citizens' Option \$875,000

(57 - 22)

None of the Above

Possibility #3

TWENTIETH – To see what sum the Town will raise, appropriate, and transfer for employee salary, benefits, operation, and maintenance of Administration.

**** Select Only One ****

The Select Board Recommends \$1,000,000

(4 - 1)

The Budget Committee and Citizens Recommend \$900,000

(Budget Committee 5 - 2; Citizens 57 – 22)

None of the Above

Possibility #4

TWENTIETH – To see what sum the Town will raise, appropriate, and transfer for employee salary, benefits, operation, and maintenance of Administration.

**** Select Only One ****

The Select Board and Budget Committee Recommend \$1,000,000

(Select Board 4-1 and Budget Committee 5-2)

None of the Above

Section 8) Public Hearing Requirement.

The Select Board must properly post and advertise at least one informational Public Hearing on the proposed Annual Budget no more than 30 days in advance of the Referendum Vote on the Annual Budget. Summary budget information shall be made available to the public no less than 14 days prior to said required Public Hearing.

Section 9) Budget funding provision in the event an appropriation article is not approved.

In the event a previously approved appropriation article is not approved, the appropriation for the immediately preceding year shall constitute the appropriation for the following fiscal year, in most cases. In the event an appropriation article is not approved, the Town Manager shall review the previous year's budget appropriation for expenses that were one-time and / or non-recurring and shall report same to the Board of Select Board for approval of an "adjusted" prior year budget.

The Select Board may call one additional referendum election in the same fiscal year to vote on appropriation articles that were not approved or that are for a similar purpose. The additional referendum election shall take place within 90 days and the ballot shall include only the recommendations of the Select Board, Budget Committee and None of the Above.

Nothing in this ordinance shall prevent the Select Board from calling special "Open Town Meetings" during the year as the need may arise from time to time to address unforeseeable issues, funding emergencies, or issues beyond the normal course of town operations.

Section 10) Select Board's Administrative Authority.

The Select Board shall be authorized to act on the following administrative matters usually acted on annually at town meeting:

Taxes are due and payable at the time of the mailed demand. The Select Board is granted the authority to set dates in the months of November and the following May as the dates when interest on unpaid current tax amounts will begin to accrue.

To establish the rate of interest charged on each half of taxes after the November and May dates, such rate of interest not to exceed the maximum rate as established annually by the State Treasurer.

To authorize the Select Board to set an interest rate to be paid on abated taxes for the fiscal year.

To authorize the Tax Collector to accept prepayments of taxes not yet committed, pursuant to 36 MRSA Section 506.

To authorize the Select Board, when Town Meeting is delayed into the next fiscal year, to spend from Unassigned Fund Balance an amount per month not more than 1/12 of the appropriated amount of the current budget until the required Town Meeting can be held.

To authorize the Select Board to annually execute signatures as may be required to borrow funds through Tax Anticipation Notes, if necessary for cashflow, and to pay interest on said Tax Anticipation Notes from any general fund revenue

To pay tax abatements and applicable interest granted during the fiscal year from the Overlay account.

To authorize the Select Board to dispose of Town-owned personal property under such terms and conditions as they deem to be in the best interest of the Town.

To authorize the Select Board, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable and to execute quitclaim deeds for such property. The Select Board must first request the advice of the Conservation Commission.

To authorize the Select Board to receive insurance and/or other property damage restitution funds and to expend said receipts for materials and labor to correct said damages without further appropriations.

To authorize the Select Board to accept and appropriate or to reject any and all funds from grants, donations, and reimbursements during the year for any Municipal Department, Committee, Commission and/or project, to include but not limited to reimbursements from F.E.M.A. for any State declared emergencies, Community Development Block Grants, donations for the parks, and capital or program grants for Community Service Department.

To authorize the Select Board and Treasurer to borrow on notes or to appropriate money from Unreserved Fund Balance for any further amount needed for snow removal.

To make final determinations regarding the closing or opening of roads to winter maintenance, pursuant to 23 M.R.S.A. section 2953.

Section 11) Revocation of Ordinance.

This ordinance and all of its provisions shall continue and remain in effect until such time as the Select Board or a citizens' petition calls for a referendum to resume Open Town Meeting or some other form of Town budget approval as may be allowable by law. By adoption of this ordinance, all prior Referendum Town Meeting ordinances are hereby repealed and superseded.

Section 12) Validity and Severability.

Should any section or provision of this ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this ordinance.

Section 13) Effective Date.

The effective date of this ordinance shall be the date of adoption by the legislative body.

**Municipal Officers' Certification of Official Text of a Proposed Ordinance
[30-A M.R.S.A. § 3002(2)]**

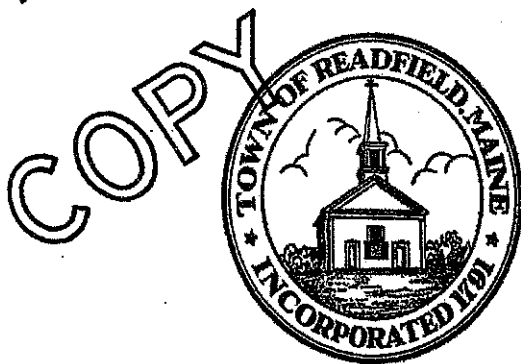
To Wendy J. Rawski, Town Clerk of the Town of Eliot, Maine:

We hereby certify to you that the document to which we have affixed this certificate is a true copy of the official text of an ordinance entitled "*Referendum Town Meeting Ordinance, of the Municipal Code of Ordinances of the Town of Eliot, Maine, to transition from open town meeting to referendum town meeting*", which is to be presented to the voters for their consideration on November 3, 2015.

Pursuant to 30-A M.R.S.A. § 3002(2), you will retain this copy of the complete text of the ordinance as a public record and make other copies available for distribution to the voters, and you will ensure that copies are available at the town meeting/polling places on the day of the vote.

Dated: 09/10/2015

Robert C. Cameron
Rolando Hernandez
John J. Murphy
Rosemarie S. SELEGMAN
Stephen K. Berchert
Town of Eliot Board of Selectmen

**TOWN OF READFIELD**

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355

TEL. (207) 685-4939 • FAX (207) 685-3420

ADMINISTRATIVE CONSENT AGREEMENT

WHEREAS, Catherine Bruce, (herein as the "Property Owner") of 1149 Main Street, Readfield, Maine (herein as the "Town"), Assessor's map 120 lot 39 (herein as the "Lot"), converted the Corner Café into a duplex family dwelling without the proper Town permits. The Code Office took the appropriate action in notifying the owner and the Municipal Officers of the violations pertaining to the Readfield Land Use Ordinances and relevant Life/Safety Codes. The Violation Notice and Order dated December 1, 2015 was reviewed by the Select Board, in which requested this Administrative Consent Agreement to settle all pending violations at 1149 Main Street.

WHEREAS, the Property Owner agrees that Town permits were not received prior to commencement of the conversion, but shall apply for after-the-fact- permits and pay the require fee; and

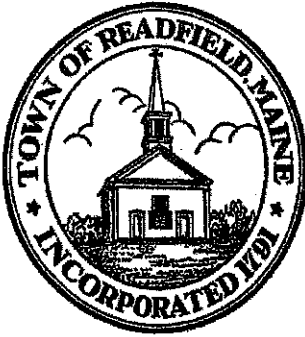
WHEREAS, the Property Owner has applied, paid and received "conditional" approval from the Planning Board to convert the property into a two family duplex, (see attached Notice of Decision dated January 13, 2016); and

WHEREAS; the Property Owner has received permission from the Maine Department of Transportation to relocated the building sump pump drain into the adjacent storm drain as located in the DOT Drainage Connection Agreement date December 15, 2015, (see attached agreement) and shall not allow the discharge of water to become a safety issue; and

WHEREAS; the Property Owner shall commenced construction of changing out all required windows to meet egress standards that meet Life Safety Codes as outlined by the State Fire Marshall Office, (see attached Job Estimate); and

WHEREAS; the Property Owner did apply voluntarily for a Land Use Permit, Building and Plumbing permits; and

WHEREAS, the Property Owner continued to allow occupancy without Town approval, but has taken corective measures to fix some violations, at the request of the Town's Code Enforcement Officer; and



TOWN OF READFIELD

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WHEREAS; the Property Owner has demonstrated through documentation that she is in fact hiring the services of professionals to bring the property up to standards for a two family dwelling, three bedrooms each, unit; and

WHEREAS; there is no evidence before the Board of Selectmen that these violations were willful or intentional; and

WHEREAS; the Property Owner has been cooperative in seeking relief from said violations; and

WHEREAS; there is evidence of economic benefit to the Property Owner resulting from occupancy violations; and

WHEREAS; Article 2 Section 2.C of the Town Land Use Ordinance adopted June 9, 2015 and effective at the time of said violations authorizes the Board of Selectmen to "...enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action", and the Property Owner meets the conditions for relief set forth in Section 2.C.

NOW THEREFORE; The Town and Property Owner agree as follows:

1. Property Owner agrees to pay a civil penalty to the Town in the amount of \$400.00, with the completion date of 4/5/2016 and receives an Occupancy Permit, This penalty shall be paid within thirty (30) days of the issuance of the Occupancy Permit. CB
2. Property Owner may complete construction of the above-described duplex family dwelling as conditionally approved by the Readfield Planning Board on December 9, 2015. CB
3. Property Owner or anyone under the contract, hire, or direction of the Property Owner, may not create any new or additional non-conformity in the development of this property beyond those specifically approved as part of this Agreement. CB
4. The Town agrees to relinquish its right to prosecute the Property Owner for the above-described land use violation in consideration of the payment of the penalty in (1) above; CB



TOWN OF READFIELD

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EXCEPT THAT, if the Property Owner breaches the terms of this Agreement, the Town may then institute the \$100 a day fine as provided in the LUO and Title 30-A, M.R.S.A., Section 4452 with any Court cost and Legal fees and all appropriate proceedings to enforce the provisions of the Town Land Use Ordinance. UB

5. As a condition of the consideration promulgated by this Administrative Consent Agreement for the Town to waive prosecution, the Property Owner agrees to: (1) waive and forego any action of any kind against any Town Officer and members of the Town Board of Selectmen; and (2) waive any right to appeal, whether to the Superior Court or otherwise, either the substance or contents of this Administrative Consent Agreement or the decision of the Planning Board and/ or Select Board as rendered. UB

Done and dated at Readfield, Maine
this 6 day of Jan., 2016

Accepted and dated at Readfield, Maine
this 6 day of January, 2016

Town of Readfield

By: _____
Selectman

Selectman

Selectman

Selectman

Selectman

Catherine S. Bruce

Catherine Bruce

Signature Notarized by: *Robin L. Lint*

[Signature]
ROBIN L. LINT
NOTARY PUBLIC, MAINE
MY COMMISSION EXPIRES 5-22-2017

Town of Readfield

Asa Gile Hall 2nd Floor Use/Rental Agreement

Asa Gile Hall is an 1832 building owned by the citizens of the Town of Readfield and is the seat of municipal government for the Town and is known as the Town Office. The second floor of the building lends itself for use by government entities, non-profit** organizations and for-profit organizations.

The second floor is one large room and is accessible to the handicapped by means of an elevator and a handicap accessible restroom on the 2nd floor. There is also a large stage and a small kitchen facility. Parking is available within the parking lot or along Old Kents Hill Road as well as in the Town-owned lot across Route 17.

The first floor of Asa Gile Hall is used for municipal services and is not available for rental.

The second floor is available for use in order of priority as follows:

- ❖ **Select Board and subordinate boards and committees of municipal government.** The Select Board or one of the subordinate boards or committees may find it necessary to "bump" a non-municipal group that has reserved the second floor space, in the event that the second floor space is needed by them on the date for which it has been reserved by the non-municipal group.
- ❖ **Non-profit* organizations** whose membership is primarily composed of **Readfield residents.**
- ❖ **Non-Readfield governmental entities.**
- ❖ **Non-profit* organizations** whose membership is composed primarily of **non-Readfield residents**
- ❖ Organizations or individuals who are **sponsoring a for-profit event.**

An individual or organization, the "user", who reserves the second floor will be responsible for ensuring that the terms and conditions of this agreement are followed and assume liability for any damage done to the building and grounds.

The user agrees to the following terms:

1. The user will be responsible for maintaining a safe environment and will be held liable for unsafe practices that result in litigation. The Town of Readfield will not be liable for any accidents or incidents occurring during the use of Asa Gile Hall except for Town business.
2. The premises may not be used for any illegal purposes.
3. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.
4. Application for use of the second floor is to be made through the Town office.
5. A key for admittance may be secured from the Town office. Asa Gile Hall shall be locked at the conclusion of an activity if the activity for which the second floor is to be used ends after normal Town Office business hours. The key shall be deposited in the mailbox immediately after use. A key that is not returned to the

Town of Readfield

Asa Gile Hall 2nd Floor Use/Rental Agreement

Town Office shall result in a \$10 fee plus any costs, which might result from re-keying the building. The Town Office will not give out a key over night to any organization or individual without expressed permission of Select Board.

6. The user shall be responsible for immediately returning the second floor to the same condition it was in prior to its use. Failure to meet this condition shall result in the loss of some or all of the \$25 security deposit, at the discretion of the Town Manager.
7. The user shall not puncture the walls and wooden surfaces of the second floor in any way by the use of thumbtacks, tape or other objects or in any other way deface or mark the building or grounds.
8. The user shall pay the security deposit, rental fee, if any, and complete the "Agreement for Use of Asa Gile Hall" at the time the second floor is reserved. In the event the scheduled activity is cancelled or another priority takes precedence for the use of the second floor, the security deposit and rental fee shall be returned. Security deposits or portions thereof shall be returned within 30 days of satisfactory inspection of the premises following a rental.
9. Smoking is prohibited in Asa Gile Hall.
10. Alcohol of all types is prohibited on Town premises.
11. As per fire code, a 99-person limit max is allowed without tables; a 49-person limit max is allowed with tables.
12. As a condition for using the second floor of Asa Gile Hall, all users shall sign a Release and Indemnification for Liability on Town of Readfield Property.

The fees for renting the second floor of Asa Gile Hall shall be as follows:

1. All rentals shall be subject to a refundable \$25 security deposit, exclusive of municipal users.
- ~~1.~~2. Select Board and other municipal boards and committees of the Town of Readfield: free.
- ~~2.~~3. Non-profit* organizations whose membership is composed mostly of Readfield residents: free.
- ~~3.~~4. Non-Readfield governmental entities: free
- ~~4.~~5. Non-profit * organizations whose membership is composed mostly of non-Readfield residents: \$25 per four hours; \$50 per eight hours or longer per day. **
- ~~5.~~6. Organizations or individuals who intend to charge admittance and earn a profit: \$50 per four hours; \$100 per eight hours or longer day.**
- ~~6.~~7. Non-resident applicants may be approved at the discretion of the Town Manager or his designee.

* "Non-profit" shall mean organizations that either make no charges, or cover only out of pocket expenses.

** Waiver of fees for use of Asa Gile Hall may be made at the discretion of the Town Manager or designee.

Town of Readfield

Asa Gile Hall 2nd Floor Use/Rental Agreement

Non-Profit Organization Name: _____

<u> </u> <i>Mun. Bd/Comm</i>	<u> </u> <i>Non Prof/Read Res</i>	<u> </u> <i>Non Prof</i>	<u> </u> <i>Govt.</i>	<u> </u> <i>Profit</i>
<i>Free</i>	<i>Free</i>	<i>\$25/4 Hrs-</i>	<i>Free</i>	<i>\$50/4 Hrs</i>
		<i>\$50/8 Hrs+</i>		<i>\$100/8 Hrs+</i>

 Security Deposit \$25

Contact Person for said Organization: _____

Mailing Address: _____

Tel #: _____

Date Requesting: _____ *Time:* _____

Brief description of event/use: _____

I have been provided with/read and understand the Agreement/Use Guidelines and agree to abide by all said guidelines/restrictions.

Date

Signature

Town of Readfield

Asa Gile Hall 2nd Floor Use/Rental Agreement

Release and Indemnification For Liability on Town Property

In consideration of the Town of Readfield, Maine permitting the undersigned to use or occupy ~~Readfield Town Beach~~ the second floor of Gile Hall, for the following purpose:

_____ on the _____ day of _____, 20____, and in addition to such other consideration as may be agreed, the undersigned hereby releases and forever discharges the Town and its officials, agents and employees from all suits, claims and demands whatsoever, including for negligence, which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death or property damage arising out of or resulting from, in whole or in part, activities during the use of the premises as described above.

The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town and its officials, agents and employees against all such suits, claims and demands by any third party, including invitees and others, and to save them forever harmless there from, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he or she has read and understands this release and Indemnification, and that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

Date

Signature

Printed Name

For: _____

Before me,

Witness Signature

Responsibilities of the Select Board:

Short-term

1. Implement the recommendations of the *2004 Readfield Corner Revitalization Study* to make new commercial development in the village more attractive. (Policy 3.3)
Investigate special assessments as a means to raise revenue. (5.12)
2. Create a committee and appropriate funds for a study to determine municipal building needs. (5.1)
3. Improve planning for capital expenditures through an annually updated Capital Improvements Program (CIP). (5.11)
4. Finance open space acquisition and improvements through impact fees or other sources as recommended in the Open Space Plan. (5.12)
5. Review and consolidate the town's two Road Ordinances (6.1). Modify the ordinances, as necessary, to reduce impacts on visual character and the natural environment. (9.7)
6. Petition the Federal Emergency Management Agency to amend Readfield's floodplain maps to reflect more accurately the location of floodplains in the community when new floodplain information becomes available. (9.3)
7. Participate in and implement the Maranacook Lake Watershed Management Plan. (9.14)
8. Seek funding to create a Torsey Pond Watershed Management Plan. (9.14)
9. Update Readfield's Floodplain Management Ordinance. (9.3)

Mid-term

1. Seek partnerships with Manchester and other municipalities to pursue regional housing projects that will benefit Readfield citizens. (Policy 4.2)
2. Provide land or other incentives, as applicable, for the construction or rehabilitation of affordable housing. (4.2)
3. Adopt standards governing the conversion of seasonal dwellings to year-round dwellings and single-family dwellings to multi-family (or accessory) units. (4.4)
4. Review each of the town's ordinances and regulations. Repeal or update ordinances as appropriate. (5.6)
5. Annually recognize individual volunteers who have made significant contributions of their time to town activities. (5.9)

6. Promote the development of a park-and-ride lot in a central location in Readfield perhaps in conjunction with other traffic and parking improvements. (6.3)
7. Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torsey Pond, Echo Lake and Lovejoy Pond. (7.1)
8. Prepare for implementation prior to July 1, 2012 of the statewide Maine Uniform Building and Energy Code.

Long-term

1. Work with the school board to undertake long-term school facilities planning. (Policy 5.12)
2. Investigate the feasibility of turning some solid waste activities over to the private sector. (5.5)
3. Establish a protocol for the acquisition and management of dams in coordination with other towns as appropriate. (9.16)
4. Consider acquisition of the Augusta Water District property if, and when, the District (or its successor) decides to divest. (9.15)

Ongoing

1. Support the Historical Society financially and in-kind in its educational and research efforts by assisting in finding exhibition and research space, assisting in additional inventory efforts and assisting in nominations for buildings or sites to the National Register of Historic Places. (Policy 1.3)
2. Continue to support the Economic Development Committee. (3.3)
3. Support efforts to establish a local or regional community land trust for affordable housing. (4.2)
4. Establish written job descriptions for boards and committees to be distributed by the Select Board or the Town Manager. Require that boards and committees utilize these descriptions. (5.6)
5. Strongly suggest that each board and committee periodically review its administrative procedures to assure predictable timeframes and cost-effective decision-making. (5.6)
6. Encourage residents to volunteer for local boards, committees and activities. (5.9)

7. Request from the Fire Department an annual assessment of fire equipment and the need for future replacements or upgrades. (5.12)
8. Continue to plan for long-range solid waste disposal and recycling needs. (5.12)
9. Work closely with the Maine Department of Transportation to set appropriate speed limits on state and local roads. (6.2)
10. Continue to support the expansion and maintenance of the snowmobile trail network through snowmobile registration fee reimbursements from the state, donations from individuals and businesses and state and federal grant funding. (7.2)
11. Maintain communications with owners of private recreation resources and work cooperatively to address issues of public use. (7.4)
12. Retain public easements for recreational purposes on discontinued town roads in the future. (6.4, 7.6)
13. Encourage owners of farmland, significant open space and forestlands to participate in the farm, open space and tree growth tax programs. (8.2)
14. Work with adjoining communities to address issues of common concern such as watershed and open space protection and minimizing conflicts in growth and rural area designations. (9.10, 9.16)
15. Continue membership in the Cobbossee Watershed District (CWD) and Kennebec Land Trust (KLT) and continue to work with other organizations devoted to protection of natural resources in Readfield. (9.10, 9.13, 9.16)
16. Hold the Readfield Heritage Days on an annual basis, in conjunction with the Heritage Days Committee (5.10)
17. Encourage the use of and pride in historic sites such as the Union Meeting House and the Jesse Lee Church. (1.2)

Library Building Committee**May 23, 2011 Selectboard Meeting**

Motion by Mr. Tolman to authorize the Town Manager to seek volunteers for the Library Building committee, to consist of 2 members from the library board, 1 member from the Select Board, 1 contractor resident, the librarian and 2 additional citizens, to start work within 6 weeks and spend up to one year on business. The charge of the committee is to evaluate the current building situation, to consider the needs as reported by the library board, to investigate possible building scenarios that could include renovation of current structure, a completely new structure either on same site or a different site, or a partial renovation/expansion and partial new building, or move to an existing building, and to report back to the Town their findings, with a date for recommendation to the Select Board by February 2013 so that it could be considered for the Town Meeting warrant in 2013, second by Mr. Perry; vote unanimous 4-0-0.

May 19, 2014 Selectboard Meeting

Motion by Mrs. Reay take the library building committee out of order, second Mr. Dunn; vote 5-0-0.

Bruce Bourgoine distributed a written report to the board. He gave a summary of the activities in the past, an update of the current progress and the expected upcoming steps. The previous report was given on 3/25/2013. He requested the select board direct the town manager to explore the actual costs of purchasing and leasing and other associated costs with the former Bank of Maine building. There was a discussion. Ray Renner said taking over the bank would remove a tax base from the town. Bruce said hopefully the old building would be sold and eventually become taxable property but he acknowledged it would not be a wash. The number of patrons was discussed.

Motion by Mr. Dunn to direct the town manager to work with the Bank of Maine to discuss the purchase cost and/or lease fees and also a possible scenario of the maintenance fees, second Mr. Durgin; there was a discussion. The time frame was discussed. The committee will research retrofit costs when more solid information is available. Vote 5-0-0.

Library Building Committee
Outline of Oral Report for 5/19/14

- Formation about two years ago
- Who we are (thanking members for their time and input)
 - o Deborah Peale
 - o Brenda Lake
 - o Tom Dunham
 - o Anita Buss
 - o Larry Dunn
 - o Bruce Bourgoine
 - o Ex officio: Librarian Nancy O'Toole, Town Manager Stefan Pakulski
 - o And we are in the process of adding two more members
- We engaged in work with the Library Board of Trustees to explore options due to long term concerns with ongoing building maintenance and adequacy for usage and programs at the present building to serve the 600 and growing number of patrons
- A report was made in March 2013 concluding that a new library building would be the best possible option based on a number of factors from an ongoing maintenance standpoint and having a space designed to serve community library needs
- We were asked to continue our work in what would be a multi-year process to plan next steps for consideration and we were further asked to return with an update this year.
- In the last year we our focus has been on making a better determination on what kind of building would best serve Readfield. Pursuant to that end we worked with UMA architecture students to look at different possible concepts that included new building options and renovation options.
- Our next steps planned but unrealized at this point included a better sense of the building design work that would likely require an initial investment and exploring partnership funding potential and possibilities.
- During this process, a single-story commercial building of approximately 200 more square feet with excellent parking and importantly to all involved in the town center, formerly Bank of Maine, was vacated and I contacted the bank.
- While this was an unplanned situation that unexpectedly opened up, it presented an opportunity that should be given due diligence simply because of the aforementioned factors.
- The bank indicated that it would be interested in discussing a sale to the town and some sort of structured arrangement that include a mortgage from the bank, a rent or lease arrangement of the ATM along with a payment of a maintenance fee aimed at net benefit that would result in our costs being comparable to a 0% loan.
- We made arrangements to undertake a site visit to ascertain that the building was worth exploring and to begin developing what building factors needed further exploration. We are ready to begin vetting the building's adequacy, any retrofitting needs and any operating and ongoing maintenance cost efficiencies.
- At this point we are suggesting that the Select Board direct a representative such as the Town Manager to work with the bank to explore the actual costs of a purchase and the leasing of the ATM and maintenance fees that might be paid as income from the bank.
- The building committee during this time would work to develop a firm cost comparison based on operating cost and maintenance of the bank to be considered along with retrofit costs.
- Parallel to the building exploration we have started to examine how we could develop a possible fundraising partnership that would assist the town with any project. Pursuant to this we have been working with a dormant group "Friends of the Library" to reactive the group's 501(c)(3) tax exempt status and that process is currently underway.
- Thank you.

Library Building Advisory Com. Roster

2-lib Members, 1-SB, 1-contractor, 2 add.citizens and Librarian Adhoc Com.

Name	Bourgoin, Bruce	Title	Library Building Com.
Address			

E-Mail
Work

Name	Buss, Anita H.	Title	Library Building Com. Member
Address	225 Torsey Shores Rd.		

E-Mail Readfield ME 04355
anitabuss@yahoo.com
Work
Home (207)685-4047
Cell
Other

Name	Clark, Lori	Title	Chair, Library Building Com.
Address	459 Winthrop Road		

E-Mail Readfield ME 04355
lkclark@fairpoint.net
Work
Home (207)377-4875
Cell
Other

Name	Dunham, Thomas	Title	Library Building Com. SB Liason
Address	PO Box 252		

E-Mail Kents Hill Maine 0434904355
tadunhamandsons@myfairpoint.net
Work (207)685-4524

Name	Lake, Brenda	Title	Library Building Com. Alt.
Address	78 Tallwood Drive		

E-Mail Readfield ME 04355
bblake@gmail.com
Work
Home (207)685-3529
Cell (207)242-5996
Other

Library Building Advisory Com. Roster

2-lib Members, 1-SB, 1-contractor, 2 add.citizens and Librarian Adhoc Com.

Name	Massey, Joyce	Title	Library Building com. Member
Address	79 Macomber Road PO Box 367 Readfield Maine 04355		
E-Mail	jmasseyx@aol.com		
Work			adhoc committee, no terms
Home			
Cell	(207)333-8715		
Other			

Name	Mohlar, Gwen Robetson	Title	Library Building Com. Alt.
Address	339 South Road Readfield ME 04355		
E-Mail	pgmohlar@roadrunner.com		
Work			
Home	(207)685-9027		
Cell	(207)441-5074		
Other			

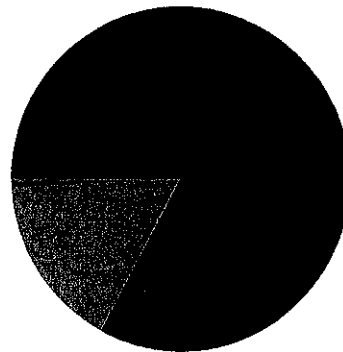
Name	O'Toole, Nancy	Title	Library Building Com. Librarian
Address			
	Readfield Maine 04355		
E-Mail	readfieldlibrarian@readfield.lib.me.us		
Work	(207)685-4089		
Home			
Cell	(978)387-5915		
Other			

Name	Peale, Deborah	Title	Library Building Com. Member
Address	42 Mooer Road Readfield ME 04355		
E-Mail	solarmd@hotmail.com		
Work			
Home	(207)685-3811		
Cell			
Other			

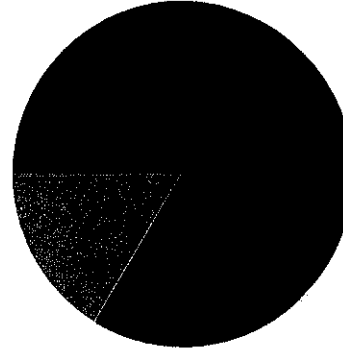
10 GENERAL GOVERNMENT

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2019-2017 %
10 Administration	305,069.58	296,129.00	307,199.48	299,370.00	141,839.77	290,860.00	-8,510.00	-2.84%
12 Insurance	21,771.07	21,250.00	24,077.70	24,650.00	27,182.89	38,606.00	13,956.00	56.62%
15 Office Equipmt	2,628.80	3,955.00	2,509.47	3,505.00	2,600.96	3,650.00	145.00	4.14%
20 Assessing	27,535.29	31,975.00	26,198.79	21,400.00	11,447.04	25,000.00	3,600.00	16.82%
30 Code Enforcement	19,632.43	21,745.00	27,083.53	28,746.00	15,615.76	29,247.00	501.00	1.74%
40 Boundries	2,240.00	1,000.00	0.00	2,500.00	0.00	1,000.00	-1,500.00	-60.00%
50 Municipal Maintenance	67,242.82	70,466.00	61,049.20	74,905.00	19,640.04	71,870.00	-3,035.00	-4.05%
60 Grant Writing & Planning	0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	.00%
70 Heating Assistance	889.83	1,500.00	1,452.16	1,500.00	0.00	1,500.00	0.00	.00%
	\$ 447,009.82	\$ 450,520.00	\$ 449,570.33	\$ 459,076.00	\$ 218,326.46	\$ 464,233.00	\$ 5,157.00	1.12%

2016 BUDGET



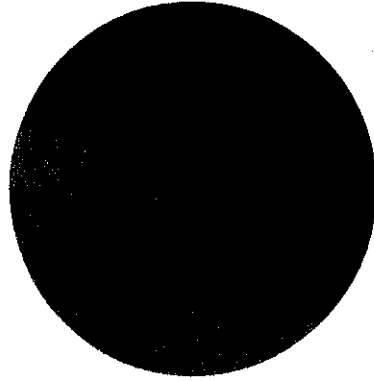
2017 BUDGET



15 BOARDS & COMMISSIONS

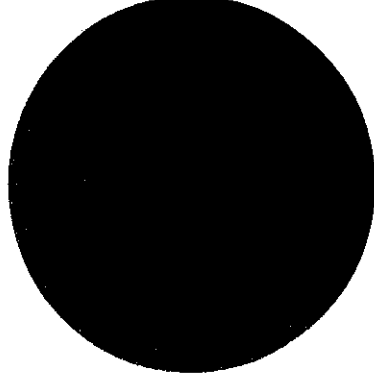
DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2019-2017 %
10 Board of Appeals	327.00	607.00	3.38	407.00	0.00	407.00	-	0.00%
15 Conservation Committee	2,701.44	5,760.00	3,425.68	4,365.00	527.19	4,365.00	0.00	0.00%
30 Planning Board	2,602.49	2,773.00	819.43	2,773.00	738.40	2,701.00	- 72.00	-2.60%
	\$ 5,630.93	\$ 9,140.00	\$ 4,248.49	\$ 7,545.00	\$ 1,265.59	\$ 7,473.00	\$ (72.00)	-95%

2016 BUDGET



- Board of Appeals
- Conservation Committee
- Planning Board

2017 BUDGET

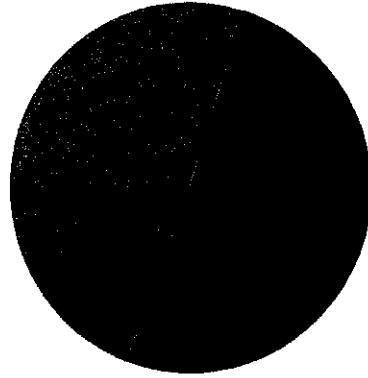


- Board of Appeals
- Conservation Committee
- Planning Board

20 TOWN BUILDINGS

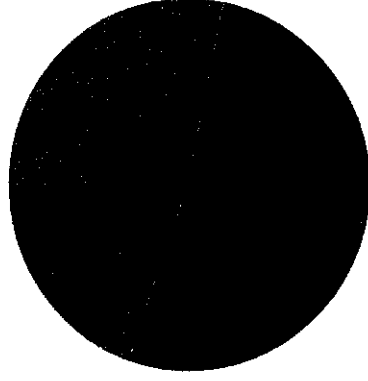
DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2019-2017 %
10 Fire Station	9,884.68	10,980.00	7,865.42	10,700.00	3,186.77	9,800.00	- 900.00	-8.41%
20 Gile Hall	17,694.10	21,818.00	17,854.00	18,122.00	5,698.56	18,042.00	- 80.00	- 0.44%
30 Library	9,910.77	16,079.00	9,597.16	5,386.00	1,261.22	5,332.00	- 54.00	- 1.00%
40 Maintenance	1,350.29	1,500.00	577.72	1,500.00	0.00	1,500.00	0.00	0.00%
	\$ 38,839.84	\$ 50,377.00	\$ 35,894.30	\$ 35,708.00	\$ 10,146.55	\$ 34,674.00	\$ (1,034.00)	-2.90%

2016 BUDGET



■ Fire Station
■ Gile Hall
■ Library
■ Maintenance

2017 BUDGET



■ Fire Station
■ Gile Hall
■ Library
■ Maintenance

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Expense

Dept/Div:	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
ADMINISTRATION								
10-10 ADVERTISING	419.19	500.00	1,579.79	500.00	969.96	500.00	0.00	.00%
10-15 ANNUAL REPORT	963.71	750.00	193.44	1,000.00	0.00	500.00	-500.00	-50.00%
10-20 ATTORNEY FEES	26,608.76	20,000.00	6,572.11	9,000.00	3,724.25	8,000.00	-1,000.00	-11.11%
10-25 EDUCATION	0.00	500.00	0.00	500.00	0.00	500.00	0.00	.00%
10-30 ELECTIONS	2,429.01	2,000.00	4,736.09	6,000.00	3,174.82	6,000.00	0.00	.00%
10-45 MEMBERSHIPS	3,624.47	3,500.00	3,562.00	3,750.00	250.00	3,750.00	0.00	.00%
10-50 MISC.	2.87	250.00	153.98	100.00	223.45	100.00	0.00	.00%
10-55 OFFICE SUPPLIES	2,221.55	3,750.00	2,966.97	4,000.00	2,119.74	3,750.00	-250.00	-6.25%
10-60 POSTAGE	3,287.06	2,500.00	3,366.03	3,000.00	785.03	3,500.00	500.00	16.67%
10-65 Newsletter	1,685.62	1,500.00	602.27	1,750.00	0.00	1,750.00	0.00	.00%
10-75 RECORDING - REGISTRY OF DEEDS	3,084.00	2,750.00	3,477.00	3,200.00	2,736.00	3,200.00	0.00	.00%
10-77 Selectboard	1,508.05	2,000.00	2,659.47	2,000.00	1,613.72	2,000.00	0.00	.00%
10-78 SB Employee Recognition	393.95	0.00	0.00	300.00	0.00	0.00	-300.00	-100.00%
10-80 TRAINING & CONFERENCES	355.00	1,000.00	357.00	500.00	222.00	500.00	0.00	.00%
10-85 VOLUNTEERS	319.88	250.00	142.29	300.00	0.00	300.00	0.00	.00%
10-90 SUBSCRIPTIONS	198.33	200.00	307.22	200.00	326.97	0.00	-200.00	-100.00%
ADMINISTRATION	47,101.45	41,450.00	30,675.66	36,100.00	16,145.94	34,350.00	-1,750.00	-4.85%
INSURANCE								
15-20 HEALTH INSURANCE	39,436.35	41,804.00	39,895.76	44,400.00	26,135.11	46,500.00	2,100.00	4.73%
15-25 HEALTH REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	1,400.00	1,400.00	100.00%
15-80 WORKERS COMP	0.00	0.00	0.00	0.00	6.78	0.00	0.00	.00%
INSURANCE	39,436.35	41,804.00	39,895.76	44,400.00	26,141.89	47,900.00	3,500.00	7.88%
PERSONNEL								
20-20 FICA	14,538.82	13,470.00	15,955.08	13,765.00	6,482.44	13,150.00	-615.00	-4.47%
20-30 MILEAGE	336.65	500.00	120.21	350.00	0.00	500.00	150.00	42.86%

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Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 10-10 GENERAL GOVERNMENT / Administration CONT'D								
20-40 RETIREMENT	14,715.33	14,080.00	15,976.90	14,125.00	7,154.84	11,635.00	-2,490.00	-17.63%
20-50 TM Mileage & Phone	1,618.65	1,450.00	1,412.23	1,500.00	459.19	1,000.00	-500.00	-33.33%
20-60 WAGES	160,750.38	157,250.00	177,825.24	160,920.00	70,734.92	155,500.00	-5,420.00	-3.37%
20-65 INCOME PROTECTION PLAN	1,548.50	1,580.00	1,305.23	1,565.00	429.35	500.00	-1,065.00	-68.05%
PERSONNEL	193,508.33	188,330.00	212,594.89	192,225.00	85,260.74	182,285.00	-9,940.00	-5.17%
STIPEND								
25-20 CONSTABLE	150.00	150.00	150.00	150.00	0.00	150.00	0.00	.00%
25-30 HEALTH OFFICER	0.00	300.00	0.00	300.00	0.00	300.00	0.00	.00%
25-50 SELECTMEN	4,250.00	4,250.00	4,250.00	4,250.00	2,125.00	4,250.00	0.00	.00%
STIPEND	4,400.00	4,700.00	4,400.00	4,700.00	2,125.00	4,700.00	0.00	.00%
UTILITIES								
40-80 TELEPHONE	4,660.66	4,700.00	4,591.15	4,700.00	2,240.75	4,700.00	0.00	.00%
UTILITIES	4,660.66	4,700.00	4,591.15	4,700.00	2,240.75	4,700.00	0.00	.00%
CONTRACT SERVICES								
50-15 RESTORATION OF RECORDS	2,390.00	2,000.00	2,000.00	1,050.00	0.00	2,230.00	1,180.00	112.38%
50-20 AUDIT SERVICES	4,800.00	4,995.00	4,995.00	4,995.00	3,000.00	4,995.00	0.00	.00%
50-25 COMPUTER SUPPORT	5,217.88	5,200.00	5,507.72	5,750.00	5,783.10	6,000.00	250.00	4.35%
50-86 TIRE DISPOSAL	6.00	50.00	0.00	50.00	0.00	50.00	0.00	.00%
50-91 HOUSE HOLD HAZARDOUS WASTE	1,568.93	1,000.00	1,118.75	1,250.00	0.00	1,250.00	0.00	.00%
50-95 WEB HOSTING	450.00	450.00	450.00	500.00	495.00	1,200.00	700.00	140.00%
CONTRACT SERVICES	14,432.81	13,695.00	14,071.47	13,595.00	9,278.10	15,725.00	2,130.00	15.67%
EQUIP OPERATION, REPAIR, MAINT								
60-10 COMPUTER REPAIR & MAINT	1,529.98	1,200.00	970.55	1,200.00	647.35	1,200.00	0.00	.00%
60-20 OFFICE EQUIP REPAIR & MAINT	0.00	250.00	0.00	250.00	0.00	0.00	-250.00	-100.00%
EQUIP OPERATION, REPAIR, MAINT	1,529.98	1,450.00	970.55	1,450.00	647.35	1,200.00	-250.00	-17.24%

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Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 10-10 GENERAL GOVERNMENT / Administration CONT'D								
Contingency								
95-10 Contingency	0.00	0.00	0.00	2,200.00	0.00	0.00	-2,200.00	-100.00%
Contingency	0.00	0.00	0.00	2,200.00	0.00	0.00	-2,200.00	-100.00%
Administration	305,069.58	296,129.00	307,199.48	299,370.00	141,839.77	290,860.00	-8,510.00	-2.84%
Dept/Div: 10-12 GENERAL GOVERNMENT / Insurance								
INSURANCE								
15-40 PROPERTY & LIABILITY	17,113.00	18,000.00	17,580.00	18,000.00	17,740.00	18,000.00	0.00	.00%
15-60 UNEMPLOYMENT	1,137.34	2,500.00	199.13	2,650.00	21.38	2,300.00	-350.00	-13.21%
15-80 WORKERS COMP	3,520.73	750.00	6,298.57	4,000.00	9,421.51	18,306.00	14,306.00	357.65%
INSURANCE	21,771.07	21,250.00	24,077.70	24,650.00	27,182.89	38,606.00	13,956.00	56.62%
Insurance	21,771.07	21,250.00	24,077.70	24,650.00	27,182.89	38,606.00	13,956.00	56.62%
Dept/Div: 10-15 GENERAL GOVERNMENT / Office Equip Lease/Purchase								
ADMINISTRATION								
10-60 POSTAGE	305.00	305.00	295.00	305.00	157.50	350.00	45.00	14.75%
ADMINISTRATION	305.00	305.00	295.00	305.00	157.50	350.00	45.00	14.75%
EQUIP OPERATION, REPAIR, MAINT								
60-25 OFFICE EQUIPMENT LEASES	1,927.80	1,950.00	2,044.50	1,950.00	968.46	2,050.00	100.00	5.13%
EQUIP OPERATION, REPAIR, MAINT	1,927.80	1,950.00	2,044.50	1,950.00	968.46	2,050.00	100.00	5.13%
EQUIPMENT REPLACEMENT								
65-10 COMPUTER HARDWARE	356.00	1,200.00	0.00	750.00	1,475.00	750.00	0.00	.00%
65-30 CAPITAL EQUIPMENT	40.00	500.00	169.97	500.00	0.00	500.00	0.00	.00%
EQUIPMENT REPLACEMENT	396.00	1,700.00	169.97	1,250.00	1,475.00	1,250.00	0.00	.00%
Office Equip Lease/Purchase	2,628.80	3,955.00	2,509.47	3,505.00	2,600.96	3,650.00	145.00	4.14%

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Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 10-20 GENERAL GOVERNMENT / Assessing								
ADMINISTRATION								
10-40 Publications	1,843.20	2,000.00	17.17	2,000.00	0.00	2,000.00	0.00	.00%
10-55 OFFICE SUPPLIES	73.83	75.00	0.00	50.00	0.00	50.00	0.00	.00%
10-60 POSTAGE	938.91	1,000.00	997.28	1,000.00	950.62	1,000.00	0.00	.00%
10-75 RECORDING - REGISTRY OF DEEDS	136.58	200.00	111.64	150.00	0.00	150.00	0.00	.00%
ADMINISTRATION								
2,992.52		3,275.00	1,126.09	3,200.00	950.62	3,200.00	0.00	.00%
CONTRACT SERVICES								
50-10 ASSESSING AGENT	18,750.00	22,500.00	19,062.50	12,000.00	4,102.57	15,000.00	3,000.00	25.00%
50-25 COMPUTER SUPPORT	5,124.67	5,500.00	5,329.65	5,500.00	5,596.14	6,000.00	500.00	9.09%
CONTRACT SERVICES	23,874.67	28,000.00	24,392.15	17,500.00	9,698.71	21,000.00	3,500.00	20.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	668.10	700.00	680.55	700.00	797.71	800.00	100.00	14.29%
PUBLIC WAYS OPERATION & MAINT	668.10	700.00	680.55	700.00	797.71	800.00	100.00	14.29%
Assessing	27,535.29	31,975.00	26,198.79	21,400.00	11,447.04	25,000.00	3,600.00	16.82%
Dept/Div: 10-30 GENERAL GOVERNMENT / Code Enforcement								
ADMINISTRATION								
10-10 ADVERTISING	145.28	75.00	248.34	25.00	0.00	25.00	0.00	.00%
10-35 MANUALS	0.00	50.00	0.00	10.00	0.00	0.00	-10.00	-100.00%
10-40 Publications	21.29	0.00	19.67	0.00	0.00	25.00	25.00	100.00%
10-45 MEMBERSHIPS	0.00	0.00	25.00	0.00	0.00	25.00	25.00	100.00%
10-55 OFFICE SUPPLIES	31.99	50.00	48.22	50.00	0.00	50.00	0.00	.00%
10-60 POSTAGE	92.70	150.00	27.31	50.00	16.74	50.00	0.00	.00%
10-80 TRAINING & CONFERENCES	0.00	100.00	0.00	50.00	45.00	50.00	0.00	.00%
ADMINISTRATION	291.26	425.00	368.54	185.00	61.74	225.00	40.00	21.62%

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Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 10-30 GENERAL GOVERNMENT / Code Enforcement CONT'D								
INSURANCE								
15-60 UNEMPLOYMENT	936.20	600.00	921.54	480.00	241.39	395.00	-85.00	-17.71%
15-80 WORKERS COMP	324.03	400.00	479.21	523.00	279.52	525.00	2.00	.38%
INSURANCE	1,260.23	1,000.00	1,400.75	1,003.00	520.91	920.00	-83.00	-8.28%
PERSONNEL								
20-20 FICA	1,273.04	1,420.00	1,762.46	1,923.00	1,028.11	1,962.00	39.00	2.03%
20-30 MILEAGE	167.61	400.00	512.86	500.00	565.56	500.00	0.00	.00%
20-60 WAGES	14,922.79	15,500.00	21,231.42	25,135.00	13,439.44	25,640.00	505.00	2.01%
20-70 Wages-Temp	1,717.50	3,000.00	1,807.50	0.00	0.00	0.00	0.00	.00%
PERSONNEL	18,080.94	20,320.00	25,314.24	27,558.00	15,033.11	28,102.00	544.00	1.97%
UTILITIES								
Code Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
	19,632.43	21,745.00	27,083.53	28,746.00	15,615.76	29,247.00	501.00	1.74%
Dept/Div: 10-40 GENERAL GOVERNMENT / Boundries								
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	2,240.00	1,000.00	0.00	2,500.00	0.00	1,000.00	-1,500.00	-60.00%
PUBLIC WAYS OPERATION & MAINT	2,240.00	1,000.00	0.00	2,500.00	0.00	1,000.00	-1,500.00	-60.00%
Boundries	2,240.00	1,000.00	0.00	2,500.00	0.00	1,000.00	-1,500.00	-60.00%
Dept/Div: 10-50 GENERAL GOVERNMENT / MUNICIPAL MAINTENANCE								
ADMINISTRATION								
10-10 ADVERTISING	0.00	100.00	0.00	100.00	241.80	100.00	0.00	.00%
10-35 MANUALS	30.00	0.00	0.00	0.00	0.00	50.00	50.00	100.00%
10-50 MISC.	7.00	50.00	0.00	50.00	0.00	0.00	-50.00	-100.00%
10-55 OFFICE SUPPLIES	0.00	50.00	10.98	50.00	0.00	50.00	0.00	.00%
10-80 TRAINING & CONFERENCES	0.00	100.00	10.00	100.00	0.00	100.00	0.00	.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 10-50 GENERAL GOVERNMENT / MUNICIPAL MAINTENANCE								
CONT'D								
INSURANCE								
ADMINISTRATION	37.00	300.00	20.98	300.00	241.80	300.00	0.00	.00%
15-20 HEALTH INSURANCE	10,984.28	10,130.00	10,287.98	12,000.00	2,095.42	13,400.00	1,400.00	11.67%
15-25 HEALTH REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	935.00	935.00	100.00%
15-60 UNEMPLOYMENT	696.00	795.00	864.51	920.00	408.58	560.00	-360.00	-39.13%
15-80 WORKERS COMP	3,148.36	3,020.00	2,898.78	3,100.00	935.18	3,350.00	250.00	8.06%
INSURANCE	14,828.64	13,945.00	14,051.27	16,020.00	3,439.18	18,245.00	2,225.00	13.89%
PERSONNEL								
20-20 FICA	3,967.87	3,860.00	3,609.98	3,955.00	1,222.22	3,595.00	-360.00	-9.10%
20-30 MILEAGE	99.44	125.00	146.50	0.00	83.38	0.00	0.00	.00%
20-40 RETIREMENT	3,227.48	2,535.00	2,765.88	3,880.00	650.48	2,025.00	-1,855.00	-47.81%
20-60 WAGES	43,609.51	47,869.00	38,643.84	46,600.00	13,292.95	45,555.00	-1,045.00	-2.24%
20-65 INCOME PROTECTION PLAN	304.78	352.00	318.37	335.00	81.93	0.00	-335.00	-100.00%
20-90 CLOTHING ALLOWANCE	247.18	300.00	300.00	300.00	0.00	300.00	0.00	.00%
PERSONNEL	51,456.26	55,041.00	45,784.57	55,070.00	15,330.96	51,475.00	-3,595.00	-6.53%
UTILITIES								
40-10 CELL PHONE	480.00	480.00	480.00	480.00	160.00	300.00	-180.00	-37.50%
UTILITIES	480.00	480.00	480.00	480.00	160.00	300.00	-180.00	-37.50%
EQUIP OPERATION, REPAIR, MAINT								
60-40 Tools Repair & Maint	210.54	100.00	22.99	500.00	0.00	500.00	0.00	.00%
60-60 Equipment Lease/Rent	123.49	150.00	342.23	150.00	0.00	350.00	200.00	133.33%
60-74 Personal Protective Gear	96.84	150.00	0.00	150.00	15.73	150.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT	430.87	400.00	365.22	800.00	15.73	1,000.00	200.00	25.00%
EQUIPMENT REPLACEMENT								
65-50 TOOLS	10.05	250.00	304.50	500.00	452.37	500.00	0.00	.00%

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		2014	2015	2015	2016	2016	2017	Init Req vs	Init Req vs
		Actual	Budget	Actual	Budget	YTD	Initial	Curr Bud	Change %
								Change \$	
Dept/Div: 10-50	GENERAL GOVERNMENT / MUNICIPAL MAINTENANCE								
CONT'D									
	EQUIPMENT	10.05	250.00	304.50	500.00	452.37	500.00	0.00	.00%
	REPLACEMENT								
BUILDING O&M									
70-70 SUPPLIES		0.00	50.00	42.66	50.00	0.00	50.00	0.00	.00%
		0.00	50.00	42.66	50.00	0.00	50.00	0.00	.00%
Contingency									
95-10 Contingency		0.00	0.00	0.00	1,685.00	0.00	0.00	-1,685.00	-100.00%
	Contingency	0.00	0.00	0.00	1,685.00	0.00	0.00	-1,685.00	-100.00%
	MUNICIPAL	67,242.82	70,466.00	61,049.20	74,905.00	19,640.04	71,870.00	-3,035.00	-4.05%
	MAINTENANCE								
Dept/Div: 10-60	GENERAL GOVERNMENT / Grant Writing & Planning								
ADMINISTRATION									
10-50 MISC.		0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	.00%
	ADMINISTRATION	0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	.00%
	Grant Writing & Planning	0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	.00%
Dept/Div: 10-70	GENERAL GOVERNMENT / Heating Assistance								
UTILITIES									
40-60 HEATING									
	UTILITIES	889.83	1,500.00	1,452.16	1,500.00	0.00	1,500.00	0.00	.00%
	Heating Assistance	889.83	1,500.00	1,452.16	1,500.00	0.00	1,500.00	0.00	.00%
	GENERAL	889.83	1,500.00	1,452.16	1,500.00	0.00	1,500.00	0.00	.00%
	GOVERNMENT	447,009.82	450,520.00	449,570.33	459,076.00	218,326.46	464,233.00	5,157.00	1.12%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 15-10 BOARDS & COMMISSIONS / Board of Appeals								
ADMINISTRATION								
10-10 ADVERTISING	90.20	250.00	0.00	100.00	0.00	100.00	0.00	.00%
10-40 Publications	34.02	0.00	3.38	0.00	0.00	0.00	0.00	.00%
10-55 OFFICE SUPPLIES	23.95	50.00	0.00	50.00	0.00	50.00	0.00	.00%
10-60 POSTAGE	20.78	100.00	0.00	50.00	0.00	50.00	0.00	.00%
10-80 TRAINING & CONFERENCES	50.00	100.00	0.00	100.00	0.00	100.00	0.00	.00%
ADMINISTRATION	218.95	500.00	3.38	300.00	0.00	300.00	0.00	.00%
INSURANCE								
15-60 UNEMPLOYMENT	5.69	0.00	0.00	0.00	0.00	0.00	0.00	.00%
15-80 WORKERS COMP	0.35	0.00	0.00	0.00	0.00	0.00	0.00	.00%
INSURANCE	6.04	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PERSONNEL								
20-20 FICA	7.25	5.00	0.00	5.00	0.00	5.00	0.00	.00%
20-60 WAGES	94.76	102.00	0.00	102.00	0.00	102.00	0.00	.00%
PERSONNEL	102.01	107.00	0.00	107.00	0.00	107.00	0.00	.00%
Board of Appeals	327.00	607.00	3.38	407.00	0.00	407.00	0.00	.00%
Dept/Div: 15-30 BOARDS & COMMISSIONS / Conservation Committee								
ADMINISTRATION								
10-40 Publications	842.47	850.00	514.99	0.00	0.00	0.00	0.00	.00%
10-45 MEMBERSHIPS	165.00	165.00	165.00	165.00	0.00	165.00	0.00	.00%
10-50 MISC.	0.00	0.00	76.00	0.00	0.00	0.00	0.00	.00%
10-55 OFFICE SUPPLIES	17.19	0.00	0.00	100.00	0.00	100.00	0.00	.00%
10-60 POSTAGE	0.92	50.00	2.88	100.00	3.40	100.00	0.00	.00%
ADMINISTRATION	1,025.58	1,065.00	758.87	365.00	3.40	365.00	0.00	.00%
COMMUNITY SERVICES								
55-60 TOWN FARM/FOREST	0.00	95.00	96.28	100.00	99.08	100.00	0.00	.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 15-30 BOARDS & COMMISSIONS / Conservation Committee CONT'D								
COMMUNITY SERVICES	0.00	95.00	96.28	100.00	99.08	100.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT								
60-55 Backhoe	0.00	0.00	90.00	0.00	0.00	0.00	0.00	.00%
EQUIP OPERATION, REPAIR, MAINT	0.00	0.00	90.00	0.00	0.00	0.00	0.00	.00%
EQUIPMENT REPLACEMENT								
65-30 CAPITAL EQUIPMENT	317.36	0.00	0.00	575.00	0.00	575.00	0.00	.00%
EQUIPMENT REPLACEMENT	317.36	0.00	0.00	575.00	0.00	575.00	0.00	.00%
BUILDING O&M								
70-40 GROUNDS	1,130.00	1,000.00	0.00	0.00	0.00	0.00	0.00	.00%
BUILDING O&M	1,130.00	1,000.00	0.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	0.00	0.00	400.00	1,600.00	0.00	1,600.00	0.00	.00%
80-40 MATERIALS	228.50	2,400.00	1,272.53	1,725.00	424.71	1,725.00	0.00	.00%
80-80 SIGNS/SUPPLIES	0.00	1,200.00	808.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT	228.50	3,600.00	2,480.53	3,325.00	424.71	3,325.00	0.00	.00%
Conservation Committee	2,701.44	5,760.00	3,425.68	4,365.00	527.19	4,365.00	0.00	.00%
Dept/Div: 15-40 BOARDS & COMMISSIONS / Planning Board ADMINISTRATION								
10-10 ADVERTISING	764.04	500.00	511.64	500.00	450.68	500.00	0.00	.00%
10-40 Publications	242.75	150.00	50.73	150.00	0.00	150.00	0.00	.00%
10-55 OFFICE SUPPLIES	75.96	300.00	0.00	300.00	9.92	300.00	0.00	.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 15-40 BOARDS & COMMISSIONS / Planning Board CONT'D								
10-60 POSTAGE	63.62	100.00	43.43	100.00	1.94	100.00	0.00	.00%
10-80 TRAINING & CONFERENCES	0.00	200.00	0.00	200.00	0.00	200.00	0.00	.00%
ADMINISTRATION	1,146.37	1,250.00	605.80	1,250.00	462.54	1,250.00	0.00	.00%
INSURANCE								
15-60 UNEMPLOYMENT	74.06	55.00	7.63	55.00	8.65	40.00	-15.00	-27.27%
15-80 WORKERS COMP	5.40	7.00	0.78	7.00	2.96	6.00	-1.00	-14.29%
INSURANCE	79.46	62.00	8.41	62.00	11.61	46.00	-16.00	-25.81%
PERSONNEL								
20-20 FICA	97.83	101.00	14.58	101.00	18.80	93.00	-8.00	-7.92%
20-30 MILEAGE	0.00	50.00	0.00	50.00	0.00	50.00	0.00	.00%
20-40 RETIREMENT	0.00	0.00	0.00	0.00	0.00	50.00	50.00	100.00%
20-60 WAGES	1,278.83	1,310.00	190.64	1,310.00	245.45	1,212.00	-98.00	-7.48%
PERSONNEL	1,376.66	1,461.00	205.22	1,461.00	264.25	1,405.00	-56.00	-3.83%
Planning Board	2,602.49	2,773.00	819.43	2,773.00	738.40	2,701.00	-72.00	-2.60%
BOARDS & COMMISSIONS	5,630.93	9,140.00	4,248.49	7,545.00	1,265.59	7,473.00	-72.00	-95%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 20-10 TOWN BUILDINGS O&M / Fire Station								
ADMINISTRATION								
10-50 MISC.	80.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
	80.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
ADMINISTRATION								
INSURANCE								
15-20 HEALTH INSURANCE	0.00	0.00	58.56	0.00	0.00	0.00	0.00	.00%
15-60 UNEMPLOYMENT	10.15	12.00	9.30	11.00	6.76	11.00	0.00	.00%
15-80 WORKERS COMP	7.93	15.00	10.91	13.00	7.92	13.00	0.00	.00%
INSURANCE	18.08	27.00	78.77	24.00	14.68	24.00	0.00	.00%
PERSONNEL								
20-20 FICA	13.67	23.00	17.78	21.00	12.90	21.00	0.00	.00%
20-60 WAGES	178.39	300.00	232.45	275.00	193.29	275.00	0.00	.00%
PERSONNEL	192.06	323.00	250.23	296.00	206.19	296.00	0.00	.00%
UTILITIES								
40-30 ELECTRIC	2,307.02	2,750.00	2,277.69	2,750.00	1,403.82	2,500.00	-250.00	-9.09%
40-60 HEATING	4,233.29	5,500.00	4,136.37	5,500.00	1,197.24	5,000.00	-500.00	-9.09%
40-90 WATER	198.00	120.00	128.00	120.00	60.00	120.00	0.00	.00%
UTILITIES	6,738.31	8,370.00	6,542.06	8,370.00	2,661.06	7,620.00	-750.00	-8.96%
BUILDING O&M								
70-10 ALARM	360.00	360.00	360.00	360.00	180.00	360.00	0.00	.00%
70-30 FURNACE MAINTENANCE	0.00	200.00	0.00	200.00	0.00	200.00	0.00	.00%
70-40 GROUNDS	0.00	250.00	0.00	250.00	0.00	100.00	-150.00	-60.00%
70-60 MAINTENANCE	2,086.26	1,000.00	509.46	1,000.00	124.84	1,000.00	0.00	.00%
70-70 SUPPLIES	286.72	200.00	124.90	200.00	0.00	200.00	0.00	.00%
BUILDING O&M	2,732.98	2,010.00	994.36	2,010.00	304.84	1,860.00	-150.00	-7.46%
PUBLICWAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	123.25	250.00	0.00	0.00	0.00	0.00	0.00	.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 20-10 TOWN BUILDINGS O&M / Fire Station CONT'D								
PUBLIC WAYS OPERATION & MAINT	123.25	250.00	0.00	0.00	0.00	0.00	0.00	.00%
Fire Station	9,884.68	10,980.00	7,865.42	10,700.00	3,186.77	9,800.00	-900.00	-8.41%
Dept/Div: 20-20 TOWN BUILDINGS O&M / Gile Hall								
ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
INSURANCE	0.00	0.00	58.56	0.00	0.00	0.00	0.00	.00%
15-20 HEALTH INSURANCE	33.18	28.00	23.79	17.00	24.34	24.00	7.00	41.18%
15-60 UNEMPLOYMENT	26.84	35.00	27.89	20.00	25.24	22.00	2.00	10.00%
15-80 WORKERS COMP	60.02	63.00	110.24	37.00	49.58	46.00	9.00	24.32%
INSURANCE								
PERSONNEL								
20-20 FICA	46.33	55.00	45.47	35.00	45.52	46.00	11.00	31.43%
20-60 WAGES	604.93	700.00	594.73	425.00	787.79	600.00	175.00	41.18%
PERSONNEL	651.26	755.00	640.20	460.00	833.31	646.00	186.00	40.43%
UTILITIES								
40-30 ELECTRIC	4,351.42	5,000.00	4,402.91	5,000.00	1,438.36	4,500.00	-500.00	-10.00%
40-60 HEATING	7,083.32	7,500.00	5,948.57	6,000.00	856.67	6,000.00	0.00	.00%
UTILITIES	11,434.74	12,500.00	10,351.48	11,000.00	2,295.03	10,500.00	-500.00	-4.55%
EQUIPMENT REPLACEMENT								
EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BUILDING O&M								
70-10 ALARM	303.60	600.00	303.60	600.00	479.60	500.00	-100.00	-16.67%
70-15 Generator	289.32	600.00	0.00	600.00	0.00	300.00	-300.00	-50.00%
70-20 ELEVATOR	1,085.93	1,500.00	1,095.00	1,500.00	1,125.00	1,200.00	-300.00	-20.00%
70-30 FURNACE MAINTENANCE	130.00	400.00	2,069.08	400.00	0.00	400.00	0.00	.00%

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	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 20-20 TOWN BUILDINGS O&M / Gile Hall CONT'D								
70-40 GROUNDS	40.97	3,000.00	1,469.56	1,000.00	0.00	1,500.00	500.00	50.00%
70-60 MAINTENANCE	3,246.93	2,000.00	1,399.90	2,125.00	916.04	2,500.00	375.00	17.65%
70-70 SUPPLIES	451.33	400.00	414.94	400.00	0.00	450.00	50.00	12.50%
BUILDING O&M	5,548.08	8,500.00	6,752.08	6,625.00	2,520.64	6,850.00	225.00	3.40%
Gile Hall	17,694.10	21,818.00	17,854.00	18,122.00	5,698.56	18,042.00	-80.00	-.44%
Dept/Div: 20-30 TOWN BUILDINGS O&M / Library								
ADMINISTRATION								
10-10 ADVERTISING	0.00	50.00	336.16	100.00	0.00	50.00	-50.00	-50.00%
ADMINISTRATION	0.00	50.00	336.16	100.00	0.00	50.00	-50.00	-50.00%
INSURANCE								
15-60 UNEMPLOYMENT	11.03	15.00	4.69	10.00	7.45	9.00	-1.00	-10.00%
15-80 WORKERS COMP	8.64	17.00	5.50	11.00	8.55	8.00	-3.00	-27.27%
INSURANCE	19.67	32.00	10.19	21.00	16.00	17.00	-4.00	-19.05%
PERSONNEL								
20-20 FICA	14.92	27.00	8.99	20.00	14.26	20.00	0.00	.00%
20-60 WAGES	194.59	350.00	117.35	225.00	200.25	225.00	0.00	.00%
PERSONNEL	209.51	377.00	126.34	245.00	214.51	245.00	0.00	.00%
UTILITIES								
40-30 ELECTRIC	799.75	1,000.00	842.27	1,000.00	380.75	1,000.00	0.00	.00%
40-60 HEATING	2,940.00	3,100.00	2,779.09	2,500.00	460.96	2,500.00	0.00	.00%
40-90 WATER	120.00	120.00	120.00	120.00	60.00	120.00	0.00	.00%
UTILITIES	3,859.75	4,220.00	3,741.36	3,620.00	901.71	3,620.00	0.00	.00%
BUILDING O&M								
70-30 FURNACE MAINTENANCE	0.00	200.00	0.00	200.00	0.00	200.00	0.00	.00%
70-40 GROUNDS	0.00	100.00	0.00	100.00	0.00	100.00	0.00	.00%
70-60 MAINTENANCE	5,767.64	11,000.00	5,344.66	1,000.00	129.00	1,000.00	0.00	.00%
70-70 SUPPLIES	54.20	100.00	38.45	100.00	0.00	100.00	0.00	.00%

Custom Budget Report

Expense

	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD	2017 Initial	Init Req vs Curr Bud Change \$	Init Req vs Curr Bud Change %
Dept/Div: 20-30 TOWN BUILDINGS O&M / Library CONT'D								
BUILDING O&M	5,821.84	11,400.00	5,383.11	1,400.00	129.00	1,400.00	0.00	.00%
Library	9,910.77	16,079.00	9,597.16	5,386.00	1,261.22	5,332.00	-54.00	-1.00%
Dept/Div: 20-40 TOWN BUILDINGS O&M / Maintenance Building								
UTILITIES								
UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
BUILDING O&M								
70-60 MAINTENANCE	0.00	1,500.00	577.72	1,500.00	0.00	1,500.00	0.00	.00%
BUILDING O&M	0.00	1,500.00	577.72	1,500.00	0.00	1,500.00	0.00	.00%
PUBLIC WAYS OPERATION & MAINT								
80-10 CONTRACT SERVICES	1,350.29	0.00	0.00	0.00	0.00	0.00	0.00	.00%
PUBLIC WAYS	1,350.29	0.00	0.00	0.00	0.00	0.00	0.00	.00%
OPERATION &								
MAINT								
Maintenance	1,350.29	1,500.00	577.72	1,500.00	0.00	1,500.00	0.00	.00%
Building								
TOWN BUILDINGS	38,839.84	50,377.00	35,894.30	35,708.00	10,146.55	34,674.00	-1,034.00	-2.90%
O&M								
Expense Totals:	491,480.59	510,037.00	489,713.12	502,329.00	229,738.60	506,380.00	4,051.00	.81%