

**Readfield Select Board  
Regular Meeting  
Agenda**

**October 19, 2015**

**Meeting starts: 6:30 PM**

**Location: Gile Hall**

**Pledge of Allegiance**

**Regular Meeting - 10 minutes**

**Minutes:** Select Board meeting minutes of September 21 & October 5, 2015

**Warrant: #17 & #18**

**Communications – 25 minutes**

Select Board communications

Town Manager

Boards, Committees, Commissions & Departments

Conservation Commission - Update on Old Mill Stream Dam

Other

**Appointments/Reappointments: - 10 minutes**

16-001 - Appointment – Road Committee. – David Linton, Roland Cote

16-002 - Appointment – Trails Committee – Becky Walsh

16-003 - Appointment – School Committee – Betty Morrell

**Public Communications:**

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

**Unfinished Business**

16-005 - Award Bid for Luce Road Culvert & Gravel Work - 5 minutes

16-006 - Selection of New Cemetery Mower - 5 minutes

16-007 - Transfer Station Bin Covers - 5 minutes

16-008 - Approval of Amended Solid Waste Committee Charter - 5 minutes

16-009 - Confirm Interlocal Agreement signed 1-28-13 - 5 minutes

16-010 - Confirm Recycling and Solid Waste Facility Agreement signed 7-22-11 - 5 minutes

16-011 - Discussion of a Process for Obtaining and Distributing Legal Advice - 10 minutes

16-012 - Discussion of a Process to Resolve the Secret Ballot Amendment Issue - 10 minutes

**New Business:**

16-013 - Discuss Revision of the Recall Ordinance - 5 minutes

16-014 - Set a Process to Review and Update Solid Waste Fees - 5 minutes

16-015 - Review a Job Description for the Full-Time Maintenance Position - 10 minutes

16-016 - Review of the Board Retreat on October 9, 2015 - 10 minutes

16-017 - Other - 5 minutes

**Future Agenda Items: - 5 minutes**

Transfer Station Parking Lot

Review of Meeting Ground Rules

FOAA Training & Policy Update

Other

**Adjournment**

**Readfield Select Board**  
**Meeting for**  
**October 19, 2015**

# Minutes

9-21-2015 & 10-05-2015

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

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

**Others attending:** Teresa Shaw (Interim Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Mark Edgecomb, Ken Edgecomb, Cyrus Whitcomb, Grace Keene, Debora Doten, Milton Wright, Linwood Reay II, Kathryn Mills Woodsum, Lorraine Wagner, Eugene Carbona, Marion Dunham, John Parent, Lee Mank & Mike Nollette.

Ms. Pomerleau called the meeting to order at 6:31 pm followed by The Pledge of Allegiance.

**#01 Minutes – September 8, 2015**

- **Motion** by Mrs. Sammons to approve the Minutes of the September 8, 2015 meeting as amended, **second** by Mr. Curtis. **Vote** 5-0 in favor.

**#02 Warrant #13 & 14**

- **Motion** by Mr. Bourgoine to approve Warrant #13 & 14 in the amount of \$50,954.14, **second** by Mr. Dunham. **Vote** 5-0 in favor.
- **Discussion:** Mr. Dunham asked if Teresa had fees for Waste Management/Demo Tipping dumpster, Teresa did not at the time but is working on it.

**#12 Auto Graveyard Permits**

- **Motion** to approve the three permits as written with conditions as written by Mr. Bourgoine, **second** by Mrs. Sammons. 5-0 in favor.
- **Discussion:** CEO Scott Lucas was not present. Conditions of approval are all stated on permits and are all similar. Mr. Curtis asked Mr. Whitcomb regarding access to the back for emergency vehicles to allow entry. If snow is that deep is there anyone back there? Mr. Whitcomb said during the winter months there isn't much access. There is no place to pile the snow. He plows it himself. The permits will be for a year starting on September 30, 2015 and expiring on September 30, 2016.

**#10 Fire Truck – Timeline**

- **Motion** by Mr. Bourgoine if all bonding completed, **second** by Mr. Dunham. **Vote** 5-0 in favor.
- **Discussion:** Would like to see this on the November ballot. How is this going to be presented to the public? Mr. Mank went over the truck equipment pricing. \$426,000 but can save another \$5000 or \$6000 if prepaid cutting the price down to \$420,000 plus whatever interest rate on a bond. E1 is after price increase, but will honor old price at that point. If we get a decision from citizens. Truck is over 365 days out, order November of this year but won't be ready until November 2016. Unable to prepay due to bonding, ect. In November for vote, asking to order the truck to get the better pricing and to get it in the 2016/2017 budget. Have to have warrant done by October 1. Teresa to try and get quotes back from financial institutions. With voter approval Mr. Mank can order the truck with no down payment and then pay in full when truck is delivered. If unable to get bond in time for November will have to do it in June. Special meeting scheduled for Monday, September 28, 2015 at 6:30 pm suggested by Mr. Bourgoine for the purpose of finalizing the warrants for the November 3<sup>rd</sup> ballot and making that motion with

expectation that all diligences are completed to get all the bonding, ect. Mr. Dunham suggested Mr. Mank to educate public when we get to that point along with making sure purchasing policies are completed and all in place.

### **#03 Select Board Communications**

- Mr. Curtis wondering about job descriptions as they are overdue, they should have been back by now. Need to have them as we move into mediation on 14<sup>th</sup> and 15<sup>th</sup> of October. The Union has said very clearly that job descriptions need to be completed to be able to move forward. Employees need to meet this goal. Encourage their participation. Have completed by next meeting. We are in the process of entering mediation into union. There are five areas and mediation will help us sort through that and be completed with that soon. Mrs. Sammons mentioned possible to have executive session to discuss. Teresa to post meeting on September 28<sup>th</sup> at 6:00 pm.
- Resident from last meeting is able to now reach Mrs. Sammons via the phone numbers that were provided at last meeting.
- Mrs. Sammons addressed the background check in process. Hoping for email communications to be more efficient. MMA is working on background check and as soon as Ms. Pomerleau gets correspondence she will send to Teresa to send to rest of Select Board. Mr. Allen expressed concern on communication as well; try to find more effective communication.
- Mrs. Sammons asked if any headway on ADHOC Committee meeting? Mr. Dunham said no. Hasn't initiated yet but will get working on it.
- Mr. Bourgoine will be attending the Kennebec Valley Council Of Government meeting on Tuesday, September 22, 2015 with Martin Hamish and will report in two weeks at the next meeting.
- Ms. Pomerleau mentioned they paved the transfer station. Rumor has it some people were not happy. Ms. Pomerleau asked who the authorization for the paving was done by and the cost? Mrs. Shaw believed voting was discussed by Select Board. RFP was not done. Discussion of not completing the RFP should have one for transfer station and one for roads. Policies say anything over 5000 have to have a RFP. Mr. Reay expressed concern that we should be following rules. Money coming out of transfer station capital fund for the paving. Believe that the paving was discussed at a meeting for bid on the roads but unable to remember what meeting they were discussed and approved; possibly mid-July? Road committee met July 16<sup>th</sup>. Ms. Pomerleau says we need to figure out controversy if we did or didn't approve.

### **#04 Town Manager**

- The Living Fence, pictures were provided on the progress, volunteers have purchased for the third mound. Donations from Audrey Luce.
- Received email from Stephen Langsdorf that the drainage easement is fine to go ahead with.
- Will get info on paving for the transfer station paving.
- Nickerson Hill Road, Old Kents Hill Road and Wings Mills Road paving is all completed.

## **#05 Boards, Committees, Commissions & Departments**

- No Discussion

### **Appointments/Reappointments:**

## **#06 Appointments –**

- **Motion** reoffered by Mr. Bourgoine to ask that letters of interest are able to be received up until September 30th, **second** by Mr. Dunham. Mr. Bourgoine offer to write and send to advertiser for public notice. Ms. Shaw to review. Mr. Dunham to **amend** to have Mr. Bourgoine to follow through on the advertising. Amendment **Vote** 5-0 in favor, original motion **Vote** 5-0 in favor.
- **Discussion:** Mr. Bourgoine addressed opening for school board. Last meeting made a motion to have letters of interest in by September 23<sup>rd</sup>, to have by the meeting on October 5<sup>th</sup>. Certainly can take them until September 30th. Would like to advertise and publish, especially Community Advertiser, website.

## **#07 Resignations – None**

### **Unfinished Business:**

## **#08 Inter Local Agreement/Transfer Station in Wayne**

- Mr. Curtis to discuss termination agreement. Readfield has 18 months advance, Wayne only has 3 months and concerned about length of time. Joint meeting in October.
- Mrs. Sammons addressed that last meeting discussion was if we didn't continue we would lose out on that equipment on the summer work one. Capacity, travel time, wages, time management, ect. to get it all done. Do we have the capacity to manage all that and still get it completed on Readfield's end? Mr. Curtis had a discussion regarding maintenance jobs and everything getting completed. Ms. Pomerleau said that original plan was to look at fees that are being charged, a lot of things not covered, look over and readdress. Mr. Reay discussed in local agreement paper, explain to public why it's costing money now when we used to make money when recycling?
- Catherine Woodsum addressed Mr. Reay questioned that there still coming in under cost but has fees associated with recycling, biggest savings was with single sort. Had times when we have been paid, no money either way, or got paid. Other point, Ms. Pomerleau asking town manager to ask for a new fee list for items not being recycled. Next meeting is in November.
- Interlocal agreement something about road side mowing, last year put out to bid and no one responded. Year before that it was three times the cost at what it was costing us. Neither Wayne nor Readfield were interested in the cost.
- **Motion** made by Mr. Curtis to ask the Transfer Station recycling Committee to review the fee schedule. **No second and No Vote.**
- Mr. Reay questioned if there was a spreadsheet to back up years of recycling and costs, 3 years comparison? Mr. Curtis has a spreadsheet that goes back to 2011 to date 2015, Teresa will look through files.

## **#09 Culvert RFP Luce Road**

- Page 2 – Scope of services, correction of grammar
- Page 5 – Second paragraph, correction of grammar and date.

- Mr. Curtis asked if we need to set date and asked to look at it on September 28<sup>th</sup> after road committee has looked at it. To be put on agenda. Tabled until September 28<sup>th</sup> and get feedback from the road committee.

#### #11 Transfer Station Bin Covers

- Currently have two bids, do we need a third? Discussion if RFP and number of bids. Mr. Allen confirmed that three quotes are not required according to the policy.
- Mr. Dunham review Purchasing Policy Section A, Paragraph 4 – went over terms. Look over purchase policy mentioned by Mr. Allen. Discussion on purchasing policies and change orders. Ms. Pomerleau suggested putting purchasing policy on a December meeting. Lorraine Wagner question on bids and change orders. RFP materials needed, change orders and pricing.
- Back on covers for the transfer station. Theory is to order one and make sure works before purchasing the second one. Ms. Pomerleau went over figures between the two bids and discussion of costs and if we will be saving money. TB Industries is \$3,640.00 plus shipping of \$395.00. Wastequip is \$3,790.00 plus shipping of \$600.00. Installation is extra. The demo bin you need the extra extension so that will be extra. Discussion on clearance and space. TB Industries looks like the better one to go ahead with. Mr. Dunham suggested holding off until more research is completed before committing. Mr. Dunham offered to call both companies. Tabled until the October 5<sup>th</sup> meeting.

#### New Business:

#### #13 General Assistance Ordinances Appendices

- **Motion** made by Mr. Dunham to sign the General Assistance Ordinance as presented tonight, **second** by Mrs. Sammons. **Vote** 5-0 in favor.  
**Discussion:** Has not changed much from last year. Mr. Curtis believes the dollar values have gone up on the chart.

#### #14 Select Board Retreat

- **Motion** made by Mr. Bourgoine to move approval for Ms. Pomerleau to sign letter of agreement, **second** by Mr. Curtis. **Vote** 5-0 in favor.  
**Discussion:** Ms. Pomerleau has a letter from Pam Plum, she would like one signed and returned. She has agreed to facilitate for \$900.00. Pam would like to be at church at 7:30 am for set up. Ms. Pomerleau did send her the last two retreat documents. The retreat is scheduled for Friday, October 9<sup>th</sup>, 8:00 am – 4:00 pm at the Kents Hill Methodist Church. Mr. Dunham did confirm the church.

#### #15 Secret Ballot Approval Process Ordinance

- **Motion** made by Mr. Dunham to reject this petition and not put it on the November ballot based on our legal advice from four attorneys, **second** by Ms. Pomerleau. **Vote** 3-2, opposed Mrs. Sammons and Mr. Bourgoine.  
**Discussion:** Ms. Pomerleau sent amendment to MMA. Legal looked it over and suggested that it be sent to our attorney, they did not feel that it should be put on the November ballot, as it is not valid. It has some issues and that this stuff should be done in an ordinance not in a ballot. Mr. Dunham stated that the ordinance is not legally binding; conflicts with state statute and will cause confusion. No the way to go about secret ballot. Charter is in order to do secret ballot legally. Mr. Parent would like to know what

was wrong with it, was put together by an attorney according to state regulations and checked by town clerk to make sure met MMA requirements? Ms. Pomerleau went over MMA suggestions from email. Mr. Curtis understands the problems, suggested better approach is for the Select Board and those who have issues with the secret ballot process to sit down and try and work out agreement. Mr. Dunham to do the secret ballot right, MMA advisor, only do secret ballots via a charter, long process and a lot of work. Town can come together for a good understanding, to make legally binding need to go through the charter process. Get it right via a charter process and amendment meetings and do it all legally, otherwise stuck with the statutes we have to follow. Mr. Bourgoine that the petitioners brought in good faith, he would like to proceed with the process to bring people together to get more citizens input. Ms. Pomerleau thinks all committees putting together all budgets need to work together so there aren't any discrepancies in the vote. Mr. Dunham has a big problem with creating an ordinance that isn't legally binding and may conflict with state statute as mentioned in motion. Mrs. Dunham discussed that she attended mini town meetings and talked about her understanding of those meetings and the charter commission. Mr. Reay expressed his concern that at most meetings, made it clear to the people that anything with star had to be approved to make Town of Readfield run. That you just can't put all articles back in special vote because you don't like the outcome.

#### **#16 Other**

- Mr. Bourgoine would like the intent to bring forward in one of the October meetings regarding the petition process. Does think we have a petition with a lot of signatures, was rejected this time but here's a process we are going to use to utilize. Really need to speak back to the group and group who originally asked for the secret ballot. Mrs. Sammons stated that a lot of senior citizens came up to her and said this was the first time in years that they were able to vote since they are unable to make it to town meetings. A lot of feedback o Mr. Bourgoine on the revote that took place on September 1<sup>st</sup> that admired the budget committee and select board working together.
- **Motion** made by Mr. Curtis to reopen vote on recycling proposals sometime in a December meeting. Mr. Bourgoine agreed. Discuss further. **Motion died.**
- **Motion** made by Mr. Bourgoine to extend meeting by 15 minutes, **second** by Mr. Dunham, **Vote** 4 to 1.

#### **Public Communications:**

#### **#17 Members of the public may address the Select Board on any topic**

- No Discussion

**Motion** made by Mr. Bourgoine to adjourn the meeting at 9:05 pm, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary.*



**Readfield Select Board**  
**Regular Meeting Minutes October 5, 2015 - Unapproved**

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

**Others attending:** Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), William Starrett (Channel 7), Kristin Parks (Deputy Clerk), Lawrence Perkins, Lent Reay, Ann Keilty, Gary Keilty, Roland Cote, Grace Keene, John Parent, Fran Zambella, Milton Wright, Andrews Tolman, Pete Davis, Debora Doten, Sandra Rourke, David Linton

Ms. Pomerleau called the meeting to order at 6:31 pm followed by The Pledge of Allegiance.

**Regular Meeting:**

**#01 Town Manager**

- Introduction of new Town Manager, Eric Dyer.

**#02 Minutes – Select Board - September 21 & September 30, 2015**

- **Motion** by Mr. Dunham to table the approval of the minutes of the September 21, 2015 meeting until the next meeting, **second** by Mr. Bourgoine. **Vote 5-0 in favor.**
- **Motion** by Mrs. Sammons to approve the Minutes of the September 30, 2015 meeting as amended, **second** by Mr. Dunham. **Vote 5-0 in favor.**

**#03 Warrant #15 & #16**

- **Motion** by Mrs. Sammons to approve Warrant #15 & #16 in the amount of \$484,578.22, **second** by Mr. Curtis. **Vote 5-0 in favor.**
- **Discussion:** Demo tipping on the shingles, Teresa still to figure that out. Wellman paving doesn't include the transfer station. Audette's Hardware was for a weed wacker, High Grade Business Group was for the tax bills.

**Communications:**

**#04 Select Board Communications**

- Mrs. Sammons wants to hear from everyone who wants to contact her through email and phone but do have a policy for public communications. No personal attacks or talking bad, even about volunteers.
- Mrs. Sammons - Transfer paving – Really upset that there was a timeline and didn't hear anything until Select Board meeting on September 21 – think we need to communicate better.
- Mr. Curtis – Letter sent by Mr. Dunn regarding postage meter, not being able to access telephone line. Did some research; Option 1 - item called RJ3IX, \$16.00 to \$18.00, installation in 20 minutes. Analog postage meter can be lead out on elevator line. Elevator has priority. No additional charge for another line. Option 2 – Pitney Bowes will provide town with internet based postage meter. Last he knew they will replace any analog based meter with internet based meter. Was told no charge. Postage meter is used on a daily basis; a lot of mailings are done.
- Mr. Dunham and Mr. Curtis took a trip to Harrison, visited with town manager and spent a huge amount of time at transfer station. Goal was to look at scales and how they impacted the town. Quick synopsis: they paid for their scales the first year after they installed it. Everyone pays the same price for their demo. Complete 40 foot system for them was \$47k. Mr. Scales are brand new, Harrison town manager anticipated at rate they are going they will pay for themselves in the first year. Staff at the transfer

station has internet access, tracking, visitors, what's taken in daily.. All that data in the cloud. Internet access for transfer station was good for tracking. Something worth looking into. They try not to take cash; they take checks, credit cards for payment. Ideas for more efficient ways to save money.

- **Motion** made by Ms. Pomerleau that going forward we continue with the traditional way of determining the percentages of our taxes, which does include our revenue, **second** by Mr. Dunham. **Vote** 5-0 in favor.

**Discussion:** Mr. Dunham concerned that tax bills went out with some inaccurate info in them. Mainly RSU; Percentages changed. Teresa explained that there are two ways to calculate the percentages. Go back with traditional way. Mr. Dunham motioned to ask town manager to write a letter to clarify on how much of our taxes go towards the municipal side, to the RSU and to continue the traditional way we are doing taxes. Mr. Dunham withdrew his motion. Town Manager, Eric Dyer to put out a letter, post in next messenger and on website.

- Mr. Bourgoine attended the Kennebec Valley Council of Governments annual meeting on September 22, 2015 – learned about what they do. Recommended that we be a part of the group to Eric Dyer. Martin Hanish, representative for the town, will be going to the meetings four times a year.
- Mr. Bourgoine – Legal advice to the select board to be added to the agenda. Not added on the agenda on the October 5, 2015 meeting. Wants to discuss as an agenda item. To be added on agenda at the next meeting. October 19, 2015.

## **#05 Town Manager**

- Teresa was asked at last meeting to bring comparison costs of bailing and single sort for transfer station. Bottom lines of spreadsheet presented, in her opinion, running us about the same amount of money.
- **Motion** made by Mr. Bourgoine that we accept the discount offer by Wellman Paving for the transfer station. **Second** by Mrs. Sammons. **Vote** 0-5 opposed.

**Discussion:** Wellman Paving company representative to discuss the paving on what to do with the paving of the transfer station. Either we take the discount off of the original bill or we could pay bill as is and they would come and do another overlay on the top of the current job. Mark Birtwell, it is fine and no issue with taking the discount. Wellman Paving says it won't cause future problems if left the way it is. Wellman Paving not satisfied with their overall work. Eric Markham, representative for Wellman Paving says the issue is a cosmetic issue not structural. They were asked to do a one lift paving job so will come out differently than a road job. Offered the discount because they are not pleased with the way it looks. Discount is about 22%. Wouldn't be fixed right away, would be done next year.

- **Motion** made by Mr. Dunham to ask the road committee to meet with representative from Wellman Paving to give recommendation on a resolution so we can finalize bill and proceed with payment. **Second** by Mr. Bourgoine. **Vote** 5-0 in favor.

**Discussion:** Mr. Dunham would like to do more research before making this decision, wants to make sure its okay leaving it the way it is. Consult with someone who knows more about paving. Ask road committee to meet with Wellman Paving and discuss. Road committee agreed to meet with them. Roland Cote said if unable to not fix until spring then we can see how it holds up over the winter.

- **Motion** made by Mr. Bourgoine to move the Certificate of Appointments for Eric Dyer to serve as Office of Town Manager, Office of Road Commissioner, Office of Tax Collector, Office of Transfer Station Manager, Office of Treasurer and Office of Welfare Administrator. **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

**Discussion:** Certificate of Appointments of Town Manager. A discussion regarding the town manager being the road commissioner and too much work load.

- Eric Dyer spoke regarding the resignation of Mark Birtwell and his last day is on October 16, 2015. Discuss regarding position or alternative route on Friday, October 9, 2015 at retreat.

## **#06 Boards, Committees, Commissions & Departments**

- Cemetery Committee Minutes – Thank you to for July 13, 2015 minutes.
- Trails Committee Minutes – Thank you for the July 28, 2015 minutes. Mr. Keilty, Readfield Trails, spoke reading a very special day, a week ago today, for the citizens of Readfield. Disabled people able to use the trails now. Open for everyone to use. Travis Mills Foundation, retreat for our wounded soldiers. Plenty of volunteers that will escort people to provide any assistance that they can. Over 24 students from Maranacook Community High School came out to help prepare the trails for day of caring, about 101 hours. Lots of hard work and got a lot accomplished. A lot of people to thank due to this great accomplishment. Kents Hill girls soccer team volunteering to do more work on trails.

## **Appointments/Reappointments:**

### **#07 Appointments**

- Road Committee Alternative – David Linton, first time appointment.  
**Motion** made by Mr. Bourgoine the appointment of David Linton as Alternative for the Road Committee, **second** by Mrs. Sammons. **Vote** 5-0 in favor.  
**Discussion:** Alternative verse Fulltime. Immediately post the position for 1 Road Committee member for 2 weeks. David Linton to resubmit application if wants to be considered for a permanent position.  
**Motion** made by Mr. Dunham to officially terminate Gene due to inactivity. **Motion withdrawn** due to term expired. Discussion on the number of fulltime members on the Road Committee and how many open positions that are available. The Town Clerk with direction from Town Manager to look into the number of members through old records.

### **#08 Resignations**

- Road Committee – Greg Leimbach resignation  
**Motion** made by Mr. Dunham to regretfully accept the resignation of Greg Leimbach and ask town manager to post the position per town policy, **second** by Mr. Curtis. **Vote** 5-0 in favor.
- Trails Committee – Lydia Adelson resignation  
**Motion** made by Mrs. Sammons that we regretfully accept Lydia Adelson resignation, **second** by Mr. Bourgoine. Advertise position as well by town manager. **Vote** 5-0 in favor.
- Thank you to Greg and Lydia for their time served on the committees.

## **Unfinished Business:**

### **#09 Luce Road RFP**

- **Motion** made by Mr. Dunham that we approve the RFP for Luce Road Cross Culvert with the change in scope of services to remove 18" culvert and replace with 15" culvert, include a copy of road standards to follow in the scope of service and include base gravel instead of 2" grave gravel; changes as recommended by a member of the road committee. **Second** by Mrs. Sammons. **Vote** 5-0 in favor.  
**Discussion:** Did receive documentation today from Mr. Perkins. Mr. Perkins spoke regarding a few changes. Took a look at the town standards and the way the RFP was written there was finished gravel over the culvert. You shouldn't have to use 13" of finished gravel, suggesting 9" of base gravel and then 4" on top. 18" culvert size for roads but can use at 15" and providing more protection of the culvert. Installing for the little bit of run off. Recommendations copy of road standards in packet. Town Manager to look into the fact a member of the road committee is also in the construction business and if there is a conflict of interest. Easement gone to attorney and received back and needs to be signed. Submit to Mr. & Mrs. Reay for agreement. Start to solicit bids.

#### **#10 Transfer Station Bin Covers**

- Mr. Dunham has not been able to get any recommendations yet. Mr. Curtis is going to assist him in the research. Tabled.

#### **#11 Amendment Petition**

- Put a copy of the petition to be placed on the November 3, 215 secret ballot and email response from MMA in the packet so everyone knows why it was not put on the ballot. Mrs. Sammons was not just going to throw their ordinance out without some discussion. Mr. Bourgoine spoke on how to bring sides together and make it work for every one of the town. Mr. Curtis asked our moderator on how we get together with groups and how to fix the communication between one another. Mr. Parent spoke on behalf of the 165 town people upset that they were just swept aside; feel residence should have been given the opportunity to vote on this amendment. Feels would have strengthened the secret ballot process and kept in for future years.

#### **New Business:**

#### **#12 Public Communications placement on agenda**

- **Motion** by Mr. Bourgoine to move Public Communications before Unfinished Business, **second** by Mrs. Sammons. **Vote** 4 to 1, opposed by Mr. Curtis.  
**Discussion:** Mr. Curtis would like to keep it the traditional way. Stick to one way and continue with that format. Town members spoke regarding their views. Seven town members voted to move the agenda item as motioned.

#### **#13 Trails – Trust Fund**

- **Motion** made by Mr. Dunham to direct the Town Manager to see through establishment of non-lapsing trust fund for trails committee as stated in article 2 held at special town meeting on March 1, 2010, **second** by Mr. Curtis and then withdrew. **Second** by Mr. Bourgoine. **Vote** 5-0 in favor.  
**Discussion:** Mr. Keilty asked for guidance when money is received and what to be done with it. No trust funds at this time but would like to establish one. Need to have starter funds to get it started. Money donated by Dana Therrien needs to be spent by the end of the year and not to go into trust fund that will be established.

#### **#14 Cemetery/Grounds Maintenance Tractor**

- Mr. Dyer asked regarding number of quotes. Suggested we table to next meeting. Agreed. Waiting on one more quote from a different vendor.

#### **#15 Other**

- Mr. Bourgoine letting the town aware of upcoming co-meeting with Town of Wayne Select Board, at the Wayne Elementary school at 6:30 pm on Tuesday, October 6, 2015 in the school gym.
- Mr. Dyer to thank Teresa and all the staff for the smooth transition of him coming into his new position.

#### **Public Communications:**

#### **#16 Members of the public may address the Select Board on any topic**

- Milton Wright stated on June 15, 2015 he reported to the Select Board of access trail and destruction where an ATV went down and caused a lot of damage. 91 acres of Town of Readfield property. The person who is responsible has been fined \$100.00.

- Milton Wright sent a letter to the Chair of Select Board on September 25, 2015 and has not received any kind of response. Would like to know when he will receive a response. Ms. Pomerleau will respond, most questions have been answered and in the process of getting the rest of the answers.
- Mr. Reay believed the Select Board and Cemetery Committee got email regarding his concerns and fence. Voted on a living fence back a couple years ago. Voted to be living fence and not just some flower beds and trees. Thought it was going to be more. Thinks if getting donated money and advertising living fence then it should be what a living fence is considered by definition.

**Motion** made by Mrs. Sammons to adjourn meeting at 9:00 pm, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Deputy Clerk.*

DRAFT

**Warrant**

# Select Board Communications

**Town of Readfield**  
**MUNICIPAL OFFICERS' NOTICE OF PUBLIC HEARING ON**  
**SECRET BALLOT REFERENDUM TO BE HELD NOV. 3, 2015**

Notice is hereby given that the Municipal Officers of the Town of Readfield will hold a public hearing on **October 19, 2015 at 6:00 pm** at the Readfield Town office building in Readfield to hear public comment on the following:

**Article 1:** To elect a moderator to preside at said meeting.

**Article 2:** Shall the Select Board of the Town of Readfield be authorized to enter into one or more agreements providing for a) the acquisition of a pumper fire truck for the Town, b) borrowing on behalf of the Town, a sum not to exceed Four Hundred Twenty-Six Thousand Dollars (\$426,000) on such terms as the Selectmen determine are necessary and proper pursuant to 30-A MRSA §5772 and other applicable Maine law, including the interest rate and the principal payment dates, for the purpose of paying all or a portion of the costs of acquiring a pumper fire truck for the Town, and c) selling the previous truck with the proceeds to reimburse the Fire Equipment reserve fund?

**MUNICIPAL TREASURER'S FINANCIAL STATEMENT**

1. Total town indebtedness:
  - a. Bonds Outstanding and unpaid: \$1,206,493
  - b. Bonds authorized and unissued: \$0
  - c. Bonds to be issued if this question is approved: \$426,000

Total \$1,632,493
  
2. At an estimated maximum interest rate of 1.9% and with an estimated maximum term of eight (8) years, the estimated cost of this bond issue will be:

Total Bond Principal	\$426,000
Total Estimated Interest	\$32,442
Total Estimated Debt Service	\$458,442
Estimated Annual Payment	Ranges from \$64,465 to \$64,693 (not including payment of \$6,367 due in fiscal year 2017)
  
3. Validity. The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service or the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Signed: \_\_\_\_\_

*Teresa Shaw*  
Teresa Shaw, Treasurer

Budget Committee Recommends: YES

Select Board Recommends: YES

**RETURN**  
**Readfield, Maine**

Pursuant to 30-A M.R.S.A. §2528(5), we have this day, being at least seven days before the hearing, notified the inhabitants of said Readfield of a public hearing, to be held at the time and place, and for the purposes stated above, by posting a copy of said notice at the following public and conspicuous places in said Readfield. Readfield Post Office, Kents Hill Post Office and Readfield Town Office.

\_\_\_\_\_, 2015

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

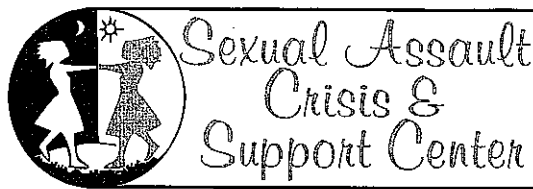
\_\_\_\_\_  
Allen Curtis

\_\_\_\_\_  
Thomas Dunham

\_\_\_\_\_  
Valarie Pomerleau

\_\_\_\_\_  
Christine Sammons





Helping Our Community Become Silent No More

RECEIVED  
OCT 13 2015

October 6, 2015

Stefan Pakulski  
Town of Readfield  
8 Old Kents Hill Rd.  
Readfield, ME 04355

Dear Community Members:

We at the Sexual Assault Crisis & Support Center (SAC & SC) would like to thank the Town of Readfield for your generous support of \$910.00 --check # 61948.

Your support will go a long way in our efforts to provide survivors of sexual trauma the opportunity and means to recover. Through the support of community members joining our agency and one another, we are raising awareness and declaring "We Will be Silent No More!" against sexual violence.

Your ongoing support of SAC & SC is valued and appreciated more than you know.

Best wishes in the year ahead!

Warm Regards,

Donna Strickler  
Executive Director  
[director@silentnomore.org](mailto:director@silentnomore.org)  
(207) 377-1010 Ext. 111

Kat Perry  
Resource Development Manager  
[kat.perry@silentnomore.org](mailto:kat.perry@silentnomore.org)  
(207) 377-1010 Ext. 119

# Town Manager

# **Boards, Committees, Commissions & Departments**

## **MEMORANDUM**

**TO:** Readfield Select Board  
**FROM:** Jerry Bley  
**RE:** Mill Stream Dam Project  
**DATE:** October 16, 2015

Over the past several months, members of the Readfield Conservation Commission, Readfield Trails Committee and other interested citizens have been developing ideas and plans for making the Old Mill Stream Dam area more accessible to the public. The area, which is accessible from the Mill Stream Trail is very scenic and has a wealth of cultural and historic values. The Town owns a small parcel of land which includes most of the dam structure. Two neighboring property owners, Bob Bittar and Roland Cote have expressed interest in making their property available for trails and public use.

The overall concept is to create a number of trails on the properties along with several sitting areas with benches and views of the dam, stream and old mill pond. There are opportunities to make portions of the dam structure itself safely accessible. The dam was breached almost 20 years ago draining the Mill Stream Pond. There are no plans to repair the dam breach and restore the pond.

At this time, we wanted to provide the Select Board with a status report on the project and seek their support for moving ahead with the project. Included in this packet are the following:

1. A map of the area prepared by architect Andy Dube which is color coded to show five potential components of the project.
2. A description of each of the potential components. Please note, that the components, other than Component One, are independent from one another and can be pursued in phases or dropped if necessary.
3. A letter from engineer Doug Riley reporting on his inspection of the dam and proposed plans to make it accessible to the public.

The next steps for the project moving forward include the following:

- Initiate some private fundraising to raise the funds necessary to complete the project;
- Work out trail easements or agreements with the two landowners; and
- Apply for a DEP permit-by-rule for the proposed activities along with any necessary local reviews and approvals by Readfield's CEO

## **Potential Components of Mill Stream Dam Project**

*Note: The following components are not presented in any particular order except that Component One should be the first endeavor. None of the remaining components are dependent upon one another and can be pursued independently or not at all.*

### **Component One (on Town property)**

- Thinning, pruning and mowing of vegetation to improve view of dam
- Place limited loam fill to level area for walking
- Create path to stream along base of dam structure
- Benches for sitting
- Railings where necessary for safety
- Possible plantings

### **Component Two (on dam structure located on Town and Bittar property)**

- Thin vegetation, particularly invasive species
- Place limited fill (gravel and loam) to level surface for walking
- Benches for sitting
- Railings where necessary for safety
- Possible plantings

### **Component Three (on dam structure on Town property)**

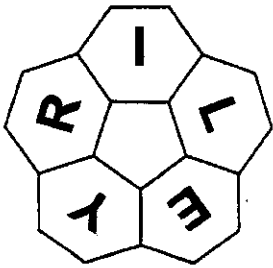
- Break up existing concrete slabs and use as fill
- Add rock fill to replace washed out fill topped with level blue stone surface
- Benches for sitting
- Railings where necessary for safety
- Possible steps to provide alternative access

### **Component Four (on Bittar property)**

- Utilize existing historic path, possibly add wood chip or blue stone surfacing
- Benches for sitting at upper overlook of stream and old mill pond
- Possible plantings
- Railings where necessary for safety

### **Component Five (on Cote property)**

- Establish loop trail (largely already in place) with wood chip surfacing
- Benches near stream viewpoints



# RILEY ENGINEERING

P.O. BOX 220, READFIELD, MAINE 04355

207-685-4333

DARCOENGR@AOL.COM

October 12, 2015

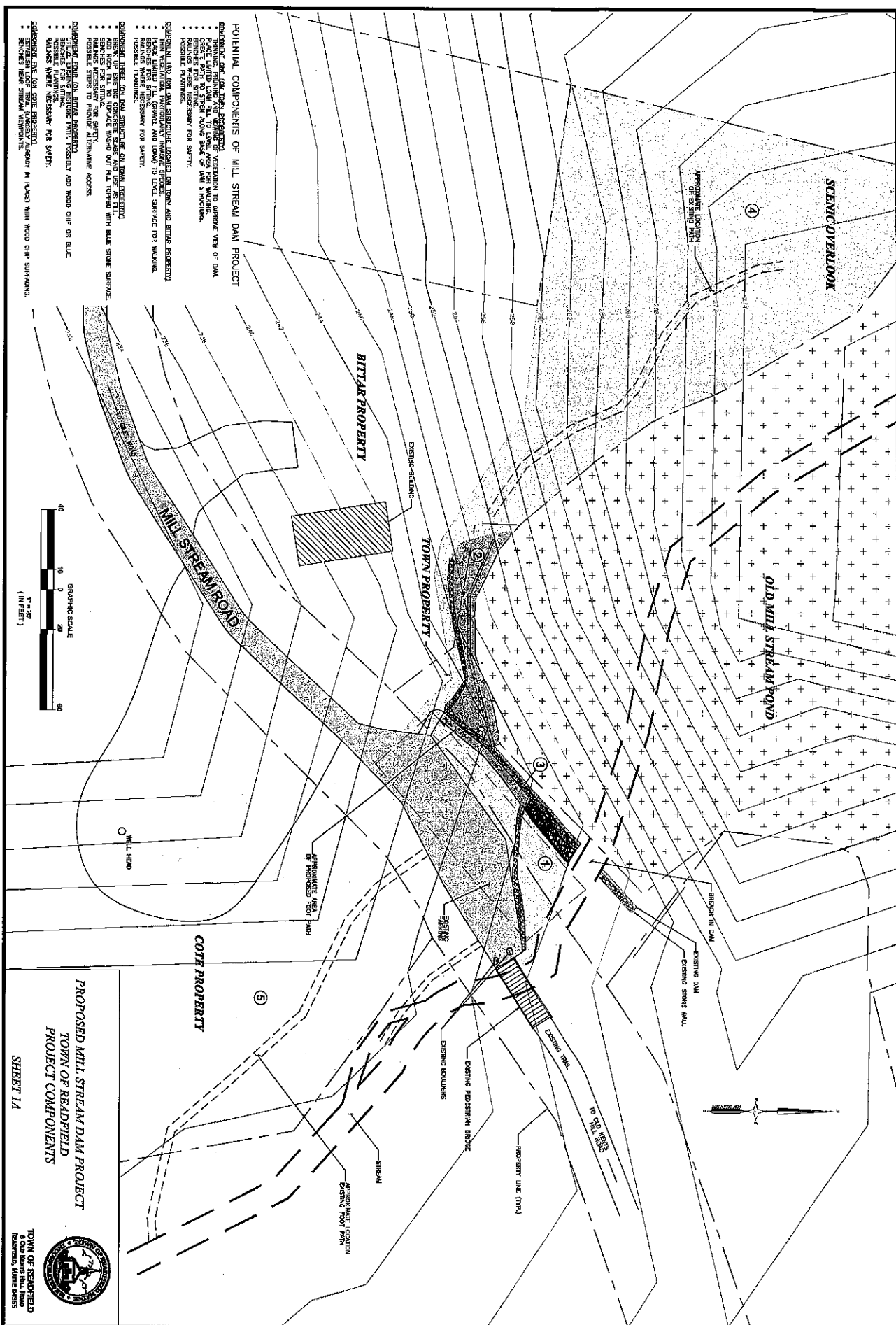
Jerry Bley  
Creative Conservation LLC  
27 Giles Road  
Readfield, Maine 04355

Re: Mill Stream Dam

Dear Jerry:

At your request, a review of the former Mill Stream Dam site in Readfield has been performed. The purpose of the review was to determine if the remaining portion of the dam structure, both on Town and private property, could be renovated and then included in the Town's walking trail system. For the purpose of this review, you have identified area #1 as the wing wall located partly on Town property and partly on private property on the westerly side of the stream. Area #2 is located entirely on Town land and extends from area #1 to the westerly bank of the stream. At this time, the original dam has been washed away and the stream flows unimpeded towards Maranacook Lake.

Our review finds that both areas #1 and #2 of this former dam are structurally stable. The fact that the dam has been breached greatly reduces the likelihood of future erosion for the remaining structure. To render both areas of the dam accessible, some trees, shrubs, and associated root systems will need to be removed. Once this has been accomplished in area #1, some grading will be needed prior to the application of a stone dust wearing surface for personnel traffic. Area #2 will require a little more work. After the vegetation has been removed, the remaining concrete slabs should be broken into small pieces, mixed with gravelly sand, and then flushed into the voids between the stones in the lower levels. Then a similar stone dust wearing course may be applied on top. Maintenance of the stone dust surface in both areas should be done on an as needed basis. Handrails should be provided to reduce the risk of falls wherever a drop of 24 inches or more could be expected.



Readfield Conservation Commission Minutes  
Tuesday, August 11, 2015, 6:30 pm, Town Office

Members present: David Bagley, Jerry Bley, Greg Durgin, Martin Hanish, Bruce Hunter, Bob Mohlar, Tim Sniffen  
Not present: Beth Pritchard, Andy Walsh  
Visiting: Robert Bittar

Chair Bruce Hunter opened meeting around 6:30 p.m., welcoming new members Greg Durgin and Marty Hanish.

**Old Business**

Proposed Factory Square Dam Project – possible area improvements in cooperation with abutter Bob Bittar

Today's scheduled site visit to the Factory Square Dam (FSD) was cancelled due to rain, as was Jerry's appointment with architect Andy Dube.

Earlier this month, members of the RCC and Bob Bittar had visited the restored Monmouth dam owned by Chuck and Ginger Hillier, a possible model for what could be done in Readfield. Jerry briefly reviewed the Hillier's work, which has created an attractive area there. Readfield's FSD is a scenic historic resource with similar possibilities.

Considerable discussion was led by Bob Bittar, owner of the adjacent old mill house which he is restoring to be a possible site for music or other entertainment. His vision for the area is summed up in the May RCC minutes. He is hoping the RCC will support him with work on the Town-owned FSD parcel, and he offers financial assistance. Bob reported that his neighbor Roland Cote has agreed to allow paths through his land between Mill Stream Rd, Route 17, and the stream itself.

Jerry reported that Andy Dube has offered to do some designing.

The Trails Committee is unable to take the lead on this project, so that would fall to the RCC.

When asked about submitting a plan to Maine Dept of Environmental Protection for approval, Bob reported that DEP needs to see a plan only if the work involves the actual stream bed itself.

Some RCC members felt that we need to have a clearer design plan before we can determine what approvals are necessary.

At this point RCC responsibility appears to include: 1. Coming to understand or assist in creating the design. 2. Getting Select Board approval to proceed. 3. Overseeing or doing the work involved in the plan.

Next step will be a rescheduled site visit to be held Monday, August 24, 5:30 pm, at the dam site. Jerry will invite architect Andy Dube to the site visit.



#### Budget review -

Expected spending was completed in June for previous fiscal year.

Under current year (2015-16) budget, we have spent \$255.80 on materials to replace the Town Forest footbridge near the Macdonald property. KLT interns and Camp Vega campers did the work in early July. Tim will write thank-you's to Jean-Luc Theriault, KLT, and to the directors of Camp Vega. Also we will try to get an article into the Messenger.

#### Readfield Corners Map and Signage on Trails -

Jerry reported that the revised map of the Readfield Corners area trails has been completed and posted in kiosks, and the new signs have been installed. Positive feedback has been received.

#### Joint Conservation Commission Meeting with Wayne and Manchester -

Referred to Sept mtg. General feeling was that the joint mtg should be more than just a social gathering, and should have some focus.

#### Associate RCC Member -

RCC now has only one opening for an associate/alternate member. It was moved and passed unanimously that we change the title "Associate" to "Alternate".

#### Historical Markers -

Apparently Dale Potter-Clark has begun raising funds for erecting markers around town. We are not clear what support she may want from the RCC. Bruce will check with her. Referred to Sept. mtg.

#### Fairgrounds Items -

Governance Agreement: At our June mtg we felt that the agreement needs to clearly outline the roles of the different committees involved. Bruce will resubmit the draft agreement to us for comments or approval at Sept. mtg.

New Gate: Installation is complete and gate is painted, probably thanks to Tom Donegan and Lenny Reay, others.

Gate Lock: It was suggested we purchase a good quality combination padlock to secure gate. Combination should be shared with all committee heads and Town Office staff. Tim to purchase lock.

Snow Fence: Removal was recommended. Greg Durgin to check on these items with David Erb of the Ballfield Committee.

#### Torsey Pond Nature Preserve:

Site visit to assess repair needs, esp. bog bridging, will be Sunday 8/23, 8:30 a.m. A fall workday will be scheduled at our Sept mtg.

We will also check the ATV damage to the entrance trail which occurred in July, ask Teresa Shaw (Acting Town Manager) if there is any report from the Game Warden's investigation. Note: Since this mtg, we have learned that a summons has been issued to an ATV operator.

#### Fairgrounds Mowing:

One mowing was completed early this summer. Jerry will check on another with Mark Birtwell. We have funds in the current budget which could go toward mowing.

#### Town Beach:

We discussed the Recreation Committee's request that we consider taking over running the Readfield Town Beach. We do not know exactly what is involved, but do not think we will be able to do this. We raised the question of using RCC funds to hire a part-time manager. Bruce will ask Tom Donegan for a description of the beach duties, or invite him to a RCC meeting to discuss the question further.

#### Additional Town Property Concerns:

Erosion near TPNP: The Torsey Pond Association is concerned about runoff moving from the Kents Hill Belle Vue Farm onto KLT's Echo Watershed property and downstream to the lake. The RCC suggests that the association check further with KLT or with the Readfield Code Enforcement Officer if they have continued concerns. Tim will relay this suggestion to Keith Coulling, TP Assoc. Chair.

Fogg Farm Conservation Area: There was a question about whether the Trails Committee has installed the waterbars on the new trail, using funds in our budget. Tim will check with Trails Comm.

#### Fairgrounds:

Macdougald Trail erosion - Jerry reported that the recently-dug ditch which parallels the trail is a problem. Larry Perkins (engineer) has recommended re-working the ditch to be a wider swale, and installing vegetation mats or fabric to prevent washouts. The Trails Comm is asking us for repair funding. Jerry will ask for design, materials list, expense estimate.

Loam Pile - Gary Keilty has said it is to be stored on Fairgrounds property, but storage location is not clear. RCC feels it should not be moved into wetland areas. Jerry will ask Gary for more details before Sept. mtg.

#### **New Business**

##### Belle Vue Farm -

The Belle Vue property which was the former Mace farm (104 acre parcel across from Jesse Lee Church) is for sale. This is an iconic part of Readfield's open space, and is highlighted in the Readfield Open Space Plan as providing a very valuable view as well as being an important piece of our rural history.

Jerry has informed the Maine Farmland Trust of the proposed sale. MFT has met with the realtor and with one potential buyer, and will look into acquiring an agricultural easement in cooperation with the buyer. RCC may be asked to assist with organization, fundraising for purchase of the easement, raising public awareness and interest.

The following resolution was proposed and adopted unanimously: "The Readfield Conservation Commission supports the Maine Farmland Trust's efforts to establish an agricultural easement or other arrangement to protect and conserve the Belle Vue Farm as open space, and to preserve the agricultural use of this farmland."

It was suggested that Bruce inform historian Dale Potter-Clark of our interest in this historic property.

Readfield Water District Property:

Trails Committee is looking into placing a new trail on the water district parcel across from the Fairgrounds entrance on Church Rd. to be linked in with the Fairgrounds trail system. Bruce raised concern about possible spills or other damage to the water supply if the public is using this property. Warning signs were suggested.

Meeting adjourned at approx 9:00 p.m.

Submitted by Tim Sniffen, substitute Secretary  
August 19, 2015

Readfield Conservation Commission Minutes, Sept 8, 2015, 6:30 p.m., Town Office

Present: David Bagley, Jerry Bley, Martin Hanish, Bruce Hunter, Bob Mohlar, Tim Sniffen

Not present: Greg Durgin, Beth Pritchard, Andy Walsh

Visiting: Adam Harkins, 30 Mile River Snowmobile Club, Wayne

Meeting opened with Adam Harkin's discussion of the snowmobile trail near the Town Forest and Macdonald Conservation Area. The Wayne club has lost permission to use their former route, and are seeking a new route to link Wayne's trail with the Readfield snowmobile trail. The Old Town Farm Rd (a discontinued road) might be a possibility if all abutting landowners gave permission. The RCC raised concerns for wildlife, skier and snowshoe-er safety, plus the chance of snowmobilers straying off the road into the Town Farm/Forest property. However general RCC feeling was that we would recommend allowing use of the road if signs and barriers are in place to prevent trespassing. Select Board would need to make any final decision. Adam Harkins thought the snowmobile club might make some road improvements if given permission by all abutters. Jerry will send addresses of other abutters to Adam.

### **Old Business**

#### **Factory Square Dam Project**

Jerry B reviewed site visits held in July and this evening (with members of Select Board and Bob Bittar). Mr Bittar's plans for a music center there may allow the public to better enjoy this scenic and historic area. Select Board members (2) who were there today seemed generally supportive Bittar's ideas. Andy Dube (designer) may do some simple plans for trails, benches, etc. There are many complicated aspects to the overall project. Trails Committee is not interested in taking a leading role, and the RCC feels we need to limit the extent of our involvement.

We agreed to schedule a light work session for some cleanup of the Town-owned lot, possible dates Oct 17 or 24. Referred to next month's mtg.

#### **Town Historical Markers/"Roadside Museum" Project**

Nothing new from Dale Potter-Clark. Referred to Oct. mtg.

#### **Fairgrounds Ball Field**

Most issues referred to next month. Greg may have input then.  
Tim (or others) to look for more suitable lock for gate.

## **Torsey Pond Nature Preserve**

Bruce had prepared a summary of the 8/23 site visit. Follow up to include:

“No ATV” signs to be put up at parking lot and at stonewall opening near Orange Trail. Tim

Fall Kents Hill School Community Service Day, 10/6, raindate 10/13 – We will try to organize repair of Blue Trail bog bridging, putting layer of new planking over old timbers. Tim and Dave, others ?

Observation Platform Repair – Structure is leaning backwards more noticeably. There was discussion of possible ways to repair. Jerry/others ? to check out and may consult with Howard Lake about appropriate follow up.

## **Belle Vue Farmland Sale**

No new report.

**Other agenda items referred to October 13 meeting.**

**Meeting adjourned approx. 8:30 p.m.**

Submitted by Tim Sniffen, substitute Secretary  
September 22, 2015

**16-001**

**Appointments**

**Road Committee**

## APPOINTMENT APPLICATION

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

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

Please check one:

☒

1<sup>st</sup> time appointment

☐

re-appointment

Which Board, Committee or Commission

are you applying for?

ROAD COMMITTEE

Name: DAVID LINTON

Phone (H): (207) 441-7394

Street address: 244 OKH ROAD

Phone (C):

Mailing address: P.O. BOX 372

E-Mail: atltree@gmail.com

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

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

If you are currently employed, what is your position?

Name: DAVID LINTON Position ROAD COMMITTEE Term: 6-30-16

### CLERK'S USE BEFORE THE APPOINTMENT

Open position Road Com. Mem Term: 10-19-15 / 6-30-16  
Was this position advertised? ☒ Yes ☐ No If no, please explain:

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

### CLERK'S USE AFTER THE APPOINTMENT

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

### SELECT BOARD APPOINTMENT

To  of Readfield, in the County of Kennebec and State of Maine: There being a position on the  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:

thru  . Given under our hand this  , day of  , 2015.

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

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

\_\_\_\_\_  
Thomas Dunham

\_\_\_\_\_  
Valarie Pomerleau

\_\_\_\_\_  
Christine Sammons



OCT 07 2015  
DATE RECEIVED

## APPOINTMENT APPLICATION

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

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Please check one:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

Road Committee

Name: Roland K. CotePhone (H): 685-3699

Street address: \_\_\_\_\_

Phone (C): 213-3767Mailing address: 11 Chickadee Lane Readfield, Maine 04355E-Mail: cotekathy2014@gmail.com

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

State of Maine Civil/Structural P.E.: 12yrs. Highway & Bridge with  
Maine DOT, 34yrs. design experience in Civil, Structural, Hydro.

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

I am retired and want to do something for the Town of Readfield  
and I believe my experience will be of help.

If you are currently employed, what is your position?

Name:

Roland K. Cote

Position

Road Com.

Term:

6-30-16

Greg Lienbach's term

### CLERK'S USE BEFORE THE APPOINTMENT

Open position

Road Com.

Term:

10-19-15 / 6-30-16

Was this position advertised?

☒

Yes

☐

No

If no, please explain:

Is there a recommendation attached?

☐

Yes

☐

No

If no, please explain:

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

☐

Yes

☐

No

If yes, what date:

Is an Oath appropriate:

☐

Yes

☐

No

If yes, what date:

### SELECT BOARD APPOINTMENT

To Roland K. Cote of Readfield, in the County of Kennebec and State of Maine: There being a position on the Road Committeeman 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:

10-19-15

thru

6-30-16

Given under our hand this 19, day of Oct, 2015.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

**16-002**

**Appointment**

**Trails Committee**

## APPOINTMENT APPLICATION

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

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

Please check one:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission  
are you applying for?

Trails Committee

Name: Becky Walsh

Phone (H): —

Street address: 94 Old Kents Hill Rd

Phone (C): 617.291.6807

Mailing address: same

E-Mail: beckandy91@gmail.com

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

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

I love to walk/hike and I have enjoyed using the trails, so I wanted to contribute.

If you are currently employed, what is your position?

Health Inspection Program Supervisor, Maine CDC, DHHS

Name: Betty Walsh Position Trails Committee Term: 6-30-2018

CLERK'S USE BEFORE THE APPOINTMENT

Open position Trails Com. Term: 6-30-18

Was this position advertised? ☒ Yes ☐ No If no, please explain:

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

CLERK'S USE AFTER THE APPOINTMENT

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

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

SELECT BOARD APPOINTMENT

To Betty Walsh of Readfield, in the County of Kennebec and State of Maine: There being a position on the Trail Com. Mem. 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:

10-19-15 thru 6-30-2018. Given under our hand this 19, day of Oct., 2015.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

**16-003**

**Appointment**

**School Committee**

**TOWN OF READFIELD**  
**APPOINTMENT APPLICATION**

9:15 AM

RECEIVED OFFICE USE OCT 05 2015 DATE RECEIVED
--

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

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

Please check one:

☒

1<sup>st</sup> time appointment

☐

re-appointment

Which Board, Committee or Commission  
are you applying for?

School Committee

Name: Betty J. Morrell

Phone (H): 685-7259

Street address: 273 Sturtevant Hill Rd.

Phone (C): 485-5300

Mailing address: PO Box 135, Readfield

E-Mail: bjmorrell1273@gmail.com

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

In education as teacher, principal, curriculum/assessment  
Coordinator for 38<sup>+</sup> years.

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

Since retiring in 2010, I would like to again work to  
ensure quality education for the students in our town.

If you are currently employed, what is your position?

retired

# APPLICATION FOR APPOINTMENT FOR:

Name: Betty Morrell Position: RSU#38 Term: 6-30-16  
*taken John Blaine position*

## CLERK'S USE BEFORE THE APPOINTMENT

Open position: RSU#38 Term: 10-19-15 / 6-30-16  
Was this position advertised? ☒ Yes ☐ No If no, please explain:

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

## CLERK'S USE AFTER THE APPOINTMENT

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

## SELECT BOARD APPOINTMENT

To Betty Morrell of Readfield, in the County of Kennebec and State of Maine: There being a position on the RSU#38 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:

10-19-15 thru 6-30-15. Given under our hand this 19, day of Oct., 2015.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons



**16-005**

**Award bid for Luce Rd**

**Culver & Gravel Work**

**Readfield Cross Culvert Quote Form:**

Contractor's name: John Cushing / Cushing Construction

Address of business: P.O. Box 171, 32 Roddy Lane Readfield

Names of principals: \_\_\_\_\_

Base quote for Cross Culvert services:

- Luce Road: \$4300<sup>00</sup>

Addenda receipt acknowledgement: \_\_\_\_\_

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated: 

The Town reserves the right to waive any informality in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

**Readfield Cross Culvert Quote Form:**

Contractor's name: Steven A. McGee Construction LLC

Address of business: 537 High St. W. Gardiner ME 04345

Names of principals: Steven McGee

Base quote for Cross Culvert services:

- Luce Road: \$9,850.00

Addenda receipt acknowledgement: \_\_\_\_\_

This Quote is made without any connection with any other Contractor making any quote for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Quote or any agreement which may be entered into to which the Quote relates or in any portion of the profits therefrom.

Signed and dated: SA McGee 10-17-2015

The Town reserves the right to waive any informality in quotes, to accept any quote and to reject any or all quotes, should it be deemed in the best interest of the Town to do so.

**16-006**

**Selection of New  
Cemetery Mower**

# HAMMOND TRACTOR COMPANY

Hammond Tractor  
1987 Heald Hwy  
Union, ME 04862  
(207) 785-4464  
(207) 785-2530

Quote Issued By: Austin Foster

Quote Issued To: **KAREN PETERSON**  
373 Winthrop Road  
Readfield, ME 04365  
207-215-3185 (B)

Quote #: 85781  
Issue Date: 10/14/2015  
Expire Date: 11/14/2015

## Items Listed For Sale

Stock #	Make	Model	Description	List	Sale Price	Discount	Total
0	JOHN DEERE	Z915B48	Professional Series Z-Track Mower, 23.90hp Koh. V-twin eng, full pres. lub. system, 48" mower deck, HD canister-type air cleaner w/ precleaner, 11.5 gal fuel tank, folding ROPS, hour meter, 24.9.5-12 tires, twin lever drive controls, 0-10mph,	8509.00	7399.00	939.00	6460.00

## Miscellaneous Items

QTY	Taxable	Description	Price	Disc Amt	Total
1	Y	Bagger and wieghts	3669.00	579.00	3090.00

### NOTES:

Monthly payments are estimates  
\$4000 down @36 months \$164 a month  
\$0 Down @36 months \$282 a month  
\$1 buy out at end of term.

Total Sale Price:	\$9,550.00
Trade:	\$0.00
Trade Difference:	\$9,550.00
Sales Tax:	\$0.00
Down Payment:	\$0.00
Payoff:	\$0.00
Balance Due:	\$9,550.00

## Equipment Warranty Info

- ☐ \_\_\_\_\_ Warranty On \_\_\_\_\_ for \_\_\_\_\_ days from (date) \_\_\_\_\_ excludes transportation. Accepted By: \_\_\_\_\_
- ☐ Sold as is. There is no Warranty of any kind expressed or implied. Buyer responsible for all repairs. Accepted By: \_\_\_\_\_
- ☐ Disclaimer: Equipment sold for parts use only and may not be equipped with safety devices required for safe operation or use. Buyer assumes all risk and liability associated with equipment. Accepted By: \_\_\_\_\_
- ☐ Used equipment may not be equipped with the latest safety devices which may be available at additional costs. Accepted By: \_\_\_\_\_
- ☐ Ballast is required for traction and stability when operating tractors in rough terrain or with implements. Accepted By: \_\_\_\_\_
- ☐ Customer is responsible for verification of PTO shaft lengths Accepted By: \_\_\_\_\_

### NO WARRANTY ON USED EQUIPMENT UNLESS OTHERWISE SPECIFIED

If payment is not received as stated above, interest will be charged at 1 3/4% per month, which is an ANNUAL PERCENTAGE RATE of 21% of the unpaid balance. Without qualifying the obligation to make such payments or complete responsibility for the insured and safekeeping of the property meanwhile, the undersigned agrees that title, ownership and right of possession of machine(s) and equipment ordered shall remain the property of the Seller until actually paid in full.

Salesman: Austin Foster

Purchaser: \_\_\_\_\_

**Committed People.....Exceptional Value**



**JOHN DEERE**

**GREENWAY**  
EQUIPMENT SALES

---

**Quote Summary**

**Prepared For:**

Town Of Readfield  
8 Old Kents Hill Rd  
Readfield, ME 04355  
Business: 207-685-4939

**Prepared By:**

Mike Pellegrino  
Greenway Equipment Sales  
1701 Hammond Street  
Bangor, ME 04401  
Phone: 207-990-4433  
mikep@greenwayequipment.com

**Quote Id:** 12189246

**Created On:** 30 September 2015

**Last Modified On:** 02 October 2015

**Expiration Date:** 31 October 2015

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Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE Z915B Commercial ZTrak	\$ 8,602.00	\$ 6,364.04 X	1 =	\$ 6,364.04
JOHN DEERE 14 Bushel 3-Bag Material Collection System (For 48 In./54 In./60 In. Z900 B/M/R Series and 72 In. Z900 M/R Series Mowers including Mulch-On-Demand Decks)	\$ 3,712.86	\$ 2,850.49 X	1 =	\$ 2,850.49

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<b>Equipment Total</b>	<b>\$ 9,214.53</b>
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**Quote Summary**

Equipment Total	\$ 9,214.53
SubTotal	\$ 9,214.53
Total	\$ 9,214.53
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 9,214.53</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

---

*Confidential*



**JOHN DEERE**

**LaCORTE**  
**EQUIPMENT**

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**Quote Summary**

**Prepared For:**

Town Of Readfield  
8 Old Kents Hill Rd  
Readfield, ME 04355  
Business: 207-685-4939

**Prepared By:**

John Parent  
Lacorte Farm & Lawn Equip  
522 Edwards Avenue  
Calverton, NY 11933  
Phone: 631-727-8700  
johnp@lacorteequipment.com

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**Quote Id:** 12210064  
**Created On:** 04 October 2015  
**Last Modified On:** 04 October 2015  
**Expiration Date:** 30 October 2015

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<b>Equipment Summary</b>	<b>Suggested List</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE Z915B Commercial ZTrak	\$ 8,630.14	\$ 6,849.51 X	1 =	\$ 6,849.51
JOHN DEERE 14 Bushel 3-Bag Material Collection System (For 48 In./54 In./60 In. Z900 B/M/R Series and 72 In. Z900 M/R Series Mowers including Mulch-On-Demand Decks)	\$ 3,423.26	\$ 3,423.26 X	1 =	\$ 3,423.26

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<b>Equipment Total</b>	<b>\$ 10,272.77</b>
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**Quote Summary**

Equipment Total	\$ 10,272.77
SubTotal	\$ 10,272.77
Total	\$ 10,272.77
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 10,272.77</b>

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**Salesperson : X** \_\_\_\_\_

**Accepted By : X** \_\_\_\_\_

**16-007**

**Transfer Station**

**Bin Covers**



**16-008**

**Approval of Amended  
Solid Waste Com. Charter**

# Solid Waste and Recycling Committee Charter

## Purpose and Composition

The Solid Waste and Recycling Committee (hereafter the "Committee") shall be a standing committee composed of the following voting members: at least one member from each participating Select Board, and at least three two community members from participating municipalities; and the following non-voting members: the Transfer Station Manager and participating Town Managers. The Committee shall review and provide input and recommendations to the Transfer Station Manager and participating Select Boards regarding:

1. All Transfer Station operations, including: the Manager's forecasts and plans for the generation, transmission and distribution of recyclables, Municipal Solid Waste (MSW) and other waste materials brought to the Transfer Station; customer service; public education and awareness; advocacy for increased recycling; implementation of guidelines established for site/facility design, operation and storage at the Transfer Station; and hours of operation (year-round and summer only).
2. The Transfer Station's compliance with established policies, procedures and practices pertaining to the protection of the environment and health/safety of employees, contractors and general public; ensuring said are sufficient to achieve and maintain compliance with applicable laws and regulations.
3. ~~Environmental and/or health/safety related issues.~~
4. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

Committee members shall be independent of the Transfer Station with respect to their business or place of employment, without any direct or perceived conflict of interest (i.e. Transfer Station employees, commercial trash haulers, waste and recycling firms, etc.) Committee members shall be year-round residents of participating municipalities. Committee members shall be appointed to staggered three-year terms. ~~with respective Town Managers reserving the right to remove/add members, if necessary, before end of appointed term.~~ The Committee shall designate a chairman, vice chair and secretary who shall preside over the meetings.

## Duties and Responsibilities

Duties and responsibilities of the Committee shall include, but are not limited to, the following:

1. ~~Annual~~ May review of the Transfer Station Manager's compliance reports, environmental, health/safety and/or public relations, to ensure reporting sufficient to meet requirements of applicable laws and regulations as well as local policies, procedures and practices.
2. Quarterly review of Transfer Station's goals: environmental, health/safety, budget, infrastructure, etc. compared to actual.
3. Investigation of any areas of Transfer Station operation not meeting goals for recommended corrective action as necessary.
4. Annual, or more often if deemed necessary, review of Transfer Station site layout and physical plant description to ensure optimal efficiency and safety.
5. Annual review of management's proposed budget for Transfer Station operations.

**16-009**

**Confirm Interlocal  
Agreement signed  
1-28-13**

W/ Kenneth's  
Signature  
ORIGINAL

## **INTERLOCAL AGREEMENT Section I: Introduction and Purpose**

This Agreement is made by and among the Towns of Readfield and Wayne, and the Maranacook Regional School Unit #38 ("RSU #38") (collectively called the "Member Subdivisions"), in accordance with 30-A M.R.S.A. §§2201-2207. Each Member Subdivision is a political subdivision as defined in 30-A M.R.S.A. §2252 and each is located in the County of Kennebec, State of Maine.

WHEREAS, the original purpose of this Agreement was to effectively utilize the grant from the Maine Bond Bank, the continuing purpose is to explore and implement cost saving and cost sharing measures; and

WHEREAS, the activities of roadside mowing and the storage of calcium for use in treating secondary roads lend themselves to a sharing agreement among the Member Subdivisions; and

WHEREAS, the Member Subdivisions are interested in investigating additional shared services which could be covered by this Agreement in the future;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Member Subdivisions enter into this Agreement to set forth the terms and conditions for the provision of certain shared services.

## **Section II: Organizational Structure**

1. It is hereby established and created an advisory body consisting of a Shared Services Regional Committee (the "Committee"). The Committee shall provide planning and oversight of the services provided for under this Agreement and shall serve in an advisory capacity to the Member Subdivisions.
2. Serving on the Committee shall be a Select Board member and Town Manager from each municipal Member Subdivision, the Superintendent of RSU #38 or his/her designee, and one representative from RSU#38. Each Select Board shall choose one of its members to serve on the Committee in any given year. The RSU #38 School Board shall choose a representative to serve on the Committee in any given year.
3. Meetings: The Committee may choose to meet when necessary upon initiation by any Member Subdivision. Among other business, the Committee meetings shall include a discussion of potential new ways to regionalize services and enjoy cost savings as a result. Any ideas arising from this discussion shall form the basis of recommendations the Committee shall make to the Member Subdivisions for possible amendments to this Agreement.

4. Delegation of Authority: The legislative bodies of the Member Subdivisions delegate the authority to approve amendments to this Agreement to their Select Boards or, in the case of RSU #38, the RSU #38 School Board.
5. Quorum/Vacancy: A vacancy on the Committee shall not impair the rights of the remaining members to exercise all of the powers described herein. Any vacancy notwithstanding, so long as a quorum of the existing Committee members is present at a meeting, the Committee may conduct official business by majority vote. A quorum shall be a minimum of three Committee members, with at least one representative from each member subdivision
6. The Readfield Town Manager will be responsible for coordinating the shared services provided under this Agreement, shall serve in an advisory capacity to the Member Subdivisions as a member of the Committee, and shall consider ideas from the other member subdivisions.

### **Section III: Duties**

Except as otherwise provided or limited herein, the Committee shall have the following duties:

1. to promote cooperative arrangements and coordinated action among Member Subdivisions;
2. to recommend a budget and approve the prorated charges for Member Subdivisions;
3. to recommend appropriations and expenditures in furtherance of the purposes of the Agreement;
4. to recommend establishing reserve funds for improvements and furtherance of the purposes of this Agreement;
5. to enact and enforce any and all necessary and desirable rules and regulations for the orderly conduct of the activities of this Agreement and for the carrying out of the purposes of this Agreement;
6. to delegate practical day-to-day management of operations and equipment maintenance to the respective members providing any available services, with such management to be undertaken in keeping with the provisions of this Agreement and instructions from the Committee;
7. to recommend contracts with other persons, corporations, municipalities, and organizations as may be necessary;
8. to recommend applying for, negotiating for and receiving loans and grants for replacement of existing equipment;
9. to assist with applications for all local, state and federal permits or licenses necessary to serve its purpose; and
10. to do any or all other things necessary or incidental to accomplish the purposes of this Agreement.

The above duties shall be exercised by the Committee subject to the oversight and review of the officers of the Member Subdivisions, which oversight shall be exercised as deemed necessary by said officers. The officers of the Member Subdivisions shall retain ultimate control and authority over the exercise of the above duties of the Committee.

#### **Section IV: Finances and Contributions**

1. Budget: The Committee shall recommend an annual budget for each fiscal year of this Agreement, itemizing revenues and expenses. Before adopting the budget, the Committee shall make copies of the draft budget available for review and comment by the officers of the Member Subdivisions.
2. Grant: Through efforts of the Member Subdivisions, grant funds initially were made available through the Maine Bond Bank to assist in cost sharing/saving measures. Existing budget lines in all current Member Subdivision budgets shall fund this Agreement in each fiscal year. Ongoing usage of the equipment purchased through the grant and any other equipment purchased for this Agreement shall cost each Member Subdivision an amount calculated based on usage.
3. Storage of Roadside Mowing and Liquid Calcium Equipment: Readfield agrees to provide storage in a secure location for the tractor, liquid calcium tank, and related equipment. RSU #38 shall also provide an alternative maintenance service location for the tractor.
4. Day-to-Day Operations: The respective members with available services, through their employees, shall assume the day-to-day management responsibility of this Agreement. Such management shall be undertaken in accordance with this Agreement and with any instructions from the Committee and officers of the Member Subdivisions. Such management shall include, but is not limited to, coordination of labor, maintenance, repairs, usage of facilities/equipment, insurance, depreciation and the division of ongoing costs associated with the shared services contemplated by this Agreement.
5. Ongoing Shared Costs and Fees: The Member Subdivisions shall each be assessed for a share of identified costs on an "as used" basis, to be administered by the respective member providing the service.
  - A. With respect to use of the tractor for roadside mowing, a fee shall be assessed on a prorated basis for each Member Subdivision based on the number of hours the tractor is used for mowing by that Member Subdivision per job. The costs to be divided on this basis include the cost of operating labor, diesel, oil, and job-specific maintenance such as mower blade replacement. Annual costs for insurance, preventive maintenance, repairs and capital replacement costs will be assessed on a prorated basis for actual use by each member.

- B. With respect to the use of the calcium tank and base located at the Town of Readfield Transfer Station, costs shall be assessed on a prorated basis for each Member Subdivision based on the number of gallons of calcium used by that Member Subdivision per job. Annual costs to be divided on a prorated basis include the cost of maintenance, insurance, repairs and capital replacement.
- C. With respect to the use of the Town of Readfield's F550 truck (or other equipment provided by any Member Subdivision), costs shall be assessed on a prorated basis for each Member Subdivision based on the number of hours used by that Member Subdivision per job. Annual costs to be divided on a prorated basis include the cost of maintenance, insurance, repairs and capital replacement.
- D. With respect to the repairs of any equipment used as part of this Agreement, a cost shall be assessed on a prorated basis for each Member Subdivision based on the number of hours the equipment is used by that Member Subdivision per job.
6. Ownership: All equipment purchased initially in 2007 with the Maine Bond Bank grant shall be owned in the name of all of the remaining Member Subdivisions. This includes the tractor and attachments, plus the liquid calcium tank and base. The Committee may recommend further capital purchases, but the authority to agree to any further capital purchases will reside with each Member Subdivision. Any equipment purchased in the future with funds other than those from the original Maine Bond Bank grant shall be owned as determined by the Member Subdivisions and all information regarding new equipment shall be set forth in this Agreement as an amendment hereto, agreed to by the Select Boards and the School Board.

**Member Subdivision Owned Equipment:**

A. John Deere 56HP Tractor	\$27741.00
B. KUHN 6'7 Cut Disc40 HP Mower	\$ 6259.00
C. Land Pride PD25 Post Hole Digger	\$ 1050.00
D. Land Pride LR2596 Landscape Rake	\$ 1350.00
E. Liquid Calcium tank and hook ups	\$ 1927.60
F. Calcium Tank Base	\$ 1417.00

**Section V: Liability, Duration, Termination and Amendment**

1. Liability: Each Member Subdivision shall indemnify and hold harmless the other Member Subdivisions against any and all future claims, loss, damage, loss of services, expenses, actions and causes of actions of all kinds whatsoever

related to the use of equipment or the undertaking of shared services in accordance with this Agreement.

2. Duration: This Agreement shall remain in full force and effect, as of the effective date given below, for a term of five (5) years, which term is automatically renewable unless this Agreement is terminated.
3. Termination by Mutual Consent: This Agreement may be terminated by mutual written consent of all of the Member Subdivisions at any time. Consent for this purpose must be given by the legislative body of each Member Subdivision. Termination by mutual consent shall be effective on the date specified in a consent resolution.
4. Member Withdrawal: Upon vote of its legislative body, any Member Subdivision may withdraw from this Agreement by giving notice of withdrawal in writing to the other Member Subdivisions. The notice of withdrawal shall take effect following receipt of the written notice by the remaining Member Subdivisions. The withdrawal of a Member Subdivision shall not automatically result in the termination of this Agreement. Rather, this Agreement shall be amended to reflect the withdrawal of a Member Subdivision. Notwithstanding the foregoing, the following provisos shall apply:
  - A. If the Town of Readfield withdraws from this Agreement, this Agreement shall wholly terminate unless the remaining Member Subdivisions can assume the responsibilities of the Town of Readfield under this Agreement.
  - B. If RSU#38 withdraws from this Agreement, the Agreement shall wholly terminate unless the remaining Member Subdivisions can assume the responsibilities of RSU #38 under this Agreement.
5. If termination by mutual consent occurs, all equipment purchased under this Agreement shall be disposed of as follows:
  - A. All Member Subdivisions shall have the opportunity to bid on the equipment, with the equipment going to the highest bidder and the proceeds from the bid being distributed evenly among the remaining Member Subdivisions.
  - B. If none of the Member Subdivisions wish to purchase the equipment, the Committee shall solicit bids from the general public, sell the equipment to the highest bidder, and distribute the proceeds evenly among the Member Subdivisions.
6. If a Member Subdivision withdraws from this Agreement, the Member Subdivision shall not receive compensation for any portion of the value of




equipment purchased with the Maine Bond Bank grant. If other equipment was purchased in part with funds from the Member Subdivision, which funds were not Maine Bond Bank grant funds, the Member Subdivision shall be reimbursed for the amount the Member Subdivision contributed, less reasonable depreciation.

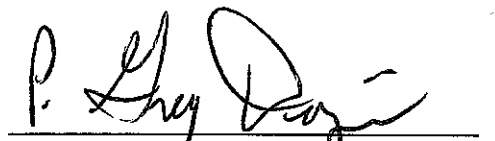
7. This Agreement contains all the terms of this Agreement between the parties, and may be amended by written addendum only, approved by the Select Boards of each Member Subdivision, and in the case of RSU #38, by the School Board.

(Note that the Town of Manchester withdrew from the original agreement signed in 2007, per a letter contained in a file with background materials and other related documents at the Readfield Town Office.)

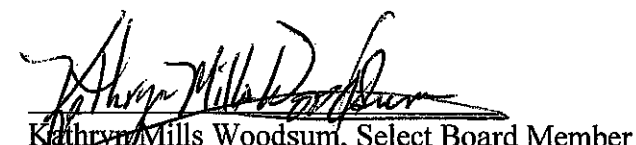
EFFECTIVE DATE for the Town of Readfield, per Select Board vote: January 28, 2013

  
Lawrence Dunn, Select Board Chair

  
Andrews Tolman, Select Board Vice-Chair

  
P. Greg Durgin, Select Board Member

  
Sue Reay, Select Board Member

  
Kathryn Mills Woodsum, Select Board Member

EFFECTIVE DATES for the Town of Wayne and Maranacook RSU #38 will be upon approval respectively by the Wayne Select Board and the Maranacook RSU #38 Board, with dated signature pages to be added to this Agreement.

**16-10**

**Confirm Recycling &  
Solid Waster Facility**

**Agreement signed**

**7-22-11**

*Readfield*

# Readfield / Wayne Recycling & Solid Waste Facility

*passed  
copy*

## Terms of Agreement

### I. Legal Basis

The Towns of Readfield and Wayne are municipalities duly organized and existing under the laws of the State of Maine. The communities are contiguous and are located in Kennebec County, Maine. The legal basis for the establishment and authority of this interlocal Agreement is Chapter 115 "Interlocal Cooperation" of Title 30-A of the Maine Revised Statutes, as the same may be amended from time to time.

### II. Name

The name of the entity subject to this Agreement shall be the *Readfield / Wayne Recycling & Solid Waste Facility*.

### III. Purpose of Agreement

Readfield and Wayne currently operate their own separate landfills. The landfills are subject to closure within the near future by operation of state law. Readfield owns and will operate a recycling and solid waste transfer station (the "Facility"). Wayne is interested in sharing the Readfield Facility. It is the expectation of the parties hereto that a cooperative sharing of the Facility will work for the long-term and short-term financial benefit of our respective citizens and taxpayers. We will save each community precious tax dollars by avoiding the duplication of expensive facilities and will lower the expenses incurred by either town. Because neither community has any prior experience with transfer stations, and is uncertain as to the volume of waste produced by their citizens, the towns believe that a sharing of costs based upon a percentage of overall operating expense provides the best protection against the risk of unknown costs.

To this end, the communities hereby agree to jointly use the Facility and to exercise such powers as are exercised or capable of being exercised separately or jointly by the member governments with respect to solid waste disposal, as set forth below.

#### IV. Management of the Facility

A. General operation. In order that management of the Facility shall be as efficient and small as possible, the parties agree that it shall be the responsibility of the Town of Readfield to administer and to operate the Facility. It shall have the authority to hire, fire, and manage any and all employees of the Facility at such compensation as it deems warranted; to contract for services to and for the Facility in the names of the member towns; and to maintain financial accounts for the deposit of fee income, revenues appropriated by the towns, and for the payment of the operating expenses of the Facility. It shall also have the right to adopt such policies and regulations it deems necessary and advisable for the operation of the recycling and solid waste transfer Facility, and to exercise such other and further powers as are normally conferred on municipalities for the conduct of their business. In exercising all of these powers and duties, the Selectmen of the Town of Readfield shall consult with (and give due deference to any advice received from) the Selectmen of the Town of Wayne.

B. Establishment of Advisory Committees. There is hereby established an Advisory Committee on Facility Operations, and an Advisory Committee on Recycling, each of which shall be comprised of citizens from each member town. The purpose of Advisory Committee on Operations shall be to assist and make suggestions to the Selectmen of the Town of Readfield to enhance the efficiency of the Facility and improve its services to the public. The purpose of the Advisory Committee on Recycling shall be to assist and make suggestions to the Selectmen of the Town of Readfield to enhance the efficiency of the recycling program, and to effectuate a comprehensive public education program to increase the understanding of and participation in the recycling program. The parties agree to establish such other and further permanent and ad hoc Advisory Committees as they deem necessary during the term of this Agreement.

C. Hours of Operation. The Selectmen of the Town of Readfield shall have the right to establish such hours of operation for the Facility as may be needed to accommodate the needs of the respective towns, with the advice of the Selectmen of the Town of Wayne. The parties agree that the initial hours of operation shall be eight hours each Saturday and Sunday, and four hours each Wednesday during the summer season (to include at a minimum July and August).

D. Financial Records. The financial records for the Facility shall be maintained by the Treasurer of the Town of Readfield. The records of the Facility shall be public records to the same extent as other municipal records, and shall be available for public inspection and copying pursuant to the Maine Right to Know law. The Readfield Treasurer shall prepare monthly financial reports to be issued to the Selectmen of the member towns, and shall be available to consult with the Selectmen of the member towns with regard to any financial transaction.

E. All payments for services and goods for the Facility shall be approved by a majority of the Selectmen of the Town of Readfield by a warrant separate from the other financial affairs of the Town.

V. Financing and Budgeting of the Facility

A. Division of Operating Expenses. The member towns shall share equally in the operating expenses of the Facility. Operating expenses shall include all expenses associated with the Facility, except for existing debt service for the acquisition and construction of the transfer station, which shall continue to be the sole obligation of the Town of Readfield. Such operating expenses include (but are not limited to): waste disposal fees, hauling fees, recycling fees, wages of employees, utilities, security costs, insurance, office and administrative expenses, ordinary maintenance of equipment, and replacement of equipment that has a life expectancy of less than two years. Neither Town shall be required to make any expenditure for equipment that has a useful life in excess of two years without further agreement between the Selectmen of the Towns as to the division of the initial capital expense and disposition of the equipment upon termination.

B. Fee Income. All income generated by the Facility from waste disposal fees, permit fees, etc. (whatever or whoever the source) shall be retained by the Facility and used to reduce the operating expenses thereof. Each community shall be empowered to issue permits for use of the Facility at such fees as both Towns shall mutually agree upon.

C. Annual Budget. The Readfield Town Manager shall prepare an annual budget for the Facility for presentation to the Selectmen and Budget Committees of each member town. The budget shall presume a fiscal year of July 1 to June 30. The budget shall be prepared sufficiently in advance of the annual town meeting of each town to permit consideration of each town's share of the expenses on the annual town warrant. The Town

of Readfield shall bill the Town of Wayne each calendar month in arrears for its share of the incurred operating expenses. The Town of Wayne shall remit to the Town of Readfield the billed amount within fourteen days of presentation. Changes in the annual budget following adoption must be approved by a majority of the Selectmen in each member town. Each town shall be responsible for all prudently incurred expenses approved by the Readfield Selectmen and each town shall convene such meetings of the legislative body as may be necessary to approve the budget, original appropriations and supplemental appropriations (if any) for each town's share of the operating expenses of the Facility.

D. Title to Property. Title to the real estate, equipment and personal property supplied by the Town of Readfield (including the transfer station equipment) not subject to a separate agreement shall remain in the Town of Readfield.

#### VI. Duration and Termination of Agreement

A. Term. This Agreement shall, at a minimum, be effective through June 30, 1995, and shall continue thereafter until terminated by either town. The Facility shall open on or about May 3, 1993, or such other date as either Town is required to close its landfill.

B. Termination. The Town of Readfield may terminate this Agreement by eighteen months advance notice to the Town of Wayne; the Town of Wayne may terminate this Agreement by three months notice to the Town of Readfield. The notice of termination shall be effective when delivered to the Town Manager or Chairman of the Board of Selectmen of the recipient town. The effective date of termination shall be the end of first fiscal year (July 1 to June 30) following expiration of the notice period. The failure of a member town to appropriate funds required to meet the expenses incurred to operate the Facility shall operate as a notice of termination. Any notice of termination shall not relieve a member town of its liability for expenses incurred prior to the effective date of termination at the end of the applicable fiscal year.

C. Disposition of Property Upon Termination. Upon termination, the Facility, all equipment, personal property and real property shall become the sole and exclusive property of the Town of Readfield. All remaining funds of the Facility after payment of all bills accrued through the effective date of termination shall be divided equally by the member towns.

**VII. Adoption and Amendment**

This Agreement shall become effective upon (a) approval by ordinance, resolution, or other action by the governing body of each member town; (b) the filing of this Agreement with the Maine Secretary of State; and (c) the filing of this Agreement with the Clerk of each town. Following adoption, the Agreement may be amended only by majority vote of the Selectmen of each member town. If any portion of this Agreement is found to be contrary to law (or is invalidated by subsequent change in the enabling state legislation), such invalidation shall not invalidate other portions, and the parties shall amend the Agreement to remedy the invalidated portion hereof.

In Witness Whereof, the duly authorized Selectmen of the Town of Readfield and of the Town of Wayne do hereby set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 1993.

TOWN OF READFIELD, MAINE, BY:

TOWN OF WAYNE, MAINE, BY:

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

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

**16-011**

**Discussion of a Process  
for obtaining & Distributing  
Legal Advice**



**16-012**

**Discussion of a Process  
to Resolve the Secret  
Ballot Amendment Issue**

**16-013**

**Discuss Revision of the  
Recall Ordinance**

**From:** Legal Services Department [mailto:[Legal\\_Services\\_Department@memun.org](mailto:Legal_Services_Department@memun.org)]  
**Sent:** Monday, July 27, 2015 11:50 AM  
**To:** Robin L. Lint  
**Subject:** RE: Readfield - Review of Ordinance

Robin,

The first sentence of Section 10.3.2(b) (requiring a recall petition to be "available only at the Town Clerk's office" and "signed only by residents of the Town in the presence of the Town Clerk or Deputy Town Clerk") is in violation of 30-A M.R.S.A. Section 2504, which bars any municipal charter or ordinance from prohibiting the free "circulation" of petitions for any local initiative.

This statute was enacted specifically in response to a City of Portland charter provision that required petition signatories to come to City Hall and sign petitions in the presence of the City Clerk. Any such charter or ordinance requirement is now prohibited under Section 2504. The sentence in question should be deleted by amending this ordinance in due course. In the meantime, this sentence should not be enforced.

Best,

**Richard P. Flewelling, Assistant Director**  
**Legal Services Department**

**Maine Municipal Association**  
60 Community Drive, Augusta, ME 04330  
1-800-452-8786 (in-state)  
207-623-8428  
FAX 207-624-0187  
**[legal@memun.org](mailto:legal@memun.org)**

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## **CONFLICT OF INTEREST AND RECALL PROCESS ORDINANCE**

### **10.1 CONFLICT OF INTEREST**

10.1.1 In accordance with Title 30-A M.R.S.A. Section 2605, any municipal officer or official of the Town, elected or appointed, who himself or herself or any family member, close friend or business associate, has any financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the Town, or in the sale of any land, material, supplies, or services to the Town or who is a contractor supplying the Town with services or material shall make known the interest and shall refrain from voting upon or otherwise participating in his or her capacity as an officer or employee in making such sale or the making or performing of such contract.

10.1.2 Any municipal officer or official of the Town who willfully conceals such financial interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit such office or position immediately upon a determination of malfeasance by the Select Board as hereinafter provided under Section 10.2.2.

10.1.3 Any violation of this section, with the knowledge, expressed or implied, of the person or corporation contracting with or making a sale to the Town, shall render the contract or sale voidable by the Select Board.

### **10.2 FORFEITURE OF OFFICE**

10.2.1 A municipal officer or official, elected or appointed, shall forfeit his or her office or be subject to a recall or forfeiture proceedings as hereinafter provided if such person:

- a. lacks, at any time during his or her tenure of office, any eligibility or other qualifications for the office prescribed by this ordinance or by law;
- b. intentionally violates any expressed prohibition of this ordinance;
- c. fails to fulfill the requirements of his or her office, including, but not necessarily limited to, failure to attend 3 or more consecutive regular meetings without being excused beforehand or actively participate in the functioning of the board or committee;
- d. is indicted or convicted of a felony or is indicted or convicted of any other offense which prevents him or her from fulfilling his or her obligation as a municipal officer or official;
- e. is banned by a court of law from attending meetings or carrying out their duties of office as prescribed herein.

10.2.2 Upon any allegation of charges of conflict of interest or violation of the provisions set forth under Section 10.1, the Select Board shall hold a hearing to determine if there is any malfeasance or violation of the provisions set forth under Section 10.1. Forfeiture and immediate removal of office shall require a majority vote of the Select Board. In the event that the Select Board fail to take any action or do not vote to remove the person from office, the Registered Voters of the Town may initiate recall proceedings in accordance with the provisions set forth under Section 10.3.

### **10.3 RECALL OF ELECTED OFFICERS AND OFFICIALS - REMOVAL FROM OFFICE**

10.3.1 Any elected officer or official of the Town may be recalled and removed from elective office by the Registered Voters of the Town as hereinafter provided. Recall may be used when an elected official has violated any of the conflict of interest or forfeiture of office provisions set forth under Sections 10.1 and 10.2.

10.3.2 Any twenty-five (25) Registered Voters of the Town may make and file with the Town Clerk an affidavit containing the name of the officer or official whose removal is sought and a general statement of the reasons why such removal is desired because of any violations of the provisions set forth under Sections 10.1 and 10.2.

a. The Town Clerk shall prepare and sign a petition for such removal, a copy of said affidavit and general statement either included thereon or attached thereto, which shall be impressed with the official Town Clerk's seal, dated, and addressed to the Select Board containing the name of the officer or official whose removal is sought.

*Not enforceable*  
b. The petition shall be available only at the Town Clerk's office during normal business hours for thirty (30) calendar days and shall be signed only by residents of the Town in the presence of the Town Clerk or Deputy Town Clerk. Every signature shall include the address of the registered voter, indicating the street and number or other description sufficient to identify such address, such as tax map and lot number

10.3.3 The recall petition, to be effective, must be signed by a number of Registered Voters of the Town equal to at least twenty-five percent (25%) of the votes cast at the previous gubernatorial election.

10.3.4 At the expiration of the said thirty (30) days, the Town Clerk shall declare the petition closed and shall certify the petition as sufficient or insufficient within five (5) business days thereafter.

10.3.5 If the recall petition is determined to be insufficient, the filing official shall notify the person or organization sponsoring the recall of the insufficiency of the petition. It is not necessary to give notification unless the person or organization sponsoring the recall files with the filing official a written notice of sponsorship and a mailing address.

10.3.6 If the petition is sufficient, it and the certificate shall be submitted to the Select Board at their next regular meeting. The Select Board shall forthwith give written notice to said official of the receipt of said petition and certificate.

10.3.7 If the official sought to be removed does not resign within five (5) days of receiving such notice, the Select Board shall within ten (10) business days of the receipt of the Town Clerk's certificate order an election to be held within thirty (30) calendar days. The Select Board shall schedule a public hearing, upon public notice as provided for Town Meetings, to be held within seven (7) calendar days prior to the date of said election. At said hearing, which shall be presided over by a moderator, the petitioners and the officer or official whose recall is sought shall be provided opportunity to present reasons for or against recall.

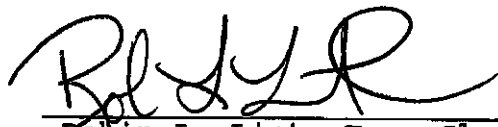
10.3.8 The official shall continue to perform the duties of the office until the results of the recall election are certified. If not recalled, the official shall continue in office for the remainder of the unexpired term, subject to subsequent recall only as provided in Section 10.3.9. If recalled by the voters, the official shall be deemed removed upon the certification of the voting results and may not seek election to any municipal office for a period of at least three (3) years from the date of such recall.

10.3.9 No recall petition shall be filed against an official within six (6) months after such official takes office, nor during the last six (6) months of the term of office, nor in the case of an official subjected to a recall vote and not removed thereby, until at least twelve (12) months after such vote.

#### **10.4 HOLDING OTHER OFFICE**

Neither the Select Board members, Town Clerk, nor Assessors' Agent shall hold appointed positions in the Town with the exception of members of the Fire Department, unless the law or ordinance creating the appointed office requires or allows it. During Budget Committee deliberations, if any member of the Budget Committee is also a member of another board or committee or Fire Department, such member shall make such fact known and refrain from any discussion or voting on matters relating to the Fire Department or such other board or committee unless allowed to do so by a majority vote of the Budget Committee.

ADOPTION OF THIS ORDINANCE WAS June 13, 2013  
Town Meeting.

  
\_\_\_\_\_  
Robin L. Lint, Town Clerk

**16-014**

**Set a Process to Review  
and Update Solid Waste  
Fees**

**16-015**

**Review a Job Description  
for the Full-Time  
Maintenance Position**



# *Head of Maintenance (formerly Foreman)*

## *Job Description 2011*

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### **Nature of Work**

This position is responsible for general maintenance and janitorial duties for all Town buildings and grounds; performing minor highway maintenance; winter plowing of parking lots and hydrants; and any other duties as directed by the Town Manager.

### **Requirements of Work**

- Ability to work independently or with minimal supervision efficiently;
- Possess the initiative to identify and complete tasks;
- Ability to perform manual labor tasks;
- Ability to organize personal work schedule;
- Ability to communicate clearly and courteously with fellow employees, and the general public;
- Ability to work a flexible schedule;
- Ability to supervise part-time workers and contractors;
- Ability to use and maintain tools and powered equipment used in various maintenance and repair tasks, including mowers, chainsaws, etc;
- Possess a current Maine Driver's License, with a clean driving record.

### **Duties & Responsibilities** (Which include but are not limited to:)



#### **Daily Town Office Janitorial Duties:**

- Vacuum and/or mop Town Office entrance, stairs & customer waiting area, as needed;
- Clean restroom sinks and toilets;
- Check trash and recycling for removal, if needed

#### **Weekly Janitorial Duties** (at the Town Office, Fire Station, and Library):

- Vacuum all floors weekly or as directed;
- Clean vinyl and wood floors;
- Collect and remove rubbish from all buildings and grounds;
- Maintain inventory of cleaning supplies;
- Maintain inventory of food and water in Town Office kitchen (purchased by staff donations and Town Office).

#### **Annual, Semi-annual or as-needed Janitorial duties at all Town buildings:**

- Wax vinyl and wood floors;
- Change building screens and wash windows;

#### **Basic Road, Building and Property Maintenance Duties:**

- Review conditions of Town roads on regular basis at Road Commissioner's direction;
- Mark road defects with paint, cones or signs;
- Patch potholes with cold mix, and other minor road and shoulder repairs;
- Cut and remove roadside brush;
- Install and replace road signs;
- Pick up and dispose of trash or large items disposed on Town roadsides;
- Perform general carpentry work and related duties for minor building repairs, as needed and approved;
- Assist Town Office staff, Librarian and Fire Department officers with building issues, as directed by Town Manager;
- Plow snow and sand all Town parking lots, specified conservation properties, and Fire Department hydrants;

# *Head of Maintenance (formerly Foreman)*

## *Job Description 2011*

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- Hand-shovel or snow-blow and sand all entry ways and walkways of Town Buildings according to separate schedules, as directed by Town Manager;
- Clean winter sand from walkways and grounds in spring;
- Clean exterior of buildings annually or as directed;
- Assist with equipment maintenance at the Transfer Station;
- Supervise part-time or seasonal workers hired for assistance with any of the above duties.
- Supervise the mowing crew in the absence of the Sexton, or when directed.
- Schedule and monitor contractors for any projects, as directed.
- Perform Transfer Station and grounds keeping duties in the absence of those employees, and as directed.
- Monitor all Town buildings and associated systems, assist with planning yearly building maintenance and improvements, implement or supervise all maintenance and improvements;
- Assist Road Commissioner with planning yearly road maintenance and improvements, implement or supervise all road maintenance and improvements as directed;
- Perform additional tasks as directed and/or as negotiated with the Town Manager.

### **Desirable Experience and Training**

- High School Graduate;
- Experience in building and grounds maintenance;
- Plowing and sanding experience;
- Clean driving record, CDL desirable;
- Basic mechanical & mathematical skills;
- Accurate record keeping and computer skills;
- Clear communication skills;
- Experience supervising other employees and working with contractors;
- Or any equivalent combination of experience and training.

### **Hired and Supervised by the Town Manager.**

- This is a permanent full-time position; hired and supervised by the Town Manager; and is subject to all applicable terms of Readfield's personnel policies.

Readfield is an Equal Opportunity Employer

Local Project Administration

Alternate A Backup ACO

Snow Removal of Side walk

Sweep Sidewalk

Attend R.C. meetings

Attend S.B. meeting as Director

Attend B.C. meeting as Director

Asist Trails Committee

Get Bids for everything + RFPS

MMA list of Building Improvements

Roll (compact) Gravel Roads as need

Roads Side mowing Readfield + Wayne

Spread Calcium For Readfield + Wayne

Mow Old Dump

Mow Old Fair Grounds

Mow Bye Beach

Deputy Road Commissioner

Maintain RSMIS System

Attend F.O.P. meetings

Repair Washouts

Gravel Driveway

Check Chlorant Installations

Maintain Town Vertical + Equipment Backhoe, Tractor, Loader

Mowing Equipment 2 Trucks

Snow Removal @ Intersection 17 + 41

Tree From Roads Removal

Showing Contractors Projects

Sweeping Roads

• ADD Gravel For mudscum

• post + unpost Roads

• Help Rec. Dept. Asst. Director

• Answer Resident Concerns

• Regarding Roadst town property

+ R.O.W. Issues

• Attend training classes

• Pickup materials for contract

• Film @ T.S.

**16-016**

**Review of the Board**

**Retreat on Oct. 9, 2015**

**Readfield Selectboard Goals Setting Session**  
**Friday, October 9, 2015; 8:00 am to 4:00 pm**  
**Kent's Hill Methodist Church**

**Meeting purpose:** to develop one to five year goals for the town and Selectboard

**Desired outcomes:**

- A list of goals that the Selectboard would like to accomplish by the end of the fiscal year with time frame and point person for each goal
- A list of next steps

**Agenda:**

- |         |   |
|---------|---|
| 8:00 AM | <b>Meeting introduction:</b>  |
| 8:20    | <b>What are goals and how can they be helpful?</b>  |
| 8:30    | <b>Review last year's goals: What has been accomplished and what still remains to be done? What do you want to keep on the list for this year?</b>  |
| 9:00    | <b>What are the key things that you want to see accomplished by the Town and the Selectboard by 7/1/16 and by 7/1/20?</b>   |
| 10:00   | <b>BREAK</b>  |
| 10:15   | <b>Continue work on Goals</b>   |
| 12:00   | <b>Lunch</b>  |
| 12:30   | <b>Looking at the prioritized list, which are the highest priority and which have the majority support of the Board? How many goals are appropriate and feasible? What should the final list be?</b>              |
| 2:00    | <b>Break</b>  |
| 2:15    | <b>Who will be the point person for each of the goals? And what is the timeframe for doing the work and completing the goal?</b>  |
| 2:45    | <b>When you look at the full list of goals with their time frames and point people: Is anything missing? Is it a reasonable, realistic time frame and work load? Is there anything you would take out or add?</b> |
| 3:15    | <b>Wrap up</b>  |
| 3:30    | <b>Adjourn</b>  |

**Readfield Select Board Goals Setting Session**  
**Friday, October 9, 2015; 8:00 am to 4:00 pm**  
**Kent's Hill Methodist Church**

**Meeting Notes:**

**Meeting purpose:** to develop one to five year goals for the town and Selectboard

**Desired outcomes:**

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3:15	<b>Wrap up</b>
3:30	<b>Adjourn</b>

**Ground Rules:**

- Be respectful
- Make sure everyone has a chance to speak
- Take time to listen
- Begin and end on time
- No belittling language
- Speak to issues, do not speculate on other's motivations
- Don't talk over each other

**List of FY 15 goals (abbreviated) with notes from the group in italics**

- Select Board and Town manager communication and trust: executive session every 6 weeks
- Holding mill rate down *reflect values of community and capacity*
- Public discussion on the secret ballot at town meeting *need to relook at the whole process of secret ballot*
- Improve timing and Select Board time to understand the budget: *In place and will continue; still need to do a spread sheet*
- Managing union issues *learning to work with a unionized work force*
- Town manager accountability/ time management
- Library report *on hold*
- Town manager evaluation
- Long term road plan

**List of suggested FY16 goals with prioritizations** *(The first number is the number of stars indicating a first choice for either a 1 year or 5 year goal. The second number is the number of dots it received as either a 1 or 5 year goal.)*

- 3\*3 Communication and public trust and stewardship
- 2\*4 Secret ballot process
- 2\*3 GIS program to plot all this information
- 1\*4 Town manager: working relationship; transition; direction; roles & responsibilities
- 1\*3 Five year road plan
- 1\*1 Consider going to a charter
- 1\*1 Plan for graying population
- 1\*1 Poverty
- 0\*4 Internet services (broad band)
- 0\*3 Better storage, use, availability of data; using modern media
- 0\*3 Accountability / transparency *(move to communication)*
- 0\*3 Warrant articles *(put under secret ballot)*
- 0\*3 Be supportive of local business
- 0\*3 Energy: use and sources
- 0\*1 Plan for dealing with declining state funds
- 0\*1 Work on regional services
- 0\*1 Build more background data: poverty, summer residents, business, elderly, farmland, etc
- 0\*1 Improving meeting management
- 0\*0 Out sourcing
- 0\*0 Place for activities for kids
- 0\*0 Compensation for select board
- 0\*0 Medical access: clinic, visits, telemedicine
- 0\*0 Grant funding
- 0\*0 Elderly population

- 0\*0 Encourage local food
- 0\*0 Heat for the needy

### **Flip chart sheets for goals for FY 16 – FY 20**

1. Agreement between the budget committee and the Select Board; reasonable number of warrant items; serving as a check on the Select Board; a process for finding a solution that works for the town and the public (balance, public members, expertise); high participation at the town meeting; high voter participation; bring voices together; ability to have input and make amendments; legally workable; timing: ASAP.
2. Communication and public trust: the community has the data and information that it needs to understand town issues and make decisions. Well explained, easily accessible, transparent, clearly organized public input, timeframes and responsibilities. Communication among Board members and with the Manager is open and effective, so that everyone gets the same information
3. The town manager: continued, unanimous support; clear, agreed on goals and objectives for the manager; clear expectations; no micro managing; understanding on mutual expectations; all has been accomplished with the manager's input.
4. The Road Plan continues to outline and support the town's road needs.
5. Financial goal: services reflect the needs and capacities of the public; equation to find the balance.
6. Have a GIS system that collects and overlays all relevant information of the town to help with setting policy and making decisions and it is helping the community to identify issues and craft solutions.
7. Good Broad Band internet service is available town wide and most of the town is hooked up to support business, people working at home, telemedicine and other opportunities for Readfield.
8. Cost is reduced and data is better organized and more accessible thanks to newer technology and the town has a valid, flexible technology plan.
9. The town is welcoming to local business, facilitating town processes and providing REF founding and education.
10. The town has an energy plan and has developed energy sources with reliable, stable and, hopefully, reduced costs.

**Time Table and assignments:** See separate horizontal sheet

### **Next Steps**

Notes	Pam	11/13
Communicate to the Community via the "messenger" and other ways such as the packet; everyone open to input	Eric	Well before the meeting
First reading of the goals	Val, Tom, Eric	10/19
Vote on the goals	Val, Tom, Eric	11/2
Printed sheets on goals to hand out on election day	Eric	
TV local channel	Eric	



### **Meeting Evaluation**

What worked well?	What would you change?
<ul style="list-style-type: none"><li>• FOOD!</li><li>• Facilities</li><li>• Ground rules</li><li>• Pairings on the people taking responsibility</li><li>• Communication environment was good</li><li>• Felt I was heard</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Relationship building is on going</li></ul>

**Readfield Select Board Goals Setting Session**  
**Friday, October 9, 2015; 8:00 am to 4:00 pm**  
**Kent's Hill Methodist Church**

**Meeting Summary:**

The Select Board of Readfield met in a workshop to develop one to five year goals for the town and Selectboard. Five members of the public were present as observers at various times during the meeting. Present and participating in the workshop were members of the Board Bourgoine, Curtis, Dunham, Pomerleau and Sammons as well as Town Manager Dyer.

The Board agreed to bring to the Board meeting for a vote the following goals:

1. Design, undertake and complete a process to find a widely supported, legally sound solution to the governance issues created with the change to a secret ballot. The process will include citizens with different points of view plus assistance from appropriate professionals and it will work to build a solution acceptable to a large majority of the community.
  - a. Complete in FY 16; Flag carriers: Bruce and Val
2. Readfield has the data and information that it needs to understand town issues and make decisions. Data is well explained, easily accessible, transparent and clearly organized. Timeframes and responsibilities are clear. Communication among Board members and with the Manager is open and effective, providing all Board members with the same information.
  - a. Set in place in FY 16, ongoing; Flag carriers: Bruce and Chris
3. The town manager has the continued, unanimous support from the Board. There are clear, agreed on goals and objectives for the manager and clear expectations. There is an understanding on the mutual expectations of the Board and Manager and all has been accomplished with the manager's input.
  - a. Established in FY 16 and ongoing; Flag carrier: Val
4. The Readfield Road Plan continues to outline and support the town's road needs.
  - a. Reviewed annually and ongoing; Flag carriers: Tom and Chris
5. Financial goal: the town's services reflect the needs and capacities of the public and the Board has developed an equation to find the balance.
  - a. Established in FY 16 and ongoing; Flag carriers: Bruce and Al
6. Readfield has a GIS system that collects and overlays all relevant information about the town to help with setting policy and making decisions. The GIS system is helping the community to identify issues and craft solutions.
  - a. Gather information in FY16, start up FY 18; flag carriers: Eric, Al & Val

7. Good Broad Band internet service is available town wide and most of the town is hooked up. The service is supporting business, people working at home, telemedicine and other opportunities for Readfield.
  - a. FY 17 do background work, FY19 up and running; flag carrier: Eric
8. Use of newer technology has reduced cost and made the town's data better organized and more accessible. The town has a valid, flexible technology plan.
  - a. FY 16 develop the plan, FY 17 execute the plan and continue to update it; Flag carriers: Al & Chris
9. Readfield is welcoming to local business, facilitating town processes and providing REF founding and education.
  - a. FY 17 develop a plan, FY 18 execute the plan and then ongoing; flag carriers: Chris & Tom
10. The town has an energy plan and has developed energy sources which are reliable, stable and, hopefully, less costly.
  - a. FY 17 do a current cost analysis in; FY18 do one easy step in; FY 19 consider larger options in and ongoing; Flag carriers: Bruce & Eric

(See the additional, horizontal sheet for a chart of the goals and the time line.)

In addition the Board agreed to the following next steps:

#### **Next Steps**

Notes	Pam	11/13
Communicate to the Community via the "messenger" and other ways such as the packet; everyone open to input	Eric	Well before the meeting
First reading of the goals	Val, Tom, Eric	10/19
Vote on the goals	Val, Tom, Eric	11/2
Printed sheets on goals to hand out on election day	Eric	
TY local channel	Eric	

## Select Board Workshop 10/9/15 - Timetable for the goals and assignments

FY 16	FY 17	FY 18	FY 19	FY 20	Assignments
<b>Goal #1 Secret ballot:</b> set up and run process with broad public input and 3d party facilitator; make recommendation					Bruce & Val
<b>Goal #2 Communication and trust:</b> set systems in place	Ongoing	Ongoing	Ongoing	Ongoing	Bruce & Chris
<b>Goal #3 Manager:</b> building working relationship	Ongoing	Ongoing	Ongoing	Ongoing	Val
<b>Goal #4 Road Plan</b>	Ongoing	Ongoing	Ongoing	Ongoing	Tom & Chris
<b>Goal #5 Finances</b>	Ongoing	Ongoing	Ongoing	Ongoing	Bruce & Al
<b>Goal #6 GIS System</b> Gathering and mapping information	Look for financing	Start up GIS system and begin integrating information; develop more funding	Add more data and assess impact	More data and more impact	Eric, Al & Val
	<b>Goal #7: Broad band capability town wide</b> Do background work and investigation	Ongoing	Up and running		Eric
<b>Goal #8 Develop a technology plan</b> Develop a plan	Execute the technology plan and reevaluate it	Reevaluate	Reevaluate annually	Keep technology current	Al & Chris
	<b>Goal #9: Welcoming business:</b> develop a plan	Execute plan	Ongoing	Ongoing	Chris & Tom
	<b>Goal #10: Energy</b> have an energy plan. Do a current cost analysis	Pick an easy first step	Consider larger options	Ongoing	Bruce & Eric

# **Future Agenda Items:**

**Transfer Station Parking Lot**

**Review of Meeting Ground Rules**

**FOAA Training & Policy Update**

**Other**