

**Readfield Select Board
Regular Meeting
Agenda**

November 30, 2015

Meeting starts: 5:00 PM

Location: Readfield Town Office - Giles Hall

Pledge of Allegiance

Executive Session - 30 minutes

To have the Board of Selectmen hold an executive session to discuss a tentative collective bargaining agreement pursuant to 1 M.R.S.A. § 405 6(D).

Workshop - 60 minutes

To have the Board of Selectmen hold a workshop to discuss the Selectboard Roles and Responsibilities Policy

Regular Meeting - 10 minutes

16-038 - Minutes: Select Board meeting minutes of September 28, 30 & November 16, 2015 - 5 minutes

16-039 - Warrant: #23 & #24 - 5 minutes

Communications - 45 minutes

Select Board communications - 15 minutes

Town Manager - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Cobbossee Watershed District Minutes - July 14, 2014

- Cemetery Committee Minutes - October 19, 2015

- Ad Hoc Appointments Committee Minutes - November 4, 2015

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

Appointments / Reappointments & Resignations: - 10 minutes

16-040 - Accept the resignation of Henry Clauson as an alternate to the Planning Board

16-041 - Appoint Douglas Riley to the Road Committee, term expiring June 30, 2018

16-042 - Set the Road Committee term of Roland Cote to expire June 30, 2017

Unfinished Business - 30 minutes

16-032 - Consider a tentative collective bargaining agreement - 5 minutes

16-043 - FirstPark Update - 20 minutes

16-044 - 1st Reading of amended Purchasing Policy - 5 minutes

New Business - 55 minutes

16-045 - Fiscal Year 2016 - 2017 (FY17) Budget Process - 20 minutes

16-046 - Consider how the Town can work to better serve Senior Citizens - 20 minutes

16-047 - Consider the disposition of Town property at the Library - 10 minutes

16-048 - Other

Future Agenda Items

As identified in Appendix A

Other

Adjournment

EXECUTIVE SESSION

(CONFIDENTIAL)

WORKSHOP
**(BOARD ROLES &
RESPONSIBILITIES)**

Training Information:

For an updated listing of educational offerings, please visit our website at www.memun.org or call our automated training hotline at (207) 624-0117.

About MMA:



Maine Municipal Association
60 Community Drive
Augusta, ME 04330

*MMA is located off I-95, Exit 112A Northbound,
Exit 112 Southbound, behind the
Augusta Civic Center*

(800) 452-8786
or (207) 623-8428
www.memun.org

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

The Maine Municipal Association has a core belief that local government is a fundamental component of a democratic system of government. MMA is dedicated to assisting local governments, and the people who serve in local government, in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system.

MMA's services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs.

DIETARY REQUIREMENTS

We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

SMOKE FREE

Effective Sept. 1, 2015, in accordance with the provisions of the Workplace Smoking Act of 1985, smoking is prohibited anywhere within the MMA building or on MMA property. MMA maintains a smoke free campus.

FRAGRANCE FREE

MMA recognizes the potential hazards caused by exposure to scented products and cleaning chemicals. We ask that event participants refrain from using products that contain strong fragrances so that we can maintain a safe and healthy learning environment for all.



Roles of Elected Officials & Municipal Managers

2015

Tuesday, December 8, 2015

Spring Meadows Golf Club & Banquet Center
Gray, ME



Presented By
Maine Municipal Association

2015 Roles of Elected Officials & Municipal Managers



Maine Municipal Association

Date & Location:

Gray
Tuesday, December 8, 2015
Spring Meadows Golf Club &
Banquet Center
59 Lewiston Road
Gray, ME 04039

PRESENTERS:

Pam Plumb
Co-founder of GreatMeetings! Inc.

Don Gerrish
Eaton Peabody Consulting Group

David Barrett
Director of Personnel & Labor
Relations, MMA

STORM POLICY: If there is inclement weather, a decision to postpone will be made by 5:00 pm the day prior to the workshop. MMA encourages attendees to check the MMA website or call the training hotline at (207) 624-0128 before departing for any MMA events to ensure that the event schedule has not changed.

ADA MESSAGE: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

Who Should Attend:

Councilors, selectmen, managers and administrators: this workshop will focus on the differing roles and responsibilities of elected officials (selectpersons/councilors) and appointed officials (managers and administrators), including key responsibilities, legal requirements, personnel issues, communication and goal setting. It will help elected and appointed officials run an effective hiring process and understand their respective roles, their differing needs and how to work smoothly together. It will provide insight and understanding as well as specific ideas and tools to bring back to your municipality.

Course Information:

Registration: 4:00-4:30 pm / **Workshop:** 4:30-8:30 pm / **Light Meal (break):** 6:00-6:30 pm

Topics Include:

- Clarity of Roles and Responsibilities • Open Communication • Understanding Mutual Needs
- Managing Expectations • Techniques and Protocols • Effective Hiring Process

Pamela Plumb is co-founder of Great Meetings! Inc. and co-author of "Great Meetings! Great Results, Practical Guide to the Preparation and Facilitation of Productive Meetings." She is also the principal in Pamela Plumb & Associates, which provides process, facilitation and organizational development consulting and training for a wide variety of public, non-profit and business clients. She helped develop and deliver the Governing Skills Program for the MMA and has worked with many local governments on long range planning, helping councils and school boards work together, and managing Council - Manager relations. Pamela also spent eleven years in local politics serving as a City Councilor and Mayor in Portland, Maine and served as President of the National League of Cities for a year.

Don Gerrish has been involved in all aspects of Town and City Management in the State of Maine for 37 years. He is retired from the Town of Brunswick after serving 19 years as its Manager. Don also managed the Town of Gorham for 10 years. He has also worked in Auburn and Rockland. In 1993 he was elected by his peers from all over the world to serve on the Board of the International City/County Managers Association as a Regional Vice-President and was chosen by the membership in 1996 to serve as the Association's President. This allowed him to travel throughout the United States and Europe meeting managers and discussing issues facing themselves and their communities.

Since joining Eaton Peabody Consulting Group Don has assisted communities in hiring managers. He has worked with a number of Town/City Councils and Boards of Selectmen to improve their working relationships with each other, the manager and municipal staff.

David Barrett is currently Director of Personnel Services and Labor Relations for the Maine Municipal Association, responsible for providing Human Resource and Labor Relations consulting to Maine cities and towns, and for managing the internal HR functions of the Association. He has worked at MMA since 1985, after graduating from Miami University in Oxford, Ohio with a degree in Public Administration and Political Science and graduate work at the University of Illinois in Labor Relations. Consulting responsibilities include extensive Search projects for Maine municipalities - primarily Town and City Managers, Collective Bargaining on behalf of client members, and training and other human resource projects.

Registration/Confirmation/Directions:

Confirmation of class registration will be sent out one week prior to the start of the event. If an email has been provided, the confirmation will be sent electronically. If no email is on file, the confirmation will be mailed to the billing address provided on the registration form. Directions to the facility can be found on the MMA website at the following address: <http://memun.org/TrainingResources/WorkshopsTraining/DirectionsToEvents.aspx>

Questions/Cancellations:

If you have any questions, or wish to cancel, call the Educational Services Office at (800) 452-9786 or (207) 623-9428. Notification must be given at least 72 hours before the session begins to obtain a refund (minus a \$10 processing fee). All cancellations are subject to a \$10 administrative fee for processing.

Visit www.memun.org for updates & to register online

2015 Roles of Elected Officials & Municipal Managers

FEE: MMA Member Municipality/Patron: \$55.00
Non-Member Municipality: \$110.00

Please make check payable to:

Maine Municipal Association

(Fee includes workshop materials and light meal)

WEB: You can register online on MMA's website: www.memun.org; or complete the form below and send via:

FAX: (207) 624-0128

MAIL: Maine Municipal Association

ATTN: Educational Services

60 Community Drive, Augusta, ME 04330.

Please register the following person(s) from: (municipality):

Billing Address:

Registrant Information:

Full Name:

Title:

Tel:

Fee: ☐ \$55.00 (member) ☐ \$110.00 (non-member)

Email:

Full Name:

Title:

Tel:

Fee: ☐ \$55.00 (member) ☐ \$110.00 (non-member)

Email:

Please duplicate form if registering more than two people.

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

Purpose of Select Board

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

Responsibilities of the Select Board fall into 4 general categories:

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

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

Makeup of Select Board

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

Election of Select Board members

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

Duties and Responsibilities of the Select Board

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

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

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

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

commissions.

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

Duties and Responsibilities of Select Board Chair and Vice Chair

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

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

counsel will be posted in a publicly-available log which notes time, date, persons communicating, method of communication and general nature of the communication; however, specific advice will not be posted, as it will likely be considered privileged attorney-client communication.

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

Access to Information

The Select Board may require access to recorded or historical information as it conducts town business. The Select Board (or individual members) will have complete access to any town information unless protected by law. Requests for any information should be made through the Town Manager, but can also be made to other appropriate town employees when delegated by the Town Manager. Requests for information that would require an undue amount of staff time (in excess of 1/4 hour) should be reconfirmed among the Select Board Chair, the requesting member and the Town Manager to see if the request can be narrowed. If, after consideration by this group, the information request is still considered by the Town Manager to be unduly difficult or time-consuming, the matter will be reconsidered by the full Select Board, whose decision will be binding. The Select Board and its individual members should structure requests so that they deal only with retrieval of documents and data, and so that such requests minimize the need for additional work. Select Board requests for opinions and recommendations on specific items will go through the Town Manager or his/her designee.

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

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

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

Procedural responsibilities of Select Board

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

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

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

Conflict with Laws

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

Amendments

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

Appendix A

ORIENTATION OF NEW SELECT BOARD MEMBERS

AFTER ELECTION:

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

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

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

Sign up and attend ASAP:

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

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

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

Read Town Ordinances:

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

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

Know the following Town Plans:

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

Meetings that can take place:

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

As time allows:

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

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

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

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

Miscellaneous:

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

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

Appendix B

Meeting Ground Rules

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

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

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

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

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

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

The Chair shall suggest substantive rules for each topic on the agenda and the Select Board will

agree or modify them at the beginning of each meeting. If the substance of a topic is expected to be open for any conversation, the topic will be listed as "Open".

Code of Ethics for Public Participation Practitioners

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

Preamble

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

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

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

the decision makers, are in good faith.

- 10) **SUPPORT OF THE PRACTICE:** We will mentor new practitioners in the field and education decision makers and the public about the value and use of public participation.

Appendix C

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

Section 1. Purpose and Scope

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

Section 2. Officers; Duties

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

Section 3. Meetings

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

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

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

regular meetings shall be as follows:

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

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

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

Section 4. Hearings

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

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

limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

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

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

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

Section 6. Decisions

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

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

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

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

Section 7. Conflict with Laws

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

Section 8. Waivers; Amendments

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

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

Select Board for the Town of Readfield:

Lawrence Dunn

Valarie Pomerleau

Allen Curtis

Sue Reay, Chair

P. Greg Durgin, Vice-Chair

Signed this 10th day of February 2014

REGULAR MEETING

**Readfield Select Board
Special Meeting Minutes
September 28, 2015 - Unapproved**

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

Others attending: Teresa Shaw (Interim Town Manager), Kristin Parks (Deputy Clerk)

#01 Executive Session – Labor Negotiations 1 M.R.S.A. 405 (6)(D)

- Executive session called to order at 6:10 pm. Closed at 6:35 pm.

Ms. Pomerleau called the public meeting to order at 6:40 pm.

#02 November 2015 Municipal Referendum Warrant

- **Motion** to table item 2, November 2015 Municipal Referendum Warrant by Mr. Curtis, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
Discussion: Teresa to hear back by Wednesday, September 30, 2015. Sign and complete the warrant Wednesday night at Special Select Board & Budget Committee Meeting scheduled to start at 6:00 pm. Teresa to post ahead of time.

#03 Other

Recall Petition on Select Board Members

- **Motion** made by Mr. Dunham that the select board is giving Robin Lint permission to contact the town attorney for legal advice and amended to notify Dana Therrien to notify legal counsel concerning legal expedite ASAP, **second** by Mr. Curtis. **Vote** 5-0 in favor.
Discussion: Received an email on September 28, 2015 at 12:08 pm from Dana Therrien with notice of intent of a recall petition to be done on Mr. Curtis, Ms. Pomerleau and Mr. Dunham. Robin Lint sent to MMA Legal for advice. If does not hear back from MMA send to Langsdorf. Is this going by state or town statute? Discussion on email received from Mr. Therrien. Asking Robin to prepare petition and return, has 3 days to complete.

Paving Project on Old Kents Hill Road

- **Motion** made by Mr. Curtis to authorize Teresa Shaw; Road Commissioner, to continue should work on Old Kents Hill Road and for it not to exceed \$5000.00, **second** by Mr. Dunham. **Vote** 5-0 in favor.
Discussion: RFP had work to be done up to Old Stage Road and other end of Route 17. To finish the rest of the should work on Old Kents Hill Road it will be under \$5000.00 and less money to complete now than coming back to finish next year. Complete Nickerson Hill Road and Wings Mills Road next year. Theresa Shaw as Road Commissioner is okay to approve since the cost is under \$5000.00. Theresa will notify the road committee.

Wellman Paving & Transfer Station

- **Discussion:** Wellman Paving didn't do a stellar job on the transfer station. They are offering to take off \$2,034.00 of the paving costs and mobilization fee if accepted the job currently completed or they will come and do a top coat and pay the original price. Teresa needs to pay for the other paving done on the roads but not the transfer station. Consult with the road committee, do a walk through and decide on what to do at the October 5, 2015 meeting. Have it added to the agenda.

Public meeting ended at 7:18 pm.

Motion to move to Executive Session regarding Town Manager Contract and invite Teresa Shaw made by Mrs. Sammons, **second** by Ms. Pomerleau. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Deputy Clerk.

DRAFT

**Special Select Board & Budget Committee Meeting
Minutes for September 30, 2015**

Attending: Valarie Pomerleau, Bruce Bouroine, Allen Curtis, Tom Dunham, and Christine Sammons.

Budget Committee: Kathryn Woodsum, John Parent and John Perry

Staff: Teresa Shaw (Interim Town Manager), Kristin Parks (Board Secretary), Robin Lint (Clerk) and Lee Mank (Fire Chief)

Public: Eric Dyer

Ms. Pomerleau opened the meeting at 6:06 pm.

A lengthy discussion was had as to why this is going before the voters on a November ballot. It was brought forth it takes approximately 365 days to build a Fire Truck and it is on the Capital Improvement Plan for fiscal year 2016-17. This vote would allow the town to start the process.

Chief Lee Mank stated the current pumper has gone from leaking a couple of days to a week after use. After finding out the number of days it takes to build the Fire Truck and also a price increase if we wait until next year, he thought he should bring it forward.

Motion to accept the Warrant for November 3, 2015 Secret Ballot Special Town Meeting as presented.

Motion: Allen Curtis Seconded: Valarie Pomerleau Voted: 5 in favor, 0 against

Motion Select Board recommends yes on Article 2.

Motion: Allen Curtis Seconded: Valarie Pomerleau Vote: 5 in favor, 0 against

Motion Budget Committee recommends yes on Article 2.

Motion: John Perry Seconded: John Parent Vote: 3 in favor, 0 against

Motion to hold a public hearing on the warrant for November 3, 2015 Secret Ballot Special Town Meeting question on October 19, 2015 at 6:00 PM.

Motion: Tom Dunham Seconded: Christine Sammons Vote: 5 in favor, 0 against

Motion to enter into executive session and invite interim Town Manager to join. -1 M.R.S.A § 405(6)(A) Personnel Matters – Town Manager proposal at 7:08PM

Motion: Bruce Bourgoine Seconded: Christine Sammons Vote: 5 in favor, 0 against

Valarie Pomerleau brought the board out of executive session at 7:43PM

Motion to accept contract as amended.

Motion: Allen Curtis Seconded: Christine Sammons

Motion withdrawn by Allen Curtis.

Motion to accept Memorandum of agreement Town of Readfield and Eric W. Dyer as amended.

Motion: Allen Curtis Seconded: Tom Dunham Voted: 5 in favor, 0 against

Motion to adjourn at 7:47PM

Motion: Mrs. Sammons Seconded: Mr. Dunham Vote: 5 in favor, 0 against

The meeting minutes recorded by Teresa Shaw, Interim Town Manager.

DRAFT

Readfield Select Board
Regular Meeting Minutes – November 16, 2015 – Unapproved

Executive Session

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

Others Attending: Eric Dyer (Town Manager)

Ms. Pomerleau opened the meeting at the meeting at 5:03 pm

- **Motion** made by Mrs. Pomerleau to enter executive session to discuss a tentative collective bargaining agreement pursuant to 1 M.R.S.A. § 405 6(b), **second** by Mrs. Sammons. **Vote 5-0** in favor.
- Ms. Pomerleau declared the Board out of executive session at 5:39 pm

Workshop

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

Others Attending: Eric Dyer (Town Manager)

The Board of Selectmen held a workshop to discuss the current Purchasing Policy.

Regular Meeting

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Debora Doten, Ann Keilty, Gary Keilty, Milton Wright, Nancy Buker, Lorraine Wagner, Greg Durgin, Rob Peale, Laurence Perkins, Sandra Rourke and Fran Zambella

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

- **16-030 - Minutes:** Select Board meeting minutes of November 2, 2015
 - **Motion** made by Mrs. Sammons to approve the minutes of the November 2, 2015 meeting as amended, **second** by Mr. Dunham. **Vote 5-0** in favor.
- **16-031 - Warrant: #21 & #22**
 - **Motion** made by Mrs. Sammons to approve Warrant #21 & #22 in the amount of \$115,284.93, **second** by Mr. Bourgoine. **Vote 5-0** in favor.

Communications

- **Select Board Communications**
 - Mr. Curtis would like the board to consider when we allow citizens and non-citizens to use Asa Gile Hall facility that we should initiate a refundable fee to ensure quality of cleanliness and equipment is in the same condition as when we rent it out. Checklist, clean at arrival, process after rental to make sure clean and then refund money. Update the use policy for the building rentals. To be placed as a future agenda policy.
 - Mr. Dunham did look at the front door of the library building. Some structural cracks on front door facing the road, in the plaster. Unable to find any obvious signs of any issues, believes that

we should keep an eye on it. Put some funds aside as a carry forward for future repairs as the building is older and keeping upkeep on the building as it gets older.

- Mr. Dunham did get an email from someone of the status of the Library. At one point was slated for demolition. Library committee is inactive and should disband the committee. At this time there are no plans to demolish the building.
- Mr. Dunham addressed Mr. Dyer regarding sidewalk winter maintenance.
- Mr. Dunham asked regarding Wellman Paving. Mr. Dyer still needs to follow up with the spring work to be completed.
- Mr. Dunham wanted to go over an email all board members received. In the email he refers to Steve Langsdorft, he is not Mr. Dunham's friend or personal attorney. Any relationship he has had with Mr. Langsdorft was disclosed when working with legal items. Mr. Dunham had nothing to do with the recall ordinance. Mr. Dunham also clarified that he was not on the board when staff filed for union status so had nothing to do with that as well. Mr. Dunham also wanted to clarify that he didn't force any staff members of the town to quit and didn't force the former town manager to quit either. Has since blocked this person's email and doesn't appreciate the email sent.
- Mr. Curtis communicated with the town manager, board chair and chair of recycling station committee. Looking to bring in 2 vendors to do site surveys to help figure out what we need to do. Looking to schedule on a Thursday as the time is better for everyone. Once date is set up will communicate with those who may want to attend.
- Mrs. Sammons suggested next year we have a policy for Veterans Day memorial at the town office next year due to some concerns that arisen this past Veterans Day. Ms. Pomerleau received an email from Evelyn Potter and Dale Clark and they are thinking about having a history walk and set up something on Veterans Day as a memorial. Possibly thank you on fire station and transfer station signs. Mr. Dunham suggests having a point person. Mrs. Sammons and Mr. Dunham offered to take this task over. Lorraine Wagner addressed her concerns regarding the Veteran's Memorial and on behalf of the other towns people who are upset. Lorraine Wagner passed a document, A Dark December Afternoon, Reflections of Evelyn Adell Potter, out to the Select Board members. Also concerned with the fact the town office flag was not at half-staff due to the Governor's notification. Eric Dyer to sign up for the MMA Bulletins notifications to be aware of events like this.
- Mr. Bourgoine suggested that after a vote, at the next meeting to officially add voting results to the minutes and to go over them.
- Ms. Pomerleau, Mrs. Sammons and Mr. Dyer all got together and are working on putting the recall ordinance together.

- **Town Manager**

- Mr. Dyer went over his Town Manager Report dated 11-16-2015.

- **Boards, Committees, Commissions & Departments**

- **MSAD 38 budget meeting invitation – dated 10/27/15**
 - No Discussion
- **Readfield Library Board Minutes - 09/02/15 & 10/07/15**
 - Thank you for submitting board minutes for 9/2/15 and 10/7/15.
- **Appointments Ad Hoc Committee Minutes – 10/21/15**
 - Thank you for submitting the minutes for 10/21/15. Next meeting, Wednesday, November 18 at 5:00pm. This will be the third meeting.

➤ **Other Committee Reports**

- **Trails Committee:** Gary Keilty reported for Trails Committee. Wonderful afternoon with the group of Maranacook kids was reported earlier and wanted to recognize 10 Kent's Hill young girls from the Soccer team that also came and helped on the trails recently. They all did a great job. Trails could offer to have guided tours on Veterans Day; he will discuss it with the Trails Committee. Traffic on the trails is great, new and different people using the trails.
- **Cemeteries Committee:** Deb Doten reported that they have done a lot of work on rules and one thing they noticed is that they have a statue on the books for November 11th and if the town chose to adopt it, there is a statue to do a bell ringing.

• **Public Communications - Members of the public may address the Select Board on any topic**

- Lorraine Wagner added to her concerns regarding the Veteran's Memorial. The Apple Shed did say thank you Veterans on their sign and gave brownies and coffee. Would like a wreath hung on the Veterans memorial on Friday, December 5th during the tree lighting for Pearl Harbor and the Christmas holiday. Looking for suggestions on ideas for setting up a ceremony or event(s) for the years to come on Veterans Day.

Unfinished Business:

• **16-008 - Approval of Amended Solid Waste Committee Charter**

- **Motion** made by Mr. Bourgoine for the approval of amended solid waste committee charter as amended in front of us, item # 16-008, **Second** by Mr. Curtis. **Discussion:** Mr. Dunham doesn't think that an even number of voting members is not a good idea. Should have assistant transfer manager as part of the committee as well. Wayne has approved with the changes already. Keeping up to date with the appointments of the committee Mr. Dyer to look into the appointments of committees and bring back to the board. **Vote** 5-0 in favor.

• **16-011 - 2nd Reading of change to Roles & Responsibilities of the Readfield Select Board – Regarding legal contact**

- **Motion** made by Mr. Bourgoine that the 2nd reading is now in adoption as amended in the document provided, **Second** by Mrs. Sammons. **Discussion:** Had to move the position of the added (C) to a different area. Discussion regarding confliction of the sentence. (C) is the catch all to (A) and (B). **Vote** 5-0 in favor.

• **16-032 - Consider a Collective Bargaining Agreement**

- Skipping over to clarify with Union before we act on. Currently in a stage of review.

New Business:

• **16-033 – Consider a Trail Committee proposal at the former landfill**

- Should be under unfinished business. Added to the agenda to have a discussion to have a trail at the former landfill. Issue is that the residence of Readfield were convinced that the use of the road was unsafe and then turn around and say it's safe to use as a walking trail access. Mr. Keilty explained that we would come in off the North Road, onto the Public Works Way and then a right onto the Old Access Road. Parking area to the left on the Old Access Road while keeping safety in mind. Lengthy discussion regarding the safety of the entrance road and using as a walking area access roadway and if there are any other areas that could be used as an entrance for the proposed trail. Suggestion to put on June ballot for vote. Review DEP document that

describes the rules if we are to keep the public off of this roadway. Abutters may let us expand the trails on their property. The null on the North Road is the safety issue. The proposed trail is in a desirable and beautiful location for the walking trails. Look into an alternative access point for the trail. Mr. Dyer to look at DEP agreement and try and get more background on the safety issues and work with the trails committee for additional access areas.

- **16-034 – Consider amending the number of members on the Road Committee from 5 to 7**
 - Road committee wants to move from 5 to 7 member committee.
 - **Motion** made by Mr. Bourgoine to make road committee move from 5 members to 7, **Second** Mr. Dunham. **Discussion:** 7 members, no alternatives. Invite Roland Cote to be a member instead of alternate. Robin Lint went back to 1994 in town reports to try and find the original number of members. **Amended motion** by Mr. Dunham to make current alternative member as regular member, **Second** by Ms. Pomerleau. **Discussion:** Will still have 1 vacancy and will be posted. **Vote on amended motion:** 5-0 in favor. **Vote on original motion** as amended 5-0 in favor.
- **16-035 – Review the Liaison Policy**
 - **Motion** made by Mrs. Sammons that we don't need a Liaison Policy. **Second** by Mr. Bourgoine. **Discussion:** Anyone can go to any meeting. It is in the roles and responsibilities of select board that we are to have a liaison between committees. As a liaison Mr. Curtis feels a lot more informed and able to be part of the discussion of the meeting. Mr. Bourgoine wants to see good communication between all committees but feels liaison policy is unnecessary. Lengthy discussion between select board members regarding the Liaison policy and whether it needs to be changed or not have one at all. A great way to keep everyone informed before minutes of the meetings are received. Possibly changing the definition of liaison in the roles and responsibilities of select board. Lines of communication between the committees to stay open and efficiently. **Vote** 3-2, Mr. Curtis and Ms. Pomerleau opposed.
- **16-036 – Consider an RFP for winter maintenance of Town facilities**
 - Mr. Dyer discussed that town contract with McGee Construction will work with them with the absence of maintenance personnel. Short term and potentially longer if we have to due to equipment purchasing. Has discussed with McGee Construction. Asking for board to give some direction if they would like to go ahead with McGee for a short term or go forward with an RFP and look at longer time. Mr. Dunham did some research regarding bids and past information. Mr. Dyer believes working with McGee would be the best decision for short term and McGee is willing to work if put into an RFP. Town's current snow machinery needs to be serviced before used for snow purposes. Lengthy discussion among the select board regarding the winter maintenance, equipment, contract with McGee, RSU, and funding.
 - **Motion** made by Mrs. Sammons that we accept McGee's quote to assist the town with our snow removal this season and not put an RFP out for this service, **Second** by Mr. Curtis. **Discussion:** Not a good idea to put an RFP out may be too late in season to do one. **Motion withdrew** by Mrs. Sammons.
 - New **Motion** made by Mrs. Sammons to go with McGee Construction for the snow removal until the town either puts out an RFP or hires a maintenance person, **Second** by Mr. Dunham. **Discussion:** Question and discussion if we should make a motion to suspend the purchasing policy. **Vote:** 5-0 in favor.

Motion made by Mr. Curtis to move the meeting until 9:15 pm. **Second** by Mrs. Sammons. **Vote:** 3-2, Mr. Curtis and Mr. Dunham opposed.

- **16-037 – Other**

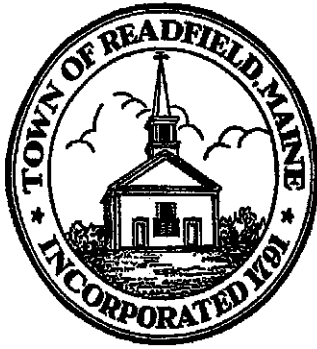
- Select board had a discussion regarding the maintenance position and the duties and hours, snow removal and equipment. Mr. Dyer to do research and get back to the select board.
- Mr. Bourgoine apologized to the public if he came off as prickly when asked a question earlier.

Future Agenda Items:

- **Review of Select Board Roles & Responsibilities Policy (11/30/15)**
- **Consider a Fiscal Year 2016 – 2017 (FY17) Budget Process (11/30/15)**
- **Hear a FirstPark Update (11/30/15)**
- **Discuss long-term approaches to serving Senior Citizens (11/30/15)**
- **Consider brush grinding RFPs (11/30/15)**

Motion made by Mr. Bourgoine to adjourn the meeting at 9:03 pm, **second** by Mr. Dunham **Vote** 5-0 in favor.
Minutes recorded by Kristin Parks, Board Secretary

COMMUNICATIONS



TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355
TEL. (207) 685-4939 • FAX (207) 685-3420

ORDER AND LEGAL POSTING OCCUPANCY DENIED

Catherine Bruce - Owner
1149 Main St.
Readfield, ME 04355

November 24, 2015

Occupancy Issues:

- Readfield Code Enforcement Officer (CEO) **has not issued** an Occupancy permit for a dwelling or rental units at 1149 Main Street (map120/ lot 39),
- Readfield Planning Board (RPB) has not reviewed or permitted any Occupancy or Change of Use as required by the Readfield Land Use Ordinance(LUO)
- Failed to comply with a RPB requirement to have the units inspected by Readfield Fire Department and/or State Fire Marshall Office and CEO for Life Safety Codes, OR
- Submitted any information that the dwelling / rental unit's meets code requirements for Life Safety by a third party inspector and/or insurance carrier.
- LUO Article 6, Section 2, D, 5; (see attached).

**Town of Readfield Occupancy Permit has not been issued and is
Pending Planning Board Approval**

The Town of Readfield Code Office has made this ORDER/ NOTICE to the Readfield Select Board that the dwelling / rental units have not been inspected and **MAY BE UNINHABITABLE** for the above deficiencies and occupancy shall not be allowed. The owner, Catherine Bruce, was given verbal "NOTICE OF VIOLATION on 11/5/2015 and **SHALL be the responsible party for any Liability** and SHALL obtain the required occupancy permit from the Town of Readfield before allowing any individual to occupy these rental units at 1149 Main Street (aka Map 120 / Lot 39).

ALL PERSONS ACTING CONTRARY TO THIS ORDER ARE ON NOTICE THAT SAID APPROVED OCCUPANCY IS PENDING. A REVIEW BY THE PLANNING BOARD IS SCHEDULED & THE SELECT BOARD MAY TAKE LEGAL ACTION FOR ANY AND ALL VIOLATIONS. THE REMOVAL OF THIS NOTICE AND/OR THE NONCOMPLIANCE WITH THIS ORDER ARE LIABLE UNDER MAINE REVISED STATUTES - TITLE 30-A ENFORCEMENT, SECTION 4452 and the LUO ARTICLE 2, SECTION 2,B, 3 action required from Board of Selectpersons (see attached).


Gary Quintal
Code Enforcement Officer

SECTION 2. ENFORCEMENT

A. Nuisances

Any violation of this Ordinance shall be deemed to be a nuisance.

B. Code Enforcement Officer Actions

1. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance. If the Code Enforcement Officer determines that any provision of this Ordinance is being violated, the Code Enforcement Officer shall take action. Such action may include ordering the discontinuance of illegal use of land, buildings or structures, or work being conducted; removal of illegal signs, removal of illegal buildings, structures; and abatement of nuisance conditions. A copy of such order shall be maintained as a permanent record.
2. The Code Enforcement Officer shall conduct on-site inspections to insure compliance with all applicable laws and conditions attached to permit approvals. The Code Enforcement Officer shall also investigate all complaints of alleged violations of this Ordinance and shall take appropriate action.
3. When any violation of any provision of this Ordinance, including failure to comply with any subdivision or site plan approved by the Planning Board, any condition imposed by the Board of Appeals or any order of the Code Enforcement Officer shall be found to exist, the Code Enforcement Officer shall notify the Municipal Officers who may then institute any and all actions to be brought in the name of the Town.
4. The Code Enforcement Officer shall keep a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found, and fees collected. On a biennial basis, a summary of this record for all development in the shoreland district shall be submitted to the Director of the Bureau of Land and Water Quality within the Department of Environmental Protection.

C. Legal Actions

When the actions described in subsection B, above, do not result in the correction or abatement of the violation or nuisance condition, the Board of Selectmen, upon notice from the Code Enforcement Officer, may institute any and all actions and proceedings, including seeking injunctions or violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the Town of Readfield.

The Board of Selectmen, following the conclusion of the administrative process in Section 1, may enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action. Such agreements shall not allow an illegal structure or use to continue, unless there is clear and convincing evidence that the illegality was a direct result of erroneous information or advice given by the Code Enforcement Officer, and there is no evidence that the owner/violator acted in bad faith, or unless the removal of the structure or use will result in a threat or hazard to public health, safety and welfare or will result in substantial environmental damage.

D. Civil Penalties

Any person, including but not limited to a landowner, agent or a contractor, who orders or conducts any activity in violation of this Ordinance shall be subject to the penalties prescribed in Title 30-A, M.R.S.A., Section 4452. The minimum penalty for a specific violation shall be \$100 per day and the maximum penalty shall be \$2,500 per day. Notwithstanding the foregoing, the maximum penalty for any violation of this ordinance shall be \$5,000 per day if the violation occurs within an area zoned for resource protection.

D. Review Criteria

The Code Enforcement Officer shall approve a permit application, or amendment thereto, according to the following review criteria:

1. The proposal has obtained approval by the Planning Board for Site Review if applicable.
2. The permit and application fee has been paid.
3. The permit application is complete.
4. The proposal conforms to all the applicable provisions of this Ordinance.
5. The property currently is not in violation of any requirements of this Ordinance. If the Code Enforcement Officer determines that an enforceable violation exists, the Code Enforcement Officer shall issue a Notice of Violation to the applicant within the review period of time provided for and the application, if otherwise approved, shall be conditioned upon the resolution of the violation prior to the use or occupancy of the permitted activity applied for. This provision shall not prohibit, restrict or otherwise preclude the applicant from appealing to the Board of Appeals under Article 2 of this Ordinance any determination by the Code Enforcement Officer of an alleged violation.

E. Inspections

For any new structure, or for any expansion of the footprint of an existing structure, the applicant or the applicant's agent or contractor shall notify the Code Enforcement Officer at least 48 hours prior to commencement of construction of any foundation footing. The Code Enforcement Officer shall determine by inspection or otherwise that the applicant is in compliance with all setback requirements set forth in Table 2 of this Ordinance and as set forth in Chapter 7 of the Maine Subsurface Waste Water Disposal Rules, and that all temporary soil erosion control measures have been properly installed in compliance with Article 8, Section 11.

SECTION 3. SITE REVIEW

A. Applicability

This section shall apply to all land use activities that require Planning Board Review. Site review shall not be required for the direct replacement of a conforming structure provided there is no expansion of use or change of use in the structure.

B. Administration

1. The Planning Board shall administer this section and shall review all site plan applications according to the applicable procedures and review criteria.
2. The Code Enforcement Officer shall make a preliminary determination of whether the application is complete before the application is placed on the Planning Board's agenda. The Planning Board is responsible for making the final decision concerning whether or not the application is complete.
3. The Planning Board may require the applicant to perform additional studies or hire a consultant to review portions of the entire site review application. The cost to perform additional studies or hire a consultant shall be borne by the applicant. The Planning Board may require the applicant to deposit with the Town the estimated cost of any consultant or additional study, which shall be placed in an escrow account. The town shall pay for the services rendered and reimburse the applicant, if funds remain after payments are completed. If necessary, the applicant shall place additional funds into the escrow account in order to meet expenses.
4. The Planning Board shall provide the Code Enforcement Officer a copy of its final decision on a site review application including all application materials.

C. Review Criteria

The applicant shall demonstrate that the proposed use to the maximum extent possible meets the review criteria listed below. The Planning Board shall approve the application unless it makes written findings that one or more of these criteria have not been met:

1. Aesthetic, Cultural and Natural Values. The proposed activity shall not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, archeological sites, significant wildlife habitat

COBBOSSEE WATERSHED DISTRICT

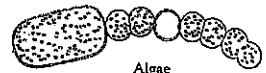
ROBERT C. CLUNIE, JR.
Chairperson

P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234

WILLIAM J. MONAGLE
Executive Director

Maine's first regional lake management district



MINUTES

The Cobbossee Watershed District Board of Trustees held its four-hundred and nineteenth meeting on July 14, 2015 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Jane Andrews – Wayne Trustee
Daniel Bailey – Litchfield Trustee
Shelly Gerstein – Readfield Trustee
Sandra Small-Hughes – Winthrop Trustee
Howard Klerk – Richmond Trustee
Douglas Ludewig – Monmouth Trustee, Clerk
Joseph Saunders – Monmouth Trustee
Brian Sylvester – Manchester Trustee
Heinz Walbaum – Winthrop Trustee, Vice Chairperson
William Monagle – Executive Director
Wendy Dennis - Limnologist
Ryan Burton – Water Resources Technician

Vice Chairperson Walbaum called the meeting to order at 7:07 PM.

Mr. Monagle presented the minutes from the March meeting. Trustee Small-Hughes **moved** to accept the March minutes as presented; Trustee Ludewig **seconded**; the motion **passed** with six abstentions.

Mr. Monagle presented the April Financial Report. Trustee Bailey **moved** to accept the April Financial Report as presented; Trustee Saunders **seconded**; the motion **passed** unanimously. Mr. Monagle presented the May Financial Report. Trustee Saunders **moved** to accept the May Financial Report as presented; Trustee Sylvester **seconded**; the motion **passed** unanimously. Mr. Monagle presented the June Financial Report. Trustee Saunders **moved** to accept the June Financial Report as presented; Trustee Ludewig **seconded**; the motion **passed** unanimously. Mr. Monagle reported that he had received two estimates for accounting services to prepare a financial review for fiscal year 2015 and that he suggested delaying a decision until the next meeting.

Mr. Monagle reported that the Cobbossee Lake Watershed Survey Project (Clean Water Act §319) has been officially closed out and that we received the final payment from DEP in April. He said that the accompanying Cobbossee Lake Watershed-based Protective Plan was approved by the United States Environmental Protection Agency in April. The next step, he said, is to prepare a grant proposal for funding to act on recommendations of the Watershed-based Protection Plan. With regard to the Wilson Pond NPS Watershed Restoration Plan, Phase II (CWA §319), he said that, so far, no major projects have been completed this year. He said that a project to stabilize the Dexter Pond Road bridge causeway that separates Dexter and Berry Ponds may be in the works. He said that he will be meeting later this week with local residents, Town of Wayne officials, and the grant administrator from the DEP to discuss options to stabilize the causeway.

Ms. Dennis reported that we received 6.28" of rain in June, and that so far this month, we've received only 0.53". Lake water levels, she said, currently range between 6" below full pond and 1+" above full pond level, and that only Pleasant Pond is above the CWD's respective summer maximum level; the Tacoma Lakes are currently just above the lake association's maximum goal of 7.5' on the dam gage. Cobbossee Lake, she said, is 6" below full pond level and might drop lower due to some leakage in the dam. Ms. Dennis said that a decision will need to be made regarding moving up the date for the Cobbossee Lake fall drawdown. The reason, she said, is that there some property owners that wish to do projects along the shoreline that require equipment to be on the lake bed. She said that there are drawbacks to lowering the lake early and that she will be checking with a host of parties that may be impacted by the early action. She recommended that the trustees formally consider the drawdown date at the August meeting.

Ms. Dennis said that the Maranacook Lake Outlet Dam Committee has reviewed proposals to conduct a preliminary engineering study of the dam from five engineering firms that responded to the RFP. She said that the selection process is being delayed as that municipal funding was inadvertently rejected recently by Town of Readfield voters. She said that she and the committee have been working with the Readfield Board of Selectmen to resolve the matter and that there will be a re-vote on failed budget items, and that it is hoped that the dam funding is included. Regarding the New Mills Dam, she said that a second inspection of the dam, this time performed by Commercial Divers, Inc., had been conducted in June and that leakage of the dam had been temporarily sealed at this time. She said that there will be a report on the condition of the dam and further recommendations forthcoming from the engineering firm overseeing the inspection. The New Mills Dam, she said is owned by the Towns of Richmond and Litchfield and the City of Gardiner, and is managed by Krueger Energy, Inc. (KEI). KEI, she said, owns the American Tissue Dam, which is a hydropower dam and is up for relicensing by the Federal Energy Regulatory Commission (FERC). She said there is a third dam, the former Yorktown Paperboard Dam, just below the American Tissue Dam. An issue that will need to be addressed, she said, is that none of these dams are equipped with fish ladders or other means to allow passage to accommodate spawning migrations of anadromous fishes, in this case alewives, and that the FERC relicensing process will certainly take this matter up. On a related note, Mr. Monagle reported that he recently attended two meetings of the Gardiner City Council that pertained directly to fish passage and the relicensing of the American Tissue Dam. At the first of these meetings on June 17th, which was prompted by an organization called *Upstream*, he said that a representative of the Department of Marine Resources (DMR) gave a presentation to the council on a proposed restoration of Cobbosseecontee Stream that involves the reintroduction of alewives to much of the Cobbossee Watershed District. Mr. Monagle said that at that meeting, he expressed reservations about the restoration plans and offered to meet with scientists from the DMR as well as the DEP to discuss the potential pros and cons of re-establishing anadromous fish passage to the lakes and streams of the watershed. At a subsequent meeting of the City Council, he said the council voted to pursue intervenor status in the American Tissue Dam relicensing process.

Mr. Burton reported that so far this summer, 55 lakes (70 basins) have been monitored for a variety of water quality parameters. He said that, in general, most lakes are looking better than at this time last year, with Wilson Pond and Little Cobbossee Lake being the exceptions. Wilson Pond, he said, has exhibited somewhat disappointing water clarity (i.e., Secchi disk transparency, or SDT) with readings generally in the 3.5 to 4 meter range. He said that the north basin of Cobbossee Lake began the season with SDT in the 2+ meter range, but has rebounded nicely and that both the south and north basins have had recent SDT readings around 6 meters. He said that the poor readings in May were likely due to wind-driven surface waters concentrating algae and other particles in the north basin.

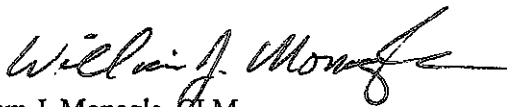
Ms. Dennis reported that Mr. Burton had recently assisted the Maine DEP in placing additional buoys in Annabessacook Lake near the Vaughan Road boat launch and Wilson Stream inlet to mark locations of invasive variable leaf milfoil (VLM) communities. The DEP, she said, has been busy removing the milfoil in the designated area. She said that Mr. Burton has detected more VLM plants in the stream. She said that there have recently been 7 workshops to train volunteer plant surveyors to identify the VLM found in the lake and how to conduct an aquatic plant survey, and that Mr. Burton has helped volunteers prepare about 20 bucket scopes for use during plant surveys. She said that this has been a collaborative effort between the CWD, the Friends of the Cobbossee Watershed, Annabessacook Lake Improvement Association, and the DEP. So far, she said, there have been 31 volunteers successfully trained. She said that the lake has been divided into 37 sectors for surveying and that she is hopeful that there will be enough volunteers to accomplish the survey.

Mr. Monagle reported that he had recently reviewed development proposals for the planning boards of Readfield (Scribner Hill Subdivision) and Monmouth (Shoreland Zoning application on Colby Lane) and he is currently reviewing a proposed subdivision (Mountain View) for the Winthrop Planning Board.

Mr. Monagle said that he recently attended the annual meetings of the Torsey Pond Association (TPA) and the Cobbosseecontee Yacht Club and provided them with updates on CWD programs and lake water quality. At the TPA meeting, he said that the TPA membership voted to contract with the CWD to conduct a watershed survey of the Torsey Pond watershed. He said the TPA felt obligated to compensate the CWD for this effort as much of the pond and shoreline is in Mt. Vernon, a non-member town. In light of this new source of revenue in the FY 2016 budget, Mr. Monagle asked the board if they would support a two-percent cost of living allowance (COLA) increase for CWD staff. Trustee Ludewig **moved** to approve a two-percent COLA in light of the added revenue; Trustee Klerk **seconded**; the motion **passed** with one abstention and one opposed.

The meeting adjourned at 9:25 P.M.

Respectfully submitted,



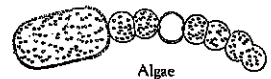
William J. Monagle, CLM
Executive Director
Secretary to the Board

COBBOSSEE WATERSHED DISTRICT

ROBERT C. CLUNIE, JR.
Chairperson

P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234



WILLIAM J. MONAGLE
Executive Director

Maine's first regional lake management district



FINANCIAL REPORT FOR AUGUST 2015

(83% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
DIRECT COSTS					
Personnel	160,600.00	13,209.17	33,167.72	127,432.28	79%
Monitoring expenses	8,500.00	416.72	614.42	7,885.58	93%
Conference expenses	200.00	0.00	0.00	200.00	100%
Pro. Development	500.00	0.00	0.00	500.00	100%
Education/Information	250.00	0.00	0.00	250.00	100%
Bookkeeping	1,200.00	175.00	350.00	850.00	71%
Contractual					
Wilson 319	3,550.00	0.00	0.00	3,550.00	100%
NPS Direct					
Wilson 319	21,375.00	0.00	0.00	21,375.00	100%
Gage Operation	3,600.00	104.34	208.53	3,391.47	94%
Trustees expenses	650.00	0.00	600.00	50.00	8%
TOTAL	200,425.00	13,905.23	34,940.67	165,484.33	83%
OVERHEAD COSTS					
Health benefits	20,300.00	1,616.37	3,232.74	17,067.26	84%
Unemployment comp.	350.00	0.00	22.36	327.64	94%
Social Security	12,286.00	1,010.49	2,537.32	9,748.68	79%
---Benefits subtot.	32,936.00	2,626.86	5,792.42	27,143.58	82%
Office supplies	1,200.00	133.20	303.16	896.84	75%
Photocopy/printing	500.00	0.00	0.00	500.00	100%
Telephone	1,700.00	140.71	287.01	1,412.99	83%
Postage	300.00	0.00	49.00	251.00	84%
GIS License	400.00	0.00	0.00	400.00	100%
Library	700.00	45.95	91.90	608.10	87%
Petty Cash	100.00	0.00	50.00	50.00	50%
---Off. Oper. subtot.	4,900.00	319.86	781.07	4,118.93	84%
Office rent	13,500.00	1,076.00	2,152.00	11,348.00	84%
Truck operations	1,750.00	117.52	277.37	1,472.63	84%
Accounting/legal	250.00	107.97	107.97	142.03	57%
Insurance	6,000.00	1,294.00	2,260.00	3,740.00	62%
TOTAL	59,336.00	5,542.21	11,370.83	47,965.17	81%
Capital expense	1,000.00	0.00	218.00	782.00	78%
TOTAL OPERATING COST					
AS BUDGETED	260,761.00	19,447.44	46,529.50	214,231.50	82%
UNBUDGETED EXPENSES		0.00	0.00		
(See Notes*)					
TOTAL EXPENSES		19,447.44	46,529.50		

	BUDGETED	Received	YTD	Balance	% Remaining
INCOME					
Municipal assessment	210,546.00	6,607.00	86,520.00	124,026.00	59%
Water District cont.	8,716.00	0.00	2,905.33	5,810.67	67%
Federal/State Grants					
Wilson 319	32,600.00	0.00	2,124.00	30,476.00	93%
Contracts/fees	2,700.00	0.00	0.00	2,700.00	100%
Contributions/misc.	600.00	700.00	1,678.79	-1,078.79	-180%
Forward from Reserve	5,599.00	0.00	0.00	5,599.00	100%
TOTAL REVENUES AS BUDGETED	260,761.00	7,307.00	93,228.12	167,532.88	64%
UNBUDGETED REVENUES		0.00	0.00		
(See Notes*)					
TOTAL REVENUES		7,307.00	93,228.12		
CASH BALANCES					
Checking Account	08/31/2015		96,356.36		
Stormwater Comp. Funds					
- Cobbossee Lake (DEP)	08/31/2015		16,761.17		
- Annabessacook Lake (DEP)	08/31/2015		6,206.58		
- Woodbury Pond (DEP)	08/31/2015		622.61		
- General Fund (CWD)	08/31/2015		10,861.03		
TOTAL			130,807.75		

NOTES:

COBBOSSEE WATERSHED DISTRICT

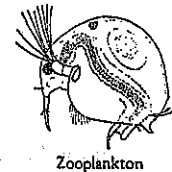
ROBERT C. CLUNIE, JR.
Chairperson

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WILLIAM J. MONAGLE
Executive Director

Maine's first regional lake management district



FINANCIAL REPORT FOR SEPTEMBER 2015

(83% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
DIRECT COSTS					
Personnel	160,600.00	12,598.67	45,766.39	114,833.61	72%
Monitoring expenses	8,500.00	1,335.93	1,950.35	6,549.65	77%
Conference expenses	200.00	0.00	0.00	200.00	100%
Pro. Development	500.00	0.00	0.00	500.00	100%
Education/Information	250.00	0.00	0.00	250.00	100%
Bookkeeping	1,200.00	175.00	525.00	675.00	56%
Contractual					
Wilson 319	3,550.00	0.00	0.00	3,550.00	100%
NPS Direct					
Wilson 319	21,375.00	0.00	0.00	21,375.00	100%
Gage Operation	3,600.00	104.29	312.82	3,287.18	91%
Trustees expenses	650.00	0.00	600.00	50.00	8%
TOTAL	200,425.00	14,213.89	49,154.56	151,270.44	75%
OVERHEAD COSTS					
Health benefits	20,300.00	1,616.37	4,849.11	15,450.89	76%
Unemployment comp.	350.00	24.49	46.85	303.15	87%
Social Security	12,286.00	963.79	3,501.11	8,784.89	72%
---Benefits subtot.	32,936.00	2,604.65	8,397.07	24,538.93	75%
Office supplies	1,200.00	0.00	303.16	896.84	75%
Photocopy/printing	500.00	0.00	0.00	500.00	100%
Telephone	1,700.00	157.97	444.98	1,255.02	74%
Postage	300.00	0.00	49.00	251.00	84%
GIS License	400.00	0.00	0.00	400.00	100%
Library	700.00	45.95	137.85	562.15	80%
Petty Cash	100.00	0.00	50.00	50.00	50%
---Off. Oper. subtot.	4,900.00	203.92	984.99	3,915.01	80%
Office rent	13,500.00	1,076.00	3,228.00	10,272.00	76%
Truck operations	1,750.00	396.64	674.01	1,075.99	61%
Accounting/legal	250.00	623.43	731.40	-481.40	-193%
Insurance	6,000.00	744.00	3,004.00	2,996.00	50%
TOTAL	59,336.00	5,648.64	17,019.47	42,316.53	71%
Capital expense	1,000.00	0.00	218.00	782.00	78%
TOTAL OPERATING COST					
AS BUDGETED	260,761.00	19,862.53	66,392.03	194,368.97	75%
UNBUDGETED EXPENSES		0.00	0.00		
(See Notes*)					
TOTAL EXPENSES		19,862.53	66,392.03		

September 2015, cont'd.

	BUDGETED	Received	YTD	Balance	% Remaining
INCOME					
Municipal assessment	210,546.00	0.00	86,520.00	124,026.00	59%
Water District cont.	8,716.00	0.00	2,905.33	5,810.67	67%
Federal/State Grants					
Wilson 319	32,600.00	0.00	2,124.00	30,476.00	93%
Contracts/fees	2,700.00	0.00	0.00	2,700.00	100%
Contributions/misc.	600.00	0.00	1,678.79	-1,078.79	-180%
Forward from Reserve	5,599.00	0.00	0.00	5,599.00	100%
TOTAL REVENUES AS BUDGETED	260,761.00	0.00	93,228.12	167,532.88	64%

UNBUDGETED REVENUES (See Notes*)	0.00	0.00
TOTAL REVENUES	0.00	93,228.12

CASH BALANCES		
Checking Account	09/30/2015	73,071.43
Stormwater Comp. Funds		
- Cobbossee Lake (DEP)	09/30/2015	16,761.86
- Annabessacook Lake (DEP)	09/30/2015	6,206.84
- Woodbury Pond (DEP)	09/30/2015	622.64
- General Fund (CWD)	09/30/2015	10,861.48
TOTAL		107,524.25

NOTES:

*Cemetery Committee Meeting
October 19, 2015
Approved: November 16, 2016*

Members Present: Grace Keene, Sandra Rourke, Brenda Lake, Pam Osborn, Andy Tolman, Deb Doten, Marianne Perry

Members Excused: Lydia Adelson, John Moran

Staff: Karen Peterson, Eric Dyer

Select Board Liaison:

The meeting came to order at 9:05.

Deb Doten reviewed the process for editing meeting minutes. She explained that any changes to the minutes are done at the following meeting. If people send edits via email or by phone, she makes note of the corrections but does not edit the minutes until meeting. She does send a draft to the Chair for her review before sending the final draft out to all committee members. Additionally, Deb sends the minutes to two members who do not have email one day prior to emailing to all members. The intent is for all committee members to have the same information at the same time.

Andy Tolman made a motion to approve the minutes. Second by Brenda Lake. Sandra Rourke asked if the liaison information would remain in the minutes. Grace explained that we spent 45 minutes in discussion at the meeting prior and this correspondence was the result of that discussion. The liaison discussion was based upon the request from the Select Board to have Committees provide feed back to the policy. Motion carried 7-0.

The Committee welcomed Eric Dyer to his new position of Town Manager.

Readfield Corner Cemetery – Engineering Report

The Committee reviewed the report provided by Helen Watts P.E. The Committee delayed action to the recommendations in this report until the hire of a Town Manager.

There are three basic recommendations that the Committee might choose to take action. They are:

- (a) The drainage from the Church Rd. into a swale that needs to be remedied before the rock wall can be permanently repaired.
- (b) It is appropriate to get estimates for the repair of the Case Rd. Cemetery rock wall.
- (c) It is appropriate to get estimates for "green roofs on the crypts" located at the East Readfield and Readfield Corner cemeteries.

Deb Doten made a motion to ask the Town Manager to explore the drainage issue on the Church Rd that is causing damage to the stone wall at Readfield Corner. Pam Osborn seconded the motion. Motion carried 7-0.

Deb Doten made a motion to ask the Sexton to call appropriate stone masons for the repair of the Case Rd Cemetery wall. Andy Tolman seconded the motion. Motion carried 7-0.

Deb Doten made a motion to ask the Sexton to come up with estimates for a "green roof" in the East Readfield and Readfield Corner cemeteries. Marianne Perry seconded the motion. Motion carried 7-0.

Update On East Readfield Cemetery

There are two berms that have been planted at the East Readfield Cemetery. The loam for the entire project was donated by Bill Rourke. A third berm was planted through more donations from Readfield residents with the volunteers from the Cemetery doing the actual planting.

Deb Doten and Karen Peterson will take care of watering the plantings.

Discussion on developing a berm for the corner of the Case Rd and Rt 17.

Sandra Rourke stated that it was wrong to put the berms in at East Readfield. They are not in the same place as where the fence once was. Sandra stated that the berms look more like rock gardens. Sandra asked if more flowers such as perennial plantings were planned as the committee had discussed. Marianne Perry explained that berms were placed because the soil is not healthy. If the berms were placed where the old fence once was, there would have been too much shade for adequate growth of the plantings. In two years time berms will be a big display of shrubs. Berms provide easier maintenance. Sandra explained that Evelyn Potter and others are very upset with the berms. All other committee members have received many compliments.

There was discussion around raising money for creating berms at the corner of the cemetery which borders Rt 17 and the Plains Rd. The Fifield Trust was created to support projects above and beyond regular maintenance at the East Readfield Cemetery. This fund could be an option to fund a special project. In order to approach the Fifield Trust a letter must be written with a budget describing the project. Marianne and Karen will work on the development of a plan and a budget for berm(s) in the corner of the cemetery. Karen has the landscaping plans that include the corner berms.

Eric and Karen will purchase some reflective markers so that the plowing will not damage berms and the fence at Dudley Plains.

To thank Bill Rourke for his donations Pam Osborn will make him a pie and Karen will send a Thank You note.

Eric Dyer left the meeting at 10:15..

Cemetery Clean Up

Tasks are raking at Readfield Corner and East Readfield Cemeteries.

Removal of flags after Veteran's Day.

The Town seasonal employee will continue until it is done.

There was discussion about leaving the leaves in the woods. There is plenty of room at the Readfield Corner Cemetery to do that. We should plan to remove the leaves at the East Readfield Cemetery.

Anyone interested in volunteering for raking at Readfield Corner can do so on the 10/28 at 9:00.

Cemetery Mapping

Deb Doten has had the Readfield Corner Cemetery map photocopied and had a digital copy created for the Town.

Andy suggested there may be a way to color code the stones based on the need of repair.

Next step could be to map out the extreme old section.

Andy thinks that he might be able to come up with a format that we could use on the computer.

It is important to document the need for stone repair so that cost can be projected.

Deb will send out an email for some dates.

East Readfield Cemetery Monument

The American Vault Co. pushed a monument off its base in the spring 2015. The Sexton will follow up to its repair at our next meeting.

Sandra Rourke left the meeting at 10:30.

Discussion of Cemetery Rules

Rule #12: The rule will remain as written.

Rule #18 will be revised to be written as:

All pets must remain in vehicles. Dog walking is prohibited.

Rule #20 will be revised to be written as:

The graves of veterans of the Armed Forces of the United States will be decorated with flags and appropriate flag holders by Memorial Day and will remain through Veteran's Day. Any flags damaged during this period will be replaced under the direction of the Sexton.

Brenda Lake made a motion to accept these Cemetery Rules as a final copy. Marianne Perry seconded. Motion passes 6-0.

Deb will send the Rules to the Town Clerk.

Kent's Hill Cemetery Stone Cleaning

The Sexton will set up a time and materials to clean stones.

Cemetery Budget

The budget will be discussed in more detail at our next meeting.

Next Meeting: November 16, 2015 at 9:00 am

Meeting adjourned at 11:30 am.

Readfield Appointments Ad Hoc Committee Minutes

November 4, 2015-Approved 11/18/15

Members Present: Tom Dunham, Cliff Buuck, Val Pomeleau, Robin Lint, Rob Peale, Henry Whittemore

Members Excused Absent: None

Members Unexcused Absent: None

Present and Participating: None

Guests Present: None

Meeting was called to order at 5:12 PM upon arrival of all current members. Prior to opening the meeting Tom informed us that Gene Carbona's resignation had been accepted by the Select Board (SB) at the November 2nd meeting.

Minutes for 10/21/15:

Val clarified in answer to a question recorded in the minutes that MMA has no written guidance that applies to our Procedures for Application for Appointment and Reappointment. Recommendations from MMA (no chair recommendations, term limits) that select persons reported to this committee were based on verbal answers responding to audience questions at an MMA training for SB members.

Committee members approved the minutes amended by removing a sentence referring to draft directives. Approval of the amended minutes was moved by Henry, seconded by Robin, and approved unanimously.

Appointment Procedures Revisions:

Robin provided printed copies of proposed revisions that committee members had submitted from their homework assignments including a complete underline/strikeout version of the entire Procedures document with attached Guidelines from Henry.

There was discussion about whether we should start by discussing major changes people want to propose, or proceed piece by piece in a "wordsmithing" fashion.

Appointment Application: Robin provided a revised copy of the current Appointment Application. After discussing the changes the consensus was that there should be separate check boxes for permission to release email addresses and phone numbers. Robin will further revise the Application for the next meeting.

Release of Claim Form: Robin also presented the Town's Release of Claims form and suggested it should be provided to applicants along with the Application, the Procedures, and the Guidelines. After discussion it was agreed Robin would discuss the form with Teresa Shaw, find out what it covers, what it means, where it came from, and how it interacts with the Town's insurance. She would bring answers to the questions back to a subsequent meeting.

We decided to continue reviewing the results of our 10/21 homework assignments.

Procedures Introductory Paragraph: Due to the difficulty of defining "ideology" the consensus was not to include ideology as a protected class and remove it from Henry's draft revisions. We agreed to add: The SB welcomes all qualified, motivated applicants for volunteer positions.

We discussed whether the Procedures or Guidelines should include anything about removal of appointed volunteers from their positions. It was noted that the Town has an approved Recall Ordinance which covers such removals. Some would like one of the documents to include a statement that removal would be governed by the Recall Ordinance so that applicants would be aware of it. Others believe there is no need to include removal as part of these documents since we have a separate ordinance that covers it and it might discourage volunteerism. Robin moved and Henry seconded that an asterisk in the Procedures title would refer to a footnote that the SB would manage removal of a board, committee, or commission member in accordance with the Recall ordinance. Motion failed with Cliff, Henry, and Robin in favor; and Rob, Val, and Tom against.

Cliff noted that we need to consider the requirements of the Town's voter-approved Comprehensive Plan as we do our work. Tom noted that applicants need to know the processes and functions of the committees they are applying for.

Procedures Section 5 Town Manager's process: Robin stated the town manager had no comments on this section so it will remain as is at least for now.

Procedures Section 4 Advertisement Process: The consensus was to accept Henry's changes except that reference to the TV channel would be to Readfield Channel 7, and in Section 4b) the "title of the position" phrase would be dropped.

We discussed whether and when advertising of a position should be required. This issue is intertwined with the issue of when to accept applications and who should have priority for appointments (alternates?) and there was brief discussion of these issues. After some discussion of office procedures and SB meeting schedules the consensus was that we should require a minimum of 10 days of advertising even if there are already applications on file for the position prior to the position being open.

Henry volunteered to track the results of our discussions and decisions by maintaining a consensus document that reflects meeting minutes. The committee agreed with this and that Henry would also maintain a working document that could include many, not necessarily fully approved, ideas.

Next meeting will be November 18th at 5:00 PM when we will continue discussion of changes to the Procedures/Guidelines documents.

Val left the meeting at 7:12 PM

Henry moved to adjourn and Rob seconded.

Respectfully submitted: Rob Peale, Secretary

APPOINTMENTS
REAPPOINTMENTS &
RESIGNATIONS

Robin L. Lint

From: Henry Clauson <henry@ledgehillfarm.com>
Sent: Thursday, November 12, 2015 12:44 PM
To: Gary Quintal; readfield.clerk@roadrunner.com; Clark, Paula M
Subject: Planning Board

Hi folks,

I am going to have to respectfully resign my alternate position from the Planning Board. My job and the kids sports schedule are just too dominant in my life right now for me to be a consistent and effective member of this Town Board. Am more than happy to reconsider if you are still looking for members to join next Fall.

Please confirm you received this resignation notice. All the best and good luck!

Regards,
Henry

Henry Clauson
34 Plains Road
Readfield, Maine 04355
207-620-4375 (voice/text)

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:



1st time appointment



re-appointment

Which Board, Committee or Commission
are you applying for?

Road Committee

Name: Douglas A. Riley

Phone (H): 685-7225

Street address: 111 Maces Cottage Rd

Phone (C): 242-0595

Mailing address: Same

E-Mail: DARCOENGR@AOL.COM

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

I am a licensed professional engineer with years of road design and construction experience.

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

Willing to perform this public service.

If you are currently employed, what is your position?

Semi retired, President, Riley Engineering

Name: Douglas A. Riley Position Road Committee Term: 2018

CLERK'S USE BEFORE THE APPOINTMENT

Open position Road Committee Term: 6-30-2018
Was this position advertised? ☒ Yes ☐ No If no, please explain:

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

CLERK'S USE AFTER THE APPOINTMENT

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

SELECT BOARD APPOINTMENT

To Douglas A. Riley of Readfield, in the County of Kennebec and State of Maine: There being a position on the Road Committee Member 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:

11-30-15 thru 6-30-2018. Given under our hand this 30, day of Nov., 2015.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

- **16-034 – Consider amending the number of members on the Road Committee from 5 to 7**
 - Road Committee wants to move from 5 to 7 member committee.
 - **Motion** made by Mr. Bourgoine to make the Road Committee from a 5 member board to a 7 member board, **Second** Mr. Dunham.
 - **Discussion:** 7 members, no alternatives. Invite Roland Cote to be a member instead of alternate. Robin Lint went back to 1994 in town reports to try and find the original number of members.
 - **Amended motion** by Mr. Dunham to make current alternate member a regular board member. **Second** by Ms. Pomerleau.
 - **Discussion:** Will still have 1 vacancy and will be posted.
 - **Vote on amended motion:** 5-0 in favor.
 - **Vote on original motion** as amended 5-0 in favor.

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:



1st time appointment



re-appointment

Which Board, Committee or Commission

are you applying for?

Road Committee

Name: Roland K. Cote

Phone (H): 685-3699

Street address: _____

Phone (C): 213-3767

Mailing address: 11 Chickadee Lane Readfield, Maine 04355

E-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 Bd. cont. to All

SELECT BOARD APPOINTMENT

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

11-16-15 thru 6-30-2017. Given under our hand this , day of , 2015.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

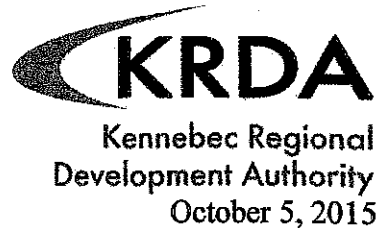
Valarie Pomerleau

Christine Sammons

11-16-15 SB Changed R.C to 7 mem board no Alt. members, Moved Roland to full position. Stopping exp. dates.

UNFINISHED BUSINESS

Pursuant to the Executive Session held earlier in the evening the Board will vote to accept or decline the proposed collective bargaining agreement between the Town of Readfield and the American Federation of State, County, and Municipal Employees (AFSCME Council 93) Local 2011-00. If the agreement is accepted by the Board, the AFSCME will also need hold a meeting to ratify the agreement. Once the agreement is fully ratified it will become a public document.



Dear Public Official:

Enclosed is a primer describing the history and current activities of FirstPark and the organization that built it, the Kennebec Regional Development Authority (KRDA).

KRDA is a group of 24 towns formed in 1999 in response to economic development incentives from the state. Our municipalities are as large as Waterville and Winslow and as small as Starks and Solon. Each one contributes and benefits in proportion to its size.

KRDA's constituency is a large and diverse group: approximately 100 selectmen and councilors from our member municipalities; 24 city and town managers; 33 representatives to our General Assembly; and several adjunct members who serve on committees.

Among these many people there are very few who were parties to creating KRDA 16 years ago. In our governing body, the General Assembly, we frequently welcome people who are new to the issues and who pose good questions about the activities, the history and the finances of KRDA.

Even for those of us who helped start the group in 1999, we often need to refresh ourselves on the history and structure of the organization and how far we have come.

The purpose of the enclosed document is to summarize that history and to answer the questions we most commonly hear. It will be posted on our website and will be expanded and up-dated from time to time as we find other questions to address.

Our General Assembly meets quarterly and our ten member Executive Board meets during each of the intervening months, usually at 5:00 PM on the fourth Thursday of the month.

Meetings are open to the public. The next meeting of the General Assembly is at 5:00 PM on October 29, 2015, in the conference room at T-Mobile.

On that occasion, we intend to celebrate T-Mobile's renewed hiring effort and its tenth year of substantial contributions to the economy of central Maine.

Yours truly,

A handwritten signature in dark ink, appearing to read "Howard Mette", is written over a horizontal line.

Howard Mette, President
Kennebec River Development Authority

A Primer on Kennebec Regional Development Authority

Overview of KRDA

The Kennebec Regional Development Authority (KRDA) is a public association of 24 towns who signed inter-local agreements with the town of Oakland to build a new business park next to I-95. KRDA was created in response to a challenge grant from the King administration that offered \$1 million to any group of towns able to propose a winning business development plan. The successful plan was required to be backed by \$3 billion worth of assessed property values to supply adequate bonding capacity to build the proposed project.

In 1999, the 24 towns in KRDA won the grant and became the builder and manager of FirstPark. To this day, KRDA continues to be the most active agency in central Maine engaged in attracting new business for our region.

KRDA presently receives about \$340,000 in taxes assessed on FirstPark properties that are already developed. This revenue and any additional taxes from lots later sold will continue in some form for the 99 year life of the inter-local agreements signed with Oakland in 2001.

One of KRDA's obligations is to make an annual payment of \$257K on its only remaining debt, a 20-year construction bond that was taken out 14 years ago to build the park to its present level of completion. On November 1, 2020, the bond will be paid.

KRDA presently assesses member towns \$587K per year and refunds back approximately \$255K from recovered real estate taxes for a net annual cost to the towns of \$332K. Payments are assessed and revenue rebated in proportion to each town's tax valuation.

All elements of the budget are voted on in public each March at KRDA's annual meeting and reviewed during the year in monthly meetings of the Executive Board and quarterly meetings of the General Assembly.

FirstPark

Through good planning and management, KRDA built out 65% of the park in 2002 well under budget and on time with support from the \$1 million state grant, a \$1 million EDA grant, and a \$3.5 million bond issue that will be paid off six years from now.

KRDA also financed a \$2 million building on Lot 16. That building was later sold and the debt paid. It is now privately owned and is contributing to the \$340K in tax revenue that the authority annually receives.

FirstPark consists of 24 lots, of which nine have been sold. Six of the sold lots have been fully developed with 15 businesses on site. Still available for sale or development are 18 lots at listing prices totaling \$5 million. Eight of these are ready-to-build lots with paved streets and utilities including water, sewer, storm water detention ponds, and fiber conduit.

Electricity is provided by 3-phase, 440 volt, underground cable from duplicate feeds. Verizon and Fairpoint have provided the developed areas of the park with underground high bandwidth fiber for optic data, voice and ancillary services.

Without these sophisticated features, no other town or county in our region could have convinced a business like T-Mobile to build a 78,000 square foot building to employ 700 people in high paying jobs.

All of the lots are pre-permitted by state, federal and municipal regulators. Because the park is a Pine Tree Zone, a new developer may receive major concessions from the state on sales and income taxes and on training expenses.

Six of the lots are visible from I-95. Because of the park's access to the Interstate, it is an easy commute for most of the people who live in Kennebec and Somerset Counties.

The Impact of T-Mobile

Although T-Mobile is only one of 15 firms currently doing business in FirstPark, it is KRDA's most prominent success. John Legere, the company's aggressive new national leader, has recently propelled T-Mobile from fourth place to number three in market share among the four major providers of cell phone service to the North American public.

T-Mobile's massive call center in FirstPark presently employs 600 customer service representatives overseen by another 100 management and training personnel. This local work force is regarded by T-Mobile as one of the best among their many U.S. call centers. They are advertising every day for more Maine workers to staff this facility.

Starting pay is between \$11.78 and \$13.94 per hour, depending on prior experience. Employees receive a \$1 shift differential for working after 6:00 PM or \$1.50 for working on weekends.

They have health insurance, stock options, a 401k, a tuition reimbursement program, phone plan discounts, child care credits, tangible incentives for superior performance, and on site amenities including a work out gym.

T-Mobile reports that its 700 employees earn annual wages averaging over \$30,000 each. Thus, the company's contribution to the central Maine economy exceeds \$21 million per year.

And this is their tenth year. No other public economic development effort in our region has ever produced such results.

The workforce in FirstPark is several times larger than that of Hathaway Shirt that shuttered its doors so many years ago. It's bigger than that of the former Kimberly-Clark mill across the river in Winslow. It's bigger even than what Guilford Transportation left behind when the rail yards closed.

The labor intensive services provided by T-Mobile pour substantial dollars directly into our central Maine economy. Because the money that pays local wages is drawn from the company's customers all over America, T-Mobile is providing what economists call "traded sector jobs." These are jobs

where the money comes from away and is spent locally. This is in contrast to a big box store that takes money from our own residents through retail sales and then uses most of the revenue to buy goods made elsewhere and to make profits for distant stockholders.

Money that T-Mobile provides to its Maine staff comes largely from other parts of the nation and is spent right here by its 700 employees who live in surrounding towns. They use their take home wages to pay household bills to friends and neighbors for such things as rent, groceries, car repairs, clothing, insurance, and health services. Thus, other local businesses are supported and other local jobs created by the pay checks coming from T-Mobile.

According to tables from the U.S. Bureau of Economic Analysis (BEA), a company like T-Mobile generates 45 jobs outside the company for every 100 inside workers. That's another 315 jobs attributable to the company's presence in addition to the 700 who are directly employed.

Because the money brought in by T-Mobile circulates over and over among local merchants and service providers, the BEA suggests that the direct wages be multiplied by a factor of 1.7 to account more fully for the diverse regional benefits of such a work force.

This means that T-Mobile is producing a 35 million dollar annual impact to our economy. Meanwhile, KRDA's member towns are investing less than 1% of that amount (\$332K per year) to pay for building FirstPark into what it is today and to contribute to new business outreach.

In 2007, when T-Mobile had 685 employees, the company did a survey to show where they were living. 446 of them came from member towns.

The local taxes paid by these employees more than offset the cost of the park. Assuming that each employee contributes, on average, more than \$1000 per year in vehicle excise and property taxes, then our member towns receive in total at least \$446K per year, a figure that exceeds the \$332K the towns presently pay to support KRDA and its operation of the park.

Here is a sample of the 2007 data on where T-Mobile employees were living:

Waterville	143 employees	Sidney	19 employees
Winslow	67	China	13
Fairfield	48	Canaan	18
Gardiner	9	Norridgewock	11
Clinton	23	Rome	7
Benton	22	Solon	4
Oakland	35	Smithfield	6

Tax Increment Financing

In 2001, each town in KRDA signed a 99-year agreement with Oakland for the distribution of new tax revenue developed within FirstPark. Under those agreements, Oakland is protected from having to receive less state money for school funding or from having to pay more in county taxes because of increases in property values within FirstPark.

An alternative way to protect Oakland is to form a tax increment financing (TIF) district by which the state itself provides the same protections as part of an approved economic development program. In 2001, Oakland obtained state approval to place FirstPark into a 30-year TIF district lasting until June 30, 2031. While the TIF district is in effect, all of the taxes accruing from new property within FirstPark (presently about \$340K per year) are turned over to KRDA without need to account for any school funding or county tax losses.

In 2004, when KRDA and the state negotiated terms for T-Mobile to come to FirstPark, it was agreed to provide the company a 25% credit enhancement TIF for a term of 15 years. Under this agreement, 25% of T-Mobile's property taxes are returned to the company each year from 2005 through 2019. At present this payment is approximately \$50K.

KRDA's Continuing Mission

KRDA is the only development agency in our region that has ever systematically engaged new companies to come to Maine. That is KRDA's mission and the primary focus of its budget. The 24 member towns can collectively amend that budget every year, so long as we provide for paying the remaining six bond payments and take care of the comparatively small expense of physically managing the unsold lots.

No one can promise another T-Mobile right around the corner. But KRDA's executive director -- a business ambassador for our entire region -- recently reported on nine business prospects that he is actively pursuing from among the 45 out-of-state leads he has called on during the past 18 months. These are developed through a lead generation firm retained to identify and set up meetings with businesses that need to expand into an area like central Maine.

KRDA has also solicited familiarization tours from site selectors who represent companies of the size and scale of T-Mobile. The purpose of these visits is to introduce these national consultants to the value proposition that central Maine provides. One consultant recently confessed that Maine was not previously on the firm's radar screen. Now we are -- and the focus is on FirstPark.

Several members of our board have served as volunteers for the full 16 years of KRDA's existence. After experimenting with different management systems for attracting business investment, we have determined through experience that a direct outreach model is the most promising. But it's tough work and it's not always successful.

KRDA has survived through two recessions. The first one hit in 2001 just as the park was being designed. KRDA took advantage of that recession by obtaining a construction contract to build out 65% of the park all at once for a highly favorable price.

Seven years later, our nation was hit again with a downturn from which we are still recovering. Because KRDA had attracted T-Mobile and other businesses to the park between recessions, hundreds of people in central Maine have been able to support themselves with productive work at FirstPark through our country's longest and deepest economic collapse since 1937.

KRDA is the most significant – and the most successful -- publicly supported business development enterprise ever undertaken in central Maine. It has succeeded in the face of deep economic adversities.

The FirstPark concept proved itself with the arrival of T-Mobile in 2005 and the attraction of a number of smaller firms that thrive to this day within the borders of the park. FirstPark continues to be an asset of extraordinary value for attracting new business to support the economy of central Maine.

Executive Board of Kennebec Regional Development Authority:

Howard Mette, Winslow
Craig Nelson, Farmingdale
Michael Roy, Waterville
James J. Jurdak, Oakland
Peter Mills, Cornville

Michelle Flewelling, Norridgewock
Kathryn Ruth, Pittsfield
Dwight Lanning, Benton
Stephen Monsulick, Readfield
Tom Munson, Fairfield

[illegible][illegible]

Organize	Investment	Attraction	Completed March - August 2013

Organize	Investment	Attraction	Completed March - August 2013

Establish Credibility w/
Investment attraction (IA)

Sustain Credibility w/ IA

Incentivize Developers to

Operational
Effectively,

lot 2

Lot 4

Lot 10
Lot 13

Lot 15A

Technical Tip

Portion to T-Mobile

Renegotiate 30 year TIF

Pay off debt service
MMB principal balance

Grow Infra Reserve

NG Pipeline

100

Eric Dyer

From: Christine Sammons <selectboard.cs13@yahoo.com>
Sent: Tuesday, November 17, 2015 1:45 PM
To: Eric Dyer
Subject: Re: Purchasing Policy
Attachments: Purchasing_Policy (1).pdf

Eric,

I attached Wayne's Purchasing Policy because department Heads can make field purchases up to \$1000 but Section 4.1 deals with bidding process over \$5000.

Chris

On Tuesday, November 17, 2015 1:37 PM, Eric Dyer <readfield.tmgr@roadrunner.com> wrote:

Thank you Chris. I'll work with Teresa to better understand what a reasonable number for us might be, but I like the idea of being consistent w/ Wayne.

Be well,

Eric

From: Christine Sammons [<mailto:selectboard.cs13@yahoo.com>]
Sent: Tuesday, November 17, 2015 1:15 PM
To: Eric Dyer
Subject: Purchasing Policy

Belgrade	\$10,000 before quotes
Wayne	\$ 5,000 before quotes
Pittston	\$ 5,000 before quotes
Fayette	\$ 1,000 before quotes
Chelsea	\$ 1,000 Before quotes
Randolph	No limit for quotes-No purchasing policy

Chris

Purchasing Policy for the Town of Readfield
Adopted 04-08-04, amended 02-11-13, 11-04-13, and 12-15-2014.

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Purpose - The Town of Readfield spends a considerable portion of its annual budget purchasing goods and services for the administration of Town business. It is important that these purchases be made in a businesslike manner, assuring accountability for the expenditure of Town funds. The Select Board directs the Town Manager and/or designees to use the policy described below to guide them in making purchases on the Town's behalf. It is the intent of this policy to set out the rules and guidelines for the purchase of goods and services.

Policy - The Board shall make bid and quote openings and contract awards during regular Select Board meetings or direct the Town Manager to set and publicize a public opening. It is recommended that a Select Board member attend this type of public opening.

A. Bidding for Goods and Services Non-Roadwork:

It is the intention of the Board that purchases made for or on behalf of the Town be as economical as possible while still meeting the required standards. To that end the Town implements the following rules:

1. For all non-road related purchases over ~~\$5,000~~ \$10,000, the Town will request bids through written Requests for Proposals (RFP's). At a minimum the RFP will clearly describe the work to be done, or the purpose of the goods to be purchased, the time frame for delivery, and any specifications required. A closing date will be established beyond which no other bids will be reviewed, and review criteria established for selecting the winning bid. No emailed or faxed bids will be accepted.
2. Exceptions to using the written bidding process may only be made following a majority vote of the Board. In an emergency, this may be done by telephone/e-mail with a confirming vote at the next Board meeting.
3. Purchases of less than ~~\$1,000~~ \$5,000 may be made using the most cost-effective source without a formal process. The Select Board will review all purchases during warrant review, and assure that they are appropriate.
4. ~~For all purchases made which cost between \$1,000 and \$4,999~~ \$5,000 and \$10,000 sealed written quotes shall be solicited from at least three vendors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be accepted. Quotes shall be opened publicly and the ~~The~~ vendors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.

5.4. If multiple vendors are not available for a particular item or service, or if there is an emergency need, the purchase may be made on a sole source basis. These purchases must also be indicated to the Board at their regular meetings.

B. Roadwork-Related Purchases:

1. In January of each year the Town Manager shall send out to all area contractors a request for quotes on labor, equipment and material rates for the upcoming year. All contractors submitting quotes will be held to the prices submitted in their quotes for all work performed for the Town during that year.
2. For emergency repair roadwork the Town Manager will use contractors from the list of those submitting quotes seeking to get the best quality work for the lowest cost. All work let out under this section will be reported to the Board during their regular meetings.
3. For all major road construction/reconstruction projects the Town Manager shall use the written RFP process to select the contractor to perform the work. Alternatively, with Board approval, the Town Manager and/or designee may act as General Contractor on behalf of the Town, using quoted prices for contracted services and equipment to perform major road construction/reconstruction projects.
4. For all road maintenance work over \$5,000 the Town Manager shall solicit sealed written quotes from at least 3 contractors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be accepted. Quotes shall be opened publicly and the contractors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.
- 4.5. Road maintenance work of less than \$5,000 may be made using the most cost-effective source without a formal process. The Select Board will review all purchases during warrant review, and assure that they are appropriate.

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C. Past due Taxes:

It shall be the policy of the Town of Readfield to accept contract bids for work authorized by the Town from individuals, partnerships, businesses etc. without regard for any past due taxes owed to the Town of Readfield by the bidder.

Regular bid procedures and awarding of contracts will be followed in all cases.

Any vehicles used for Town work must have a current registration (if required legally) and valid inspection sticker.

However, before any contract is awarded and signed by the Town, bidders must be in good financial standing with the Town and provide proof that all past due / overdue personal property taxes have been paid or have a signed payment agreement with the Town prior to award. If the Town awards a contract to a business that has past due /overdue personal property taxes owed to the Town, any payments(s) made for work done under the pending contract will be deducted from what the business owes the Town.

Individuals (sole proprietors), partnerships, and businesses not registered in Readfield but doing contract work with Readfield must be in good financial standing with their respective towns and must provide proof that all personal property taxes owed to their respective municipalities have been paid or have a signed payment agreement with the respective town prior to any contract award.

Select Board Approved: December 15, 2014

~~Sue Reay~~Val Pomerleau, Chair _____

~~Tom Dunham~~Val Pomerleau, Vice Chair _____

~~Greg Durgin~~Bruce Bourgoin e _____

Allen Curtis _____

~~Tom Dunham~~Chris Sammons _____

Attested as a true copy:

Robin Lint, Town Clerk

Date:

~~saved: TClerk\Policies & Procedures\Current Adopted Policies\Purchasing Policy 04-08-04,~~
~~amended 02-11-13, 11-04-13, and 12-15-2014~~

NEW BUSINESS

2016-2017 (FY 17) BUDGET & WARRANT PROCESS

Date	Task	Responsibility *
12//7/15	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	Various
12/14/2015	Selectboard Meeting - Board goals & warrant arrangement	BoS
12/21/2015	Budget Committee Meeting - Capital Improvement / budget goals & warrant arrangement	BC
12/31/2015	Preliminary Dept., Board & Committee budget #s & goals due	Various
1/4/2016	Budget Committee Meeting - Departments I	BC
1/11/2016	Selectboard Meeting - First budget draft presented	BoS
1/18/2016	Budget Committee Meeting - Departments II	BC
1/25/2016	Selectboard Meeting - Second budget draft presented	BoS
2/1/2016	Budget Committee Meeting - Departments III	BC
2/8/2016	Selectboard Meeting - Third budget draft presented	BoS
2/15/2016	Budget Committee Meeting - Budget review	BC
2/22/2016	Selectboard Meeting - Fourth budget draft presented	BoS
2/29/2016	Joint Budget Committee & Selectboard Meeting - Budget review	BoS / BC
3/2/2016	Selectboard Meeting - Joint with School Committee - school budget	BoS / SC
3/21/2016	Selectboard Meeting - Fifth budget draft presented	BoS
3/21/2016	85 days before vote - Nomination Papers available	TC
3/28/2016	Joint Budget Committee & Selectboard Meeting - Budget informational meeting	BoS / BC
4/4/2016	Selectboard Meeting - Draft warrant review	BoS
4/19/2016	Selectboard Meeting - Final budget approval	BoS
4/29/2016	45 days before voting - Nomination papers due	Various
5/2/2016	Selectboard Meeting - Final Warrant approval	BoS
5/10/2016	35 Days before voting - Signed Warrant due to Clerk (absolute deadline)	BoS
5/25/2016	Referendum question hearing	BoS
6/3/2016	10 days before voting - Last day to hold referendum question hearings	BoS
6/7/2016	7 days before voting - Town Meeting Warrant posted (absolute deadline)	TC / Constable
6/14/2016	Town Meeting - State Primary	TC

Budget Process Summary:

One Informational Meeting
 One Referendum Hearing
 Three joint meetings
 Five Budget Committee meetings
 Seven Selectboard meetings with budget drafts
 Fifteen scheduled opportunities for public comment

Key:

BC - Budget Committee
 BoS - Board of Selectmen
 SC - School Committee
 TC - Town Clerk

Statutory deadlines

* Although not addressed directly it is expected that the Town Manager, Finance Officer, and Residents of the Town of Readfield will have ongoing roles in nearly all aspects of the budget process.

NOTES:

Please find below a few thoughts that could help frame discussions on how Readfield could address serving its older citizens. Suggestions and perhaps an initial determination of how to best work on this topic in a coordinated manner would be items that I hope we might address rather than diving deeply into the specific elements offered below.

- Bruce Bourgoine, November 24, 2015

Maine is a demographically aging state and Readfield is no exception. This shift is often referred to as population "graying." Personally, I prefer to call it our "silver lining." Older citizens impart wisdom and long-term residents have a sense of local history that can help inform our future. Living in a town that values senior citizens not only recognizes the reality of a demographic shift but with the right approach can provide community vibrancy for people of all ages.

I believe we should start preparing today to make Readfield a better place for an aging population and build upon identifiable existing assets. We may be able to undertake some of this effort with little or no fiscal impact by tapping into our volunteer strengths and other resources. Some of the effort may require wise or strategic investments to serve our senior population. Town leadership helping to guide long term planning may assist directing us toward resources. Town coordination would help us maintain this effort as a priority.

Below, in no priority order, are some possible items to consider or explore in the future:

- Medical access such as a regularly scheduled clinic or special clinics
- Non-emergency EMT services
<http://www.wsj.com/articles/paramedics-aren-t-just-for-emergencies-1439832074>
- Tele-medicine via broadband access
- Ride services, errand assistance
- Volunteer chore assistance and coordination
- Review accessory apartments (in-law apartments) rules and encouragement
- Town walking, exercise options, access to town assets, community services
- Specialty offerings such as elder law, diet, and other presentations
- Volunteer involvement encouragement and opportunities for seniors
- Tax policies recognizing elder fixed incomes
- Housing
- Participation in regionally coordinated assets and opportunities

There are likely other topics to consider and please find included an introduction to the AARP Network of Age-Friendly Communities as an additional resource.

AARP Network of Age-Friendly Communities

An Introduction



NETWORK PROFILE

The AARP Network of Age-Friendly Communities consists of towns and cities throughout the United States. The Network is expanding regularly as additional communities make the commitment to become age-friendly. AARP advances efforts to help people live easily and comfortably in their homes and communities, and it encourages older residents to take an active role and have their voices heard.

EIGHT DOMAINS OF LIVABILITY

AARP's Network of Age-Friendly Communities targets improvements that influence the health and quality of life of older adults:

1. **Outdoor spaces and buildings**
Availability of safe and accessible recreational facilities
2. **Transportation**
Safe and affordable modes of private and public transit
3. **Housing**
Range of housing options for older residents, the ability to age in place and home-modification programs
4. **Social participation**
Access for older adults to leisure and

cultural activities, and opportunities for social and civic engagement with both peers and younger people

5. **Respect and social inclusion**
Programs to promote ethnic and cultural diversity, as well as multigenerational interaction and dialogue
6. **Civic participation and employment**
Paid work and volunteer activities for older adults, and opportunities to engage in the creation of policies relevant to their lives
7. **Communication and information**
Access to technology that helps older people connect with their community, friends and family
8. **Community support and health services**
Access to homecare services, health clinics and programs that promote wellness and active aging

LEARN MORE at aarp.org/agefriendly
aarp.org/livable-communities/network-age-friendly-communities/

WEB: www.aarp.org/me
Facebook and Twitter: [aarpmaine](#)
EMAIL: me@aarp.org

MAINE ENROLLED COMMUNITIES:
Enrolled communities: 5 (Paris, Ellsworth, Portland, Kennebunk, Bowdoinham)

AARP NETWORK MEMBER BENEFITS

- Recognition by AARP and others
- Organizational guidance from AARP and national experts
- Resources for identifying and developing assessment and survey tools
- Access to a network of Maine and U.S. communities and best practices
- Access to a volunteer network of support
- Access to evaluation tools
- Trainings and networking events
- Streamlined admission into the age-friendly network
- Resources at AARP.org/agefriendly

If your community has interest in preparing for Maine's changing demographics through the Age Friendly Community Network...

Contact AARP Maine

PHONE: 1-866-554-5380

Lori Parham LParham@AARP.org

Peter Morelli PMorelli@AARP.org

207-712-7105

AARP Maine Resources Available for Making your Community More Age-Friendly

Members of the AARP Network of Age-Friendly Communities become part of a network of communities committed to providing older adults with the opportunity to live rewarding, productive and safe lives. AARP Maine will work with any Maine communities who want to address the important issues of aging in place and aging in community. Among the services and resources AARP can provide:

AARP has compiled resources from the United States and English speaking countries. Find our *Age Friendly Tool Kit* at <http://www.aarp.org/livable-communities/network-age-friendly-communities/> The AARP Age Friendly assessment tools can be used as is or modified by any community who wishes to do so. The site provides access to a network of communities and best practices now in use in 50 communities across the country-- providing experience and resources back to the Network.

Especially useful for smaller Maine communities is a Canadian guide entitled *Age Friendly Rural and Remote Communities: A Guide* http://www.phac-aspc.gc.ca/seniors-aines/alt-formats/pdf/publications/public/healthy-sante/age_friendly_rural/AFRRC_en.pdf

A Maine oriented guide to age friendly work is *Building a Collaborative Community Response to Aging in Place: A Guide to Creating an Age Friendly Maine, One Community at a Time*. It is available at : http://maine4a.org/image_upload/FINALREPORT.pdf

AARP staff can attend early meetings of age friendly community groups, helping to get the process off on the right foot.

AARP can provide a model age friendly community survey and advise on how to administer it.

AARP Maine has a small grant program to support age friendly community planning designed to include low and moderate income older adults.

There are many roads... We love the Village model. If your community wants to pursue the Village Model (or any reasonable model) AARP will be there to help with support and guidance for your strategic plan for aging in your community.

AARP publishes a monthly on-line livable communities newsletter with articles highlighting relevant resources. <https://secure.aarp.org/livable-communities/livable-community-news-alerts/>

AARP's Livability Index provides a snapshot of neighborhood needs: <http://livabilityindex.aarp.org/livability-defined>

AARP conducts an annual conference for member communities and conducts webinars/calls in collaboration with partner organizations. Similar Maine oriented meetings are planned.

If your community has interest in preparing for Maine's changing demographics through the Age Friendly Community Network, contact AARP Maine, 866-554-5380, Peter Morelli, age friendly coordinator, PMorelli@AARP.org, 207-712-7105

Parkly Lot - Future Agents

0 = Possible for H.S.

Readfield Board of Selectmen

November 30, 2015

Item # 16-0047

List of Items in upstairs of Library for possible sale or disposal

own
Potential sale items:

1 Settle (long bench with back): suggested value \$300 - \$500

Is probably the same as we have

2. Side table: suggested value \$85 - \$120

3. Single caned chair (needs recanting): suggested value \$15 - \$35

④ Vintage Victorian Desk: suggested value \$200.00

⑤ Vintage Child's chair: suggested value \$35 - \$40.00

6. Podium: suggested value \$25.00

7. Vintage Victorian Settee with two side chairs

8. Swivel Desk chair: no antique value

9. Piano and upholstered piano bench: Would recommend giving them away to someone willing to move them

⑩ Card File

11. Shelf list

12. Wooden collapsible book rack

13. Vintage LC Smith & Corona typewriter

14. Vintage Remington (although not as old as the Corona) typewriter

⑮ Vintage Globe with internal light:

16. Wire book racks

Flo. from H.S.

Gordon Large

- Farmingdale

- Piano Evaluation

FUTURE AGENDA ITEMS

Appendix A

Future Agenda Items

Next Meeting:

1st reading of the revised FOAA policy
1st Reading of amended Conflict of Interest & Recall Process Ordinance
Consider an appeal of a decision of the Board of Assessors

Future Meetings:

Giles Hall Use Policy Amendment
Library Building Committee status
Presentation by Steve Vose of Maranacook Adult Education
What to do about the Town Truck...
Consider Town Office Hours
Review of Comprehensive Plan
Establish staggered terms for the Readfield Solid Waste and Recycling Committee
Revision to SWRC Interlocal Agreement
Brush Grinding RFP
Snow Plowing RFP
Striping RFP
Technology Plan