

**Readfield Select Board  
Regular Meeting  
Agenda**

**January 25, 2016**

**Meeting starts: 6:30 PM**

**Location: Readfield Town Office - Giles Hall**

**Pledge of Allegiance**

**Regular Meeting - 10 minutes**

16-078 - Minutes: Select Board meeting minutes of January 11, 2016 - 5 minutes

16-079 - Warrant: #31 & #32 - 5 minutes

**Communications - 40 minutes**

Select Board communications - 15 minutes

Town Manager - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- KRDA Annual Report Fiscal Year 2014-2015

- Cobbossee Watershed District Minutes of October 13, 2015

- Readfield Library Board Minutes of November 4, 2015

- Readfield Ad-hoc Appointments Committee Minutes of January 6, 2016

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

**Appointments / Reappointments & Resignations: - 5 minutes**

16-080 - Appoint Marianne Perry to the Ad-hoc Age Friendly Community Committee

**Unfinished Business - 20 minutes**

16-062 - Discussion of Secret Ballot Review Process - 15 minutes

16-073 - 2nd reading of the reading of an amended Giles Hall Use Policy - 5 minutes

**New Business - 75 minutes**

16-081 - Consider approval of Commercial Haulers Permits for the Transfer Station - 5 minutes

16-082 - 1st reading of the revised FOAA Policy - 15 minutes

16-083 - 1st reading of the revised Personnel Policy - 15 minutes

16-084 - Review 1-Ton truck repair quotes & purchase options - 25 minutes

16-085 - 2<sup>nd</sup> draft of the budget presented - 10 minutes

16-086 - Other - 5 minutes

**Future Agenda Items**

As identified in Appendix A

Other

**Adjournment**

# **REGULAR MEETING**

- **MINUTES**
- **WARRANTS**

**Readfield Select Board  
Regular Meeting Minutes – January 11, 2016 – Unapproved**

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

**Others Attending:** Eric Dyer (Town Manager), William Starret (Channel 7), Kathryn Woodsum, Lorraine Wagner, Sandra Rourke, Marion Dunham, Romaine Turyn, Hannah Flannery, Bruce Chandler Jr.

Ms. Pomerleau called the meeting to order at 6:33 pm followed by The Pledge of Allegiance.

**Regular Meeting**

- **16-068 - Minutes:** Select Board meeting minutes of December 28, 2015
  - **Motion** made by Mrs. Sammons to approve the minutes of the December 28, 2015 meeting, second by Mr. Bourgoine. **Vote 5-0 in favor.**
- **16-069 - Warrant: #29 & #30**
  - **Motion** made by Mr. Dunham to approve Warrant #29 & #30 in the amount of \$ 344,829.43, second by Mr. Curtis. **Vote 5-0 in favor.**

**Communications**

- **Select Board Communications**
  - Mrs. Sammons looked at the Kennebec Valley Chamber of Commerce website. It doesn't seem to describe Readfield very well under the Town of Readfield description.
  - Mrs. Sammons mentioned that the link of the town website for Readfield Business Alliance is a dead link. The website should have a resource list of Readfield businesses. Check Readfield Enterprise Fund (REF) resources, information and look into reactivating the REF Committee. A possibility of a community bulletin board at the town office where businesses can put their business cards for citizens to take if needed.
  - Mr. Bourgoine spoke regarding part of the community goals that he is a part of with Mrs. Sammons and that there will be more forthcoming information in the future and to look into the town website to be more user friendly.
- **Town Manager**
  - Eric Dyer, Town Manager went over his Town Manager Report dated for 01-11-2016
  - Looking into the habitual slippery road near the Town Office.
  - Move the telephone number for McGee to the front of the Website so citizens can call if their road isn't plowed.
- **Boards, Committees, Commissions & Departments**
  - **Cemetery Committee Minutes – December 7, 2015**
    - Thank you for the minutes from the December 7, 2015 meeting
- **Public Communications** - Members of the public may address the Select Board on any topic
  - None

### **Appointments / Reappointments & Resignations:**

- **16-070 – Accept the resignation of John Stanley from the Roads Committee**
  - **Motion** made by Mr. Bourgoine to approve the resignation of John Stanley from the Road Committee, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-071 – Appoint Hannah Flannery to the Recreation Board of Directors**
  - **Motion** made by Mr. Bourgoine to approve the appointment of Hannah Flannery to the Recreation Committee through June 30, 2017, **Second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-072 – Appoint Romaine Turyn to the Age Friendly Community Adhoc Committee**
  - **Motion** made by Mrs. Sammons to approve the appointment of Romaine Turyn to the Adhoc Age Friendly Community Committee through June 30, 2017, **Second** by Mr. Curtis. **Discussion:** Four more openings for the Adhoc Age Friendly Community are posted. **Vote** 5-0 in favor.

### **Unfinished Business:**

- **16-060 – 2<sup>nd</sup> Reading of the revised Board Roles & Responsibilities Policy**
  - **Motion** made by Mr. Bourgoine to approve the 2<sup>nd</sup> reading of the Board Roles & Responsibilities Policy, **Second** by Mr. Dunham. **Discussion:** Overall a good review for everyone. **Vote** 5-0 in favor.
- **16-062 – Discussion of Secret Ballot Review Process**
  - Mr. Dyer spoke regarding the two documents provided in the packet; one being the revised proposal for process design and facilitation services from Pamela Plumb & Associates and the other being the Town of Eliot, Referendum Town Meeting Ordinance.
  - Question regarding the referendum and a charter and if this would cause any conflict.
  - Hourly rate was reduced by Pamela Plumb.
  - Lengthy discussion among the Select Board regarding the Secret Ballot Process and having a facilitator.
  - Kathryn Woodsum spoke for herself and John Parent on the Eliot template for Referendum Town Meeting Ordinance.
  - Lorraine Wagner spoke on the added number of voters for the November election was because it was a gubernatorial election.
  - Mr. Dyer to look into the legality of using the Eliot template as a procedure for the secret ballot and have Ms. Pomerleau and Mr. Bourgoine to be a part of the discussion. Also look into the cost of the first secret ballot election.
- **16-066 – Consider a Consent Agreement for 1149 Main Street**
  - Mr. Dyer went over the Administrative Consent Agreement.
  - **Motion** made by Mr. Dunham to approve the Administrative Consent Agreement for 1149 Main Street between Catherine Bruce and the Town of Readfield as presented, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

## **New Business:**

- **16-073 – 1<sup>st</sup> Reading of an amended Giles Hall Use Policy**
  - Mr. Dyer went over the new revisions of the Giles Hall Use Policy, pointing out the \$25.00 refundable rental fee.
  - Discussion regarding staff time or contracting out for cleaning after events.
  - Lorraine Wagner wanted to know if the Giles Hall was clean when someone rented it.
  - Get a key for the Town Office for Ms. Pomerleau so she has access to the second floor. Also look into different passcodes for different employees and volunteers.
  - **Motion** made by Mr. Curtis to approve the 1<sup>st</sup> reading of the Giles Hall Use Policy to the 2<sup>nd</sup> reading, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-074 – Review of Comprehensive Plan & Checklist**
  - Suggested that everyone review the Comprehensive Plan, available online.
  - Kathryn Woodsum spoke regarding a quarterly checklist for the Comprehensive Plan.
  - Mr. Dyer to try and locate the quarterly checklist for the Comprehensive Plan.
- **16-075 – Consideration of Library Building Committee status & directives**
  - Mr. Dyer went over the information in the packet regarding the Library Building Committee.
  - Look into possibilities of fundraising options.
  - Mr. Bourgoine went over the information he recalls from being a past member of the Library Building Committee.
  - Mr. Dyer to contact the new owner(s) of the bank.
  - Mr. Dyer to contact committee members from the Library Building Committee and inquire if they wish to continue to serve and then post any openings.
  - **Motion** made by Mr. Bourgoine to approve to reactivate the Library Building Committee, **Second** by Mrs. Sammons. **Discussion:** Suggested that the past committee members complete new appointment applications. Question on the length of terms of the committee. **Vote** 4-1; opposed by Mr. Curtis (would have liked for the old members to complete new appointment applications).
- **16-076 – 1<sup>st</sup> Draft of the Budget Presented**
  - Review and discussion of the budget information presented in the packet.
  - Since boundaries are no longer legally required, Mr. Dyer to look into using those funds for GIS system.
  - Look at putting the percentages on the budget presentation next to the legends.
  - Kathryn Woodsum answered questions about the budget presentation.
  - Tuesday, January 19, 2016 is the next scheduled Budget Committee meeting

**Motion** made by Mrs. Sammons to adjourn the meeting at 8:59 pm, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary via Video Recording*

# **COMMUNICATIONS**

- **SELECT BOARD**
- **TOWN MANAGER**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**

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Kennebec Regional Development Authority  
Annual Report: 2014-2015

The Staff, General Assembly, and the 24 member communities of the Kennebec Regional Development Authority are pleased to present this annual report for the fiscal year ending June 30, 2015.

Financial Overview

At fiscal year-end 2014-2015, KRDA's government funds reported a positive fund balance (equity) of \$127,648, an improvement of \$335,381 from the previous fiscal year. This is the first positive fund balance since 2001. Annual revenue distributions, to member communities totaled \$227,344. We reduced our long term debt principal by \$377,317. This included paying off the loan balance with Camden National Bank, in the amount of 139,733. This was an unbudgeted expenditure (taking advantage of unanticipated revenues) which resulted in the annual expenditures exceeding revenues. We are still on target to pay off our long term debt in fiscal year ending June 30, 2021. The total long-term debt for the organization stands at approximately \$1,222,034. For investments, we have 2 CD's and a money market account at the Maine State Credit Union totaling \$203,796; a savings account with TD Bank totaling \$242,681 and; a CD with Skowhegan National Bank totaling \$187,898. These cash allocations represent designated funds toward a small operating reserve, and a growing infrastructure reserve. These funds could be used for future capital expenditures should the KRDA membership so decide at some point in the future. We project adequate cash flow for operations and debt service through the coming fiscal year without additional borrowing or increases in the municipal assessments which have remain unchanged since 2007.

Operations Overview

During FY 2014-2015, the organization began executing a long term operational plan for the development of the existing serviced lots on the park. The first phase – and main effort – of this plan, is to address the demand side of the park. The operating budget increased the marketing effort in order to "establish credibility with investment attraction." The intent is to triple the marketing effort, over an 18 month window beginning in January 2015, and establish a greater density of leads, through our networking activities. Once this phase is completed, the operational plan will focus on addressing the supply side of the park – to incentivize developers to FirstPark both operationally and financially. Through this process, we hope to develop the remaining serviced lots (which total seven) by the time the debt service is paid off. If we are successful in this effort, this will help with the on-going effort to eventually position the KRDA so that it can operate independently at or about the time the existing long term debt is paid off. The organization will be actively exploring, identifying and securing additional forms of revenue to place the organization in a position to compete with other regions in the US and beyond.

From the Director's Desk...

The services of our lead generator, Research Consulting International (Montreal, Canada), have been exceptional in support of our networking approach. Their process placed us in front of thirty senior level decision makers of firms to tell our story about the competitive advantages of Central Maine. During the Fiscal Year, we had three firms achieve red carpet status – have followed up on our invitation – to see the value Central Maine has to offer. One firm has incorporated in the state, with plans to locate at FirstPark, when they ready to move over the border from Canada. The other two remain in play.

We have focused all of our networking efforts in Canada – from Halifax to Toronto. This effort has been financially supported with a grant from the Maine International Trade Center, in the amount of \$44,500. This grant is to reimburse some of our travel expenses through December 2017. Central Maine has a competitive value in these Canadian markets. We have intentionally targeted small emerging firms, which are planning their first phased expansion into the US. Supporting this effort, we have built a technical assistance team – from accounting to visas – to help hand hold these firms into our region. I intend to explore additional relationships with developers, some of whom may provide build out solutions for these forthcoming leads into FirstPark. Finally, I am scheduling my attendance at selectmen's/council meetings, to listen and inform.

Respectfully Submitted,

Brad Jackson  
Executive Director  
KRDA/FirstPark



# COBBOSSEE WATERSHED DISTRICT

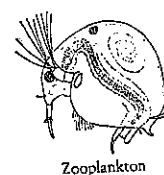
P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234

*Maine's first regional lake management district*

ROBERT C. CLUNIE, JR.  
Chairperson

WILLIAM J. MONAGLE  
Executive Director



## AGENDA

The Cobbossee Watershed District Board of Trustees will meet on **Tuesday, January 12, 2016**, at 7:00 PM, at the Winthrop Police Station, 2<sup>nd</sup> Floor Conference Room, 15 Town Hall Lane, Winthrop, Maine.

1. Call to Order.
2. Approval of the October Minutes.
3. Approval of the December Financial Report.
4. Project Updates
  - Cochnewagon Lake Watershed-Based Plan Project (CWA §319).
  - Cobbossee Lake NPS Watershed Protection Project (CWA §319).
5. Lake Water Levels Report.
  - Current Water Levels Status.
  - Dam Committees.
6. Lake Water Quality Report.
7. Executive Director's Report / Staff Activities / Other Business.
8. Adjourn.

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# COBBOSSEE WATERSHED DISTRICT

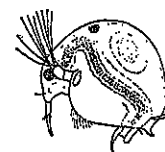
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## MINUTES

The Cobbossee Watershed District Board of Trustees held its four-hundred and twentieth meeting on October 13, 2015 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Robert Clunie – Gardiner Trustee, Chairperson  
Jane Andrews – Wayne Trustee  
Shelly Gerstein – Readfield Trustee  
Douglas Ludewig – Monmouth Trustee, Clerk  
Joseph Saunders – Monmouth Trustee  
Brian Sylvester – Manchester Trustee  
William Monagle – Executive Director  
Wendy Dennis - Limnologist

Chairperson Clunie called the meeting to order at 7:10 PM.

Mr. Monagle presented the minutes from the July meeting. Trustee Saunders **moved** to accept the July minutes as presented; Trustee Sylvester **seconded**; the motion **passed** with one abstention.

Mr. Monagle presented the August Financial Report. Trustee Saunders **moved** to accept the August Financial Report as presented; Trustee Ludewig **seconded**; the motion **passed** unanimously. Mr. Monagle presented the September Financial Report. Trustee Saunders **moved** to accept the September Financial Report as presented; Trustee Sylvester **seconded**; the motion **passed** unanimously. Mr. Monagle reported that the financial review of fiscal year 2015 has been completed and that the accountant found the finances in order and stated that the CWD's accounts for the year accurately reflect the district's activities for the year. He said there was an approximately \$300 discrepancy between the district's checking account register and the bank statements, but that the discrepancy is explained by six \$50 trustee compensation checks from fiscal years 2010 and 2012 that have not cleared. He said the checks can be voided and the accounts brought into balance. He also reported that beginning this month, the CWD's payroll will be managed by the payroll service firm, Paychex.

Mr. Monagle reported on the Wilson Pond NPS Watershed Restoration Project, Phase II (Clean Water Act §319) and said that a few individual projects that he had hoped would develop this year have been put on hold. He reminded the board that last month he reported that any work on the Dexter Pond Road Bridge and causeway would be performed in 2016, if at all, and that the prospective project that includes the closure of the unofficial boat launch on the Tempy Bridge on Wilson Pond is now questionable. He said that there has been resistance to closing the

boat launch from some local residents, and that a petition containing more than 200 signatures was presented to the Town of Wayne Board of Selectmen on September 22<sup>nd</sup> to put the project on the ballot in 2016 and allow the town voters to decide the fate of the boat launch.

Ms. Dennis reported on the Cochnewagon Lake Watershed-Based Plan Project (CWA §319) and said that the Steering Committee has held two meetings to date and that both meetings were well attended. She noted that Trustees Saunders, Ludewig, and Jordan-Hillier are members of the committee. She said the committee has been discussing water quality goals for Cochnewagon Lake and explained the EPA's required elements for a Watershed-Based Plan. She summarized some of the accomplishments of the previous Phase I watershed project for Cochnewagon Lake and several of the goals for a future second phase. She said the timeline for a second phase project is that the grant application will likely be due next fall with the project to begin in spring of 2017. The project, she said, will be a two-year project. She said that as much of the phosphorus loading to the lake is from the sediments through internal loading, a future alum treatment to inactivate this source will be a consideration of the watershed-based plan as well as a program of public education and outreach.

Mr. Monagle said that he had submitted a proposal to the DEP last month to receive funding under the non-point source pollution (NPS) grant program (CWA §319) to conduct a watershed project in the watershed of Cobbossee Lake. The project, he said, would focus on addressing many of the NPS sites documented during the recent Cobbossee Lake Watershed Survey Project and the total cost, he said, would be \$163,526, of which \$93,430 would be provided by the NPS grant with the remainder provided by local sources of match, including the CWD. He said the Friends of the Cobbossee Watershed would be partnering with the CWD on the project. With regard to the Torsey Pond Watershed Survey that the CWD is conducting with the Torsey Pond Association, he said that he conducted a watershed survey training session on August 29<sup>th</sup> for about a dozen volunteer surveyors and that the project steering committee had recently met to work on publicizing the survey effort.

Ms. Dennis reported that we received over 5" of rain in a 26 hour period on the 29<sup>th</sup> and 30<sup>th</sup> of September that she said could have caused widespread flooding. Major flooding was prevented, she said, largely due to three factors: 1) soil conditions throughout the district were fairly dry; 2) all lakes were below their respective full pond levels when the rain event began; and 3) dam operators reacted quickly to make adjustments to gates at dams. She said that lake levels throughout the district increased from about 6 inches (Cobbossee Lake) to 2.5 feet (Pleasant Pond), but that all levels have since declined. There are still 4 lakes, she said, that remain above the CWD's fall maximum standards including Annabessacook lake, Maranacook Lake, Cochnewagon Lake, and the Narrows Ponds.

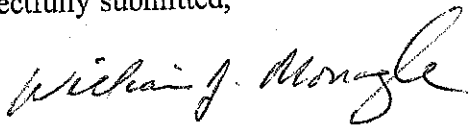
Ms. Dennis said that voters in Readfield voted affirmatively on September 1<sup>st</sup> to support the funding of the engineering study for the Maranacook Lake Outlet Dam as well as setting aside, in reserve, additional funds to support future work on the dam. She also reported that both the Town of Readfield and the Town of Winthrop have accepted the Maranacook Lake Outlet Dam Committee's recommendations to retain the engineering firm, GEL, Inc., to perform the engineering study of the dam.

Ms. Dennis reported that the invasive aquatic plant (i.e., variable milfoil) survey on Annabessacook Lake has been completed. She said that the survey was a concerted effort between the CWD, the Friends of the Cobbossee Watershed, the DEP, and the Annabessacook Lake Improvement Association (ALIA), and that 35 volunteers from the Annabessacook Lake Improvement Association logged 215 hours to support the survey effort. She said that there were seven suspicious samples sent out for DNA analysis to determine if they were variable milfoil specimens. The tests, she said, concluded that six of the specimens were native species of milfoil and one of them tested positive as variable milfoil. The latter specimen was discovered by CWD staff in the stream entering the lake and the DEP, with support from the CWD, has been working to remove the infestation there.

Mr. Monagle reported that the CWD has been approached by a private foundation, the Onion Foundation, and encouraged to submit an application to receive a charitable donation to support district programs in 2016. He said that he and Ms. Dennis met with representatives of the Onion Foundation on September 18<sup>th</sup> to discuss prospective activities that the CWD either currently does, or would undertake, that are consistent with the foundation's mission. He said that a proposal to the foundation will need to be prepared and submitted before the end of the year.

The meeting adjourned at 8:48 P.M.

Respectfully submitted,



William J. Monagle, CLM  
Executive Director  
Secretary to the Board

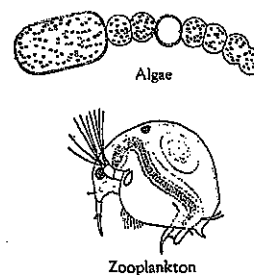
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## FINANCIAL REPORT FOR DECEMBER 2015

(50% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
<b>DIRECT COSTS</b>					
Personnel	160,600.00	18,366.78	89,162.35	71,437.65	44%
Monitoring expenses	8,500.00	1,455.97	7,891.80	608.20	7%
Conference expenses	200.00	0.00	0.00	200.00	100%
Pro. Development	500.00	0.00	110.00	390.00	78%
Education/Information	250.00	0.00	48.30	201.70	81%
Bookkeeping	1,200.00	126.26	992.58	207.42	17%
Contractual					
Wilson 319	3,550.00	0.00	3,750.00	-200.00	-6%
NPS Direct					
Wilson 319	21,375.00	0.00	0.00	21,375.00	100%
Gage Operation	3,600.00	104.70	822.66	2,777.34	77%
Trustees expenses	650.00	0.00	600.00	50.00	8%
<b>TOTAL</b>	<b>200,425.00</b>	<b>20,053.71</b>	<b>103,377.69</b>	<b>97,047.31</b>	<b>48%</b>
<b>OVERHEAD COSTS</b>					
Health benefits	20,300.00	1,616.67	9,698.52	10,601.48	52%
Unemployment comp.	350.00	0.00	51.31	298.69	85%
Social Security	12,286.00	1,417.26	6,833.22	5,452.78	44%
---Benefits subtot.	32,936.00	3,033.93	16,583.05	16,352.95	50%
Office supplies	1,200.00	0.00	375.14	824.86	69%
Photocopy/printing	500.00	0.00	0.00	500.00	100%
Telephone	1,700.00	129.34	848.48	851.52	50%
Postage	300.00	0.00	49.00	251.00	84%
GIS License	400.00	0.00	0.00	400.00	100%
Library	700.00	80.95	555.00	145.00	21%
Petty Cash	100.00	0.00	50.00	50.00	50%
---Off. Oper. subtot.	4,900.00	210.29	1,877.62	3,022.38	62%
Office rent	13,500.00	1,076.00	6,456.00	7,044.00	52%
Truck operations	1,750.00	62.08	1,901.65	-151.65	-9%
Accounting/legal	250.00	0.00	731.40	-481.40	-193%
Insurance	6,000.00	1,810.00	4,814.00	1,186.00	20%
<b>TOTAL</b>	<b>59,336.00</b>	<b>6,192.30</b>	<b>32,363.72</b>	<b>26,972.28</b>	<b>45%</b>
Capital expense	1,000.00	0.00	435.00	565.00	57%
<b>TOTAL OPERATING COST</b>					
<b>AS BUDGETED</b>	<b>260,761.00</b>	<b>26,246.01</b>	<b>136,176.41</b>	<b>124,584.59</b>	<b>48%</b>
<b>UNBUDGETED EXPENSES</b>		<b>362.97</b>	<b>362.97</b>		
(See Notes*)					
<b>TOTAL EXPENSES</b>		<b>26,608.98</b>	<b>136,539.38</b>		

December 2015, cont'd.

	BUDGETED	Received	YTD	Balance	% Remaining
<b>INCOME</b>					
Municipal assessment	210,546.00	0.00	148,533.00	62,013.00	29%
Water District cont.	8,716.00	0.00	5,810.66	2,905.34	33%
Federal/State Grants					
Wilson 319	32,600.00	0.00	2,124.00	30,476.00	93%
Contracts/fees	2,700.00	0.00	157.50	2,542.50	94%
Contributions/misc.	600.00	0.00	2,141.39	-1,541.39	-257%
Forward from Reserve	5,599.00	0.00	0.00	5,599.00	100%
<b>TOTAL REVENUES AS BUDGETED</b>	<b>260,761.00</b>	<b>0.00</b>	<b>158,766.55</b>	<b>101,994.45</b>	<b>39%</b>
<b>UNBUDGETED REVENUES</b>		<b>0.00</b>	<b>0.00</b>		
(See Notes*)					
<b>TOTAL REVENUES</b>		<b>0.00</b>	<b>158,766.55</b>		

**CASH BALANCES**

Checking Account	11/30/2015	92,855.75
Stormwater Comp. Funds		
- Cobbossee Lake (DEP)	11/30/2015	16,763.26
- Annabessacook Lake (DEP)	11/30/2015	6,207.36
- Woodbury Pond (DEP)	11/30/2015	622.70
- General Fund (CWD)	11/30/2015	<u>10,862.39</u>
<b>TOTAL</b>		<b>127,311.46</b>

NOTES:

December - Paid \$362.97 for Direct Costs associated with the Cochnewagon Lake WSBP (319) Project (Fy 2015).

**Readfield Library Board Minutes**  
**November 4, 2015**

Those present: Deb Peale, Brenda Lake, Jan Tarbuck, Pam Mitchell, Val Pomerlau, Cricket Blouin, Betty Peterson, Beverly Monsulick, Nancy Otoole  
Those excused: Donna Witherill, Lori Clark

Meeting called to order at 7:17

Secretary's Report: A motion was made and accepted for the October 7, 2015 minutes.

Treasurer's Reports: A motion was made and accepted for the October report.

**Librarian's Report:**

- \*Thanks to those who covered books.
- \*Book Club: Membership is slowly growing. "Shanghai Girls" is the book for November.
- \* Nancy is still working on organizing a book group with the Maine Humanities Council.
- \*Volunteer Appreciation went well. A good time was had by all!
- \*Halloween: Guess the weight of the pumpkin contest: Thanks to Jess for donating a pumpkin. Morgan Townley correctly guessed the weight- 12 pounds!
  - \* 150 people came to trick or treat!
- \*Volunteer Manual: Nancy finished a draft of the volunteer manual and the response has been positive. The final version will be next month.
- \* Nancy has been weeding outdated media (VHS) and putting Windows 10 on the library computers.
- \* We had a wonderful donation of books to the library.
- \*Stocking Stuffing Book Sale (Better than Black Friday): Display is on the small bookcase.
- \*Nancy is taking vacation Thanksgiving week. The library will be open 2:00-5:00 Wednesday, Nov. 25th and will be open normal hours on Sat., Nov. 28th.

**Old Business:**

- \*Christmas Tree Lighting:
  - \*December 4th at 6:30 at Library, then walk to Town Office (7:00 ish).
  - \*December 6th at 4:30 for a storm date
- \* Eric Frohberg will be Santa again this year. Val will bring Santa's lantern.
- \* Set up at Town Office at 4:00: Deb, Pam, Betty, Brenda. Rob Peale will help.
- \* Pam and Brenda will deliver extra cookies to the Fire Station
- \* Cocoa, water and milk: Deb will get 1 gallon of milk and cocoa and Cricket will provide 2 pitchers for water.
- \* Tree: Steve D. will again donate a Christmas tree for pick up on 11/21. Thanks!
- \* Brenda will ask Lee Mank to transport tree to library

- \* Deb checked out lights: 8 or 9 sets are still working. We may need to replace lights. Val will check on the lights on the Town Office tree.
- \* Music: Drew Albert w/Chorus: Drew will warm the kids up and then has to leave for another commitment. More kid friendly songs.
- \* Cookies: 6 dozen each. Please deliver to the Town Office by 4:00ish.
- \* Deb made the flyer and redid the Christmas tree stand with pressure treated lumber.
- \* Brenda will get the wreath

\*High School: Deb has not yet been successful in reaching someone at the high school to see if high school students can help build the "Little Library".

\*2nd Floor clean out: Val suggested talking with someone from the Historical Society before anything goes out to bid. Deb will call Flo Drake.

#### **New Business:**

- \*A few board members visited the new Belgrade Library and were very impressed. It has a big, open space.
- \*Possibly do a bigger late winter or early spring book sale.

Next meeting: January 6, 2016 at 6:30 at the High School

Meeting adjourned at 8:08

Respectively Submitted,  
Pam Mitchell



# Readfield Appointments Ad Hoc Committee Minutes

January 6, 2016

**Members Present:** Clif Buuck, Val Pomerleau (arrived 5:23 PM), Robin Lint, Rob Peale, Henry Whittemore.

**Members Excused Absent:** Tom Dunham

**Members Unexcused Absent:** None

**Present and Participating:** None

**Guests Present:** None

Meeting was called to order at 5:08 PM.

## **Discussion:**

**Minutes for 12/16/15:** Needed to correct date and typos. Moved to accept as amended by Robin, seconded by Henry. Approved unanimously.

We accepted the clean copy of the consensus draft of the Procedures and Guidelines from Henry to continue working from. We discussed the issue of qualifications to be appointed to Boards, Committees, and Commissions (hereinafter BCCs). Citizenship and residency requirements were suggested as possibilities. We decided we would revisit the qualifications issue later. The question arose whether we should also add an applicability section perhaps as a second paragraph on the first page.

It was decided that Henry would use the current consensus draft to build a new working draft that will capture all ideas.

**Section 4 of the Procedures for Application and Appointment:** We discussed whether advertising on Channel 7 should be optional or not. There is an issue of how easy it is to arrange posting to the channel and the timeliness of it. Val will check with the station operator to see what is involved in posting to the station. There was discussion that the town website is accessible to those who use the

internet but there may be others who would rely more on Channel 7 as a source of information. The third way to get the word out is distributing the Messenger at various places in town.

Section 5: Seems to be okay.

Section 6: We discussed interviewing of people applying for re-appointment and whose decision it would be to have an interview or a chance for the applicant to make their case in front of the Selectboard (hereinafter SB). The SB could request the re-appointment applicant have an interview or the re-appointment applicant could request it particularly if there are multiple applicants.

There was brief discussion of how the SB would consider BCC needs when appointing new BCC members.

There was consensus that draft procedures and guidelines would be sent to BCC chairs for review by members before draft goes to the SB.

Last item of discussion was the revised directives for this committee that were recently approved by the SB. It is apparent that some of the items on the list are the same thing (ie the appointment/application process is listed 3 different ways). There was also discussion about what is meant by the ethics policy. Should it be short and simple? Is a code of conduct a more appropriate goal for this committee? Will it include lines to be crossed and what will they be? Who will be the judge? How will it be enforced?

**Next meeting:** January 13, 2016, 5 to 7 PM. Topics may include guidelines review, applicability, qualifications, and required advertising.

**Adjourned:** 7:00 PM.

Respectfully submitted: Rob Peale, Secretary

**APPOINTMENTS**  
**REAPPOINTMENTS &**  
**RESIGNATIONS**

## TOWN OF READFIELD

2:33 PM  
RECEIVED JAN 13 2016

DATE RECEIVED

Readfield Board of Selectmen

January 28, 2016

Item # 16-080

## 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 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:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

Ad Hoc Committee re. Elder Needs of Rd.

Name:

Gerda Marianne Perry

Phone (H):

685-3531

Street address:

28 Chimney Rd.

Phone (C):

Mailing address:

same as above

E-Mail:

jmgmp@myfairpoint.net

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

1.) Served as Chairman of the Cohen Center (Hallowell) as member and also waitstaffed a few yrs. there. Have done MOWheels & Johns; Member of Maine Quality Counts group board Deals & Health Matters

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

I have experienced elders through caring for my mother & observing my mother-in-law at Granite Hill. I see a need in our town to assess what we have & then figure out what we need for services/adaptations. Also - I am an "Elder" these days!! N/A Being among the aging population I believe I have a first hand understanding of its needs!

If you are currently employed, what is your position?

Name: Gerda Marianne Perry Position: Age Friendly Com. Adhoc Com. Term: 1 year

### CLERK'S USE BEFORE THE APPOINTMENT

Open position

Age Friendly Com. Adhoc Com.

Term:

1 year

Was this position advertised?

☒ Yes

☐ No

If no, please explain:

Is there a recommendation attached?

☒ Yes

☐ No

If no, please explain:

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

☐ Yes

☐ No

If yes, what date:

Is an Oath appropriate:

☐ Yes

☐ No

If yes, what date:

Confirmed on 1-20-16 That she will attend the meeting

### SELECT BOARD APPOINTMENT

To Gerda Marianne Perry of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly Com. Adhoc 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:

1-25-16

thru

1 year

Given under our hand this

25

, day of

Jan.

, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

# **UNFINISHED BUSINESS**



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

### MEMO

To: Board of Selectmen, Budget Committee, and interested Residents  
From: Eric Dyer, Town Administrator  
Date: January 19<sup>th</sup>, 2016  
Re: Secret Ballot process review and recommendations

#### Summary

Legal opinion from MMA and a review of the relevant state statute shows that applying a voting scenario and ballot like the one currently used by the Town of Eliot cannot be implemented in the Town of Readfield without the adoption of a Town Charter. That said, I did review a few different options with MMA legal and found one that would allow the Selectboard and Budget Committee to present different recommendations on contested items. This option unfortunately does not exist for a "citizen recommendation" due to the limitations of state statute. Again, this is an issue that can only be remedied by Charter. A suggestion from MMA to try and address this limitation in the short-term, and one I support, is to utilize the currently scheduled Public Information Meeting (March 23) to gather feedback from residents that can then be considered by both the Selectboard and Budget Committee as they develop their final budget recommendations. The Selectboard has their final budget meeting scheduled for April 19<sup>th</sup>, and the Budget Committee would need to schedule a final review around the same time so that the final warrant approval can happen as scheduled on May 2<sup>nd</sup>.

The example scenario presented below, which meets the letter of the law with respect to ballot structure, would allow contested budget items to see an up or down vote on two different amounts by presenting two related articles. The first article would be for approval of the minimum amount recommended by either the Selectboard or Budget Committee (whichever is lower), and a second article would be offered to consider any additional amount recommended by the Budget Committee or Selectboard, pending approval of the first article.

As I understand the situation there were just a few contested articles on last year's warrant and so I believe that with an eye toward finding common ground we could limit this more complex arrangement to just a few articles this year. The Selectboard would necessarily continue to have the final say on the warrant and resulting ballot, but this two-article option does allow for broader input into the final budget and more options for the public to consider. The trouble is that it is not an ideal fix under many circumstances and for many reasons. If the Secret Ballot process and desire to increase citizen involvement continue, I strongly recommend that the Town consider forming a charter commission to investigate the possibility of creating a charter to address this issue.

A working example of the current and proposed warrant format for contested articles is presented below:

---

### **Scenario 1 - Current Warrant Article Structure**

**Article 1:** Shall the Town vote to raise and appropriate **\$3,000** for the **Department 1** budget category for the following budget lines, with the unexpended balance of the Division 1 budget line carried forward?

Division 1	\$1,000
Division 2	\$1,000
Division 3	\$1,000
Division 4	\$0

*Group 1 recommends: Yes*

*Group 2 recommends: No*

### **Scenario 2 - Proposed Warrant Article Structure (for contested articles)**

**Article 1a:** Shall the Town vote to raise and appropriate **\$3,000** for the **Department 1** budget category for the following budget lines, with unexpended balance of the Division 1 budget line carried forward?

Division 1	\$1,000
Division 2	\$1,000
Division 3	\$1,000
Division 4	\$0

*Group 1 recommends: Yes*

*Group 2 recommends: Yes*

**Article 1b:** Shall the Town vote to raise and appropriate an additional **\$1,000** for the **Department 1** budget category for the following budget lines, conditional on approval of the immediately preceding article (Article 1a)?

Division 1	\$0
Division 2	\$0
Division 3	\$0
Division 4	\$1,000

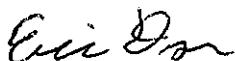
*Group 1 recommends: No*

*Group 2 recommends: Yes*

---

The result of the vote under scenario 1 could be approval of a \$3,000 appropriation or no appropriation at all and the possibility of a re-vote. The result of the votes under scenario 2 could be approval of either a \$3,000 or a \$4,000 total appropriation, or no appropriation at all and the possibility of a re-vote. An "unfunded" result under scenario 2 should be made less likely by the facts that there are multiple appropriation options for contested articles and an opportunity for both the Selectboard and Budget Committee to include additional, albeit non-binding, citizen feedback in their final budget proposals.

Respectfully submitted,



Eric Dyer, Town Manager  
Town of Readfield



# ***Town of Readfield***

## ***Asa Gile Hall 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 the Town Manager.
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.
2. Select Board and other municipal boards and committees of the Town of Readfield: free.
3. Non-profit\* organizations whose membership is composed mostly of Readfield residents: free.
4. Non-Readfield governmental entities: free
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. \*\*
6. Organizations or individuals who intend to charge admittance and earn a profit: \$50 per four hours; \$100 per eight hours or longer day. \*\*
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 2<sup>nd</sup> Floor Use/Rental Agreement***

*Non-Profit Organization Name:* \_\_\_\_\_

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

     ***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 2<sup>nd</sup> 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 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*

# **NEW BUSINESS**

302 U.S. MAIL PERMIT  
**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**

Readfield Board of Selectmen  
January 28, 2016  
Item # 16-081

Company Name: Archie's Inc.  
Owner/Representative: Alan Archibald Tel. # (207) 364-2425  
Mailing Address: P.O. Box 367 Mexico, ME 04257  
Street Address, if different: 360 River Rd. Mexico, ME 04257

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2016 THRU DECEMBER 31, 2016. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on In the mail date, and collected by \_\_\_\_\_.
- 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a commercial hauler is attached and was received on, 1-20-16.
- 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, 1-20-2016.
- 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on 1-20-2016.

(TO BE FILLED OUT BY APPLICANT)

Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	Volvo	W6	2001	8A-6926
1.2	Chevy	664C04	2008	717-308
1.3	Ford	F550	2011	3A-4597

- 2-A.) As of January 1, 2016 we will service # 42 year round customers, # 7 Summer customers, and # 5 commercial customers.

**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**  
**RECYCLING PLAN**

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial A.A.

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I will provide written notification to the Readfield Town Manager that this customer is not following the Ordinance.

Initial A.A.

3.) I pick up MSW on Thursday (day) and Recyclables on Thursday (day). Initial A.A.

4.) I pick up the following: Demo; Tires; Mattresses/Furniture; Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial \_\_\_\_\_

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): 1, and for 1 MSW.

Initial A.A.

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial A.A.

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial A.A.

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.

Hauler's Signature: \_\_\_\_\_

Date: 1-14-16

**Readfield & Wayne Transfer Station  
Commercial Haulers Annual Permit Application 2016**

Company Name: Looking Good Inc.  
Owner/Representative: James M. Diamond Tel. # 207-242-8204  
Mailing Address: P.O. Box 172, Readfield, ME 04355  
Street Address, if different: 143 North Wayne Rd, Readfield

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As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2015. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

---

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on 1-21-16 date, and collected by RW/Kristin.
  - 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, 1-21-16.
  - 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, 1-21-16.
  - 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on 1-21-16.
- 

(TO BE FILLED OUT BY APPLICANT)  
Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	<u>Ford</u>	<u>F250</u>	<u>2001</u>	<u>EOA 9A-6279</u>
1.2				
1.3				

2-A.) As of January 1, 2016 we will service # 64 year round customers, # 30 Summer customers, and # 0 commercial customers.



**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**  
**RECYCLING PLAN**

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial JMD

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I will provide written notification to the Readfield Town Manager that this customer is not following the Ordinance.

Initial JMD

3.) I pick up MSW on Thurs/Fri (day) and Recyclables on Thurs/Fri (day). Initial JMD

4.) I pick up the following: ☒ Demo; ☒ Tires; ☒ Mattresses/Furniture; ☒ Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial JMD

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): \_\_, and for \_\_MSW.

Initial JMD

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial JMD

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial JMD

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.

Hauler's Signature: James M Diamond

Date: 8/21/16

**Readfield & Wayne Transfer Station  
Commercial Haulers Annual Permit Application 2016**

Company Name: TROIANO WASTE SERVICES INC

Owner/Representative: FILomena Troiano Tel. # 207-762-2070

Mailing Address: PO BOX 3541 Portland ME 04104

Street Address, if different: 10 Filomena Way S. Portland ME 04106

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2015. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

(OFFICE USE ONLY)

- 1.) A fee of \$75 was paid on In the mail copy attached date, and collected by \_\_\_\_\_.
- 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, \_\_\_\_\_.
- 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, 1-21-16.
- 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on 1-21-16.

(TO BE FILLED OUT BY APPLICANT)

Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	<u>Dodge</u>	<u>W154</u>	<u>2007</u>	<u>8A-0289</u>
1.2	_____			
1.3	_____			

2-A.) As of January 1, 2016 we will service # \_\_\_\_\_ year round customers, # \_\_\_\_\_ Summer customers, and # 12 commercial customers.

**Readfield & Wayne Transfer Station  
Commercial Haulers Annual Permit Application 2016  
RECYCLING PLAN**

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

1.) I have informed my customers that they must separate recyclables consistent with the Readfield & Wayne Transfer Station Ordinance, and I will make the Recycling Guide available to all customers.

Initial W.H.W

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I will provide written notification to the Readfield Town Manager that this customer is not following the Ordinance.

Initial W.H.W

3.) I pick up MSW on Thurs (day) and Recyclables on Fri (day). Initial W.H.W

4.) I pick up the following: ☒ Demo; ☒ Tires; ☒ Mattresses/Furniture; ☒ Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial W.H.W

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass): ☒ and for ☒ MSW.

Initial W.H.W

6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial W.H.W

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial W.H.W

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.

Hauler's Signature: 

Date: 1-21-16

**Readfield & Wayne Transfer Station  
Commercial Haulers Annual Permit Application 2016**

RECEIVED JAN 19 2016

Company Name: Simmons Trucking

Owner/Representative: James Simmons Jr. Tel. # 207 441 8979

Mailing Address: P.O. Box 462 Readfield, ME

04355

Street Address, if different: \_\_\_\_\_

As outlined in the, "Readfield & Wayne Transfer Station Operational Manual", all commercial haulers must have a permit in order to use the facility to deposit *commercially hauled refuse and recyclable materials generated within the towns of Readfield and Wayne*. The permit will be renewed annually. If at the set date and time of the annual renewal hearing an application is not complete, then that commercial hauler will lose their right to use the facility. The Readfield Select Board has the right to review any and all permits at any time.

PLEASE COMPLETE THE FOLLOWING APPLICATION FOR JANUARY 1, 2015 THRU DECEMBER 31, 2015. CALL 685-4939 IF YOU HAVE ANY QUESTIONS, THANK YOU.

**(OFFICE USE ONLY)**

- 1.) A fee of \$75 was paid on 1/19/16 date, and collected by Robin J. Krist
- 2.) A certificate of vehicle liability insurance, showing a minimum of \$400,000 coverage, that allows the vehicle to be used as a **commercial hauler** is attached and was received on, 1/19/16.
- 3.) A recycling plan, WHICH IS PART OF THIS APPLICATION, was completed and submitted with this application. The plan was received on, 1/19/16.
- 4.) A list of customers in Readfield and Wayne including names and addresses was reviewed by the Town Manager on 1/19/16.

**(TO BE FILLED OUT BY APPLICANT)**

Number 2-B to be completed in JULY if needed.

- 1.) A list of vehicles you will use to haul materials to the Transfer Station.

	MAKE	Model	YEAR	PLATE #
1.1	<u>Ford</u>	<u>1-ton</u>	<u>2006</u>	<u>5A 7643</u>
1.2	<u>Ford</u>	<u>1-ton</u>	<u>2000</u>	<u>63D-564</u>
1.3	<u>GMC</u>	<u>1-ton</u>	<u>1999</u>	<u>8A 9539</u>

2-A.) As of January 1, 2016 we will service # 65 year round customers, # 5 Summer customers, and # 0 commercial customers.

**Readfield & Wayne Transfer Station**  
**Commercial Haulers Annual Permit Application 2016**  
**RECYCLING PLAN**

As part of the Readfield & Wayne Commercial Haulers Permit Application, a Hauler's Recycling Plan must be submitted, along with an application for approval, to the Readfield Select Board. My application includes the following information regarding my Hauler's Recycling Plan (please check and initial all that apply):

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Initial JR

2.) If a customer does not separate recyclables consistent with the Ordinance and Guide, I will provide written notification to the Readfield Town Manager that this customer is not following the Ordinance.

Initial JR

3.) I pick up MSW on Thursday (day) and Recyclables on Thursday (day). Initial JR

4.) I pick up the following:    Demo;    Tires;    Mattresses/Furniture;    Metal & White goods. I collect associated disposal fees from my customers and pay them to the Town of Readfield.

Initial JR

5.) My vehicle and/or trailer has a separate section(s) for all single-sort recyclables (cardboard, mixed paper/boxboard, newspaper/magazines, #1 - #7 plastics, tins/cans/foil; clear, brown and green glass):   , and for    MSW.

Initial JR

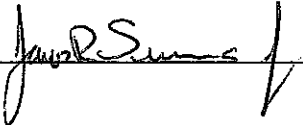
6.) My vehicle and/or trailer are covered, or I can ensure that no MSW and recyclable materials will fall into the road during transport to the Transfer Station.

Initial JR

7.) I and/or my employee(s) distribute the recyclables collected from my customers into the appropriate single-sort compactor at the Readfield & Wayne Transfer Station.

Initial JR

I understand that it is my responsibility to notify my customers of my Recycling Plan and that said Plan is subject to Readfield Select Board approval and periodic review. I also understand that I will lose my right to use the Readfield & Wayne Transfer Station if I do not follow all the rules above.

Hauler's Signature:  Date: 1-19-16

**TOWN OF READFIELD, MAINE**  
**POLICY GOVERNING ACCESS TO PUBLIC RECORDS UNDER**  
**THE MAINE FREEDOM OF ACCESS ACT M.R.S. Title 1 §408-A**  
**(Amended: 11/05/2012)**

**1. SUMMARY AND PURPOSE**

This policy governing access to public records is established to implement the provisions of the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-412. The purpose of these rules is to support the policy of providing public access to the public records in the possession of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency.

**2. DEFINITIONS**

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Maine Freedom of Access Act.

**3. PROCEDURES FOR REQUESTING PUBLIC RECORDS**

Written requests are preferred but are not mandatory by State Law and to be submitted to the Public Access Officer or his/her designee in their absence. Please submit request at the following addresses or by phone at 207-685-4939:

Public Access Officer  
Readfield Town Office  
8 Old Kents Hill Rd.  
Readfield, Maine 04355

OR: [readfield.clerk@roadrunner.com](mailto:readfield.clerk@roadrunner.com)

Written or oral requests submitted to Town Officials or Town employees will be referred to the Town's Public Access Officer or his/her designee for processing and response. The Public Access Officer will confer with the Town Manager as needed regarding any information requested. The Public Access Officer or his/her designee shall be responsible for ensuring that each record request is acknowledged and that an estimate of the response time and cost are provided.

**4. FORM AND CONTENT OF REQUEST**

Requests in accordance with the State FOAA Laws and the Town of Readfield Policy Governing Access to Public Records are requested to be made in writing but not mandatory. For the requestor's convenience, e-mail shall be considered a written request or they may use the "Request for Public Records" form provided by the Town Office.

The following information is helpful but not mandatory when submitting an FOAA request:

- A. The requestor's full name, address and phone number. If a requestor does not wish to provide this information, the requestor will be informed as to when the requested information, or an estimate, will be available.
- B. A brief description of the public records being sought, being as specific as possible. If you do not know what document you are seeking please state which specific information is being sought.
- C. Clarification of whether the request is for inspection of public records, copies of public records, or both.

**5. ACKNOWLEDGMENT FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS**

The FOAA or his/her designee shall:

- A. Acknowledge receipt of the request received within 5 working days of receipt of the request.

- B. Record the receipt date of the request when a “sufficient description” of the record is received by the FOAA Officer or his/her designee or official at the office responsible for maintaining the record.
- C. Forward a request made to a department or custodian to the official who maintains the record “without willful delay.”
- D. Notify the requester that the request was forwarded to the custodian of the records requested.
- E. Insure that the request is acknowledged by the custodian to whom the request was forwarded to within 5 working days of receipt of the request or record failure of the custodian to complete that action.
- F. Review any fee waiver request.

#### **6. ESTIMATE FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS**

The FOAA Officer or his/her designee shall:

- A. Provide an estimate of time within which the town will comply with the request within a reasonable amount of time of receiving the request. Factors defining “reasonable time” shall include administrative work load, complexity of request or amount of staff/custodial time required to fill request.
- B. Provide estimate of fees within a reasonable amount of time of receiving the request.
- C. Seek confirmation from requester before proceeding with response for estimate greater than \$30.

#### **7. CLARIFICATION OF REQUEST IF NEEDED**

The FOAA Officer or his/her designee may:

- A. Restate the language of the request in the acknowledgment to confirm scope and content.
- B. Confer with the requester to narrow a broad request to avoid denial in accordance with State Law M.R.S. Title 1 §408-A.

#### **8. PROCEDURES FOR NOTICE OF A DENIAL**

A request may be denied if the requested is too broad, confidential, privileged, or they do not exist.

The FOAA Officer or his/her designee shall:

- A. Provide, if denying access to any public records, written notice to requester within 5 working days of receipt of the request. State the reason for denial.
- B. Provide written notice to the requester within 5 working days of receipt of the request explaining that some public records may require more time to review and may be denied after the review is complete if the records are found to be confidential or don't exist.
- C. Provide, depending on the circumstances, a supplemental denial or further explanation of the grounds for denial.
- D. Inform the requestor whose FOAA request has been denied that they may appeal in accordance with the requirements of Maine Law.

#### **9. SEARCH**

The FOAA Officer or his/her designee shall:

- A. Identify who may have responsive records.
- B. Explain scope of the request such as period of time encompassed, types of public records requested and time frame for responding.
- C. Identify repositories where responsive records may be stored such as:
  - Paper files (in-office, home or records center if relevant)
  - Email in-box, drafts, deleted items, sent mail, archived emails
  - Documents on computer desktop
  - Documents in recycle bin
  - Documents in file server folder
  - Computer backup files/tapes/disk, if relevant
- D. Determine multiple key words to be used for searching, if the subject of an FOAA request may have been described in electronic records (emails, word documents, etc.) using various words, such as:
  - Names of individuals, business entities
  - Project names
  - Towns, cities, etc.
  - Common misspellings of names
  - Note: In some circumstances, it may be helpful to agree with requester on key words.

#### **10. CONFIDENTIALITY REVIEW**

The FOAA Officer or his/her designee

- A. Determine if any public records requested are confidential, privileged or otherwise protected from disclosure.
- B. Redact confidential or privileged material where reasonably possible rather than withholding entire public record.
- C. Provide a written notice of denial and state reason for denial if access is denied in whole or in part.
- D. Provide, depending on the circumstances, including the types and numbers of records requested, written notice may take the form of a letter summarizing the reasons for denial of access or of a more formal privilege log.

#### **11. PROVIDE ACCESS**

The FOAA Officer or his/her designee shall:

- A. Inform the requester that arrangement for inspection of records will be made during normal working hours of the Readfield Town Office unless otherwise arranged.
- B. Segregate documents during the course of the inspection which the requestor wishes to have copied.
- C. Be present throughout the inspection.
- D. Perform all copying.
- E. Prohibit a requestor from bringing bags, brief cases or other containers into the inspection room.



- F. Provide a record that does exist but is not required to create a record that does not already exist
- G. Provide access to electronically stored records either as a printed document or in an electronic medium in which the record is stored at the requestor's option, except that an agency or official is not required to provide access to a computer file if they have no ability to separate or prevent disclosure of confidential information in that file. The law does not require the Town to provide access to a computer terminal. Nor does it require that an electronically stored record be provided in a different electronic medium or format. If an electronically stored record must be converted into a comprehensible or usable format in order to provide access to it, the Town may charge for the actual cost of conversion.

## **12. TIME AND EXPENSE**

The FOAA Officer or his/her designee shall:

- A. Charge for copies of public records assessed in accordance with the "fee schedule" as approved by the Select Board and State Law.
- B. Record and document staff and custodial time, actual costs and copying fees.
- C. Provide an invoice that will account for the recorded costs and any fee waiver that has been granted.
- D. Assess Fees:
- Reasonable copying fee as set by the Select Board.
  - Actual cost of searching, retrieving & compiling (compiling includes reviewing and redacting confidential information) will be the dollar amount provided by State law per hour after the first hour of staff/custodian time.
  - Actual cost to convert into form susceptible of visual or aural comprehension or into usable format.
  - Actual mailing costs.
  - Copies of public records shall be provided to the requestor only upon payment of any charges which are due.
- E. Allow for inspection of public record at no charge unless the records cannot be inspected without being compiled or converted.
- F. Notify requester if fee cost is greater than \$30 (preferably in writing before proceeding).
- G. Notify requester if fee cost is greater than \$100.
- If estimated total cost is greater than \$100, requester may be required to pay all or a portion of estimated costs before search, retrieval, compiling, conversion and copying.
  - Payment in advance may be required if requester has previously failed to pay properly assessed fee in a timely manner.
- E. Waive part or all of the fee if:
- Requester is indigent, or
  - The Town determines release of public record requested to be in public interest because doing so is likely to contribute significantly to public understand of operations or activities of government and is not primarily in commercial interest of requester.

**13. CLOSE THE FOAA REQUEST**

The FOAA Officer or his/her designee shall:

- A. Record and keep a record of all requests, dates acknowledged and dates filled.
- B. Copy the invoice to the Collection Clerk for record of payments.
- C. Confirm with the requestor when possible in writing or verbal that the request has been filled.

**14. TRAINING**

- A. As required by State Law a Public Access Officer, municipal officers, clerks, treasurers, assessors and budget committee members shall complete a course of training on the requirements relating to public records and proceedings. The official or Public Access officer shall complete the training not later than the 120<sup>th</sup> day after the date the elected official takes the oath of office to assume the person's duties as an elected official or the person who is designated as a public access officer.
- B. Upon completion of the training course the elected official or public access officer shall make a written or an electronic record attesting to the fact that the training has been completed. The record must identify the training completed and the date of completion. Copies of all certifications shall be filed with the Town.
- C. It is preferred but not mandatory that all committee, board or commission members take an FOAA training.

**15. TECHNOLOGY AND EFFIECIENCY**

In an effort to be efficient and transparent the Town of Readfield will provide and work towards making all public documents accessible to the public using technology that will allow the public to access information as quickly and as easily as possible.

**16. STATE PUBLIC ACCESS OMBUDSMAN**

The new law funds an Assistant State Attorney General position to serve as a Public Access Ombudsman. The Ombudsmen's duties include working to informally resolve complaints by the public and public officials concerning FOAA and, upon request, issuing advisory opinions on the interpretation of and compliance with the FOAA.

Link to FOAA information    [www.maine.gov/foaa](http://www.maine.gov/foaa)                      [www.readfield.govoffice.com](http://www.readfield.govoffice.com)

**Policy Governing Access to Public Records Under the Maine Freedom of Access Act**, adopted by the Select Board on 10/11/2011, amended 11/05/2012 and amended this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Select Board for the Town of Readfield:**

\_\_\_\_\_  
Valarie Pomerleau, Chair

\_\_\_\_\_  
Tom Dunham, Vice Chair

\_\_\_\_\_  
Bruce Bourgoine

\_\_\_\_\_  
Allen Curtis

\_\_\_\_\_  
Chris Sammons

# Request for Public Records

## "Right to know Law"



### TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Requester's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Requester's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Requester's E-Mail: \_\_\_\_\_ Request received by: \_\_\_\_\_

Request submitted by: ☐ Phone ☐ E-Mail ☐ Verbal ☐ Other

*Please initial in a box:*

☐

Requester would like to inspect and view the documents at no cost.

☐

Requester would like to inspect and view the documents and will pay appropriate fees as per State Law and Readfield's Policy Governing Access to Public Records and with proper notification and approval prior to inspection.

☐

Requester would like copies or electronic files and will pay appropriate fees as per State Law and Readfield's Policy Governing Access to Public Records and with proper notification and approval prior to filling the request.

Date of files requested: \_\_\_\_\_ Subject matter requested (*please be as specific as possible*):

\_\_\_\_\_  
\_\_\_\_\_

#### Clerk's Use:

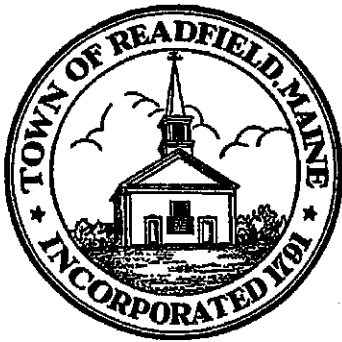
Custodian of records: \_\_\_\_\_ Date notified: \_\_\_\_\_

Custodian's estimated time: \_\_\_\_\_ Clerk's estimated time: \_\_\_\_\_

Cost of copies: \_\_\_\_\_ Total estimated cost: \_\_\_\_\_

Final cost and invoice amount: \_\_\_\_\_

Other Notes or Comments:



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

### FOAA INVOICE

**Invoice Date:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Request Date:** \_\_\_\_\_

**Request Authorized by:** \_\_\_\_\_ **Up to \$** \_\_\_\_\_

**The request:** \_\_\_\_\_ **Completed:** \_\_\_\_\_

Custodians	Number of documents	Notes	Time	Totals
			<b>Free Hour</b>	<b>-1hr</b>
			<b>Total Time:</b>	
At \$15.00 per hour over one hour the total amount due upon receipt is:				

You may view the State Law on FOAA at their web site at: <http://www.mainelegislature.org/legis/statutes/1/title1sec408-A.pdf>

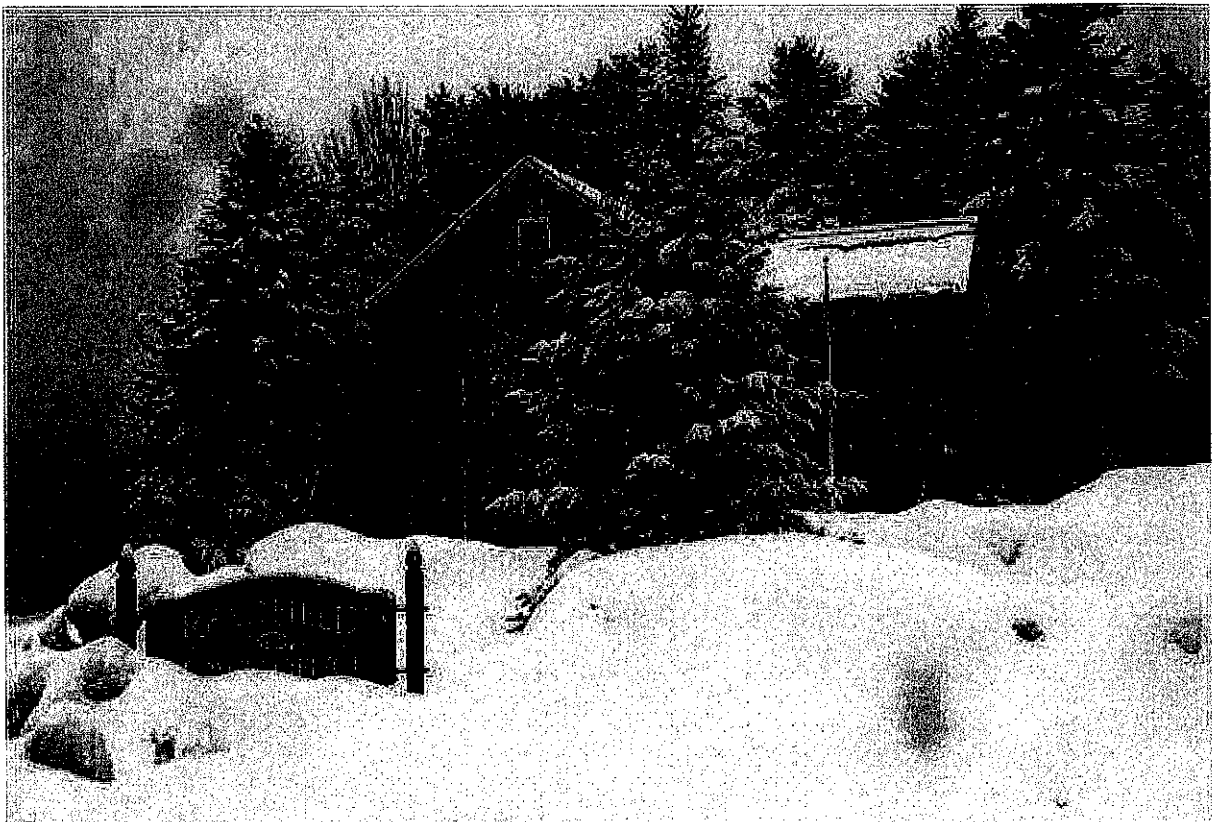
TOWN OF READFIELD, MAINE

# Town of Readfield

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## PERSONNEL POLICY

***(Amended & Adopted 06/17/2013)***



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# **Personnel Policy**

## **PREAMBLE:**

The Select Board hereby adopts the following Personnel Policy for utilization by the Town of Readfield in the administration of personnel activities of ~~the~~ all non-union employees of the Town of Readfield. This policy and subsequent modifications shall supersede any policy and rules made previously by the Select Board.

The Select Board may delete, amend, modify or change any or all of the provisions contained in this policy. The provisions set forth are not contractual, but rather, are for the general guidance of the Town Manager in the Town Manager's relationships with the Town employees, and for the Select Board in regard to the Town Manager's contract as noted in this policy.

## **EMPLOYMENT:**

The employment of all municipal personnel excluding the Town Manager shall be the responsibility of the Town Manager except as noted below. Those persons who are considered employees within the Fire Department, Library, Beach Attendants and Recreation Program shall be recommended by the Fire Department, Library Trustees or Recreation Board of Trustees, as appropriate, to the Town Manager for final hiring action.

All applicants for employment shall submit a written application, and shall attach a resume with supporting documents i.e., licenses, certifications (photo copies are accepted).

The Town of Readfield relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any willful misrepresentations, falsifications or material omissions in any of this information or data shall result in the Town of Readfield's exclusion of the individual from further consideration for employment or, if the person has been hired, possible termination of employment.

A Job Description for each position and/or title within Town government and each applicant shall receive a copy of the applicable Job Description along with the Application form. This Job Description shall set forth the following data:

- A. Job Title
- B. Qualifications
- C. Hours of employment
- D. Types of Employment & responsibilities
- E. Evaluated by whom
- F. Responsible to whom
- G. Certification and or License Requirements

All newly hired full- or part-time employees assigned to regular positions shall be considered

in a probationary status for the first six (6) months of employment. Probationary employees may be removed from employment at any time during the probationary period without cause and without the right to file a grievance over termination of employment. A probationary employee who is terminated shall be entitled to accrued vacation leave up to and including the date of termination. Temporary/Seasonal employees changing status to a part- or full-time employee after six months will receive credit toward their probationary period for time worked as a Temporary/Seasonal employee.

Upon initial employment, the employee shall be given a copy of this Personnel Policy and the Town Manager or the Town Manager's designee shall review with the probationary employee the contents of this Personnel Policy, after which the probationary employee shall sign and date an acknowledgment form signifying that this review of the Personnel Policy has been completed to the probationary employee's satisfaction.

The Select Board under the terms and conditions contracted between the Town Manager and the Select Board shall employ the Town Manager. The provisions of this Personnel Policy do not apply to the Town Manager unless the Town Manager and the Select Board agree contractually that this Personnel Policy does apply in whole or in part. The Town Manager shall be subject to political activity, harassment, workplace violence and computer use provisions contained herein.

**EMPLOYMENT ACTIVITY:**

Each full-time employee, prior to engaging in any non-Readfield employment must discuss the matter with the Town Manager, other supervisor or respective Board. No employment will be allowed that is in conflict with the employee's duties, functions and responsibilities with the Town that would impact on the employee's ability to fully meet job expectations; or is in conflict with the interests of the Town.

**EQUAL OPPORTUNITY EMPLOYER:**

The Town of Readfield is an equal opportunity employer and shall provide all employees and prospective employees' equal opportunity for employment regardless of sex, sexual orientation, age, race, color, religion, national origin, ancestry, physical or mental disability as well as protection against whistleblower's retaliation and previous Worker's Compensation claims.

Reasonable accommodations shall be made for any otherwise qualified individual, applicant or employee who requests such an accommodation. Reasonable accommodations apply to people with disabilities as well as religion in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act.

Applicants must meet the minimum requirements for the position applied for. The Town Manager shall employ from the applicants, the best-qualified person available for the position with preference given to residents of Readfield, all other factors being equal.

**TYPES OF EMPLOYMENT:**

The Town Manager shall assign newly hired employees to one of the following categories of employment. Should the Town Manager later determine after consultation with an employee



and the employee's other supervisor or respective Board, if any, that the employee's work schedule/status should be changed to a different employment category, the Town Manager may reassign the employee to a different employment category. An employee shall not suffer a loss in accrued fringe benefits when assignment to a different employment category is made by the Town Manager.

***Full-Time***

A "full-time employee" shall be an employee assigned to work 30 hours or more per week on a continuing basis.

***Part-Time***

A "part-time employee" shall be an employee who is assigned to work less than 30 hours per week on a continuing basis.

***Other***

An "other" employee shall be an employee who is employed temporarily or seasonally or for some other limited period of time as determined by State law.

**BENEFITS IN GENERAL:**

Full-time employees shall be entitled to all the benefits provided by this Personnel Policy under the Full-Time Employees Benefit section and the Part-Time Employees shall be entitled to all the benefits provided by this Personnel Policy under the Part-Time Employees Benefit section. Other employees shall not be entitled to any benefits unless otherwise granted by the Town Manager and/or the Select Board.

Additional benefits may be granted to a category of employee(s) by amendment to this Personnel Policy.

**Full-Time Employees shall be entitled to the following benefits as described herein:**

Leave without pay	Paid Holidays	
Bereavement Leave	Legislative Leave	Professional Dues
Course Reimbursement	Library Card	Retirement Plan
Family Medical Leave	Life Insurance	Sick Leave
Family Military Leave	Medical & Dental Insurance	Vacation
Income Protection Plan	Mileage Reimbursement	Witness Leave
Jury Duty Leave	Military Leave	Paid storm days and delays
Clothing allowance (for Maintenance, ACO, and Transfer Station positions)		

**Part-Time Employees shall be entitled to the following as defined herein:**

Leaves without pay	Paid Holidays*	
Bereavement Leave	Library Card	Sick Leave
Family Medical Leave	Mileage Reimbursement	Witness Leave
Family Military Leave	Military Leave	Vacation
Jury Duty Leave	Paid storm days and delays	

*\*If holiday falls on their regular scheduled workday*

**EXPLANATION OF BENEFITS:**

**BEREAVEMENT LEAVE:**

Full-time employees may be excused from work for up to five (5) work days; part-time employees may be excused for a pro-rated period based on the full-time workweek, immediately following the death of a member of the employee's immediate family as defined in the Sick Leave section. Bereavement leave is for the purpose of handling necessary arrangements and attendance at the funeral, memorial service or burial. In extenuating circumstances, the Town Manager may grant, upon request from an employee, additional bereavement leave that shall be deducted from the employee's accumulated sick leave.

The Town Manager may on a case-by-case basis grant an employee one (1) workday in each instance with pay for attendance at a funeral, memorial service or burial for a person not covered under the above definition. Unpaid leave may be utilized by an employee for one workday of bereavement leave not covered under the above definition.

Bereavement leave shall be paid only for the employee's regularly scheduled workdays or portion thereof.

**CLOTHING ALLOWANCE:**

For full-time Maintenance and Transfer Station employees, plus Animal Control Officer(s) (ACO), the Town will provide annually any required personal protective gear or equipment, and one pair of steel-toed boots (up to \$100 value), plus \$200 toward the purchase of any work or winter clothing as a paid employee benefit. Part-time and seasonal employees will receive any required personal protective gear for use during employment.

**COURSE REIMBURSEMENT:**

The Town Manager may approve release paid time and mileage reimbursement to full-time employees to attend educational courses which are to the benefit of the Town. The Town may cover the cost of tuition and fees for up to two (2) courses during a fiscal year. The employee shall provide the Town Manager with an official copy of the course grade received upon completion of the course(s) taken. In the event, the employee receives a course grade of less than a "C" and/or does not complete the course; the employee shall reimburse the Town for any costs incurred by the Town on behalf of the employee for tuition and fees.

**FAMILY MEDICAL LEAVE:**

Family Medical Leave shall be defined and granted to employees as provided under 26 MRSA Sections 843-848.

An Employee may use accumulated sick leave during any period of family medical leave.

**FAMILY MILITARY LEAVE:**

Family Military Leave shall be defined and granted to employees as provided under 26 MRSA Section 814.

**INCOME PROTECTION PLAN:**

The Town shall pay ~~75% of the premium cost for offer~~ all full-time employees who meet the insurer's eligibility requirements, and who request such coverage from the Town, the option to enroll in a short-term disability Income Protection Plan (IPP). Each full-time employee who enrolls in the IPP shall pay ~~25%~~ 100% of the premium cost. The IPP will cover benefits up to 70 % of an employee's salary.

### **JURY DUTY:**

The Town shall pay to an employee called for jury duty on an employee's regular scheduled work day, the employee's regular pay, provided the Town is reimbursed by the employee for all jurors' pay received by that employee. The employee must present an official statement of attendance including the amount of jury duty pay within thirty days from the date the employee received payment.

### **LEAVES OF ABSENCE WITHOUT PAY:**

The Town Manager may grant a leave of absence with pay to employees whenever the Town Manager considers such leave in the Town's best interest. Such leave shall include the leave for the purpose of attending professional conferences, work-related conventions, training institutes, seminars and schools.

The Town Manager may grant leave without pay to any employee for a period of time that should not exceed ~~ten~~ thirty (4030) consecutive workdays. In all cases, such leave without pay shall only be granted if it results in no substantial burden on the Town or on other Town employees.

During periods of leave without pay, no employee shall be paid for holidays, nor accrue vacation and/or sick leave. An employee may also be responsible for all costs of their benefits.

~~Unpaid Temporary Disability Leave: Unpaid temporary disability leave does not constitute a break in employment. Unpaid temporary disability leave, not to exceed six (6) months, may be granted by the Town Manager.~~

### **LEGISLATIVE LEAVE:**

Legislative Leave shall be defined and granted under the provisions of 26 MRSA Section 821.

### **LIFE INSURANCE:**

~~The Town shall provide each full-time employee with term life insurance equal to the employee's annual projected wages, without consideration of overtime, rounded down to the nearest thousand dollars.~~

### **MEDICAL AND DENTAL INSURANCE:**

~~Per the Affordable Care Act, the Town shall provide all full-time employees who request such coverage from the Town, with paid medical and dental insurance with coverage and benefits under the plan adopted by the Town for all eligible employees. If requested by the full-time employee, medical and/or dental coverage for the dependents of this category of employees may be included on the Town's policy at the employee's expense.~~

~~Full-time employees may take the option of having the Town provide cash in lieu of insurance coverage upon proof of their enrollment in an alternate medical and/or dental insurance plan at a rate of one half (50%) of the cost of enrollment in the Town's plan. Such reimbursement shall be paid monthly.~~

### **HEALTH INSURANCE**

#### **Section 1 – Health Insurance**

The Town shall provide all full-time employees with 100% paid medical insurance with coverage and benefits under the MMEHT POS 200 plan. If requested by the employee,

medical and/or dental coverage for the dependents of employees may be included on the Town's policy at the employee expense.

The Town will establish an employee account in the amount of \$700 for this plan to be used towards the out of pocket maximum associated with the POS 200 plan. The Town will maintain this amount for each employee yearly. If the employee wishes to use the MMEHT POSC plan they will be responsible to pay any fee difference above the POS 200 plan.

### **Section 2 - Dental Insurance**

The Town shall pay and provide the full cost of an employee coverage dental plan for full-time employees.

### **Section 3 - Income Protection**

The Town shall offer all full-time employees who meet the insurer's eligibility requirements the opportunity to enroll in a short-term disability income Protection Plan (IPP will cover benefits up to 70% of an employee's salary), paid in full by the employee.

### **Section 4 - Life Insurance:**

The Town shall provide each full-time employee enrolled in a Town sponsored health plan with term life insurance equal to the employee's annual projected wages, without consideration of overtime, rounded down to the nearest thousand dollars.

### **Section 5 - Cash in Lieu of Insurance**

Any full-time employee may take the option of having the Town provide cash in lieu of insurance coverage upon proof of their enrollment in an alternate medical insurance plan at a rate of one-half (50%) of the cost of enrollment in the Town's plan. Such reimbursement shall be paid monthly.

### **Section 6 - Vision Plan**

The Town will implement the MMEHT or an equivalent vision plan. The Town will pay one hundred percent (100%) of the monthly premiums towards single coverage for full-time employees.

### **MILEAGE REIMBURSEMENT:**

When practical, every effort shall be made for employees to use a Town vehicle for Town purposes. Town employees shall be reimbursed for all actual and necessary use of private motor vehicles on Town business at the current mileage rate established by the Internal Revenue Service, plus tolls and parking charges submitted on an expense report form along with receipts, for approval by the Town Manager. Mileage reimbursement shall be determined based upon the most direct round-trip distance between the employee's place of work or home (whichever is less) and destination. Mileage reimbursement for commuting between an employee's home and place of work is not permitted.

Any private motor vehicle used for Town business shall be properly registered and insured by the owner of the vehicle against liability and the operator shall have a valid driver's license. Additionally, a current Maine Motor Vehicle Insurance Identification Card for the privately owned vehicle being utilized shall be within the vehicle. The Town will provide at its expense an additional liability insurance rider to the employee's liability insurance providing the Town insurance coverage in the event the employee is in an accident while driving and conducting

town business.

**MILITARY LEAVE:**

An employee who is enlisted in the Armed Forces Reserve or National Guard will be given leave for the time spent in reserve camp, in addition to vacation. For reserve camp leave, in addition to vacation, the employee may receive the difference between his/her normal salary and the total compensation received from the service to which the employee belongs. Leave for reserve camp may not exceed a yearly total of fifteen (15) days. If an employee takes reserve camp leave and vacation at the same time, the employee will receive his/her regular check for vacation and will not receive any additional benefit for time at camp.

Any employee who is drafted into active service in the Armed Forces of the United States while in the service of the Town of Readfield, shall be granted a leave of absence for the period of required military service.

A full-time employee or a part-time employee who is a member of the military forces including the Maine Army and Maine Air National Guards and the Reserves of the United States Armed Forces, who, in response to federal or state orders, takes a military leave of absence shall give notice to the Town of their absence for military duty and as required by the Town Manager, obtain a confirmation from the Adjutant General, Camp Keyes, Augusta or applicable reserve component headquarters, of satisfactory completion of their military duties upon return to active employment status with the Town or immediately thereafter.

Any employee who has been on military leave of absence and who is still qualified to perform the duties of the employee's former position, must be reinstated without loss of pay, seniority, benefits, status, and any other incidences or advantages of employment as if the employee had remained continuously employed. The period of absence shall be construed as an absence with leave.

An employee who is on military leave of absence shall continue to accrue normal vacation, sick leave, bonus (if any), advancement and other advantages of employment normally to be anticipated in the employee's particular position.

**PAID HOLIDAYS:**

The following holidays, as observed by the State, shall be paid holidays for eligible employees when recognized holidays fall on the scheduled workday of the employee. The employee will be paid for the number of hours that the employee was normally scheduled to work on that day.

New Year's Day	Memorial Day	Veterans' Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Presidents' Day	Labor Day	Day after Thanksgiving
Patriots' Day	Columbus Day	Christmas Day

Whenever a designated holiday falls on a Saturday or on a Sunday, that employee shall receive either the actual holiday off from work, or holiday pay plus-payment at a rate of time and a half the employee's hourly rate for actual hours worked on the holiday, or a "floating holiday" to be taken as time off from work if the holiday falls on the employee's regular day off, as negotiated with the Town Manager at least one week prior to the holiday.

The Town Manager may require an employee to work part or all of a holiday and such employee shall be compensated in accordance with the section on Workweek/Overtime.

**PROFESSIONAL DUES PAYMENTS BY THE TOWN:**

The Town shall pay professional dues for full-time employees in certain professional organizations when deemed beneficial to the Town. The full-time employee must request the Town to pay the dues to the organizations. The following are the guidelines that will be used in the Town's decision as to whether or not certain organizations are eligible under this provision:

- ♦ The activities of the organization are those which assist the full-time employee in obtaining training and/or providing better service to the citizens of Readfield;
- ♦ The organization's activities are those which specialize in the full-time employee's primary area of work;
- ♦ The membership fees payable by the Town in the organization shall not total more than \$100 annually per full-time employee;
- ♦ The organizations do not in any way advocate the welfare interests of employees.

**RETIREMENT PLAN:**

~~The Town shall contribute a percentage of each full-time employee's wages to an Internal Revenue Service qualified retirement fund on behalf of full-time employees as follows:~~

<u>Time Employed</u>	<u>Percentage</u>
<del>0 to less than 1 year employment</del>	<del>0</del>
<del>1 year to less than 5 years employment</del>	<del>5</del>
<del>5 years to less than 10 years employment</del>	<del>8</del>
<del>10 years or more of employment</del>	<del>10</del>

The Town shall contribute a percentage of each full-time employee's wages to an Internal Revenue Service qualified retirement fund on behalf of employees for employees hired before July 1, 2015 as follows:

	<u>Employer's Contribution</u>	<u>Employer will match up to the following % of the Employee's contribution</u>
0 - 1 years of service	0	0
1 - 5 years of service	3%	1%
5 - 10 years of service	5%	2%
10 + years of service	6%	3%

The Town shall match up to five (5%) percent of each full-time employee's wages to an Internal Revenue Service qualified retirement fund on behalf of employees hired after July 1, 2015.

**SICK LEAVE:**

One day of sick leave per month shall be based on a 40-hour work week and prorated for more or less actual hours worked.

Sick leave shall not accrue beyond a maximum of 450 hours for full-time employees and for a

maximum accumulation of 225 hours for part-time employees. For employees hired prior to November 1, 2015, upon separation of employment in good standing, the employee shall receive 50% of the value of accrued sick time. Employees hired after November 1, 2015, upon separation of employment in good standing, the employee shall receive 0% of the value of accrued sick time. -

~~At separation of employment in good standing the employee shall receive 50% of the value of accrued sick time.~~ In the event of the death of an employee, compensation for all unused, accumulated sick time shall be paid to the beneficiary designated by the employee under the Town's Group Life Insurance or to the estate of the deceased.

Sick leave may be used only for the following:

- \* Bona fide employee illness and incapacity;
- \* Serious illness requiring care of a member(s) of the employee's immediate family or domestic partner as provided for in the Family Medical Leave, 26 MRSA section 843. For extended use of this provision, the employee shall provide the Town Manager with a medical certification of the illness and a statement for the need for care;
- \* Employee's medical or dental appointments and for transporting a dependent immediate family member to medical and dental appointments.

Immediate family shall be defined as husband, wife, son, daughter, foster child, mother, father, grandmother, grandfather, grandson, granddaughter, in-law, step relationships, or those sharing a unique relationship with employee, as approved by the Town Manager. A unique relationship shall be defined as a relationship that exists between an employee and another person over a period of time and which evinced a state of responsibility, caring and closeness similar to kinship.

If requested by the Town Manager, an employee who has been on sick leave for more than three consecutive days shall furnish the Town Manager with a certificate from a doctor verifying the incapacity of the employee. Refusal to provide a doctor's certificate as requested by the Town Manager may result in non-payment of sick leave.

The Town Manager shall review all sick leave records periodically and shall investigate any case that indicates abuse of sick leave. Abuse of sick leave shall be subject to disciplinary action.

The Town Manager, at his discretion, may require an employee to leave the work place if he or she feels that the employee is too sick or contagious to be at work. The employee may use his or her sick time while out. The employee may return to work the same day if he or she obtains a doctor's certificate stating that the employee is healthy enough to return to the work place.

### **VACATIONS:**

Full-time employees shall earn vacation leave as follows:

<b>Time Employed</b>	<b>Days Earned Per Month Total/Year</b>	
0 to less than 24 months employment	1	12
2 years to less than 5 years employment	1 ¼	15
5 years to less than 10 years employment	1 ½	18
10 years or more of employment	1-2/3	20 21

Vacation leave for part-time employees shall not accrue beyond a proration of the above hourly limits for full-time employees based on actual hours worked.

One day of vacation shall be calculated at the rate of eight (8) hours for a 40-hour work week and prorated for more or less actual hours worked.

Employees shall be assessed vacation time based on the employee's weekly scheduled hours.

Vacation leave shall be accrued through the payroll system and noted on each employee's payroll check stub in hours accrued to date.

No vacation leave may be taken during the first six (6) months of employment. No vacation may be taken in anticipation of future accruals.

~~Vacation leave for full-time employees shall not accrue beyond the following hour limits based on the number of years employed:~~

~~1-5 years= 120 hours      5+ years= 160 hours~~

Vacation leave shall not accrue beyond 120 hours. Any vacation days in excess of 120 hours will be used within three (3) months or it will be forfeited.

-An employee who severs employment shall be paid for the value of accrued vacation leave calculated at the employee's final rate of pay. In the event of death of an employee, compensation for unused accumulated vacation leave shall be paid to the beneficiary designated by the employee under the Town's Group Life Insurance or to the estate of the deceased.

Vacations shall be scheduled at such time or times as shall be mutually agreeable to the employee requesting the vacation leave and the Town Manager, other supervisor or respective Board will not be denied except for operational needs.

#### **WITNESS LEAVE:**

The Town shall pay an employee subpoenaed as a witness on an employee's regular scheduled work day the employee's regular pay provided the Town is reimbursed by the employee for all witness pay received by that employee. The employee must present an official statement of attendance at court/hearing including the amount of the witness fee received. This provision does not cover an employee of the Town who is a plaintiff in a lawsuit or complaint against the Town

#### **COMPENSATION:**

Compensation shall be established annually by the Select Board to coincide with the beginning of the fiscal year subsequent to receiving a lump sum recommendation on compensation from the Town Manager.

It is the objective of the Town of Readfield to pay employees on a basis that will attract and retain well-qualified, experienced and responsible employees. The specific duties and responsibilities of a position as set forth in the position's job description shall be major factors in determining the rate of compensation. Compensation may be given to individuals



performing similar duties in the municipal sector.

Each employee shall have a work schedule as prescribed by the Town Manager after consultation with the affected employee and the employee's other supervisor or respective Board. Employees with a prescribed work schedule shall have specific, regular working days and hours and the schedule may require either a minimum or maximum number of hours of work per week or month.

A full-time employee or a part-time employee who is also a volunteer for the Readfield Fire Department shall be allowed to be "On-Call" during the employee's normal working hours for emergencies involving the Fire Department. The employee shall be paid the employee's regular hourly rate of pay when an "On-Call" emergency occurs during the employee's normal work hours. The employee shall make arrangements with the Fire Chief and Town Manager to ensure that primary job requirements are met. Under no circumstances shall the effected employee receive compensation for the same hours from both the Fire Department and the Town.

#### **TIME KEEPING:**

Accurately recording time worked is the responsibility of each hourly employee. Federal and State laws require the Town of Readfield to keep an accurate record of the time worked in order to calculate employee wages. Time worked is the time actually spent on the job performing assigned duties.

Each employee shall accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work shall be performed only with prior approval from the Town Manager and the employee's other supervisor or respective Board.

Altering, falsifying, tampering with time records or recording time on another employee's time record shall result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. Time records shall be countersigned by the employer's supervisor.

#### **EXPENSE REIMBURSEMENT:**

In addition to mileage, all real, actual and necessary business expenses incurred by an employee shall be reimbursed by the Town when submitted on a Town provided expense report form, along with itemized receipts. All business expenses must be approved by the Town Manager or department head as appropriate. Approved expense report forms, received by the Town, shall be reimbursed within fourteen (14) working days from the signing of the Warrant by the Select Board on which the expenses appear.

#### **PROFESSIONAL DEVELOPMENT:**

The Town Manager may approve funds annually for training programs/sessions, seminars and conventions, or in-service training for full-time and part-time employees required by, or for the benefit of the Town. The Town shall pay the cost of any fees, tuition and materials, and mileage incurred by an employee in attending a seminar approved for attendance by the Town Manager. The employee shall also be compensated for all time attending Professional Development sessions plus travel time even if outside the normal work day.

For professional development requested by an employee and for which the Town has expended more than \$100 for fees, tuition and materials, the employee shall reimburse the Town for half of the fees, tuition and materials in the event the employee leaves Town employment within six months of the completion of the professional development, or the employee shall reimburse the Town for 25% of the cost of the fees, tuition and materials if the employee leaves Town employment between six months and one year of completion of the professional development activity.

**SMOKING-TOBACCO USE PROHIBITED:**

Smoking Tobacco use, including the use of e-cigarettes and similar devices, is prohibited in all buildings and on all grounds except in designated areas, owned, leased or otherwise used by the Town.

**DRUGS and ALCOHOL:**

The Town of Readfield has a zero tolerance policy for the possession, use or distribution of illegal drugs (including prescription drugs for which the employee does not have a prescription), or alcohol for its employees in the workplace. The possession, use, showing up to work under the influence of, or distribution of illegal drugs (including prescription drugs for which the employee does not have a prescription), or alcohol is prohibited in the workplace and the work area and is cause for dismissal.

**USE OF TOWN HEAVY EQUIPMENT:**

No employee shall operate the Town's owned or leased heavy equipment unless the employee has been appropriately trained, licensed and/or certified in the use of the heavy equipment and the Town Manager or designee has certified in writing, that the employee is knowledgeable in the proper operation of the heavy equipment. The employee shall maintain such licenses and/or certifications and the Town shall pay for such training necessary to maintain the licenses and/or certifications. ~~Negligent use of Town equipment that causes significant costs and repair shall be at the Town Managers discretion whether it is cause for dismissal.~~ Town equipment shall not be used for personal projects.

**LOSS OF JOB AS A RESULT OF LOSS OF LICENSE OR CERTIFICATION:**

If an employee in a specific position is required to possess a valid license and/or class of license or certification, then it shall be a condition of employment for that employee to maintain such license and/or certification. Failure to maintain such license and/or certification may result in job loss or reassignment to an alternative position. The cost of an employee's license or certification required as a condition of employment and the cost of an employee's taking courses, seminars or workshops to renew the license or certification and that is used solely for work for the Town of Readfield shall be reimbursed to the employee by the Town. Any such loss of license must be reported to the Town Manager within 24 hours of the next work day.

**PUBLIC and EMPLOYEE RELATIONS:**

*Receipt of Gifts:* A Town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of the employee's official duties. Acceptance of nominal

gifts, such as food and refreshments in the ordinary course of business meetings, or promotional materials such as pens, note pads and calendars is permitted.

***Business Activities and Solicitations:***

No Town employee shall engage in any personal business activities during regular scheduled working hours. Personal phone calls, cellular phone calls or electronic mail communication shall be kept to an absolute minimum and only on breaks from regular work hours. No personal toll calls may be made during regular work hours except in the case of an emergency.

***Confidentiality:***

Town employees having access to confidential information pertaining to persons or property in the Town shall not use this privileged information to the employee's private advantage or to provide others with private advantages. The Town Manager, his designee, or department head is responsible for releasing information required under the Freedom of Access Act or "Right To Know" law, Title 1 MRSA, Sections 401-410.

**PERSONNEL FILES:**

There shall be only one (1) personnel file for each employee. The file shall be kept under conditions that insure its integrity and safekeeping. The Town Manager shall be responsible for maintaining each employee's personnel file. No other personnel file shall be maintained.

An employee may request from the Town Manager or the Town Manager's designee a review of his/her personnel file. Each employee shall have prompt access to their personnel file and the right to copy documents contained therein during normal work hours, under the supervision of the Town Manager or the Town Manager's designee. An employee shall be afforded the right to attach permanently a response to any document in their personnel file so long as the Town Manager is present.

No document, letter, recommendation or performance review shall be placed in any employee's personnel file unless the affected employee is given a copy of same. Said copy shall be provided/mailed to the employee at the same time it is placed in the personnel file. Anonymous or un-attributed materials shall not be placed in the personnel file.

By mutual consent between the employee and the Town Manager, any item contained in an employee's personnel file may be removed. The index will reflect dates of removal of any document.

All employee files must be kept securely at the Town Office. This also applies to the librarian and beach employees who work at other sites.

**STORM DELAYED OPENINGS and EARLY CLOSINGS:**

The Town Manager may delay employees reporting to work due to inclement weather or may excuse employees from continuing to work to the end of the employee's normal workday. This provision does not apply to the Town's Maintenance Personnel. When a delay or early closure to a workday occurs, the employees affected shall receive a scheduled day's pay. A delayed opening or early closure should be announced on local radio stations and on the Town's website. The Town Manager may contact employees via telephone or their email address for delayed openings or for early closures. Employees anticipating a delayed opening

must call the Town Manager within one hour of scheduled starting time if they have not already been contacted.

#### **WORKWEEK/OVERTIME:**

The regular workweek for payroll purposes shall begin on Sunday at 12:01 a.m. and end on Saturday at midnight. The actual hours of work for employees shall be established by the Town Manager at the time of initial employment and within the Types of Employment section. Any subsequent change in actual hours of work for an employee shall be established by the Town Manager utilizing the procedures in the Types of Employment section.

Any employee who works at least five (5) consecutive hours on any day may choose to have a paid lunch break of thirty (30) minutes which may be interrupted, as needed, to serve the public and to answer the telephone or the Employee may choose to have a thirty (30) unpaid lunch that shall not be interrupted. ~~Time spent during a lunch break to serve the public or answer the telephone shall be added to the lunch half hour. All employees' work schedules shall provide for a ten (10) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half shift whenever this is feasible. Each employee shall have a fifteen (15) minute rest break during each 4 consecutive hours worked.~~

The Town Manager may require any employee to work extra hours in order to provide Town services. If an employee is On Call for a weekend, they will be compensated by receiving a half-day (4 hours or equal to ½ of regular work day) off with pay. Any employee who is called out for work outside of and not continuous with his/her regular scheduled hours will be paid a minimum of 2 hours of the employee's regular rate of pay or hours actually worked at the appropriate rate, whichever is greater. This section shall not apply to an employee who is called in 2 hours or less prior to the start of his/her workday and who continues to work that day or shift or to an employee held over at the end of their workday.

Overtime is defined as time worked in excess of forty (40) hours in any regular workweek for hourly employees. Sick time, Vacation leave, or compensatory time taken during a workweek does not apply when calculating overtime hours. Bereavement leave and Holiday pay would apply when calculating overtime hours. ~~Vacation time, or comp time taken during a workweek does not apply when calculating overtime hours.~~ Overtime pay shall be at the rate of one and one-half times the employee's regular hourly pay rate.

~~An employee whose regular work schedule does not include an approved Saturday, Sunday or legal holiday and who is assigned to work on a Saturday, Sunday or legal holiday shall be compensated at time and a half for each hour or fraction of an hour assigned to be worked on such a day.~~

In lieu of overtime pay, an employee may take compensatory time if approved by the Town Manager. Compensatory time shall be accrued at the same rate as all other hours worked in excess of forty hours in the work week. An employee exercising the option to take compensatory time in lieu of overtime compensation shall report the option to take compensatory time to the Town Manager within the pay period in which the compensatory time is earned or as soon thereafter as is practicable and shall be scheduled to be taken only with the approval of the Town Manager. The Employee may not accrue compensatory time in excess of eighty (80) ~~one hundred and twenty (120)~~ total hours. An employee who severs employment shall be paid for the value of accrued compensatory time at the employee's final

rate of pay. In the event of the death of an employee, compensatory time accumulated in accordance with this policy shall be paid to the beneficiary designated by the employee under the Town's Group Life Insurance or to the estate of the deceased.

Use of compensatory time shall be scheduled at such time or times as shall be mutually agreeable to the employee requesting the vacation leave and the Town Manager and/or supervisor or respective Board and will not be denied except for operational needs.

**PAY DAYS:**

Employee shall be paid every other Thursday. If a payday falls on a holiday, the employees shall be paid on the preceding workday.

**ATTENDANCE:**

Each employee shall be in the employee's respective place of work at the appointed scheduled time. An employee who is absent from work has the responsibility to notify the Town Manager or his/her Supervisor of the reason for such absence, if not previously arranged for, if possible, as soon as possible prior to the starting time of the employee's workday.

**POLITICAL ACTIVITY:**

While an employee is performing the employee's normal work duties, the employee shall refrain from seeking or accepting nomination or election to any office in Town government, from using the employee's influence in any way for or against any candidate for elective office in Town government, using the employee's influence for or against any matter that is pending before any Town Meeting, Select Board or any board or committee appointed by the Select Board. This policy is not to be construed to prevent Town employees from becoming, or continuing to be members of any political organization, from attending political meetings, from expressing the employee's views on political matters, on their own time, or from voting with complete freedom in any election.

**HARASSMENT:**

It is the policy of the Town that all Town employees should be able to work in an environment free from all unwanted and unwelcome forms of harassment. Harassment, as defined by this policy, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers, or employees and members of the public. Any complaints of harassment shall be made to the Town Manager and shall be investigated promptly. In the event that the Town Manager is the subject of the complaint of harassment, the complaint shall be made to the Chairperson of the Select Board and shall be investigated promptly. There shall be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

**A. Sexual Harassment**

- 1) Sexual harassment is the attempt to control, influence or affect the career, wages, or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct that creates a hostile or offensive work environment or unreasonably interferes with the employee's ability to perform work. Sexual harassment is an extremely serious matter. It is prohibited in the workplace by any person and in any form.
- 2) Specific conduct which is prohibited includes, but is not limited to the

following:

- a) Threats or insinuations, implicit or explicit, that any employee's refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties or any other condition of employment;
  - b) Unwelcome sexual flirtations, advances or propositions;
  - c) Verbal or written abuse of a sexual nature;
  - d) Graphic verbal comments about an individual's body;
  - e) Sexually degrading words used to describe an individual;
  - f) The display in the workplace of sexually suggestive objects or pictures.
- 3) Any employee who believes he or she has been the subject of sexual harassment should report the alleged act to the Town Manager, or in the event the Town Manager is alleged to have sexually harassed an employee, to the Chairperson of the Select Board.
  - 4) The Town Manager or any employee, who is found, after appropriate investigation to have engaged in sexual harassment, shall be subject to discipline, up to and including discharge.

#### **B. Verbal Harassment**

Derogatory or vulgar comments regarding a person's sex, religion, age, ethnic origins, physical appearance, sexual orientation, or the distribution of written or graphic material having such an effect, are prohibited. Any employee, who believes he or she has been the subject of such harassment, should report the alleged conduct to the Town Manager, or in the event the Town Manager is alleged to have verbally harassed an employee, to the Chair of the Select Board. Any supervisor or employee who is found, after appropriate investigation, to have engaged in any harassment shall be subject to discipline, including dismissal. An employee who reports an incident of verbal harassment to the Town Manager shall be asked to sign and date a memorandum of the incident prepared by the Town Manager as soon as possible. The memorandum shall be a recitation of the incident and shall be placed on file.

#### **C. Written Notice**

The Town annually shall provide all employees with individual written notice that includes at a minimum the following information: the illegality of sexual harassment; the definition of sexual harassment under state law, a description of sexual harassment, utilizing examples: the internal complaint process available to the employee; the legal recourse and complaint process available through the Maine Human Rights Commission; directions on how to contact the Maine Human Rights Commission and the protection against retaliation as provided pursuant to Title 5, MRSA, Section 4553, subsection 10, paragraph D. This notice shall be delivered in a manner to ensure notice to all employees without exception, such as including the notice with an employee's pay. Additionally, the Town shall conduct an education and training program for all new employees within one year of commencement of employment that includes at a minimum all of the above. Employers shall conduct additional training for managerial employees within one year of commencement of employment that includes at a minimum the specific responsibilities of managerial employees and methods that this employee shall take to ensure immediate and appropriate corrective action in addressing verbal and sexual harassment

complaints.

**WORK PERFORMANCE EVALUATION:**

- A. The Town Manager, other supervisors, or the respective Board annually shall evaluate each full-time and each part-time employee to determine if the employee is performing his/her job satisfactorily. A copy of each evaluation shall be given to and reviewed with the employee after which a copy of the performance evaluation shall be placed in the employee's personnel file. It is the responsibility of the Town Manager to ensure that the annual evaluations of the employees are completed.
- B. The purpose of the Town's Work Performance Evaluation shall be the following:
  - 1.) To provide the Town Manager and the employee a formal means of defining jointly the assigned tasks for each employee.
  - 2.) To provide a regular and dependable means for bilateral discussions of job responsibilities and performance standards.
  - 3.) To provide employees regular feedback and coaching on performance.
  - 4.) To assess employee performance
  - 5.) To provide the Town Manager and other supervisors, if any, with a better understanding of employee needs.
  - 6.) To identify needs and strategies for employee's personal and professional growth.
  - 7.) To record, on a permanent and continuing basis, the employee's pattern of performance.
- C. Annually the Town Manager, in joint consultation with the employee, shall establish performance outcomes that are mutually agreed upon whenever possible and that are reasonable and attainable under normal working conditions.
- D. As part of each performance review, the Town Manager has an affirmative obligation to provide counseling which offers constructive means and positive direction for correcting deficiencies.
  - 1. The Town Manager, other supervisors or respective Boards shall assist the employee to understand the Town Manager's opinion of the employee's performance.
  - 2. The Town Manager, other supervisors or respective Boards shall assist the employee in defining performance objectives.
  - 3. The Town Manager, other supervisors or respective Boards shall suggest remedial actions for areas of deficient performance and identify organizational resources for the employee to assist in remediating deficiencies. By mutual consent between the employee and the Town Manager, any item contained in an employee's personnel file may be removed.
- E. The employee shall sign and date the evaluation form acknowledging only that the evaluation has taken place.

**GRIEVANCES:**

Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of this Personnel Policy or the terms of employment, or treatment by a fellow employee, the employee shall within ten (10) working days from the incident or knowledge of the incident, submit the details of such grievance in writing to the Town Manager.

Within ten (10) working days thereafter, the Town Manager and/or the Town Manager's designee shall schedule and meet with the employee to investigate the merits of the grievance.

The Town Manager shall respond in writing within five (5) working days thereafter to the employee outlining the findings of fact and the Town Manager's disposition of the grievance. The decision of the Town Manager shall be final unless the grievant appeals the decision of the Town Manager to the Select Board.

If an employee is not satisfied with the Town Manager's disposition of the grievance, the employee may within five (5) working days after receipt of the Town Manager's decision, appeal the grievance to the Select Board. The Select Board shall schedule a meeting as soon as possible in executive session with the grievant and the Town Manager and any other interested party the Select Board deems appropriate, to review the grievance. The Select Board shall be bound by this Personnel Policy. After reviewing the merits of the grievance, the Select Board shall issue a written decision within ten (10) working days to the grievant and the Town Manager. The decision of the Select Board shall be final unless the grievant appeals the decision of the Select Board, in writing, within twenty (20) working days to arbitration. The process of arbitration shall be binding on the parties and shall be governed by the Uniform Arbitration Act, 14 MRSA, 5927 et seq., and the decision reached by the Arbitrator shall be binding on the parties.

Neither the Town Manager nor the Select Board nor any Town official or employee shall take any retaliatory action against any employee who has used or who is expected to use this grievance procedure.

**DISCIPLINE:**

The Town Manager shall be responsible for the administration of Town policy, the employment of employees, and the efficient, orderly and timely carrying out of the administration of the Town's business

Whenever, in the Town Manager's judgment, the performance or behavior of an employee, while on the job, is unsatisfactory, the Town Manager shall administer appropriate discipline to the employee.

The Town Manager will not discipline, discharge or suspend any non-probationary employee without just cause.

Progressive discipline may be applied as follows:

1. Verbal reprimand
2. Written reprimand
3. Suspension with pay



4. Suspension without pay
5. Dismissal

**Verbal Reprimand-**For most minor first-time occurrences of performance or behavioral problems, and for most minor performance or behavioral problems, the Town Manager shall discuss the matter with the employee, and orally inform the employee that the employee has received a verbal reprimand. There shall be a letter stating that a verbal reprimand has been issued placed within the employee's personnel file for a period of six months. Should there be no further disciplinary actions within the six months; the letter shall be removed from the personnel file.

**Written Reprimand-**The Town Manager shall discuss subsequent occurrences of performance or behavioral problems, and first-time more serious performance or behavioral problems with the employee, and shall thereafter, if warranted, issue a written reprimand to the employee a copy of which shall be placed in the employee's personnel file within thirty-six (36) hours.

**Suspension With or Without Pay-**When, after receiving either a verbal or written reprimand, an employee persists in unsatisfactory performance or behavior, or when serious misfeasance, malfeasance or nonfeasance has occurred, the Town Manager may suspend an employee with or without pay for not more than ten (10) consecutive working days for full-time employees, and not more than two (2) consecutive weeks for part-time employees. Vacation and sick leave accruals and health insurance coverage and Town payments shall not be affected by suspension with or without pay. The Town Manager shall provide the affected employee who is suspended with or without pay the reasons in writing for taking such action and a copy of the written reasons shall be timely placed in the employee's personnel file.

**Dismissal-**When previous disciplinary actions have been unsuccessful in changing the unsatisfactory performance or in instances of gross misconduct, the Town Manager may dismiss the employee. The Town Manager shall provide the reasons in writing for taking such action and a copy of the reasons shall be timely placed in the employee's personnel file and concomitantly mailed or given to the dismissed employee.

#### **APPEALS:**

A disciplined employee may appeal any disciplinary action in accordance with the grievance procedure.

#### **SEVERABILITY:**

If any provision of this Policy or any application of this Policy to any employee or any group of employees shall be found contrary to law, then such provision(s) or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

#### **WORKPLACE VIOLENCE:**

It is the policy of the Town of Readfield to promote a safe environment for its employees. The Town of Readfield is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions

that communicate a direct or indirect threat of physical harm. Individuals, including employees, visitors and others who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Employees must comply with the Town's Firearms Ordinance and State laws related to firearms.

The Town of Readfield needs the cooperation of all employees in order to implement this policy effectively and maintain a safe working environment. Please do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If an employee observes or experiences such behavior by anyone on the Town of Readfield's premises, whether the person is an employee or not, report it immediately to the Town Manager.

**(PLEASE NOTE: Threats or assaults that require immediate attention should be first reported immediately to police at 911.)**

**This Workplace Violence section of this policy requires a signature of acknowledgement by every employee that he or she has read this section and understands it.**

#### **COMPUTER USE AND E-MAIL/INTERNET ACCESS:**

##### **Objective**

To provide guidance on appropriate use of electronic mail, Internet, or other means of access to or use of resources made available to Readfield employees to communicate with each other, other governmental entities, companies and individuals for the benefit of the Town of Readfield.

##### **Policy**

The Town of Readfield's computer network, Electronic Mail System (e-mail) and Internet connection is designed to facilitate Town business, and to provide for communications among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the e-mail/Internet system is not intended to transmit sensitive materials, such as personnel decisions, and other similar information which may be more appropriately communicated by written memorandum or personal conversation.

This computer network, e-mail and Internet systems are the Town of Readfield's property and intended for Town business. Although some incidental use of the computer e-mail and Internet access for personal use is expected, it must be understood that such use is a privilege, which may be limited or removed if the privilege is abused or at any time, for any reason, at the discretion of the Town Manager. Except for incidental personal use, no part of the system is to be used for employee personal gain or to support or advocate for non-business related activities or purposes. **All data and electronic messages within this system are the property of the Town of Readfield.** As such, no computer files, or communications of any type through the Town's Electronic Mail System or Internet connection can be considered private. Electronic communications have been found to be public records and may be subject to the freedom of access laws, depending on their content. **No use, or message, or communication within the system is private.**

While you may have a confidential password, users should be aware that this does not mean that the system is for personal confidential communication, nor does it suggest that e-mail is the property right of the employee.

In addition, consistent with any confidential relationships or obligations that may exist, the Town of Readfield reserves the right to authorize its Town Manager, to review the contents of the employee's computer files, or e-mail/Internet communications whenever it may deem necessary for performance purposes. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other person's e-mail messages or computer files, without proper authorization. Passwords should be periodically changed to ensure security of the system.

Users should not share their passwords with anyone else, except as the Town Manager may require.

Employees may not provide or use alternative software to access the systems.

Employees may be held responsible for any damages caused by unauthorized software, spy ware or viruses they introduce into the system. Please keep note that messages are also subject to network security procedures and spam filter, which may inadvertently isolate or delete valid e-mails since this functions are not foolproof.

The Internet provides the Town of Readfield with significant access and dissemination of information to individuals outside of the municipality. The use of the Internet for access and dissemination is intended to serve Town business. Like all e-mail messages, Internet messages are capable of being forwarded without the express permission of the original author. Messages are also routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient, and the message author should be aware of this. Therefore, users must use caution in the transmission and dissemination of messages outside of the Town, and must comply with all State and Federal laws.

#### General Prohibitions:

The Town of Readfield's email and Internet systems may be used only for lawful purposes. The transmission, distribution, or storage of any information, data, or material in violation of any applicable law or regulation or this policy is prohibited. Without limitation of the foregoing, it is prohibited to create, transmit, distribute or store any information, data, or material which:

- Is libelous, defamatory, hateful, or constitutes an illegal threat or abuse, or contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious beliefs.
- Is obscene or constitutes child pornography, contains sexually explicit images or messages, or may be construed as offensive, abusive, or threatening.
- Infringes any copyright, trademark, trade secret, or other intellectual property right.
- Is solicitation for commercial ventures, religious or political causes, outside organization or other non-job-related solicitations except for incidental personal use.

- Is or encourages conduct that would constitute a criminal offense or give rise to civil liability.

#### Guidelines:

Employees are expected to abide by the generally accepted rules of computing and network etiquette. This includes (but is not limited to) the following:

##### A. General Guidelines:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal address or phone numbers of others. Providing both internal and your own personal address or phone number is personal choice but be aware that Internet transmissions can be monitored by others.
- Note that electronic mail (e-mail) is not private. Both internal and Internet transmissions can be easily intercepted by others and can be altered en route.
- Do not use computers or networks in such a way that you would disrupt their use by others. This includes being aware that you can create significant network traffic and consume scarce computing resources by your use of the Internet. Do not send large files needlessly.
- Use only services you have authorization to access.
- Always represent yourself as yourself – never someone else.
- Do not send un-encrypted Readfield confidential or proprietary information over the Internet. If you are uncertain whether material is confidential or proprietary, consult your supervisor. If you need to utilize encryption, please contact the Town Manager for directions.
- Material that would be considered inappropriate, offensive or disrespectful to others should not be accessed or stored.
- Respect copyrights and licenses.

##### B. Security Responsibilities:

- If you identify a security problem, notify the Town Manager immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

##### C. Vandalism/Harassment:

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet or other networks. This includes, but is not limited to, creating and/or knowingly unloading computer viruses.
- Vandalism and/or harassment will result in the cancellation of the

- offending user's account and/or further disciplinary action.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail.

D. Electronic Documents:

"Electronic Documents" includes word processing documents, digital photos, spreadsheets, scanned images or any other data stored in a digital or electronic format. "Electronic Documents" include electronic data stored on servers, hard drives or PCs at work and/or at home, compact disc, diskettes, flash memory chips or cards, digital cameras, or any other storage media capable of storing Electronic Documents.

E. Electronic Document Retention:

Employees are expected to read and comply with the Town of Readfield's Document Retention Policy.

F. Litigation Hold Letters:

An Electronic Document retention policy may be suspended if the Town of Readfield is served a "litigation hold letter" by a court. In the event, management will advise the retention protocol to be followed.

Employees whose position at the Town of Readfield exposes them to HIPAA protected information should comply with this policy and the HIPAA Acceptable use Agreement.

Generally, messages are intended to be temporary communications that are non-vital and may be discarded routinely. However, depending on the content of the message, it may be considered a more formal record and should be retained pursuant to a department's record retention schedule. As such, these messages are similar to printed communication and should be written with the same care. Each department's retention schedule for other forms of communication should apply to electronic communications as well.

Employees should be aware that when they have deleted a message from their workstation mailbox, it might not have been deleted from the centralized system. The message may be residing in the recipient's mailbox or be forwarded to other recipients. Furthermore, the message may be stored on the system's backups for an indefinite period. Employees should delete personal messages as soon as possible after reading. An accumulation of files will degrade system performance and response times. This policy applies to all employees, contractors, part-time employees, volunteers and other individuals who are provided access to the Town's system. Third parties should only be provided access to the system as necessary for their business purpose with the Town and only if they abide by all applicable rules.

Employees who leave employment with the Town of Readfield have no right to the contents of their network drives or e-mail messages and are not allowed access to the e-mail system. The Town Manager or his/ her designee may access an employee's e-mail if employees are on leave of absence, vacation, or are transferred from one position to another position and it is necessary for the Town's purposes.

The misuse of the Internet or e-mail privileges may be considered sufficient cause for discipline in accordance with the Personnel Policy and Procedures, and/or other applicable rules or laws. In addition, in the event of suspected, alleged or actual illegal activity, the Town of Readfield may notify or cooperate with applicable law enforcement authorities for potential civil or criminal investigation or prosecution.

**This Computer Use and E-Mail/Internet Access section of this requires a signature of acknowledgement by every employee that he or she has read this section of the policy and understands it.**

**Personnel Policy Adopted June 22, 2009, Adopted and Amended 06/17/2013, Adopted and amended...**

# ***Expense Reimbursement Voucher***

**Please reimburse:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

***Position or Board/Committee affiliation:*** \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ Date: \_\_\_\_\_ Acct. # \_\_\_\_\_

Mileage: \_\_\_\_\_ Round trip to: \_\_\_\_\_ Date: \_\_\_\_\_

Mileage: \_\_\_\_\_ Round trip to: \_\_\_\_\_ Date: \_\_\_\_\_

Mileage: \_\_\_\_\_ Round trip to: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dept. Head: \_\_\_\_\_

Please list each item separately. Payments for Reimbursements will not be made without receipts, please attach all receipts

# ***Acknowledgement Form***

***(Sign and return to the Town Manager)***

## ***Personnel Policy Received by:***

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date

***Acknowledgement that I have read and understand the  
Work Place Violence section of this policy printed  
within the Personnel Policy dated June 17, 2013:***

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date

***Acknowledgement that I have read and understand the  
Computer use and E-Mail/Internet Access section of  
this policy printed within the Personnel Policy dated  
June 17, 2013:***

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date



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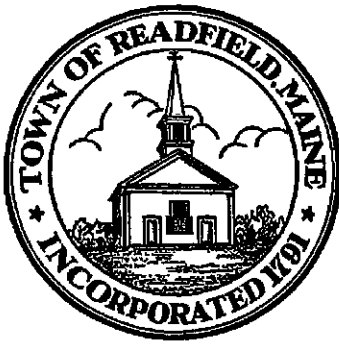
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## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

### MEMO

To: Board of Selectmen  
From: Eric Dyer, Town Administrator  
Date: January 22, 2016  
Re: 1-ton Truck Repair and Replacement Options

#### Background:

The Town's current 1-ton truck is a 2007 model Ford 550 outfitted with an Everest plow hitch, used plow, and Galion hoist and body (dump). The Town took delivery of the vehicle new in October of 2006, and operated it for 9 years until October of 2015. The truck was used heavily, and a number of factors have contributed to its current condition. These include the effect of hauling and spreading liquid calcium chloride and salt sand, winter road spray, periodic storage in the salt / sand building, the rigors of plowing snow and handling heavy loads, the maintenance and repair schedule, and general wear over time. The truck is currently unable to take a sticker.

The capital cost of the outfitted truck when new in October of 2006 is outlined below:

Equipment	Cost
F-550 Base Truck	\$37,599
Dump hoist and body& plow hitch (installed)	\$16,768
Estimated value of used plow installed on truck	\$1,000
SUB-TOTAL	\$55,358
Estimated current trade-in value	(\$1,500)
TOTAL	\$53,885

Outside of regular maintenance and operating expenses, the annual cost of this vehicle (not adjusted for inflation) has been approximately \$6,000 over the 9-year period. For the purposes of this discussion I am considering the sander as a separate but associated piece of equipment. The current sander should be considered for replacement in the next few years regardless of the outcome of the discussion around the truck itself. Several options for addressing the truck are presented below.

#### Do Nothing Option:

The option always exists to "do nothing" with the current vehicle and equipment. It could be sold for a few thousand dollars and that money applied elsewhere. This option would be the least costly in terms of initial dollar spent but would severely limit the ability of the Town to provide basic maintenance and repair services and add cost in the long term as the Town would need to contract out for these basic services. There would also be implications for the current maintenance position and conflict with the current collective bargaining agreement. This option is not recommended.

### Buy Used / Surplus Option:

State of Maine surplus equipment was contacted but they do not have any vehicles in this class available, and were only able to offer lighter duty pickups or heavier duty dump trucks. Used equipment was considered but varied widely in the configuration and condition. Anecdotally, and not unlike the surplus equipment that was considered, there was not a wide selection of used equipment in the configuration we need. The constant with purchasing used or surplus heavy equipment is the uncertainty and inherent risk involved. For these reasons this option is not recommended.

### Repair Option

In looking at repair options we considered both local and "fleet service" garages. Everyone who has inspected the vehicle agreed that it was in poor shape and required extensive repairs, though there was some variance in the nature of the repairs. We received a quote from Readfield Truck and Auto for a limited set of repairs for between \$8,945 and \$10,145. This quote included repair of the transmission rather than remanufacturing or replacement, which is a key factor given past repair needs.

We received a quote from Quirk Auto for a more comprehensive set of repairs to the truck last year that came in at around \$16,000. We have sent the truck to Quirk for another inspection and expect new numbers this coming week, but don't expect them to be any less. Reliable estimates for how much life repairs will add to a vehicle before significant additional maintenance is required are hard to make, but we have been told that a reasonable number is between two and four years. This results in an estimated annual cost of between \$2,500 and \$8,000 per year of life for the repairs we have quotes for.

The repair option should be considered, but with the understanding that uncertainty as to the short-term costs will remain. This will likely be the only time an extensive repair option should reasonably be considered for the current vehicle.

### Purchase Option

Quotes for new vehicles were requested from three local dealerships that carry the truck model that the Town needs. To date we have received two quotes from Darling's Auto Group and anticipate another from Quirk. The first quote from Darling's is for a Dodge RAM 5500 at \$52,879 and the second is for a Ford F550 at \$51,920. Both prices include the trade-in value of the old truck and are outfitted with a comparable dump body. We received three plow package quotes ranging from \$4,900 to \$5,700 and I have opted to include the middle estimate at \$5,095.

<b>Equipment</b>	<b>Cost</b>
Dodge Ram 5500 Base Truck (includes dump body)	\$52,879
Commercial grade Boss plow package (installed)	\$5,095
SUB-TOTAL	\$57,974
Stainless steel dump body option	\$5,750
TOTAL	\$63,724

Outside of regular maintenance and operating expenses, the annual cost of this vehicle will be approximately \$5,800 assuming a 10-year lifespan. This is a conservative estimate because the current truck saw heavier use as part of the former public works fleet, there will be a regular maintenance record and repair and maintenance schedule put in place, and the truck will not be stored in the salt sand shed. These conditions will be true for either a repair or replacement option. However, the benefit of a new stainless body should also be considered. It will last roughly twice

as long as a standard steel body and also help prevent corrosive materials in the dump body from reaching the frame, subsequently lowering the long-term annual cost of the vehicle.

Cost Comparison:

Option	Est. Annual Cost
Do Nothing	N/A
Buy Used / Surplus	N/A
Repair (based on average of multiple scenarios)	\$5,250
Purchase New (based on Dodge RAM 5500 and Boss plow)	\$5,800

Conclusion & Recommendations:

On an annual basis, repairing the vehicle may cost an estimated \$550 less than buying new in the short term over the next 2-4 years. That reduced cost comes at the expense of reliability however, and I recommend the purchase of a new vehicle given the need to provide municipal services reliably and at a reliable cost. Over the past 9 years that we have owned the current vehicle no money has been put aside for its replacement, so I further recommend that we begin saving every year for the replacement of future maintenance trucks on an initial 10-year cycle. Purchasing a new vehicle on a payment plan will result in additional expense in the short-term that could be avoided in part or entirely by saving up to make the purchase outright. The balance in the vehicle maintenance budget can cover vehicle payments through the end of this fiscal year, and funds will need to be budgeted accordingly in subsequent years.

Sincerely,

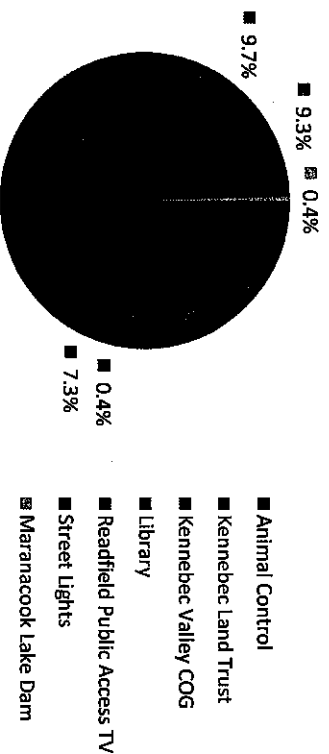


Eric Dyer, Town Manager  
Town of Readfield

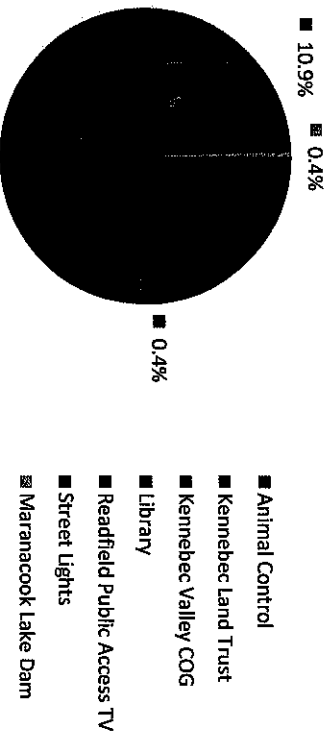
**DEPARTMENT 25 - COMMUNITY SERVICES**

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Animal Control	17,379.76	16,040.00	15,032.49	16,622.00	6,860.35	13,905.00	-2,717.00	-16.35%
20 Kennebec Land Trust	0.00	250.00	0.00	250.00	0.00	250.00	0.00	0.00%
25 Kennebec Valley COG	0.00	0.00	0.00	4,345.00	4,325.00	4,345.00	0.00	0.00%
40 Library	27,266.95	26,159.00	27,410.26	26,438.00	13,936.68	26,956.00	518.00	1.96%
50 Readfield Public Access TV	4,442.22	6,165.00	5,175.60	5,717.00	3,402.05	7,435.00	1,718.00	30.05%
60 Street Lights	5,135.84	6,000.00	5,760.69	5,500.00	3,343.56	6,500.00	1,000.00	18.18%
90 Maranacook Lake Dam	0.00	250.00	0.00	250.00	0.00	250.00	-	-0.00%
	\$ 54,224.77	\$ 54,864.00	\$ 53,379.04	\$ 59,122.00	\$ 31,867.64	\$ 59,641.00	\$ 519.00	.88%

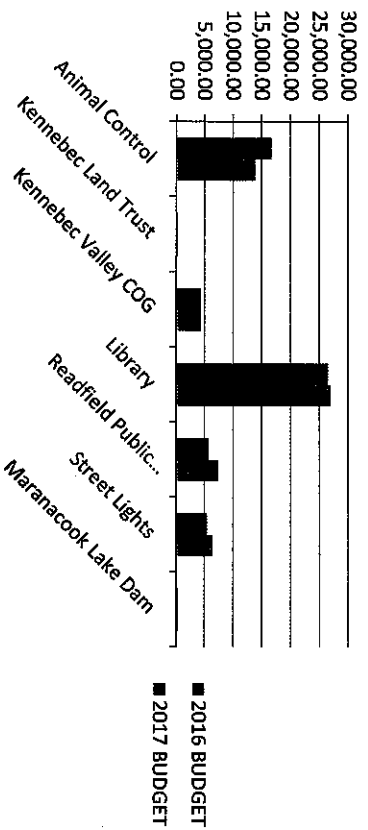
**2016 Budget Percentages by Division**



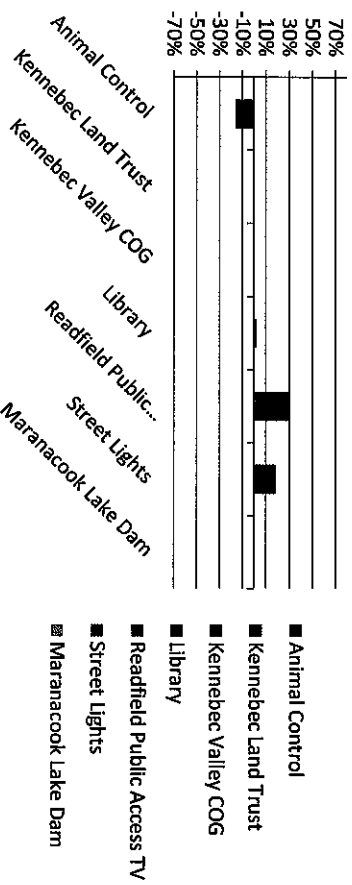
**2017 Budget Percentages by Division**



**2016-2017 Totals by Division**



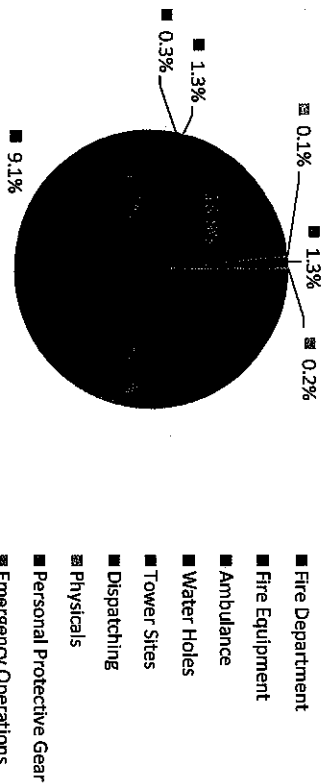
**2016-2017 % Change by Division**



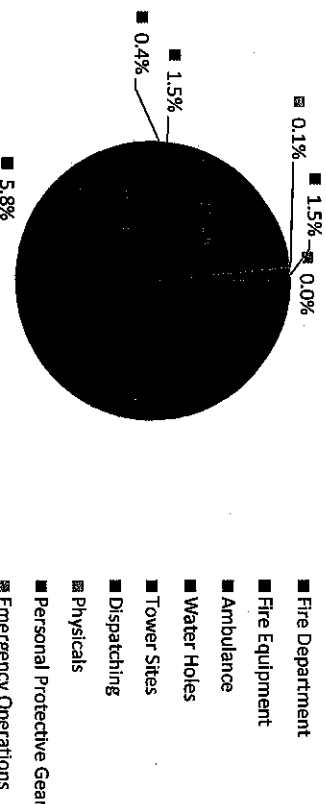
**DEPARTMENT 40 - PROTECTION**

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Fire Department	73,712.44	74,815.00	53,675.72	80,790.00	36,472.63	74,050.00	-6,740.00	-8.34%
15 Fire Equipment	0.00	5,000.00	30,506.00	13,500.00	6,500.00	8,000.00	-5,500.00	-40.74%
20 Ambulance	19,485.00	20,600.00	10,392.00	22,000.00	10,716.75	22,300.00	300.00	1.36%
30 Water Holes	670.29	500.00	30.00	500.00	15.13	500.00	0.00	-0.00%
35 Tower Sites	0.00	1,500.00	1,249.24	2,000.00	374.78	2,000.00	-	-0.00%
40 Dispatching	21,877.75	26,302.00	25,066.00	28,000.00	19,096.86	28,740.00	740.00	2.64%
50 Physicals	0.00	125.00	0.00	125.00	0.00	125.00	0.00	0.00%
60 Personal Protective Gear	0.00	2,000.00	0.00	2,000.00	3,750.00	2,000.00	0.00	0.00%
70 Emergency Operations	5,621.38	2,500.00	161.20	250.00	0.00	0.00	-250.00	-100.00%
	\$ 121,366.86	\$ 133,342.00	\$ 121,080.16	\$ 149,165.00	\$ 76,926.15	\$ 137,715.00	\$ (11,450.00)	-7.68%

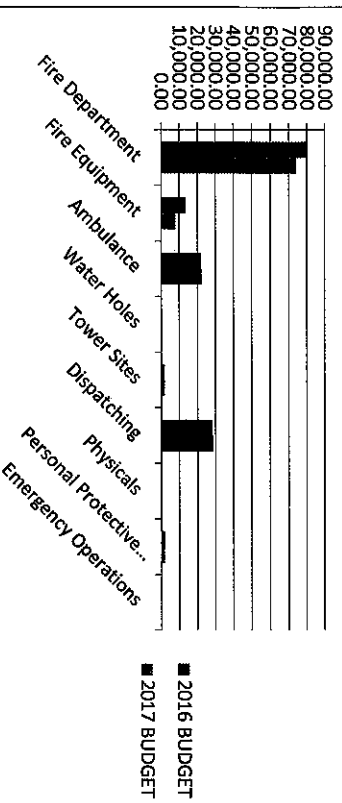
**2016 Budget Percentages by Division**



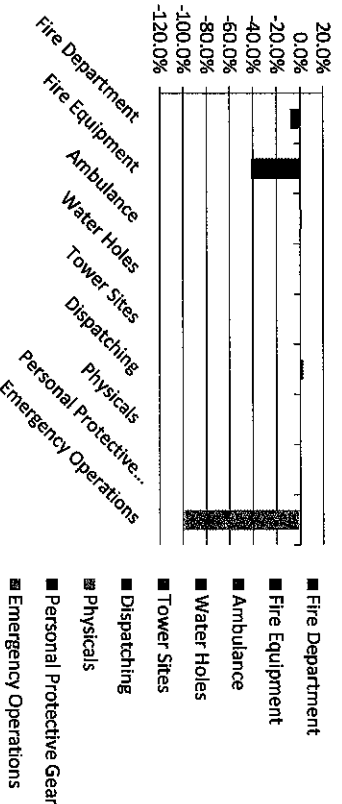
**2017 Budget Percentages by Division**



**2016-2017 Totals by Division**



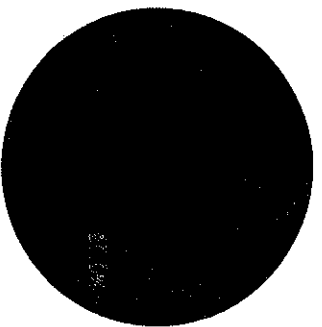
**2016-2017 % Change by Division**



**DEPARTMENT 50 - CEMETERIES**

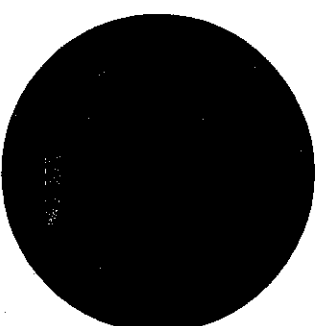
DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Town Cemeteries	31,810.74	31,003.00	27,902.67	29,110.00	15,460.13	31,906.00	2,796.00	10%
20 Living Fence	0.00	0.00	231.96	7,000.00	2,720.00	0.00	-7,000.00	-100%
	\$ 31,810.74	\$ 31,003.00	\$ 28,134.63	\$ 36,110.00	\$ 18,180.13	\$ 31,906.00	\$ (4,204.00)	-11.64%

**2016 Budget Percentages by Division**



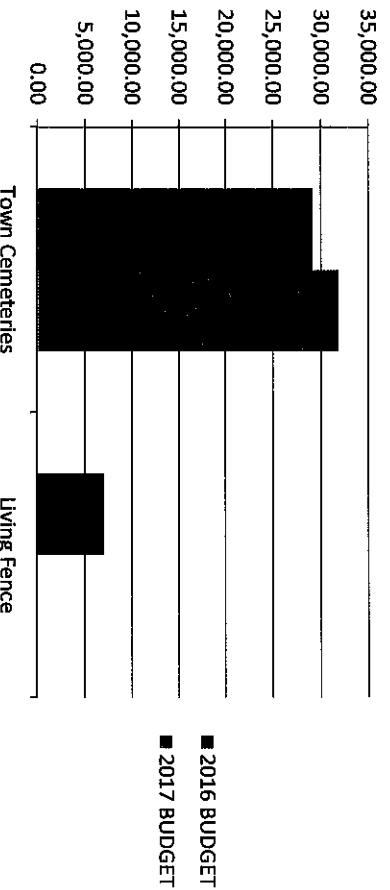
■ Town Cemeteries  
■ Living Fence

**2017 Budget Percentages by Division**



■ Town Cemeteries  
■ Living Fence

**2016-2017 Totals by Division**



**2016-2017 % Change by Division**

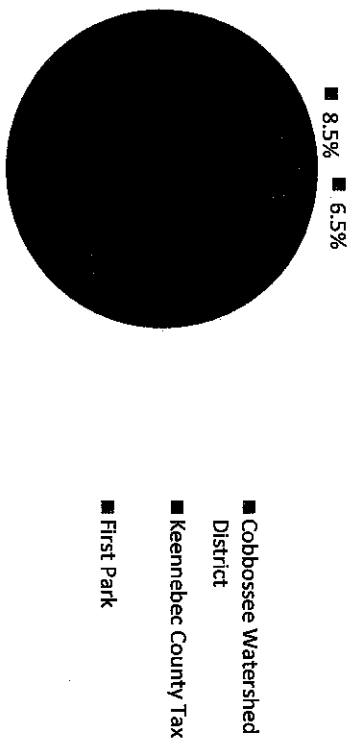




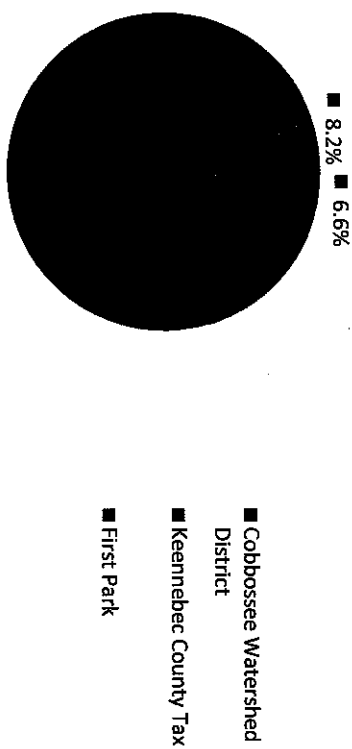
**DEPARTMENT 80 - REGIONAL ORGANIZATIONS**

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Cobbossee Watershed District	17,978.00	18,877.00	18,877.00	19,825.00	13,214.00	20,816.00	991.00	5.00%
20 Keenebec County Tax	276,913.46	282,293.00	277,640.27	260,000.00	256,103.35	270,400.00	10,400.00	4.00%
40 First Park	25,997.57	26,105.00	25,843.50	26,105.00	12,565.02	26,105.00	0.00	0.00%
	\$ 320,889.03	\$ 327,275.00	\$ 322,360.77	\$ 305,930.00	\$ 281,882.37	\$ 317,321.00	\$ 11,391.00	3.72%

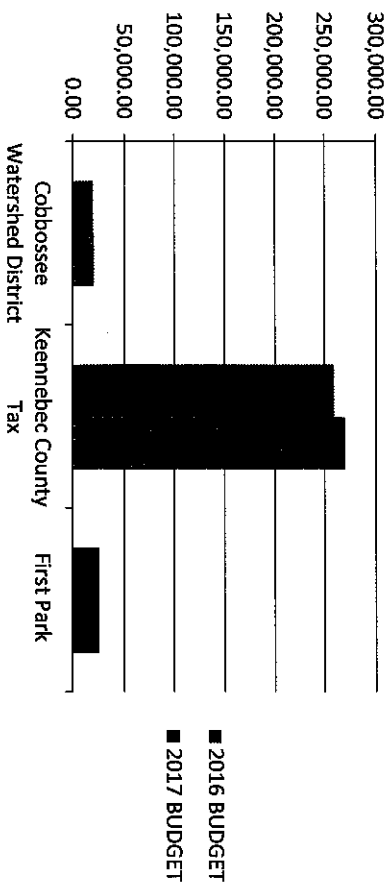
**2016 Budget Percentages by Division**



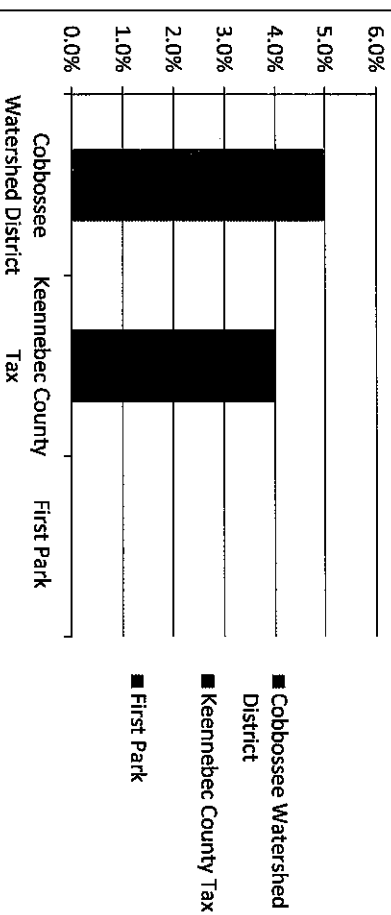
**2017 Budget Percentages by Division**



**2016-2017 Totals by Division**



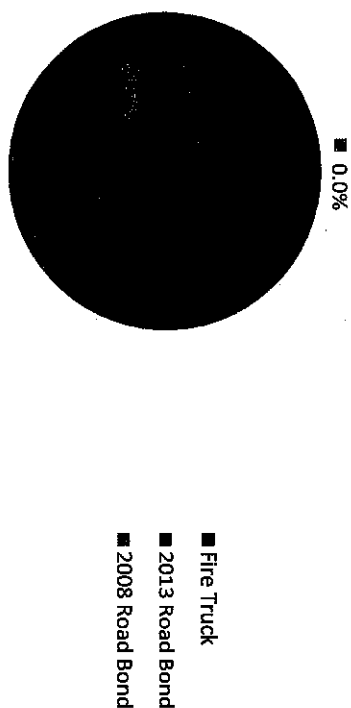
**2016-2017 % Change by Division**



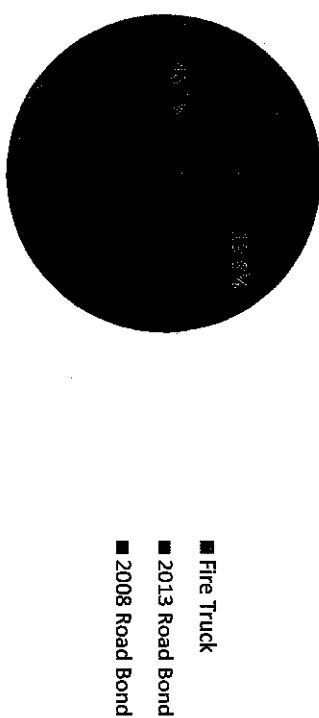
**DEPARTMENT 85 - DEBT SERVICE**

DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 Fire Truck	34,720.00	34,721.00	34,720.00	0.00	0.00	68,634.00	68634.00	100.00%
25 2013 Road Bond	0.00	109,117.00	109,116.65	109,117.00	109,116.65	109,117.00	0.00	0.00%
70 2008 Road Bond	187,333.37	180,825.00	181,064.75	176,000.00	174,934.00	168,550.00	-7450.00	-4.23%
	\$ 222,053.37	\$ 324,663.00	\$ 324,901.40	\$ 285,117.00	\$ 284,050.65	\$ 346,301.00	\$ 61,184.00	21.46%

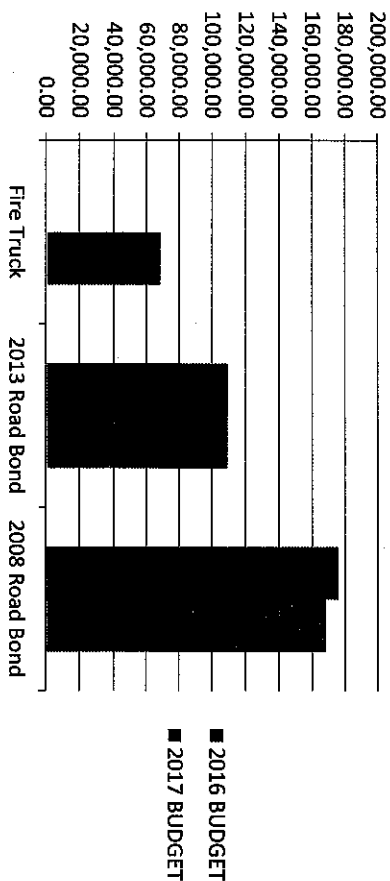
**2016 Budget Percentages by Division**



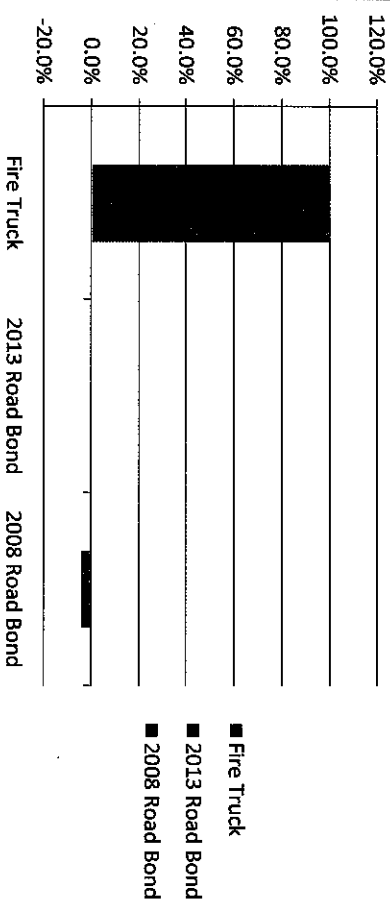
**2017 Budget Percentages by Division**



**2016-2017 Totals by Division**



**2016-2017 % Change by Division**



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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: 25-10 COMMUNITY SERVICES / Animal Control								
10 - ADMINISTRATION								
10 - ADMINISTRATION	924.42	400.00	207.36	350.00	33.22	325.00	-25.00	-7.14%
15 - INSURANCE								
15 - INSURANCE	2,067.48	2,246.00	2,319.32	2,442.00	194.34	1,585.00	-857.00	-35.09%
20 - PERSONNEL								
20 - PERSONNEL	7,661.94	6,719.00	5,885.98	6,890.00	2,285.67	4,705.00	-2,185.00	-31.71%
25 - STIPEND								
25 - STIPEND	2,200.00	2,200.00	2,200.00	2,200.00	1,100.00	2,750.00	550.00	25.00%
40 - UTILITIES								
40 - UTILITIES	240.00	240.00	240.00	240.00	120.00	240.00	0.00	.00%
50 - CONTRACT SERVICES								
50 - CONTRACT SERVICES	4,130.84	4,135.00	4,130.84	4,250.00	3,098.13	4,250.00	0.00	.00%
65 - EQUIPMENT REPLACEMENT								
65 - EQUIPMENT REPLACEMENT	155.08	100.00	48.99	50.00	28.99	50.00	0.00	.00%
95 - Contingency								
95 - Contingency	0.00	0.00	0.00	200.00	0.00	0.00	-200.00	-100.00%
10 - Animal Control	17,379.76	16,040.00	15,032.49	16,622.00	6,860.35	13,905.00	-2,717.00	-16.35%
Dept/Div: 25-20 COMMUNITY SERVICES / Kennebec Land Trust								
55 - COMMUNITY SERVICES								
55 - COMMUNITY SERVICES	0.00	250.00	0.00	250.00	0.00	250.00	0.00	.00%
20 - Kennebec Land Trust	0.00	250.00	0.00	250.00	0.00	250.00	0.00	.00%

Dept/Div: 25-25 COMMUNITY SERVICES / Kenn Valley Council of Govmmt  
45 - ASSESSMENTS

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### Expense

	2014	2015	2015	2016	2016	2017	Init Req vs	Init Req vs
	Actual	Budget	Actual	Budget	YTD	Initial	Curr Bud	Curr Bud
							Change \$	Change %
Dept/Div: 25-25 COMMUNITY SERVICES / Kenn Valley Council of Govmnt								
45 - ASSESSMENTS	0.00	0.00	0.00	4,345.00	4,325.00	4,345.00	0.00	.00%
25 - Kenn Valley Council of Govmnt	0.00	0.00	0.00	4,345.00	4,325.00	4,345.00	0.00	.00%
Dept/Div: 25-40 COMMUNITY SERVICES / Library								
10 - ADMINISTRATION	1,702.03	1,409.00	1,358.07	1,175.00	591.74	1,175.00	0.00	.00%
10 - ADMINISTRATION								
15 - INSURANCE	538.34	535.00	546.42	550.00	206.94	550.00	0.00	.00%
20 - PERSONNEL	17,426.81	16,800.00	16,793.40	17,298.00	9,313.88	17,816.00	518.00	2.99%
40 - UTILITIES	1,281.74	1,315.00	1,282.63	1,315.00	849.99	1,315.00	0.00	.00%
55 - COMMUNITY SERVICES	6,318.03	6,100.00	7,118.52	6,100.00	2,974.13	6,100.00	0.00	.00%
60 - EQUIP OPERATION, REPAIR, MAINT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
60 - EQUIP OPERATION, REPAIR, MAINT								
65 - EQUIPMENT REPLACEMENT	0.00	0.00	311.22	0.00	0.00	0.00	0.00	.00%
65 - EQUIPMENT REPLACEMENT								
40 - Library	27,266.95	26,159.00	27,410.26	26,438.00	13,936.68	26,956.00	518.00	1.96%
Dept/Div: 25-50 COMMUNITY SERVICES / Readfield Public Access TV								
10 - ADMINISTRATION	332.70	350.00	604.11	350.00	1.94	350.00	0.00	.00%
10 - ADMINISTRATION								

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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: 25-50 COMMUNITY SERVICES / Readfield Public Access TV								
CONT'D								
15 - INSURANCE								
20 - PERSONNEL								
25 - STIPEND								
65 - EQUIPMENT REPLACEMENT								
50 - Readfield Public Access TV								
15 - INSURANCE	227.73	135.00	182.25	172.00	33.53	140.00	-32.00	-18.60%
20 - PERSONNEL	851.80	1,180.00	1,389.24	1,195.00	114.76	1,195.00	0.00	.00%
25 - STIPEND	3,000.00	3,000.00	3,000.00	3,000.00	1,500.00	3,000.00	0.00	.00%
65 - EQUIPMENT REPLACEMENT	29.99	1,500.00	0.00	1,000.00	1,751.82	2,750.00	1,750.00	175.00%
50 - Readfield Public Access TV	4,442.22	6,165.00	5,175.60	5,717.00	3,402.05	7,435.00	1,718.00	30.05%
Dept/Div: 25-60 COMMUNITY SERVICES / Street Lights								
15 - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
55 - COMMUNITY SERVICES	5,135.84	6,000.00	5,760.69	5,500.00	3,343.56	6,500.00	1,000.00	18.18%
60 - Street Lights	5,135.84	6,000.00	5,760.69	5,500.00	3,343.56	6,500.00	1,000.00	18.18%
Dept/Div: 25-90 COMMUNITY SERVICES / Maranacook Lake Dam								
10 - ADMINISTRATION	0.00	250.00	0.00	250.00	0.00	250.00	0.00	.00%
90 - Maranacook Lake Dam	0.00	250.00	0.00	250.00	0.00	250.00	0.00	.00%
COMMUNITY SERVICES	54,224.77	54,864.00	53,379.04	59,122.00	31,867.64	59,641.00	519.00	.88%
Expense Totals:	54,224.77	54,864.00	53,379.04	59,122.00	31,867.64	59,641.00	519.00	.88%

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### Expense

Depty/Div: 40-10 PROTECTION / FIRE DEPARTMENT		2014	2015	2015	2016	2016	2017	Init Req vs	Init Req vs
		Actual	Budget	Actual	Budget	YTD	Initial	Curr Bud Change \$	Curr Bud Change %
10 - ADMINISTRATION	10 - ADMINISTRATION	2,063.35	2,725.00	2,053.13	2,725.00	171.26	2,725.00	0.00	.00%
15 - INSURANCE	15 - INSURANCE	5,290.00	6,600.00	7,033.59	6,030.00	1,982.17	6,360.00	330.00	5.47%
20 - PERSONNEL	20 - PERSONNEL	20,156.89	29,380.00	17,796.10	33,435.00	9,391.46	34,515.00	1,080.00	3.23%
25 - STIPEND	25 - STIPEND	11,891.66	11,910.00	12,385.29	7,200.00	5,566.82	7,200.00	0.00	.00%
40 - UTILITIES	40 - UTILITIES	437.59	400.00	421.24	450.00	149.66	450.00	0.00	.00%
50 - CONTRACT SERVICES	50 - CONTRACT SERVICES	7,298.49	3,800.00	2,489.53	3,800.00	3.68	3,800.00	0.00	.00%
60 - EQUIP OPERATION, REPAIR, MAINT	60 - EQUIP OPERATION, REPAIR, MAINT	22,261.99	17,000.00	10,138.84	23,500.00	16,980.78	15,500.00	-8,000.00	-34.04%
65 - EQUIPMENT REPLACEMENT	65 - EQUIPMENT REPLACEMENT	4,181.22	3,000.00	1,358.00	3,500.00	2,226.80	3,500.00	0.00	.00%
80 - PUBLIC WAYS OPERATION & MAINT	80 - PUBLIC WAYS OPERATION & MAINT	131.25	0.00	0.00	0.00	0.00	0.00	0.00	.00%
95 - Contingency	95 - Contingency	0.00	0.00	0.00	150.00	0.00	0.00	-150.00	-100.00%
10 - FIRE DEPARTMENT	10 - FIRE DEPARTMENT	73,712.44	74,815.00	53,675.72	80,790.00	36,472.63	74,050.00	-6,740.00	-8.34%

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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: 40-15 PROTECTION / FIRE EQUIPMENT								
65 - EQUIPMENT REPLACEMENT	0.00	5,000.00	30,506.00	13,500.00	6,500.00	8,000.00	-5,500.00	-40.74%
65 - EQUIPMENT REPLACEMENT	0.00	5,000.00	30,506.00	13,500.00	6,500.00	8,000.00	-5,500.00	-40.74%
15 - FIRE EQUIPMENT	0.00	5,000.00	30,506.00	13,500.00	6,500.00	8,000.00	-5,500.00	-40.74%
Dept/Div: 40-20 PROTECTION / AMBULANCE								
40 - UTILITIES	0.00	0.00	0.00	0.00	0.00	22,300.00	22,300.00	100.00%
55 - COMMUNITY SERVICES	19,485.00	20,600.00	10,392.00	22,000.00	10,716.75	0.00	-22,000.00	-100.00%
55 - COMMUNITY SERVICES	19,485.00	20,600.00	10,392.00	22,000.00	10,716.75	22,300.00	300.00	1.36%
20 - AMBULANCE	19,485.00	20,600.00	10,392.00	22,000.00	10,716.75	22,300.00	300.00	1.36%
Dept/Div: 40-30 PROTECTION / WATER HOLES								
40 - UTILITIES	0.00	0.00	30.00	0.00	15.13	0.00	0.00	.00%
55 - COMMUNITY SERVICES	670.29	500.00	0.00	500.00	0.00	500.00	0.00	.00%
55 - COMMUNITY SERVICES	670.29	500.00	0.00	500.00	0.00	500.00	0.00	.00%
30 - WATER HOLES	670.29	500.00	30.00	500.00	15.13	500.00	0.00	.00%
Dept/Div: 40-35 PROTECTION / Tower Sites								
40 - UTILITIES	0.00	0.00	748.16	750.00	373.58	750.00	0.00	.00%
50 - CONTRACT SERVICES	0.00	1,500.00	501.08	750.00	1.20	750.00	0.00	.00%
50 - CONTRACT SERVICES	0.00	1,500.00	501.08	750.00	1.20	750.00	0.00	.00%
60 - EQUIP OPERATION, REPAIR, MAINT								

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### Expense

	2014	2015	2015	2016	2016	2017	Init Req vs	Init Req vs
	Actual	Budget	Actual	Budget	YTD	Initial	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 40-35 PROTECTION / Tower Sites CONT'D								
60 - EQUIP OPERATION, REPAIR, MAINT	0.00	0.00	0.00	500.00	0.00	500.00	0.00	.00%
35 - Tower Sites	0.00	1,500.00	1,249.24	2,000.00	374.78	2,000.00	0.00	.00%
Dept/Div: 40-40 PROTECTION / Dispatching								
50 - CONTRACT SERVICES	21,877.75	26,302.00	25,066.00	28,000.00	19,096.86	28,740.00	740.00	2.64%
40 - Dispatching	21,877.75	26,302.00	25,066.00	28,000.00	19,096.86	28,740.00	740.00	2.64%
Dept/Div: 40-50 PROTECTION / Physicals								
10 - ADMINISTRATION	0.00	125.00	0.00	125.00	0.00	125.00	0.00	.00%
50 - Physicals	0.00	125.00	0.00	125.00	0.00	125.00	0.00	.00%
Dept/Div: 40-60 PROTECTION / Personal Protect Gear Replacem								
60 - EQUIP OPERATION, REPAIR, MAINT	0.00	2,000.00	0.00	2,000.00	3,750.00	2,000.00	0.00	.00%
60 - Personal Protect Gear Replacem	0.00	2,000.00	0.00	2,000.00	3,750.00	2,000.00	0.00	.00%
Dept/Div: 40-70 PROTECTION / Emergency Operations								
65 - EQUIPMENT REPLACEMENT	5,300.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
70 - BUILDING O&M								



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### Expense

Dept/Div:	40-70 PROTECTION / Emergency Operations CONT'D	2014	2015	2015	2016	2016	2017	Init Req vs	Init Req vs
		Actual	Budget	Actual	Budget	YTD	Initial	Curr Bud Change \$	Curr Bud Change %
70 - BUILDING		321.38	2,500.00	161.20	250.00	0.00	0.00	-250.00	-100.00%
O&M									
70 - Emergency		5,621.38	2,500.00	161.20	250.00	0.00	0.00	-250.00	-100.00%
Operations									
PROTECTION		121,366.86	133,342.00	121,080.16	149,165.00	76,926.15	137,715.00	-11,450.00	-7.68%

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### Expense

Dept/Div:	2014	2015	2015	2016	2016	2017	Init Req vs	Init Req vs
	Actual	Budget	Actual	Budget	YTD	Initial	Curr Bud	Curr Bud
							Change \$	Change %
Dept/Div: 50-10 CEMETERIES / TOWN CEMETERIES								
10 - ADMINISTRATION								
10 - ADMINISTRATION	123.84	200.00	116.15	190.00	253.43	250.00	60.00	31.58%
15 - INSURANCE								
15 - INSURANCE	3,025.03	3,756.00	3,924.96	2,970.00	1,020.05	2,766.00	-204.00	-6.87%
20 - PERSONNEL								
20 - PERSONNEL	14,742.10	15,147.00	12,606.74	13,820.00	10,748.27	14,075.00	255.00	1.85%
25 - STIPEND								
25 - STIPEND	2,500.00	2,500.00	2,500.00	2,500.00	1,250.00	2,250.00	-250.00	-10.00%
40 - UTILITIES								
40 - UTILITIES	240.00	240.00	240.00	240.00	120.00	240.00	0.00	.00%
50 - CONTRACT SERVICES								
50 - CONTRACT SERVICES	5,892.89	5,850.00	5,152.67	6,050.00	491.69	8,550.00	2,500.00	41.32%
55 - COMMUNITY SERVICES								
55 - COMMUNITY SERVICES	2,195.72	260.00	365.76	340.00	0.00	350.00	10.00	2.94%
60 - EQUIP OPERATION, REPAIR, MAINT								
60 - EQUIP OPERATION, REPAIR, MAINT	2,838.41	2,400.00	2,492.23	2,200.00	1,126.44	2,200.00	0.00	.00%
65 - EQUIPMENT REPLACEMENT								
65 - EQUIPMENT REPLACEMENT	117.88	200.00	297.44	400.00	436.26	400.00	0.00	.00%
70 - BUILDING O&M								
70 - BUILDING O&M	56.14	450.00	206.72	125.00	13.99	725.00	600.00	480.00%
80 - PUBLIC WAYS OPERATION & MAINT								

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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: 50-10 CEMETERIES / TOWN CEMETERIES CONT'D								
80 - PUBLIC WAYS OPERATION & MAINT	78.73	0.00	0.00	100.00	0.00	100.00	0.00	.00%
95 - Contingency								
95 - Contingency	0.00	0.00	0.00	175.00	0.00	0.00	-175.00	-100.00%
10 - TOWN CEMETERIES	31,810.74	31,003.00	27,902.67	29,110.00	15,460.13	31,906.00	2,796.00	9.60%
Dept/Div: 50-20 CEMETERIES / Living Fence								
50 - CONTRACT SERVICES								
50 - CONTRACT SERVICES	0.00	0.00	231.96	7,000.00	2,720.00	0.00	-7,000.00	-100.00%
20 - Living Fence CEMETERIES	0.00	0.00	231.96	7,000.00	2,720.00	0.00	-7,000.00	-100.00%
	31,810.74	31,003.00	28,134.63	36,110.00	18,180.13	31,906.00	-4,204.00	-11.64%
<b>Expense Totals:</b>	<b>153,177.60</b>	<b>164,345.00</b>	<b>149,214.79</b>	<b>185,275.00</b>	<b>95,106.28</b>	<b>169,621.00</b>	<b>-15,654.00</b>	<b>-8.45%</b>

## 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: 80-10 REGIONAL ORGANIZATIONS / COBBOSSEE WATER DISTRICT								
45 - ASSESSMENTS								
45 - ASSESSMENTS	17,978.00	18,877.00	18,877.00	19,825.00	13,214.00	20,816.00	991.00	5.00%
10 - COBBOSSEE WATER DISTRICT	17,978.00	18,877.00	18,877.00	19,825.00	13,214.00	20,816.00	991.00	5.00%
Dept/Div: 80-20 REGIONAL ORGANIZATIONS / KENNEBEC COUNTY								
45 - ASSESSMENTS								
45 - ASSESSMENTS	276,913.46	282,293.00	277,640.27	260,000.00	256,103.35	270,400.00	10,400.00	4.00%
20 - KENNEBEC COUNTY	276,913.46	282,293.00	277,640.27	260,000.00	256,103.35	270,400.00	10,400.00	4.00%
Dept/Div: 80-40 REGIONAL ORGANIZATIONS / First Park								
12 - FINANCIAL								
12 - FINANCIAL	25,997.57	26,105.00	25,843.50	26,105.00	12,565.02	26,105.00	0.00	.00%
40 - First Park REGIONAL ORGANIZATIONS	25,997.57	26,105.00	25,843.50	26,105.00	12,565.02	26,105.00	0.00	.00%
	320,889.03	327,275.00	322,360.77	305,930.00	281,882.37	317,321.00	11,391.00	3.72%
<b>Expense Totals:</b>	<b>320,889.03</b>	<b>327,275.00</b>	<b>322,360.77</b>	<b>305,930.00</b>	<b>281,882.37</b>	<b>317,321.00</b>	<b>11,391.00</b>	<b>3.72%</b>

## Custom Budget Report

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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: 85-10 DEBT SERVICE / Fire Truck								
12 - FINANCIAL								
12 - FINANCIAL	34,720.00	34,721.00	34,720.00	0.00	0.00	68,634.00	68,634.00	100.00%
10 - Fire Truck	34,720.00	34,721.00	34,720.00	0.00	0.00	68,634.00	68,634.00	100.00%
Dept/Div: 85-25 DEBT SERVICE / 2013 Road Bond								
12 - FINANCIAL								
12 - FINANCIAL	0.00	109,117.00	109,116.65	109,117.00	109,116.65	109,118.00	1.00	.00%
25 - 2013 Road Bond	0.00	109,117.00	109,116.65	109,117.00	109,116.65	109,118.00	1.00	.00%
Dept/Div: 85-70 DEBT SERVICE / 2008 Road Bond								
12 - FINANCIAL								
12 - FINANCIAL	187,333.37	180,825.00	181,064.75	176,000.00	174,934.00	168,550.00	-7,450.00	-4.23%
70 - 2008 Road Bond	187,333.37	180,825.00	181,064.75	176,000.00	174,934.00	168,550.00	-7,450.00	-4.23%
DEBT SERVICE	222,053.37	324,663.00	324,901.40	285,117.00	284,050.65	346,302.00	61,185.00	21.46%
<b>Expense Totals:</b>	<b>222,053.37</b>	<b>324,663.00</b>	<b>324,901.40</b>	<b>285,117.00</b>	<b>284,050.65</b>	<b>346,302.00</b>	<b>61,185.00</b>	<b>21.46%</b>

# **FUTURE AGENDA ITEMS**

## **Appendix A**

### **Future Agenda Items**

#### **Next Meeting (February 8, 2016):**

Presentation by Sam Tippet - Municipal Investments with Kennebec Wealth Management  
3<sup>rd</sup> draft of budget presented

#### **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  
Technology Plan  
Potential Parks / Town Property Committee