

**Readfield Select Board  
Meeting & Workshop Agenda  
November 14, 2016, Readfield Town Office**

Meeting starts: 6:30 PM  
Meeting ends (unless extended): 9:00 PM

**Pledge of Allegiance**

**Regular Meeting - 10 minutes**

- 17-092 - Minutes: Select Board meeting minutes of November 3, 2016. - 5 minutes
- 17-093 - Warrants: #20 & #21. - 5 minutes

**Communications - 50 minutes**

- Select Board communications. - 15 minutes
- Town Manager Report - 5 minutes
- Treasurer's Report for the month of October - 10 minutes
- Boards, Committees, Commissions & Departments - 5 minutes
  - Trails Committee minutes of July 26, 2016
  - Cemetery Committee minutes of August 15 and September 27, 2016
  - Library Board minutes of September 7, 2016
- Public Communication - Members of the public may address the Select Board. - 15 minutes

***Short Break***

**New Business - 85 minutes**

- 17-094 - Review of the Towns Emergency Operations Plan - 20 minutes
- 17-095 - Consider draft Swap Shop and Clean Demo Wood Rules for the Transfer Station. - 5 minutes
- 17-096 - Approval of an initial Fiscal Year 2017-2018 (FY18) Budget Process. - 10 minutes
- 17-097 - Consider a survey of the Gile Hall lot to facilitate accessibility improvements. - 5 minutes
- 17-098 - Consider putting our waste hauling and disposal contracts out to bid. - 5 minutes
- 17-099 - Discuss direction for the Capital Investment Planning Process. - 5 minutes
- 17-100 - 90 Day Select Board Review for Violations at 37 and 38 Terrace Rd. - 30 minutes
- 17-101 - Other. - 5 minutes

**Future Agenda Items - 5 minutes**

- As identified in Appendix A.
- Other.

**Adjournment**

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – November 3, 2016 – *Unapproved***

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**Select Board Members Present:** Bruce Bourgoine, Thomas Dunham, John Parent, Christine Sammons, and Kathryn Woodsum

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Grace Keene

**Regular Meeting**

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

- **17-089 – Minutes: Select Board meeting minutes of October 17, 2016**
  - **Motion** made by Mrs. Woodsum to approve the minutes of the October 17, 2016 meeting as amended, **second** by Mrs. Sammons. **Vote 5-0 in favor.**
- **17-090 – Warrants #18 & #19**
  - **Motion** made by Mrs. Woodsum to approve Warrant #18 in the amount of \$363,081.64, **second** by Mr. Parent. **Vote 5-0 in favor.**
    - Re-categorize Winter maintenance legal fees just to legal
  - **Motion** made by Mrs. Woodsum to approve Warrants #19 in the amount of \$14,989.26, **second** by Mrs. Sammons. **Vote 5-0 in favor.**

**Communications**

- **Select Board Communications**
  - Mrs. Sammons spoke regarding the Special Veterans Day Event on Friday, November 11. Starting at 10:00am at Readfield Corner Cemetery. Information is on the website in the Town messenger and on the TV station.
  - Mrs. Woodsum mentioned the email received from a citizen, rather lengthy with a long list of items. She had asked about the signage at the Transfer Station and why was she doing it as single person and not as a Board. Clarifying that it's okay to bring this question up under Selectboard Communication. With the okay given she asked if we had all signs up yet.
  - Mr. Dunham asked about an update on the Superior court case. Did receive a filing from our attorney which was just a basic response of the complaint. Mr. Dunham asked to have any and all communications concerning that matter sent to him.
  - Mr. Bourgoine took a moment to encourage everyone to vote next Tuesday, 11/8/16 from 8-8.
- **Town Manager**
  - Mr. Dyer went over his Town Manager report dated November 3, 2016.
- **Public Communications - *Members of the public may address the Select Board on any topic***
  - None

**Appointments & Re-Appointments:**

- **17-091 – Appoint a Warden for the upcoming election**
  - **Motion** made by Mr. Parent to appoint Ellen Blanchard as the Warden for the upcoming election, **Second** by Mrs. Woodsum. **Vote 5-0 in favor.**

***Adjournment of the Selectboard meeting at 7:10 pm for a 15 minute break.***

**Readfield Select Board**  
**Regular Meeting Minutes – November 3, 2016 – *Unapproved***

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**Joint Capital Investment Planning Workshop**

The Selectboard and Budget Committee are holding a joint workshop (led by the Select Board) to discuss Capital Investment Planning and review potential capital savings and expenditures for the upcoming fiscal year.

**Select Board Members Present:** Bruce Bourgoine, Thomas Dunham, John Parent, Christine Sammons and Kathryn Woodsum

**Budget Committee Members Present:** Peter Davis, Martin Hanish, Mike LaBerge, Valarie Pomerleau and Andrews Tolman

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Teresa Shaw (Finance Officer), Grace Keene

**Welcome and Introductions**

- Workshop began at 7:31 pm followed by introductions of the Selectboard and Budget Committee.

**Discussion of Capital Investment Planning**

- What are capital assets
- Past CIP process
- Components of capital investment planning
- Strategy and goals
- Options for managing capital assets and investments
- Next steps

**Discussion of Capital Investments in Fiscal Year 2017-2018 (FY18)**

- Review of current CIP projects
- Selectboard to put together a policy.
- Reach out to the different departments to see what they are still looking at for projects.
- Prioritize a list; make sure all is updated and current.
- Create a Capital Request Form.
- Eric Dyer to contact the departments and verify the projects.
- Highlighted items on list are FY18 funding or start planning on looking at.
- Create a resource request form timeline

**Motion** made by Mrs. Woodsum to adjourn the workshop at 8:57 pm, **second** by Mr. Parent. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary*

# **COMMUNICATIONS**

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



## Readfield Trails Committee Minutes

### July 26, 2016

**Present:** Greg Durgin (Co-Chair), Nancy Buker (recording secretary), Ken Clark, Bob Harris, Jeannie Harris, Rob Peale, Romaine Turyn.

**Excused Absent:** Ann Keilty, Gary Keilty, Christine Sammons (Select Board Rep), Becky Walsh.

**Absent:** None

**Guests:** None

Meeting called to order by Co-Chair Greg Durgin at 6:33pm; selected time keeper - Romaine.

**1. June, 2016 Minutes:** Romaine motioned to accept June meeting minutes as written. Seconded by Bob. Vote was 6 approved; Nancy abstained (not present at June meeting).

**2. Treasurer's Report:** Jeannie reported account balance: May- \$150.25; June- \$147.46 (\$2.79-postage).

**3. Landfill Trail Report (Rob & Ken):** Two maps and a document/email were distributed and discussed.

- Map #1 is a Google map with the proposed/designated parking area and landfill trail head.
- Map #2 shows the ownership plots/boundaries and the landfill area with the suggested/proposed trail - from the old landfill, along the esker ridge, to Bog Pond.
- The document/email "Re: Meeting" from Rob Peale, dated 8/25/2015, states that "...there is no problem putting the trail across the landfill as long as the cover is in good shape and we don't disturb the cover. ... it is being properly maintained, and there are no breaks with the exposed landfill waste."

Ken and Rob stated that these three documents will be the basis for a presentation to the Readfield Select Board. Motion made by Ken to present this plan with the documents that are presented tonight to the Readfield Select Board at their September, 2016 meeting.

Second by Romaine; with no further discussion, approved by unanimous vote.

**4. Mill Stream Work Day (Bob):** The Mill Stream 2 ½ hr. work session was held on July 5th at 10am. Photos will be in the August, 2016 Readfield Messenger. Volunteers also worked on the Community Pathway to level trail with additional blue stone.

**5. August Meeting (Greg):** Members agreed by consensus not to hold an August (summer-time) meeting.

**6. Blue Stone Movement (Greg):** Product was moved by tractors and placed near the lower Fairgrounds Trail to be put down by the MCS and KHS students later this fall during their community service day. Greg volunteered to check with KHS to note the date for their community service day. Suggestion made to contact The Maple Tree School for student volunteers to rake the Community Pathway in the fall.

**7. New Membership Suggestions (All):** Trails Committee is established with 13 members, plus one alternate. Presently, committee needs 3 new members and an alternate; new/possible members were proposed and will be approached. Also, suggestion made to have the minutes sent out to the committee members only, and all other correspondence/emails/documents may be sent to the members AND volunteers. Members agreed with this proposal.

**8. Strategic Plan Update (final) (Ken):** Members offered positive feedback/compliments on the plan. Motion made by Romaine to approve the most recent version of the Trails Committee Strategic Plan and that we monitor and update it every 6 months. Second by Jeannie. Voted to approve. It was noted that its publication has been well received by the public since it was presented in the July Messenger.

**9. Individual Work Notification (Gary via Greg):** If/when you do trail work, please notify Gary for documentation.

**10. Torsey Preserve West Trail ( Rob):** Trail commences on the west side of Rt 41 (at the sign post). Trail meanders on the Echo lake parcel to the head of the wetlands (with bird life, beaver dam, etc.) and to the outlet of the wetlands where the stream begins. The trail has been completed.

**11. Other:**

**a. Sidewalk** - Romaine stated she had no known update.

**b. Elder Committee - Making Community Age Friendly:** Romaine stated: small committee has been established; grant application submitted to facilitate the development of a survey to assess community needs; assessment geared to the 55 y/o and older; to be affiliated with AARP.

**c. Road Survey** - Romaine stated that no further information known.

**d. Water District Trail Site** - Greg stated: on Thurs. July 14th there was an on-site visit, a walk-thru showed some nice land opportunities for trails. Contact with abutting landowners may be necessary. Interested persons may meet again in September to consider additional plans.

**Adjourned:** 7:36pm *Time keeper did a great job!*

**Meeting Date:** August, 2016 - no meeting; **Next meeting:** September 27, 2016.

Respectfully Submitted,

**Nancy L. Buker**  
Secretary, pro-tem for July, 2016

***Cemetery Committee Meeting***  
***August 15, 2016***  
***Approved September 27, 2016***

**Members Present:** Marianne Perry, Pam Osborn, Deb Doten, Brenda Lake, Andy Tolman, Grace Keene, John Moran

**Members Absent:** Karen Peterson (excused), Sandra Rourke (excused)

**Members of the Public:** Rhonda Luce, Eunice Bowler

**Staff:** Anna Carl

Meeting came to order at 9:30 am in the Town Office.

The Committee elected officers for the 2016-2017 fiscal year. Grace Keene was nominated as Chair, and Deb Doten was nominated as Secretary. Marianne Perry made the motion to approved these nominations for another year. John Moran seconded the motion. The motion passed 7-0.

The June 20, 2016 meeting minutes were reviewed. Motion made by Andy Tolman to accept the minutes. Marianne Perry seconded . 6 Approved. 1 Abstention.

**Sexton Update**

East Readfield Cemetery: The estimate to repair the well is approximately \$1100--\$1300 and \$900 to pull the pump. More information is needed before moving forward with the repair of this well. Options will be researched and will be prepared before the Budget Committee begins meeting.

Trees: A large part of a tree fell onto stones at the Readfield Corner Cemetery. Readfield Town Employees cleared the tree. It was fortunate that stones were not damaged. The Sexton reviewed a map of all of the maple trees. Next steps will include a prioritization of which trees need to be addressed first and what the cost for removal and replacement will be. A reminder was given that Cemetery Committee had recommended that the 2016 CIP include the cost of an inventory and forestry plan for the removal and replacement of all of the maple trees in the cemeteries. There was no action taken on this recommendation at the time.

The Sexton will be attending a workshop in Monson on slate stone preservation. She will also be attending a four-day MOCA workshop on stone repair.

The Sexton proposed a cemetery tour in October that would include the Union Meeting House. Andy Tolman, Marianne Perry and Grace Keene agreed to help organize this effort. They will meet on 8/8/2016 to further organize this project.



There is a black flag which honors fallen police officer, Owen Colman who was killed in the line of duty in 1926 in Florida. The town received notification of this honor a few weeks ago. The flag has been placed at his grave in Readfield Corner Cemetery.

The Sexton will check on the tree at Whittier Cemetery to see if the branch has been removed. A reminder was given that the Town Of Readfield's forester did look at the Whittier maple tree and reported that this maple tree could be preserved by using a cable. This was a recommendation that the Cemetery Committee made at the time of budget recommendations current year.

Stone Cleaning: Interested Cemetery Committee members will meet at the Kent's Hill Cemetery on 9/8/2016.

East Readfield Cemetery Berms: Rhonda Luce has given a great deal of her time and plants to start a third berm. She has also been weed whacking long RT. 17 and has started poison ivy removal. John and Marianne Perry, along with Grace Keene, planted a flowering crab tree on the corner of the cemetery. A question was raised about a berm/planting marking the edge of a grass road.

The committee would like to extend thanks to Rhonda Luce for her hard work and voluntarism.

The committee discussed the need to meet for planning purposes. This meeting will be 10/4/2016 at 1:00.

Completion of the Cemetery Rules should be addressed this coming year.

Meeting Adjourned at 11:30.

**Next Meeting:** 9/27/2016 at 9:30 in the Town Office.

***Cemetery Committee Meeting***

***September 27, 2016***

***October 17, 2016***

**Members Present:** Karen Peterson, Pam Osborn, Deb Doten, Brenda Lake, Grace Keene

**Members Absent:** Marianne Perry (excused), Sandra Rourke (excused), Andy Tolman (excused), John Moran (excused)

**Members of the Public:** Ronda Luce

**Staff:** Anna Carl, Eric Dyer

Meeting came to order at 9:30 am in the Town Office.

The August 27, 2016 meeting minutes were reviewed. Motion made by Pam Osborn to accept the minutes with approved edits. Grace Keene seconded . 4 Approved. 1 Abstention.

There is one Cemetery Committee member who is only able to come on Mondays due to her work schedule. All agreed to go back to Monday meetings.

**Sexton Update**

The Maine Old Cemetery Association (MOCA) is offering educational workshops for stone cleaning and repair in 2017. The requirements of the workshop were reviewed and the Sexton will submit an application to hold a workshop at one of the Readfield cemeteries.

The Sexton attended two MOCA workshops on stone repair. With the purchase of appropriate equipment, staff and volunteers could be trained do certain types of stone repair and restoration restoration.

Volunteers and the Sexton have cleaned 46 stones at Kents Hill Cemetery and 6 stones at Readfield Corner Cemetery.

The Cemetery Tour/Readfield History Walk is schedule for October 15<sup>th</sup>. This tour is a collaborative event with the Union Meeting House, the Readfield History Walkers, and the Town of Readfield. During this tour, information around the Henry Prior Miller stones may be presented. Thank you to Brenda Lake for assuring that the information for this tour is publicized in the Kennebec Journal.

Staff have been repairing a road in the Readfield Corner Cemetery.

Staff have been clearing the brush away from the stone wall at the East Readfield Cemetery.

Tree work will be completed this fiscal year. Whittier Cemetery will be prioritized.

The Sexton is still exploring the repair of the East Readfield pump.

#### **Town Manager Update**

The Budget Committee's first meeting will be 11/3/2016.

The Chairs Meeting will be 11/28/2016 at 6:30.

All are reminded to complete the Age Friendly Committee's survey which is available the Town's web site.

A question was raised on the role of Advisory Committees and Boards and their involvement in the budget process. In response, the vision of the role of Advisory Committees is to offer recommendations and advice based upon their specific knowledge, expertise and purpose of the committee itself. Generally speaking, fiscal recommendations could include the cost and scope of work for specific projects as well as to prioritize their importance.

The Town Manager thanked the members of the Cemetery Committee for their volunteer efforts.

#### **East Readfield Cemetery**

Many thanks to volunteer Rhonda Luce who has removed the annuals from the berm as well as clearing away overgrown bushes and evasive plants.

More mulch will be needed next year.

#### **Other Business**

The Memorial Garden at the Readfield Corner Cemetery needs maintenance. There was additional discussion on what steps should be taken to complete the project. The Sexton will look at the pulling stones at the Fairgrounds to determine the feasibility of using them as benches and/or for other landscaping uses.

#### **Next Meeting:**

October 17, 2016 at 1:30 at the Town Office.

READFIELD LIBRARY BOARD MEETING  
SEPTEMBER 7, 2016

The meeting was called to order at 6:35 by Chair, Deb Peale.

Those present were: Deb Peale, Brenda Lake, Beverly Monsulick, Lori Clark, Pam Mitchell, Jan Tarbuck, Donna Witherill, Betty Peterson, and Nancy O'Toole Meservier, Librarian.

Excused was Cricket Blouin.

**July's Secretary Report:** Accepted with minor changes.

**July's Treasurer's Report:** Accepted

**Librarian's Report:**

- Current Project: Nancy is moving books around in the library to make it more efficient.
- Upcoming programs: Leonard Kalkwarf will talk about his book "Exploring the Libraries of the Presidents" on September 14. Dale Potter Clark will speak on her book about summer resorts and camps in this area on October 5.
- Visit to Senior Café: On September 19 Nancy will visit the Senior Café for a program that was postponed from April.
- Other summer programs will be discussed with old business.

**Old Business:**

- Quilt Raffle: The winning ticket was drawn on August 25. The winner is Kathleen Webster. We netted \$236.00 from the raffle. The quilt was donated by Nancy's Mom and this is the third quilt she has made and donated to the library for a raffle. Thank you to Diane O'Toole for supporting our library.
- Surplus Sale/Silent Auction: This sale started out very slow but did extremely well by the end of the sale. We collected \$860.00 from the auction and we cleaned the library of vintage items. Thank you to Deb Peale for initiating this project.
- Book Sale: Another successful book sale this year. We made \$ 1,370.00, \$150.00 more than last year. Residents seem to look for us each year. People started arriving before 9:00 and many brought their own bags.
- Left-over Books from the Sale: We are so pleased to say that all our left-over books were brought to other locations. None of the books went to the transfer station this year. Books were brought to local community organizations, Pals (who took most of our paper backs) and Goodwill, who took all the others. Thank you to Jan Tarbuck and Brenda Lake for organizing this huge project and to Cricket and John Blouin for filling their trailer with the books and delivering them to Goodwill.
- Summer Reading Program: This program went well. We had 84 participants and 753 books were read. Children's hour started off strong but ended up slower. The board feels this is a result of good summer weather. People wanted to be outside. We ended the summer reading program with another Chewonki program. This program went well with 47 participants.

**New Business:**

- Volunteer Appreciation Night: This event is scheduled for October 26 at 6:30.

- Age Friendly Community Survey: If you are 55 or over, please fill out the survey. It can be done either online or paper form. There are many questions concerning the library on the survey that could be helpful to us. Deb will represent the library at the meeting.
- Finishing with cleaning the upstairs of the Library: Deb will be organizing this and will ask for help when needed.
- New and previously mentioned ideas: We will be moving forward with the project of lending snowshoes and poles this winter. We will be advertising for donations. We are also looking to acquiring different kinds of cake pans to lend in the future. Lots of fun things happening at the library.

The next meeting will be held on Wednesday, October 12 at 6:30 at the library.

A motion was made to adjourn at 8:00.

Respectfully submitted,  
Betty Peterson, Secretary

# **NEW BUSINESS**

# **Town of Readfield**

## **Emergency Operations Plan**

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## 1. Plan 1 Scope and Acceptance

This plan will be used during disastrous situations where the Town's populace is affected and will need police, fire, emergency medical, transportation (if deemed necessary), feeding, and sheltering support. It will bring the user to the point of knowing what is to be done, and who will do it. It will not detail how these activities will be performed.

Signed:

Select Board Chair \_\_\_\_\_

Select Board Member \_\_\_\_\_

Select Board Member \_\_\_\_\_

Select Board Member \_\_\_\_\_

Select Board Member \_\_\_\_\_

## 2. Revision Sheet

Date of Revision \_\_\_\_\_, 20\_\_

The Emergency Operations Plan for the Town of Readfield has been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list as the Revision Log to your copy of the plan.

**Plan Component**

**Remove Pages Numbered**

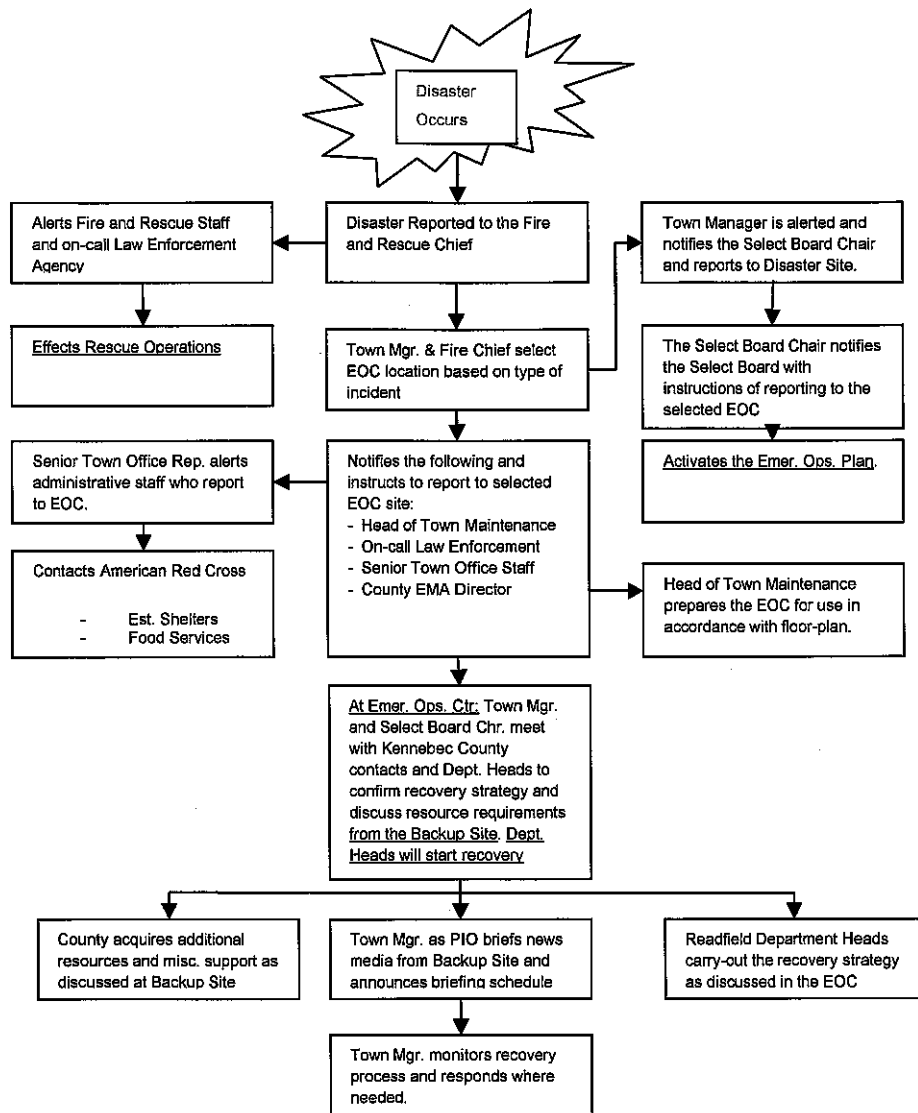
**Insert Pages Numbered**

**Date Revisions Posted** \_\_\_\_\_, 20\_\_.

**Revisions Developed By** \_\_\_\_\_, 20\_\_

**Revisions Approved By:** \_\_\_\_\_, 20\_\_

### 3. Recovery Flowchart



## **4. Readfield's Emergency Organization and Response**

It is the intent in developing the Town of Readfield's Emergency Operations Plan (the "Plan") that the Plan will fully comply with the standards and practices stated in the National Incident Management System (NIMS). In case of any conflict between this Plan and any NIMS policy, the NIMS policy should have priority and the Plan should be adjusted accordingly.

This Plan is intended to be an overview of functions to be performed during an emergency. The Plan does not give detail on how any particular function will be performed. It is presumed in this Plan that the emergency response providers named in this Plan will already have developed, and will be well practiced in, execution of their responsibilities during an emergency.

Implementation of this Plan must be as self-triggering as possible. This is accomplished through ongoing familiarization of the Plan by all Town employees and through periodic testing. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, or other non-governmental agency.

The following is a breakdown of responsibilities organized by groups and/or Emergency Titles.

### **4.1 Select Board:**

Select Board members will be required to complete NIMS Incident Command System (ICS) courses 100 and 700.

1. The Select Board will assume a leadership role during emergency operations and will be responsible for:
  - The Select Board Chair is responsible for alerting other members of the Select Board
  - Activation of the Emergency Operations Plan
  - Activation of the Emergency Operations Center (Backup Site)
  - Monitoring progress of the Emergency Operations Plan through to completion
  - Coordinate support from the Kennebec County Emergency Management Agency.
  - Working with the designated Readfield Emergency Management Director and Town Manager to provide general support.
  - Chairing all Emergency Management ongoing internal status briefings.
  - Authorizing activation of shelters through the American Red Cross
  - Authorizing request for assistance with decontamination procedures to the County EMA Director.
  - Authorizing necessary emergency funding requests.

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2. Activate and monitor progress of the Emergency Operations Plan which commences when the Readfield Select Board Chair and Emergency Management Director/Fire Chief determine that the severity or length of the situation warrants plan implementation to reduce the threat to life and property to a minimum.
3. Activate the Town Emergency Operations Center. This center will provide centralized control to direct rescue and recovery operations. The Emergency Operations Center could be located at either the Readfield Fire Station or the Town Office, depending on the situation.
4. Alert the Kennebec County Emergency Management Agency (KCEMA), and authorize its assistance during a Town emergency.

**Other Responsibilities (when deemed appropriate):**

1. Authorize the alert and order the mobilization of the Town through Emergency Management functions by arranging for the evacuation of threatened areas through the Emergency Management Director/Fire Chief.
2. Authorize the notification of local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

## **4.2 Emergency Management Director**

The Emergency Management Director/Fire Chief, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the disaster site.

The Emergency Management Director/Fire Chief will have completed NIMS ICS courses 100, 700, 701, 702 and 704.

**Specific responsibilities include:**

1. Reports to the disaster site and determines the recovery strategy that should be used.
2. Determines the capability of the Town to respond to the situation and whether outside assistance is needed. This will be confirmed when the briefing is conducted at the Emergency Operations Center.
3. Develops and maintains a Town situation map identifying problem areas and deployment of responders at the Emergency Operations Center.
4. Reports to the Emergency Operations Center (Readfield Fire Station or Town Office) and conducts a briefing of the recovery strategy to be used and resource

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requirements with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director.

5. Prepares for disaster briefings with the Select Board, Department Heads, and the Town Manager.
6. Ensures all Department Heads have communications capabilities, especially in the field.
7. Assigns duties to Town Departments that shall be the same or similar to their normal duties.
8. Monitors the rescue and recovery processes and responds where needed.

### **4.3 Town Manager**

The Town Manager, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the Emergency Operations Center.

The Town Manager will complete NIMS ICS courses 100 and 700.

1. The Town Manager is alerted by the Emergency Management Director/Fire Chief and, in turn, alerts the following people:
  - The Kennebec County Emergency Management Director
  - Select Board Chair
  - On-call Law Enforcement Agency
  - Head of Maintenance
  - Senior Town Office Administrative Staff Contact

Provides general support, such as:

- Completing emergency contact of the Select Board Chair, Readfield Dept. Heads, and Kennebec County EMA Director
- Alerts the Head of Town Maintenance with instructions to prepare the Emergency Operations Center (EOC) with pre-arranged floor plan for use.
- Alerts the Senior Town Office Administrative Staff Contact who will contact the Town Administration Staff with instructions of reporting to the EOC.

When the Town Manager performs these tasks, the Emergency Management Director/Fire Chief is free to concentrate on the rescue and recovery tasks.

2. Oversees the recruitment of volunteer personnel to augment the personnel and facilities of the Town for emergency management purposes. These volunteers will

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be familiarized with the Emergency Information Database (as defined in the appendices) while completing the following types of tasks:

- Conducts disaster notifications to Town residents, other boards, and agencies (as directed).
  - Tracks equipment and materials resources utilizing forms in the Appendices.
  - Conducts telephone support by answering the telephones and recording messages at the Emergency Operations Center.
  - Serves as communication coordinator to the local populace.
  - Initiates the contact to local residents that need follow-up (i.e. "Are you OK?")
  - In general, provides support as needs arise.
3. Contacts the American Red Cross to arrange for sheltering and feeding support. It is understood that that the Red Cross may not be able to provide all the resources that may be requested, and the Town Manager will be expected to supplement Red Cross support using local volunteer forces.
4. Assists in acquiring and managing of emergency supplies that will be stored at the EOC/Readfield Fire Station.
5. Functions as the Public Information Officer:
- Attends all emergency internal status briefings held by the Select Board and prepares/conducts news briefings to the media.
  - Issues information and advice to the general public. Must be prepared to brief news media and answer questions. Prepares and announces a schedule for future briefings for the news media.
  - Notifies news media of time and site of any press conferences.
    - i. Includes school representative as needed in press conferences.
  - The Public Information Officer will have completed appropriate NIMS ICS training.



## **5. Emergency Support**

### **5.1 Emergency Operations Center (EOC)**

The Emergency Operations Center (EOC) is the de facto Emergency Town Hall and serves as a central point where communications, command, and control for rescue and recovery efforts are planned and staged.

#### **5.1.1. Head of Town Maintenance:**

- Prepares the Emergency Operations Center for use by following a pre-established floor-plan illustrating how the space will be utilized between the various groups who will occupy the site.
- Provides power, lighting, and other needs as directed by the Town Manager to the EOC and other locations as directed.

#### **5.1.2 Town Office Administrative Staff**

References the Readfield Emergency Information Database when completing the following functions:

- Alerts Town employees as directed.
- Reports to the EOC and contacts communications, office supply, and other vendors as directed.
- Ensures the EOC is equipped with the necessary office supplies, area maps, and easel.
- Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation.
- Tracks all expenses that relate to Town recovery efforts.
- Conducts disaster notifications to Town employees.

#### **5.1.3 Town Manager**

- Manages the recruitment and use of volunteers, though may delegate functions to the Fire Department Auxiliary due to logistics experience.
- Arranges for personal services to the Staff such as food, water, etc.
- Arranges for physical security of the EOC.
- Reserves space at the EOC for the American Red Cross representative(s).

## **5.2 Communications Among Emergency Agencies**

### **5.2.1. Existing Communications Capability**

- The EOC could be located in the Readfield Fire Station, the Town Office, or a school building and will use telephones for communications.
- One telephone line is available at the Fire Station. An additional telephone line could be added. The Fire Department, Head of Town Maintenance, and Town Manager have 2-way radios. The Fire Department will provide additional radios to the EOC kits.
- The Fire Department, Head of Town Maintenance, and Town Manager have cellular "smart" telephones. An additional smart phone will be available to the EOC.

### **5.2.2. Town Manager**

- Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all Town departments and agencies is available to all groups.
- Ensures that all personnel are familiarized with the emergency communications arrangements.

## **6. Public Emergency Services**

### **6.1. Emergency Public Information**

The Public Information Officer (PIO) provides accurate and official information and instructions to the Town residents through all available media before, during, and after emergencies. The Town Manager, under direction of the Select Board, will function as the Public Information Officer.

#### **Considerations/Assumptions:**

- The local news media will be asked to cooperate with the Public Information Officer in providing information and instructions to the public in an emergency.
- No information releases will be made concerning bomb threats at the schools.

#### **News Sources:**

- FM station WMME (92 MOOSE) can provide information instructions to the public during an emergency.
- Maine State Police Dispatch will take requests to provide immediate information through the Emergency Alert System (EAS).
- The Kennebec Journal will be asked to publish informational and instructional material when the situation warrants.

### **6.1.1. Readfield Select Board**

- Attends all disaster briefings and works with the Public Information Officer (Town Manager) and approves news releases.

### **6.1.2. Public Information Officer (Town Manager)**

- Selects personnel to assist in providing fast accurate reporting during emergencies.
- Coordinates the collection and evaluation of information and instructions for the public.
- Maintains a list of local news media personnel and their phone numbers within the Town.
- Establishes an information center at the Emergency Operations Center for the media.
- Prepares news releases with Emergency Management Director and submits to Select Board for approval.

## **6.2. Evacuation**

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Select Board for implementation and coordination from the Emergency Operations Center. Town Agencies have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

### **6.2.1. Emergency Management Director**

- Develops an evacuation plan with the Select Board, Town Departments, Law Enforcement, and Kennebec County EMA.
- Coordinates with Schools (RSU #38 and Kents Hill) for access to buses.

### **6.2.2. Law Enforcement**

- Determines traffic and crowd control.
- Maintains security of evacuated areas.
- Alerts the general public of evacuation arrangements (i.e.: locations and times).

### **6.2.3. Head of Town Maintenance**

- Conducts road damage assessments.
- Directs contractors in clearing of debris from Town roads.

#### **6.2.4. Select Board**

- Develops an evacuation plan with the Emergency Management Director, Town Departments, Law Enforcement, and Kennebec County EMA.

### **6.3 Alert and Warning**

The Maine State Police or the Kennebec County Sheriff's Office has primary responsibility for initial reception of any warning disseminated by the County. The Fire Chief has the responsibility of Emergency Operations Center Staff notification. Public notice must be given if the method of protecting the public includes sheltering and/or evacuation.

The Town has agreed to make contact with "at-risk" individuals during certain emergency situations. Responsibility for implementing this contact process resides with the Fire Chief, who may delegate the contact process within his direct staff or to the Fire Department Auxiliary.

Town departments will use the municipal frequency for interface including a land-line to the Schools (RSU #38 or Kents Hill) to staff their bases if the situation so requires. Primary communications with the media, County, and other surrounding local governments will be by telephone. The Maine State Police/County Sheriff's Office radio and the Mutual Aid Fire radio systems can be utilized as back-up as necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, Town portable radios, Town mobile radio-equipped vehicles, or messengers will be used.

#### **Considerations/Assumptions:**

- The Readfield Fire Chief is the Warning Officer.
- The Schools have viable alert notification systems.
- Readfield currently has no sirens.
- Any outdoor warning devices will be maintained.
- Provide a liaison with the American Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.

#### **6.3.1. Readfield Fire Department**

- Verify warnings before dissemination.
- Alert the Emergency Operations Center Staff when it is activated.
- Disseminate a warning to the public using sirens, public address systems, Town agencies, volunteers, and media as required.

#### **6.3.2. On-call Law Enforcement Agency**

- The on-call Law Enforcement Agency has the responsibility for alert notification and for contacting the Readfield Fire Chief.

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### **6.3.3. Available Volunteers or Town Employees**

- Verify warnings before dissemination.
- Assist the Fire Department in warning the public as directed.
- Conduct door-to-door warnings as necessary for part of the population.
- Verify that nursing homes, major industries and other key locations have been notified. (*Refer to the Readfield Emergency Information Database.*)

## **6.4. Sheltering**

The Town of Readfield could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an indefinite period of time. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross. Activation of shelters will be determined by the Select Board and will be dependent on the magnitude of the disaster. The American Red Cross has both the expertise and experience in operating public shelters.

### **Considerations/Assumptions:**

- Primary shelter communications will be by telephone. Radios and messengers may also be utilized when available. If additional radio communications are desired, requests will be coordinated through the Town Emergency Management Director/Fire Chief. The use of Amateur Radio Operators will be considered according to availability (and could be pre-identified).

#### **6.4.1. Red Cross**

- Special needs of the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be addressed.
- The American Red Cross will recruit necessary volunteers to complement the Shelter Operations Staff.
- The American Red Cross will coordinate with the Town Emergency Management Director and the Town Manager for any additional support that can be provided by local government agencies or by local volunteers.
- Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.
- Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.
- An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.
- The American Red Cross will be the Manager of the emergency shelters. Assistance in feeding may be provided by volunteers.
- Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.

These tasks will be reviewed with the American Red Cross to verify that they are realistic.

#### **6.4.2. Town Manager**

- Will notify the American Red Cross Shelter Service of the need for shelter services.
- Will be liaison between the Town and the American Red Cross Shelter Coordinator.
- Will coordinate outside shelter assistance requested from Town Departments and/or agencies.
- Will prepare status charts at the Emergency Operations Center to indicate the location of shelters, available spaces, etc.
- Coordinates public information concerning shelters.
- Requests, through the Select Board, assistance of the County EMA Director when the nature of the disaster requires that decontamination procedures are necessary.
- If deemed appropriate, the Town Manager will be consulted prior to shelter occupants returning to their homes. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

#### **6.4.3. Fire Department**

- Fire inspections will be continually performed by the Fire Department in designated shelters. The department will develop and use a protocol or check list or sheet for fire inspections for buildings/shelters.

#### **6.4.4. Available Volunteers or Town Employees**

- A log of incoming and outgoing messages concerning shelter operations will be maintained.

#### **6.4.5. Law Enforcement**

- Will provide security at these shelters for public safety.

## **6.5 Town Maintenance**

Arranges for manpower, equipment, and vehicles to maintain roadways as directed by the Town Manager and assists other Town agencies, when requested, with personnel, material and equipment, before, during, and after disasters and emergencies. Coordinates activities of contractors who will provide equipment and manpower as needed.

### **Considerations/Assumptions:**

- Limited emergency supplies are maintained at the Readfield Fire Station.
- Emergency funding will be requested through the Select Board before, during, and after disaster/emergencies.
- The Head of Town Maintenance will maintain records of purchases and disbursements, and of hours worked, applicable to the disaster/emergency that will be kept for later reimbursement.
- The Head of Town Maintenance will receive warning of a disaster or emergency through communications by telephone, Fire Department Radio, or messenger.
- The Head of Maintenance has a radio for communicating with the Fire Department and Town Manager on the municipal frequency.

### **6.5.1. Head of Town Maintenance**

Preparations for Head of Town Maintenance:

- Notifies contractors when needed.
  - Coordinates and prioritizes the actions of the contractors.
  - Maintains records of contractor activities for use in cost accounting.
  - Checks all appropriate Town equipment and vehicles.
  - Provides some services with Town equipment in addition to contractors.
- If necessary to restore or maintain essential services:
  - Makes use of local contractors.
  - The Head of Town Maintenance is responsible for:
    - Day-to-day Emergency operations of the Maintenance department and coordination with other Town agencies.
    - Clearing of debris from Town roads.
    - Supplying emergency power, if needed, to emergency shelters.
    - Coordinating transportation through the Select Board, Town Manager or the Town Emergency Management Director.
    - Training for Emergency Operations Preparation (in accordance with floor-plan) for other Town personnel.
    - Maintaining and repairing of Town vehicles.
    - Reporting to the Emergency Operations Center, if opened, and recommending its opening if the situation warrants.

## **7. Public Safety**

### **7.1 Law Enforcement**

Assistance will be available from the Maine State Police or the Kennebec County Sheriff's Office.

#### **Considerations/Assumptions:**

- Mission:
  - Protecting life and property.
  - Assisting in warning of residents.
  - Maintaining law and order.
  - Emergency traffic control.
  - Crowd Control.
  - Assisting residents when evacuating their homes or businesses.
- Emergency communications equipment is maintained and operated through the Town's Fire Department Headquarters by a Dispatcher.
- Twenty-four hour dispatch is covered by the Maine State Police or the Kennebec County Sheriff's Office.
- The Maine State Police and the Kennebec County Sheriff's Office have radio communications capability with Readfield's Fire Department, Head of Town Maintenance, and Town Manager.

#### **7.1.1. Law Enforcement (for KSO and State Police only)**

- Normal channels will be used for day-to-day operations.
- In the event a warning is received or a disaster or emergency occurs, the following will be instituted:
  - All off-duty personnel who are residents will be called-in.
  - All personnel will be placed on stand-by.
  - All equipment will be checked and prepared for use.
  - Feeding and lodging of emergency personnel will be instituted.
  - Security and protection of departmental personnel will be maintained by the department or by calling in other area law enforcement agencies.
- Area Police assistance is provided and coordinated through the Maine State Regional Communication Center in Augusta.



### **7.1.2. Town Manager**

- Emergency funding will be requested through the Select Board before, during, or after disasters or emergencies.
- Evacuation of endangered areas will be accomplished using a mobile public address system (provided by Fire Department or Maintenance) followed by a door-to-door check, with transportation to shelters coordinated with the Town Manager and Volunteer Pool.

### **7.1.3. Town Attorney**

- Legal questions will be referred by the Town Manager to the Town Attorney.

## **7.2. Fire and Rescue**

The Fire Department has the primary responsibility of responding to emergencies in the Town when a fire or threat of fire may exist. It has a responsibility of responding to fire emergencies in neighboring towns through mutual aid compacts. The Fire Department can expect assistance from other Town agencies upon request. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by Public Safety Dispatch or the Fire Chief if a response by the Department is required.

### **Considerations/Assumptions:**

- Telephone fan-out can be used as a back-up.
- A command post shall be established at the scene with responding agencies reporting on arrival.
- On-scene communications frequency is **154.145**.
- Fire apparatus is radio equipped with this frequency.
- The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
- The Fire Chief, or Officer-in-Charge if the Fire Chief is not available, has the responsibility as Town Warning Officer for disseminating severe weather warnings.

### **7.2.1. Fire Department**

- The Fire Chief has the responsibility of assisting in warning the population in an area recommended for evacuation.
- If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Town Emergency Management Director/Fire Chief.

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### **7.3. Hazardous Materials**

The regional HAZMAT Team will provide support to Readfield as needed. The analysis includes fixed facilities as well as hazards on railways and highways.

Public warning of a hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System.

#### **Considerations/Assumptions:**

- Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used.
- The Maine State Police or the Kennebec County Sheriff's Office will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.
- Kennebec County Emergency Management Agency or Maine State Police Dispatch can be contacted to request the HAZMAT team, Department of Environmental Protection, and other necessary resources.

#### **7.3.1 Incident Commander (Incident Control System)**

- The Emergency Management Director/Fire Chief or the Public Information Officer/Town Manager will disseminate official information and instructions to the public when it is judged a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a shelter will be designated.

*A sample emergency message would be "At 00.00, emergency personnel were notified that an incident had occurred at the rail crossing Route 17 in Readfield Depot, resulting in the release of toxic chemicals. Residents of **Readfield** living within 1 mile of this rail crossing are advised to leave the area immediately. All efforts are being made to control the chemical release. Local and County officials have been notified. Additional details will be released as they become available."*

- If there is an immediate life-threatening situation, the Incident Commander may order a precautionary evacuation of affected areas.
- The Town of Readfield receives ambulance service from Winthrop Ambulance. Medical services are provided by the Maine General Hospital in Augusta. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading hazardous materials contamination is present. The

Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed, if known.

### **7.3.2. Readfield Fire Department**

- Hazardous Materials incidents are often accompanied by fire or injured persons. The Fire Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure.
- Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposure. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Incident Commander.
- As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department and the Town Maintenance Department. Missing or damaged items or equipment shall be repaired or replaced.

## **7.4. Emergency Medical Services**

Any agency or department receiving information of an incident where potential mass casualties exists shall immediately notify the Maine State Police and relay the information they have received to Kennebec County Emergency Management Agency, who will then notify the Maine Emergency Management Agency Duty Officer.

### **7.4.1. Law Enforcement**

- The State Police will, without further confirmation, notify MEMA there is a potential of a Mass Casualty Incident under direction of the Kennebec Emergency Management Agency.

### **7.4.2. Emergency Medical Services**

- The first arriving unit: state or local police, sheriff, fire officer, or EMS crew chief, will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, or report, the information to the State Police.
- Based on the information received from the scene, a Mass Casualty Incident may be declared.
- The basic criteria for the declaration shall be any incident that will overload capabilities and resources of the local medical community.
- Readfield's Fire Department will provide a secondary dispatch center to handle non-emergency dispatch for notification of back-up crews, additional equipment, etc.
- All emergency responders shall follow their department's standard operating procedures for a mass casualty incident.

## **7.5. Disaster Assessment Considerations**

### **7.5.1. Situations and Assumptions**

The Town of Readfield, located in Kennebec County, in the south central section of the State of Maine, has an area of 32 square miles and a population of 2,596 (2010 census).

State highways; Routes 17, 41, and 135 provide major highway access to the Town.

The Town of Readfield has railroad traffic.

The Town has a paid part-time Fire Department.

Mutual Aid System: The Town of Readfield has mutual aid agreements with Manchester, Fayette, Mount Vernon, Wayne, and Vienna.

The Town has a limited Maintenance Department (one full-time employee).

Buses from the RSU #38 School District and Kents Hill School could provide passenger service in an emergency.

Law enforcement is handled by the Maine State Police (MSP) alternatively with the Kennebec County Sheriff's Office.

Maine State Regional Dispatch Center will provide dispatching services.

The RSU #38's school bus garage is located in Readfield. A Maine DOT Highway Maintenance garage is located in Winthrop.

There are four (4) schools located in Readfield: Kents Hill School, Maranacook High School, Maranacook Middle School, and Readfield Elementary School.

The types of industries in Town include manufacturing, auto repair, restaurants, a small grocery store, a convenience store, post offices, agriculture, building contractors, many home-based businesses, and summer camps.

There is a Transfer Station on the North Road that serves both Readfield and Wayne.

Maranacook Family Healthcare is located on South Road. Winthrop Family Practice is on Main Street in Winthrop village to the south of Readfield via Route 41/Route 133. The Maine General Medical Center in Augusta is the closest major medical facility which is approximately 10 miles away.

### **7.5.2. Vulnerability:**

Flood plains exist mostly in areas that surround Maranacook Lake and Torsey Pond. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in Town that are located above or near designated flood plains. The frequency of extreme weather events fluctuates from year to year.

### **7.5.3. Assumptions:**

**FLOODS:** Floods are the most probable natural cause of emergencies or disasters in the Town of Readfield. Spring thaws and ice breakups may cause some lowland flooding. Summer and fall storms are more likely to be responsible for major flooding.

**WINTER STORMS:** Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in Readfield, Maine. The Town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

**WINDSTORMS:** Violent windstorms are possible in Readfield, Maine. Hurricanes hit Maine in 1938, 1954, 1960, 1963, 1985, 1991, and 2011. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses.

**DROUGHT:** Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the national drought of 1988, however recovery was fairly rapid.

**WILDFIRE:** Wildfires are possible in the forested areas of Town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreation and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

**EARTHQUAKE:** Earthquakes have been felt on the state's coastal areas in the past and remain a geological possibility. Readfield is situated in an unlikely earthquake zone though it experienced a small quake in October 2012. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

**NATIONAL EMERGENCIES:** National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Readfield is dependent

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upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the Town's population.

**TECHNOLOGICAL HAZARDS: Hazardous Materials** lead the list of potential hazards which could impact the Town of Readfield. Fuels are the most widespread materials likely to create problems. Chemicals used in manufacturing, auto repair shops, and agriculture businesses are sources of possible HAZMAT incidents. Small quantities of Hazardous Materials are stored at the Transfer Station.

**RADIOLOGICAL EMERGENCIES** are possible from vehicles traveling on state highways 135, 17, and 41.

**AIRCRAFT CRASHES** can happen anywhere in Maine. Small private planes and military aircraft are more common in Kennebec County air space. A commercial airliner, off course in bad weather, could become involved with CMP high altitude power lines and pose a threat for creating mass casualties.

**SHORTAGES:** The shortage of energy or food supplies could threaten the welfare of the citizens of Readfield. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

**PANDEMIC FLU:** Readfield has previously developed a response plan in the event of a widespread (regional) influenza outbreak. The response plan is detailed in the "Kennebec County Pandemic Flu Plan" available at the Town Office.

## **7.6. Plan Maintenance and Testing**

### **7.6.1. Annual EOP Maintenance:**

The Readfield Select Board will be responsible for keeping this plan up-to-date by an annual review.

Changes happen throughout the year that may involve personnel, operating procedures, and equipment used by all Town departments. These changes may require updates to the Emergency Operations Plan (EOP) in order to maintain its effectiveness.

It is recommended that a walk-through of the EOP be conducted annually by all Town department heads (collectively) to identify where updates to the EOP are required.

### **7.6.2. Annual EOP Testing (Drills):**

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Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of Town response. Also updating the EOP with this resulting information will assist in maintaining its effectiveness.

### **7.6.3. Establish an EOP Maintenance and Testing Process:**

The following is a list of recommended tasks to ensure the Emergency Operations Plan (EOP) maintains ongoing effectiveness from year-to-year by legislatively requiring the processes to be updated and to test the EOP annually as a required annual business function:

- Pass a Town Meeting article requiring that the annual updating and testing of the EOP takes place. (This article was passed at the June 13, 2013 Town Meeting.)
- Establish an annual schedule for these events to take place. Example: August the EOP is updated, September the EOP is tested, and in October the test results are evaluated which may result in further updates to the EOP.
- Identify the costs involved with conducting these tests.
- Add the cost of conducting this test of the EOP to the annual Town budget. (This has been done in both 2013 and 2014.)

Completing these steps will ensure the effectiveness of the Town Emergency Operations Plan is always well maintained and effective.

## Appendix 1: Personnel Contact Information by function

Town Manager	Eric Dyer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Thomas Dunham	8 Old Kents Hill Road, Readfield	685-4524	458-2033
Select Board member	Kathryn Mills Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	John Parent	8 Old Kents Hill Road, Readfield	242-7420	
Head of Maintenance	Bruce Chandler	8 Old Kents Hill Road, Readfield	685-4939	212-9695
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contact	Robin Lint Teresa Shaw	8 Old Kents Hill Road, Readfield	685-4939	
Public Information Officer	Eric Dyer	above	above	Above
Readfield Fire Chief	Lee Mank	above	above	Above
Amateur Radio Operator				
Readfield Town Health Officer	Oscar Thomas Feagin	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

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Appendix 2: Personnel Contact Information (alphabetic listing)

Bourgoine, Bruce	Select Board Chair	8 Old Kents Hill Road, Readfield	624-1977	
Chandler, Bruce	Head of Maintenance	8 Old Kents Hill Road, Readfield	685-4939	
Dunham, Thomas	Select Board member	8 Old Kents Hill Road, Readfield	685-44524	458-2033
Dyer, Eric	Town Manager & Public Information Officer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Feagin, Oscar Thomas	Readfield Local Health Officer	365 Winthrop Road, Readfield	685-4042	459-9597
Goodwin, Sean	Kennebec County Emergency Management Director	125 State Street, Augusta	623-8407	441-6260
Lint, Robin	Senior Town Hall Administrative Staff Contact	8 Old Kents Hill Road, Readfield	685-4939	
Mank, Lee	Readfield Fire Chief & Emergency Management Director, Fire Chief	1288 Main Street, Readfield	685-8187	458-9495
Nolette, Mike	Deputy Readfield Fire Chief & Emergency Management Director	Sturtevant Hill Road, Readfield		
Parent, John	Select Board member	8 Old Kents Hill Road, Readfield	242-7420	
Perry, John	Volunteer coordinator	Route 41, Kents Hill	685- 3531	
Sammons, Christine	Select Board member	8 Old Kents Hill Road, Readfield	412-779-4368	
Shaw, Teresa	Finance Officer	8 Old Kents Hill Road, Readfield	685-4939	
Woodsum, Kathryn Mills	Select Board member	8 Old Kents Hill Road, Readfield	685-9094	441-2712

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Appendix 3: Plan Participants (Identifies personnel named in the Plan)

<b>Plan Participant</b>	<b>Individual assigned</b>	<b>Address</b>	<b>Phone (land line)</b>	<b>Phone (cell)</b>
Town Manager	Eric Dyer	8 Old Kents Hill Rd, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Thomas Dunham	8 Old Kents Hill Road, Readfield	685-4524	458-2033
Select Board member	Kathryn Mills Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	John Parent	8 Old Kents Hill Road, Readfield	242-7420	
Head of Maintenance	Bruce Chandler	8 Old Kents Hill Rd, Readfield	685-4939	212-9695
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contact	Robin Lint Teresa Shaw	8 Old Kents Hill Rd, Readfield	685-4939	
Public Information Officer	Eric Dyer	above	above	above
Readfield Fire Chief	Lee Mank	above	above	Above
Amateur Radio Operator				
Readfield Town Health Officer	Oscar Thomas Feagin	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

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#### Appendix 4: Emergency Operations Center and Backup Emergency Operations Center

Locations in order of preference or depending on emergency location:

- Fire Station,
- Town Office,
- Readfield Elementary School,
- Maranacook Middle School or High School,
- Kents Hill School

Tables, chairs, computers will be available in each location. EOC kits will be located in at least three locations.

Separate areas for general operations and briefings will be established at any EOC.

## Appendix 5: Contact Information for “At-Risk” individuals

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

## Appendix 6: Matrix of Duties and Responsibilities

	<b>Developing and maintaining the Plan</b>	<b>Organizational arrangements in support of the Plan</b>	<b>Providing support during an emergency</b>	<b>Providing direct service during an emergency</b>	<b>Providing Public Safety during an emergency</b>
<b>Town Manager</b>	<ul style="list-style-type: none"> <li>• Participates in annual testing of the Plan.</li> <li>• Makes arrangement for annual testing of the Plan.</li> <li>• Completes ICS courses 100 and 700.</li> </ul>	<ul style="list-style-type: none"> <li>• Activates and administers Town volunteer force</li> <li>• Arranges for contact of the American Red Cross to arrange for sheltering and feeding support</li> <li>• Assists in acquiring and managing of emergency supplies will be stored at the Readfield Fire Station.</li> <li>• Funnel requests for emergency funding to the Select Board.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Manages the recruitment and use of volunteers</li> <li>• Arranges for personal services to the Staff such as food, water, etc.</li> <li>• Arranges for physical security of the EOC</li> <li>• Reserves space, at the EOC, for the American Red Cross representative(s)</li> <li>• Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all town departments and agencies is available to all groups</li> <li>• Ensures that all personnel are familiarized with the emergency communications arrangements.</li> <li>• Notifies the American Red Cross Shelter Service of the need for shelter services.</li> <li>• Serves as liaison between the Town and the American Red Cross Shelter</li> <li>• Coordinates outside shelter assistance requested from Town Departments and/or agencies.</li> <li>• Coordinates resources for evacuation of citizens.</li> <li>• Refers legal issues to Town Attorney</li> </ul>	<ul style="list-style-type: none"> <li>• If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Select Board to the County EMA Director.</li> <li>• If deemed appropriate, the Town Manager will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.</li> </ul>	

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Public Information Officer	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Notifies the following personnel when an emergency has occurred: <ul style="list-style-type: none"> <li>• The Kennebec County Emergency Management Director</li> <li>• Select Board Chair</li> <li>• Kennebec County EMA Director</li> <li>• On-call Law Enforcement Agency</li> <li>• Head of Town Maintenance, with instruction to prepare the EOC</li> <li>• Senior Town Hall Administrative Staff Contact, with instruction to contact remainder of Town staff,</li> </ul> </li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Selects personnel to assist in providing fast accurate reporting during emergencies.</li> <li>• Coordinates the collection and evaluation of information instructions for the public.</li> <li>• Maintains a list of local news media personnel within the town together with their telephone numbers.</li> <li>• Establishes an information center at the Emergency Operations Center for the media.</li> <li>• Prepares news releases with Select Board and Emergency Management Director. Coordinates public information concerning shelters</li> </ul>	
Select Board Chair	<ul style="list-style-type: none"> <li>• Participates in annual testing of the Plan.</li> <li>• Will perform (or cause to be performed) an "after-the-emergency" debriefing of all participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Alerts other members of the Select Board</li> <li>• Meets with EMD to determine if Emergency Op Plan needs to be activated.</li> </ul>			
Select Board	<ul style="list-style-type: none"> <li>• Approves changes to the Plan</li> <li>• Participates in annual testing of the Plan.</li> <li>• Assures that cost of conducting annual testing is included in Town budget.</li> <li>• Assures that the Plan is fully staffed at all times, and that the Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Activates the Emergency Operations Plan</li> <li>• Activates the Emergency Operations Center (Backup Site)</li> <li>• Monitors progress of the Emergency Operations Plan through to completion</li> <li>• Coordinates support from the Kennebec County Emergency Management Agency.</li> <li>• Works with the designated Readfield</li> </ul>		<ul style="list-style-type: none"> <li>• Attends all disaster briefings and works with the Public Information Officer (Town Mgr.) and approves news releases.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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	<p>personnel shown in Appendix 3 are identified.</p> <ul style="list-style-type: none"> <li>• All Select Board members will complete ICS courses 100 and 700.</li> </ul>	<p>Emergency Management Director/Fire Chief and Town Manager to provide general support.</p> <ul style="list-style-type: none"> <li>• Chairs all Emergency Management ongoing status meetings.</li> <li>• Authorizes activation of shelters through American Red Cross</li> <li>• Authorizes assistance of County EMA Director for decontamination procedures.</li> <li>• Authorizes necessary emergency funding requests.</li> <li>• Authorizes evacuation of Town areas upon recommendation of Emergency Management Director</li> <li>• Authorizes notification of Town businesses during an emergency.</li> </ul>			
Head of own maintenance	<ul style="list-style-type: none"> <li>• Participates in annual testing of the Plan.</li> <li>• Receives training in Emergency Operations Preparation (in accordance with floor-plan) for department personnel.</li> <li>• Maintains local contractor in state of readiness to provide emergency services</li> </ul>	<ul style="list-style-type: none"> <li>• Calls in local contractors as needed to supplement staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares EOC for use by emergency providers, according to prearranged layout.</li> <li>• Provides other support services at direction of Town Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts road damage assessments</li> <li>• Reports to the Emergency Operations Center, if opened, and recommends its opening if the situation warrants.</li> <li>• Assumes responsibility for: <ul style="list-style-type: none"> <li>• Day-to-day emergency operations of contractors, and coordination with other Town agencies.</li> <li>• Approving and maintaining records of contractor activities.</li> <li>• Clearing debris from Town roads.</li> <li>• Supplying emergency power as needed to emergency shelters.</li> <li>• Coordinating emergency transportation services through the Town Leaders and Town Emergency</li> </ul> </li> </ul>	

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				<ul style="list-style-type: none"> <li>Management Director.</li> <li>Maintaining/repairing Town equipment and vehicles.</li> </ul>	
Readfield Emergency Management Director/Fire Chief	<ul style="list-style-type: none"> <li>Participates in annual testing of the Plan.</li> <li>Completes ICS courses 100, 700, 701, 702, 704.</li> </ul>	<ul style="list-style-type: none"> <li>Assures elements of the Plan are compliant with National Incident Management System (NIMS).</li> <li>Assures that any changes to the Plan are recommended to Select Board for approval.</li> <li>Assures that a Deputy Emergency Management Director is appointed by the Town.</li> </ul>	<ul style="list-style-type: none"> <li>Reports to the disaster site and determines the recovery strategy that should be used</li> <li>Determines the capability of the Town to respond to the situation and whether outside assistance is needed.</li> <li>Develops and maintains a town situation map identifying problem areas and deployment of responders at the Emergency Operations Center</li> <li>Reports to the Emergency Operations Center (Readfield Fire Station) and conducts a briefing of the recovery strategy to be used and resource requirements with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director.</li> <li>Prepares for disaster briefings with the Select Board, department heads, and the Town Manager</li> <li>Ensures all department heads have communication capabilities.</li> <li>Assigns duties to Town Departments that shall be the same or similar to their normal duties.</li> <li>Monitors the rescue and recovery processes and responds where</li> </ul>	<ul style="list-style-type: none"> <li>Develops an evacuation plan with the Select Board, Town departments, Law Enforcement, and County EMA</li> <li>Coordinates with Schools for access to buses</li> </ul>	<ul style="list-style-type: none"> <li>Requests Public Safety assistance as necessary from Maine State Police or from Kennebec County Sheriff's Office.</li> </ul>

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			needed.		
Leadfield Fire Chief and Leadfield Fire Department	<ul style="list-style-type: none"> <li>Participates in annual testing of the Plan.</li> </ul>		<ul style="list-style-type: none"> <li>Performs fire inspections in designated shelters</li> </ul>	<ul style="list-style-type: none"> <li>Provides direct emergency services as directed by the Emergency Management Director.</li> <li>Verifies warnings before dissemination</li> <li>Alerts the Emergency Operations Center Staff when it is activated</li> <li>Disseminates a warning to the public using sirens, public address systems, town agencies, volunteers, and media as required.</li> </ul>	
Leadfield Admin. Staff	<ul style="list-style-type: none"> <li>Participates in annual testing of the Plan.</li> </ul>		<ul style="list-style-type: none"> <li>Reports to the EOC and contacts communications, office supply, and other vendors as directed.</li> <li>Ensures the EOC is equipped with the necessary office supplies, area maps, and easel</li> <li>Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation</li> <li>Tracks all expenses that relate to Town recovery efforts</li> <li>Provides disaster notifications to Town employees</li> </ul>		

Volunteer Personnel				<ul style="list-style-type: none"> <li>• Verifies warnings before dissemination</li> <li>• Assist the Fire Department in warning the public, as directed</li> <li>• Conducts door-to-door warnings necessary for part of the population.</li> <li>• Verifies that nursing homes, major industries and other key locations have been notified.</li> <li>• Provides support under the direction of the Red Cross at shelters.</li> <li>• Maintains a log of incoming and outgoing messages concerning shelter operations.</li> </ul>	
American Red Cross		<ul style="list-style-type: none"> <li>• Recruits necessary volunteers to compliment the Shelter Operations Staff.</li> <li>• Manages the emergency shelters. Provides assistance in feeding with any volunteers.</li> <li>• Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.</li> </ul>	<ul style="list-style-type: none"> <li>• An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates with the Town Emergency Management Director for any additional support that can be provided by local government agencies.</li> <li>• Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.</li> <li>• Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.</li> </ul>	

## Appendix 7 Forms to be used in materials procurement during an emergency

See separate attached FEMA sheet examples.

## Appendix 8: Acronyms used in this document

“Town” = Town of Readfield

“Plan” = Town of Readfield’s Emergency Operations Plan

“EOP” = Emergency Operations Plan

“NIMS” = National Incident Management System

“EMA”, “County EMA” = Kennebec County Emergency Management Agency

“EOC” = Emergency Operations Center

“PIO” = Public Information Officer

“ARC” = American Red Cross

“HAZMAT” = Hazardous Materials

“DEP” = Maine Department of Environmental Protection

“EMS” = Emergency Management Services

“MEMA” = Maine Emergency Management Agency

## Appendix 9: Town businesses

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.



## **TOWN OF READFIELD**

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

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

### **Swap Shop Rules**

All members of the general public, Town employees, and facility volunteers must comply with the following Swap Shop rules:

1. See Attendant before dropping off any items. The disposal fee is not waived if the item is placed in the Swap Shop. Items with a fee cannot be placed in the swap shop for free.
2. Certain items will not be accepted in the Swap Shop for safety and other reasons. Such items include but are not limited to:
  - a. No pornography
  - b. No electronics (TV, Stereo, Computer, parts of any kind)
  - c. No liquids (Paints, Cleaners, Oils, Gasoline, etc.)
  - d. No thermostats, ballasts, rechargeable batteries, or mercury-containing devices.
  - e. No mattresses or box springs or padded furniture
3. Do not leave items that are broken and cannot be fixed.
4. All items are first-come first-serve at all times.
5. Town staff and volunteers may not remove items from the Swap Shop while on duty and may not set aside or otherwise hold items for themselves, other employees or volunteers, or members of the public.
6. No smoking.
7. No unruly behavior.
8. The swap shop has a 15 minutes time restriction and visits to the swap shop are limited to once per day. No loitering.
9. The swap shop is for personal use only and items may not be re-sold or transferred in trade.
10. The swap shop is for Fayette, Readfield, and Wayne residents.
11. Violation of these rules may result in limited or revoked use of the Swap Shop.

### **Thank You!**

Eric Dyer, Transfer Station Manager  
Glen Hawes, Assistant Transfer Station Manager



## **TOWN OF READFIELD**

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

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

### **Clean Wood Pile Rules**

All members of the general public, Town employees, and facility volunteers must comply with the following Clean Wood Pile rules:

1. See Attendant before dropping off any material. No material can be placed in the clean wood pile for free.
2. Certain material will not be accepted in the clean wood pile for safety, cost of disposal, and other reasons. Such items include but are not limited to:
  - a. No material with large metal brackets, bolts, or hardware
  - b. No pressure treated wood or particle board
  - c. No material with lead paintAttendants may require the removal of metal from any material to be disposed of in the clean wood pile.
3. Town staff and volunteers may not remove items from the clean wood pile while on duty and may not set aside or otherwise hold items for themselves, other employees or volunteers, or members of the public.
4. Residents may be granted permission to remove material from the clean wood pile by the Assistant Transfer Station Manager by appointment only. Access may be limited for your safety.
5. No use by the public of chain saws, circular saws, or other power tools on the Transfer Station property.
6. No smoking.
7. Violation of these rules may result in limited or revoked use of the clean wood pile.

### **Thank You!**

Eric Dyer, Transfer Station Manager  
Glen Hawes, Assistant Transfer Station Manager

# PRELIMINARY MEETING SCHEDULE AND NOTICE

Readfield Board of Selectmen

November 14, 2016

Item # 17-096

## 2017-2018 (FY 18) BUDGET & WARRANT PROCESS - DRAFT

Date	Task	Responsibility
11/03/16	Joint Capital Investment Planning Workshop	SB / BC
11/14/16	Select Board Meeting - Budget process review and approval	SB
11/18/16	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	Various
12/12/16	Select Board Meeting - Board goals & warrant arrangement	SB
12/21/16	Budget Committee Meeting - Budget goals	BC
12/30/16	Preliminary Dept., Board & Committee budget #s & goals due	Various
01/04/17	Budget Committee Meeting - Departments I	BC
01/09/17	Select Board Meeting - First budget draft presented	SB
01/18/17	Budget Committee Meeting - Departments II	BC
01/23/17	Select Board Meeting - Second budget draft presented	SB
02/01/17	Budget Committee Meeting - Departments III	BC
02/06/17	Select Board Meeting - Third budget draft presented	SB
02/15/17	Budget Committee Meeting - Budget review	BC
02/20/17	Joint Budget Committee & Select Board Meeting - Comprehensive budget review	SB / BC
03/01/17	Joint Budget Committee & Select Board Meeting - Public Budget Meeting	SB / BC
03/06/17	Select Board Meeting - Fourth budget draft presented (if requested)	SB
03/15/17	6:30pm - School Committee meeting with Select Boards - school budget	SB / SC
03/20/17	85 days before vote - Nomination Papers available	TC
03/20/17	Select Board Meeting - Warrant review	SB
04/03/17	Select Board Meeting - Final Budget & Warrant Review	SB
04/10/17	Joint Budget Committee & Select Board Meeting - Second Public Budget Meeting	SB / BC
04/17/16	Select Board Meeting - Budget and Warrant Approval	SB
04/24/17	Select Board Meeting - Referendum question hearing	SB
04/28/17	45 days before voting - Nomination papers due	Various
05/09/17	35 Days before voting - Signed Warrant due to Clerk (absolute deadline)	SB
06/02/17	10 days before voting - Last day to hold referendum question hearings	SB
06/06/17	7 days before voting - Town Meeting Warrant posted (absolute deadline)	TC / Constable
06/13/17	Town Meeting - State Primary	TC

Budget Process Summary:		Key:
One Informational Meeting		BC - Budget Committee
One Referendum Hearing		SB - Select Board
Four joint meetings		SC - School Committee
Four Budget Committee meetings		TC - Town Clerk
Seven Select Board meetings with budget drafts		Statutory deadlines
Fifteen scheduled opportunities for public comment		

Notes:	
<b>Meeting Times</b>	- SB meetings are held at 6:30 and BC meetings at 6:00 unless otherwise noted
<b>Involvement</b>	- 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.
<b>Select Board Attendance</b>	- Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have three or more members of the Select Board in attendance.
<b>Departments I</b>	- Includes the following: <b>General Government</b> (Administration, Insurance, Office Equipment, Assessing, Coder Enforcement, Boundaries, Maintenance, Grant writing / Planning, Heating Assistance), <b>Boards &amp; Commissions</b> (Appeals Board, Conservation Commission, Planning Board, Trails Committee), <b>Buildings</b> (Fire Station, Giles Hall, Library, Building Maintenance)
<b>Departments II</b>	- Includes the following: <b>Community Services</b> (Animal Control, Kennebec Land Trust, Library, Public Access TV, Street Lights, Town Farm, Maranacook Lake Dam), <b>Protection</b> (Fire Department, Ambulance, Water Holes, Dispatching, Personal Protection Gear Replacement), <b>Cemeteries</b> (Cemeteries), <b>Regional Assessments</b> (Cobboosee Watershed, Kennebec County, KVCOG, First Park, Debt Service)
<b>Departments III</b>	- Includes the following: <b>Recreation</b> (Beach, Recreation, Heritage Days, Open Space, Community Park), <b>Roads &amp; Drainage</b> (Roads & Drainage), <b>Capital Improvements</b> (Admin Technology, Fire Station Addition, Gile Hall, Ball Field, Library, Transfer Station, Maranacook Lake Dam), <b>Solid Waste</b> (Transfer Station, Backhoe), <b>Unclassified</b> (Non-profits, Snowmobiling, Enterprise Fund, Revaluation, General Assistance)

\* As Amended 11/10/2016 - Town Manager



**Eric Dyer**

---

**From:** Steve Blais <sblais@blaisce.com>  
**Sent:** Friday, November 04, 2016 7:18 PM  
**To:** Eric Dyer  
**Subject:** RE: Update on Town Office Parking

Hi Eric,

I was able to lower the Survey price to \$2,200 plus printing, expenses, and mileage. Please let me know if you'd like to move forward, and I can revise our proposal accordingly.

Steve

---

**From:** Steve Blais [mailto:sblais@blaisce.com]  
**Sent:** Friday, October 28, 2016 4:19 PM  
**To:** 'Eric Dyer' <readfield.tmgr@roadrunner.com>  
**Subject:** RE: Update on Town Office Parking

Good Afternoon Eric,

Attached is our proposal. Please call with any questions. Have a nice weekend.

- Steve

Steve G. Blais, P.E.



**Blais Civil Engineers**  
27 Gorham Road, Suite 207  
Scarborough, ME 04074  
207-730-7200 | [BCE Web Site](#) | [BCE LinkedIn](#)  
Engineering | Regulatory Permitting | Construction Services

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**From:** Eric Dyer [mailto:readfield.tmgr@roadrunner.com]  
**Sent:** Friday, October 21, 2016 8:49 AM  
**To:** 'Steve Blais' <sblais@blaisce.com>  
**Subject:** RE: Update on Town Office Parking

Thanks Steve,

Our next meeting is November 3.

Be well,



October 28, 2016  
BCE File: 16125

Mr. Eric Dyer, Town Manager  
Town of Readfield, Maine  
8 Old Kents Hill Road  
Readfield, ME 04355

**Re: Town Office Parking Lot Improvements  
8 Old Kents Hill Road, Readfield, ME  
Proposal Agreement for Professional Services**

Dear Mr. Dyer:

Blais Civil Engineers appreciates the opportunity to submit this proposal to provide civil engineering services for the above-referenced project. With extensive experience in site/civil design, Blais Civil Engineers is confident we can provide services that are well suited to your needs.

We understand the Town desires to improve the above-referenced parking lot to provide more parking spaces and improve accessibility at the front entrance, which currently does not have an adequate landing area.

The specific Scope of Services to be provided by Blais Civil Engineers is as follows:

#### **SCOPE OF SERVICES**

1. Visit the Site as necessary to observe existing conditions and design issues.
2. Provide topographic and existing conditions survey.
3. Design layout and grading.
4. Design site accessibility improvements.
5. Design erosion & sedimentation controls.
6. Prepare the following drawings:
  - a. Cover Sheet
  - b. Site Layout and Materials Plan
  - c. Grading & Drainage Plan
  - d. Site Detail Sheet
  - e. Erosion Control Notes & Details

## ASSUMPTIONS

- Regulatory review/permitting is not included.
- Boundary surveying services are not included. We assume all proposed improvements will be within the Town owned parcel and there are no easements or encumbrances on the site.
- All proposed drainage will be via surface flows.
- The parcel is not part of a previously approved subdivision or permit.
- Professional landscape architecture or geotechnical services are not included.
- We assume there will be no conflicts with existing utilities.
- Project manual/specifications are not included.
- A drainage analysis will not be required.

## SCHEDULE

Based on current workload, Blais Civil Engineers can commence work immediately after signature of this contract is received. Survey should take 2-3 weeks and design should take another 2-3 weeks beyond that.

## COMPENSATION

Blais Civil Engineers will perform the Scope of Services contained in this Agreement on a time and expense basis **not to exceed \$9,500. Project expenses such as printing, and mileage will be treated as additional reimbursable costs.** Out of scope work, changes in project direction, and delays are not accounted for in this price and will be charged at an hourly rate. We will notify you of any additional costs before performing that work.

Blais Civil Engineers hourly rates are as follows:

Project Manager	\$125
Project Engineer	\$100
Civil Engineer	\$80
CAD Designer	\$70
Administrative	\$50

We also recommend construction management and quality control services. These construction administration services provide you with an extra level of security and assurance that the project meets the intended performance as envisioned by our design. Quality control inspections and construction management services help ensure quality results over the life of the project. We can provide you a proposal for this work as required.

## **CLOSURE**

We look forward to the opportunity to work with you towards a successful project. If this proposal is acceptable to you, please sign and date below and return a copy to Blais Civil Engineers. Your acceptance below will serve as our notice to proceed. Please call if you have any questions or comments. This offer expires in 30 calendar days.

Sincerely,

BLAIS CIVIL ENGINEERS



Steve G. Blais, PE  
President

## **CLIENT AUTHORIZATION**

The Town of Readfield, Maine agrees with the Scope of Services, Assumptions, Schedule, Compensation, and the attached Terms and Conditions. Together they constitute the entire agreement between Blais Civil Engineers and The Town of Readfield, Maine.

Accepted by:

---

Mr. Eric Dyer  
Town Manager  
Town of Readfield, Maine

---

Date

# TERMS AND CONDITIONS OF AGREEMENT

Client and Engineer further agree as follows:

## 1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Client shall pay Engineer for such Services as set forth in the compensation section of the attached Engineer's proposal letter.

## 2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Client.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Client fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Client, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

## 3.01 Additional Services

A. If authorized by Client, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Client shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

## 4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Client to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Client on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Client effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

## 5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

## 6.01 Successors, Assigns, and Beneficiaries

A. Client and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Client and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Client and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Client nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

## 7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Client and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on

interpretations or clarifications of the construction contract given by Client without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Client and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) **agree that Engineer's total liability to Client under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is less. All claims by Client shall be deemed relinquished unless filled within one (1) year after substantial completion of the services.**

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Client: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

I. Blais Civil Engineers reserves the right to reproduce, use in marketing, advertising or promotion all work performed as well as all photos taken pertaining to this project.

## 8.01 Total Agreement

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Client and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

**AMENDMENT TWO  
SOLID WASTE DISPOSAL  
AND  
HAULING CONTRACT**

WHEREAS, an Agreement was made on the 30<sup>th</sup> day of June 2008 effective the 1<sup>st</sup> day of July, 2008, amended November 15, 2011 (Amendment One), by and between the Town of Readfield, Maine (hereinafter "Town") and Waste Management of Maine, Inc., (hereinafter "Contractor"); and

WHEREAS, the Town and Contractor are seeking to amend the Agreement as specified herein; and

NOW, THEREFORE, in consideration of the mutual covenants, undertakings and promises set forth herein, the Town and Contractor do hereby covenant, promise and agree as follows:

1. **Section 2. Term** - The term of this Agreement shall be extended for an additional three years beginning July 1, 2014 and shall terminate June 30, 2017. The Town may choose to further extend this Agreement for up to three years for the period July 1, 2017 through June 30, 2020. Contractor shall notify the Town on or about January 1, 2017 of the impending expiration for the purpose of allowing the Town to evaluate its option to extend the Agreement. This Agreement's renewal is contingent upon funding as appropriated at the Annual Town Meeting.
- 2 **Section 4. Compensation** - Pricing for the first year is as follows:

<b>Pricing 7/1/2014 - 6/30/2015</b>	
MSW / Norridgewock	\$191.15 per haul
Demo / Norridgewock	\$191.15 per haul
Clean Wood / Biomass	\$191.15 per haul
MSW Disposal	\$56.83 per ton
Demo Disposal	\$56.83 per ton
Roofing Shingles & Sheetrock CPRC, Saco	\$304.81 per haul
Glass /Maine Recycling, Auburn	201.49 per haul
Rental Compactor Container	\$21.14 per month
Rental Open Top Container	\$42.30 per month

Yearly increase for Transportation and Disposal are outlined in the 2008 Agreement and remain in effect.

All terms and conditions of the Agreement, except those expressly modified by this Amendment, remain unchanged and in full force and effect.

1. Purpose

This Policy is adopted to establish procedures for keeping an inventory of capital assets owned by the Town of Readfield and planning for capital needs through a Capital Investment Plan. It is intended to set procedures for the inventory of assets to facilitate capital planning and budgeting efforts, provide information for insurance purposes, and meet the requirements of Governmental Accounting Standards Board Statement #34.

2. Definitions

Capital Assets:

- Having a value of \$5,000 or more. This requirement can be for an individual item in excess of \$5,000, or for a “collection” such as a telephone system or computer network system.
- Having an estimated useful life of two years or more.
- Major capital asset categories will be buildings and improvements, land and improvements, machinery and equipment, vehicles, and transportation infrastructure.

Infrastructure:

- The basic physical structures that facilitate transportation and navigation; including, roads, bridges, dams, and water management systems.

Non-Capital Assets:

- Assets that are not capital assets.
- Having a value of less than \$5,000.
- Having an estimated useful life of less than 2 years.
- Generally, these assets include perishable or disposable supplies and supplies that are intended to be used in the course of providing municipal services (stockpiled road materials, perishable rescue supplies, etc.).

3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

4. Policy

Inventory An inventory of all capital assets will be conducted no less than every three years under the direction of the Treasurer. Capital assets will be recorded on an ongoing basis and as detailed below.

Capital Investment Plan: The Town of Readfield will maintain a Capital Investment Plan. The plan shall be the responsibility of the Treasurer and shall be updated in conjunction with the annual budget process. The plan will include all current capital assets and planned capital expenditures of the Town of Readfield. The plan format will be flexible but should include basic asset information in table form. A sample format is attached to this policy

Capitalization Method: All capital assets will be recorded at historical cost as of the date acquired or constructed, except for infrastructure, which is discussed later. If historical cost information is not available, assets will be

DRAFT DISCUSSION DOCUMENT



## Town of Readfield – Asset Inventory & Capitalization Policy

recorded at the estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

New Acquisitions: The Town will inventory and capitalize new capital assets that meet the criteria of this policy. Following the receipt of the item(s) that meet the criteria stated above, the value and other information should be noted by the Treasurer for inclusion in the Capital Investment Plan. Additions, improvements, repairs, or replacements to existing capital assets are not considered new acquisitions and are discussed below.

Improvements: The Town will capitalize substantial improvements to existing capital assets if the improvements meet the criteria of this policy.

Collections: The Town may capitalize the items listed below as collections

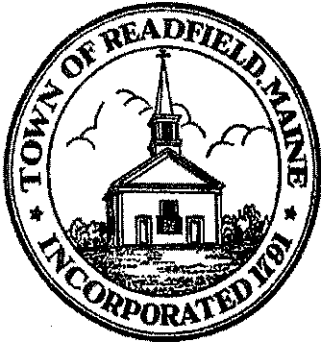
- Computers and Software, Printers, and Other Electronics
- Storage (safes, file cabinets, etc.) and Office Furniture
- Radios and Pagers
- Art Works and Historic Treasures
- Telephone Systems
- Mobile Fire and Rescue Equipment (equipment on truck “x”, all SCBA packs, etc.)
- Any other assets bought in a bulk purchase or reasonably aggregated that meets the criteria of this policy

Infrastructure: The Town of Readfield will report infrastructure to comply with G.A.S.B. #34. The Town will report its infrastructure assets at historical cost (if purchased or constructed) or estimated fair value (if donated). The Town will use an estimated historical cost when the actual cost cannot be identified. The replacement cost for infrastructure assets will be based on current year construction costs for similar assets or other information that approximates current replacement cost. The Town of Readfield will report newly acquired or constructed infrastructure assets in the fiscal year it acquires or constructs infrastructure assets. Also, the Town will use any existing sources of information to provide support for initial cost estimates for its infrastructure assets, such as bond documents, engineering documents, and capital budgets.

### 5.1. Adoption and Revision History

Adopted on: \_\_\_\_\_

Attested: \_\_\_\_\_



## TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355

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

### **SELECT BOARD 90 DAY REVIEW** **scheduled for** **November 14, 2016**

Matthew Curtis  
37 Terrace Road  
Readfield, ME 04355

VIA First-Class, CERTIFICATE OF MAILING

Referenced:

June 7, 2016 Final Notice and Final Order  
August 8, 2016 Select Board Notice  
September 1, 2016 Select Board 90 Day Information Request / Review

Dear Mr. Curtis:

The 90 Day Select Board Review is being scheduled for November 14, 2016, Select Board meeting starts at 6:30 in the Town office. This letter is being sent as your reminder that a letter requesting information was sent on September 1, 2016 which contained the following;

The Select Board has requested a 90 review of your property to determine what action, if any, the Town is required to follow according to Town Ordinances. The following is the procedure that was taken for the enforcement of Town Ordinances:

<u>Procedure for Enforcement</u>	<u>Date</u>	<u>Received</u>
1. Complaint- roadway blocked, number of junk cars and parts	1/27/16	
2. Verbal notice given, (verbal response - I have Town approval)	1/28/16	
3. 1st Notice and Order (sign and Home Occ. permits included)	2/11/16	3/2/16
4. Little to no change in clean-up effort,(never picked up 1 <sup>st</sup> Notice )	2/25/16	
5. Junk iron trailer removed from Terrace Subdivision Right of Way	4/18/16	
6. Final Notice and Final Order (junk cars still parked in roadway)	6/7/16	6/10/16 Cert. Mail
7. Select Board Notice and Review	7/26/16	7/26/16 Cert. Mail

The above procedure list has pictures to document infractions of the following Town Ordinances and deeded subdivision covenants and use restrictions;

1. Home Occupations for North Road Terrace Subdivision (deed restrictions),
2. Home Occupations - Article 8, Section 7 of Town Ordinance,

3. North Road Terrace Subdivision sign restrictions,
4. Sign Ordinance - Article 8, Section 14 of Town Ordinance,
5. Conditions of Planning Board approval,
6. Conditions of past Code Officer approvals,

The Town of Readfield would like you to provide any documentation to show that you have permission to:

1. Maintain a junk yard in the North Road Terrace Subdivision,
2. Maintain a sign at the beginning of the North Road Terrace Subdivision,
3. Have a commercial business in the North Road Terrace Subdivision,

Also; The Town of Readfield is requesting a copy of any:

1. logs required by the State of Maine for a commercial auto repair shop with Maine Statute back-up,
  2. provisions required by the State of Maine for the placement of State Inspection signage with Maine Statute back-up.
- 

**The Town and/or the Code Office has not received, to date, any information regarding your position in the above requested information or in relation to your Final Notice and Final Order of Violation dated June 7, 2016.**

As provided in past letters and Notices your "appeal" of the CEO's final decision dated 6/7/16 should have been received by the Appeals Board within 45 days of the written decision, more than 150 days have pasted with no formal response stating your position to the violations sited.

The Code Office will be requesting on November 14, 2016 a motion from the Select Board to accept the actions of the CEO to REVOKE your High-Impact Home Occupation, "Notice of Decision", from the Planning Board dated September 17, 2008 and to accept the actions of the CEO to REVOKE a Sign Permit # 10-21 date May 24, 2010. The failure to follow the conditions set in the Notice of Decision from the Planning Board is grounds for the Select Board to take corrective action. The failure to follow the conditions set in the sign permit is grounds for the Select Board to take corrective action. (see attached Notice to REVOKE)

Your voluntary compliance to follow Town Ordinances would be appreciated. If you have any questions about what you need to do to comply with Town Ordinances as outlined with these request and Notices, please contact the Town Code Office at 685-3290.

Sincerely,

 10/19/16

Gary Quintal  
Code Enforcement Officer

cc: Eric Dyer, Town Manager  
Select Board Members

Please review attached copies

# Notice to Revoke

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.

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 of 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

Readfield Code Enforcement Officer requests the following motions:

I,       Select Board Member      , make a motion to revoke the "Notice of Decision" from the Planning Board to Matthew Curtis dated September 17, 2008 for the failure to follow the set conditions of the said approval known as the deed restriction for the subdivision and Town Ordinances.

The above motion PASSED FAILED

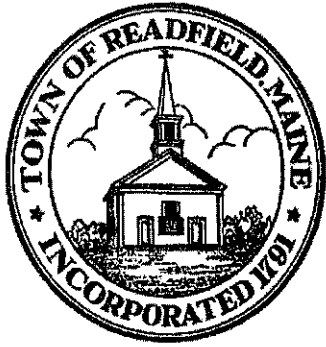
Also;

I,       Select Board Member      , make a motion to revoke the "Sign Permit" issued from the Code Office to Matthew Curtis dated May 5, 2010 for the failure to follow the set conditions known as the deed restrictions for the subdivision and Town Ordinances.

The above motion PASSED FAILED

Dated at the Town of Readfield \_\_\_\_\_

Select Board Chair \_\_\_\_\_  
Bruce Bourgoine



## TOWN OF READFIELD

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

### **FINAL NOTICE and FINAL ORDER**

Matthew Curtis  
37 Terrace Road  
Readfield, ME 04355

VIA First-Class, CERTIFICATE OF MAILING

June 7, 2016

REF: 1<sup>st</sup> NOTICE of Violation and ORDER to Correct Violation of property located at 37& 38 Terrace Road identified on the Assessor's Map 114 as Lot 15& 19 and described in a deed recorded at the Kennebec County Registry of Deeds, Book 9218, and Page 346.

DATE OF ISSUANCE: February 11, 2016, you received 1<sup>st</sup> Notice on March 2, 2016

Dear Mr. Curtis:

A) On January 27, 2016, March 30, 2016 and May 4, 2016 I observed unregistered or un-inspected vehicles in your yard and other piles of junk parts and tires and an illegal sign off premise. The Town has asked for your **voluntary compliance** giving you ample time to comply. Attached are pictures which shows that the property at 37& 38 Terrace Road is an **ILLEGAL JUNK YARD** and is **ALSO** in violation the **North Road Terrace Covenants**.

An Automobile Graveyard is defined by statute as an "outdoor area used to store three (3) or more unregistered or un-inspected motor vehicles or parts of vehicles";

Also,

North Road Terrace Covenants have restrictions on exterior display of Home Occupation materials and storage that change the essential residential character of the dwelling unit, which includes the size of exterior signs to four square feet.

As such, I am obligated pursuant to Article 2, Section 2 of the Land Use Ordinance of the Town of Readfield to formally notify you, the owner of the property of the following VIOLATIONS on the above-referenced properties:

- 1) You have created and are maintaining an Automobile Graveyard without first obtaining site plan review from the Readfield Planning Board, nor a permit from the Municipal Officers (Select Board), a violation of Article 8, Section 25(A) of the Readfield Land Use Ordinance and a statutory violation of 30-A MRSA, Section 3753; and
- 2) You have created and maintained an Automobile Graveyard within the Village and Village Residential Districts, a violation of Article 7, Section 5, Table 1 (Table of Uses) of the Readfield Land Use Ordinance.
- 3) You have violated the North Road Terrace Covenants by displaying repair vehicles, junk cars, worn out tires, along with other scrap items and erected a sign that exceeds four square feet off premise.

**You are hereby ORDERED to take the following actions to correct these violations from the date you received this FINAL NOTICE and FINAL ORDER:**

- 1) You must remove from the *outdoor area* of the above referenced properties, all unregistered vehicles, or parts of vehicles, from these parcels of land listed above which you own or are in control of.
- 2) You must remove from the outdoor area all items that change the essential residential character of the dwelling units.
- 3) You must remove the sign located on the side of the North Road at the beginning of the North Road Terrace Subdivision entrance that has no approved Town permit and is oversized for the North Road Terrace Covenants.

Unless these violations are removed within 30 days, I am obligated under Article 2, Section 2.B.3 of the Land Use Ordinance to refer this matter to the Board of Selectmen for commencement of legal action in the Maine District Court or the Maine Superior Court. If the Town is the prevailing party in enforcement litigation, you will be required to remove the unregistered vehicles and any other items that are in violation to the North Road Terrace Covenants and you may be liable for the Town's attorney fees and costs plus civil penalties. Fines from \$100 up to \$2,500 *per day* for land use violations could be imposed as provided for in 30-A MRSA Section 4452. Pursuant to the Automobile Graveyard/Junkyard Statute, the Court must assess the penalties per day, and the fines cannot be reduced or waived by the Court below the mandatory minimum of \$100 per day that the violation has existed. If the vehicles and parts of vehicles or any junk material including the sign are not removed, the town will also ask the court for authority to enter this property to remove these items and to recover the expenses incurred by the Town in doing so as provided in 30-A MRSA, Section 3758-A.

The statute prohibits the creation or maintenance of a junkyard or automobile graveyard without a permit; therefore, you are subject to the same penalties regardless of whether you are the owner of the real estate or only part owner. You must remove the unregistered vehicles, any junkyard items that cause the dwelling unit to change the essential residential character of a dwelling unit and the sign from these properties as per the ORDER above or store what you wish to keep within a fully enclosed building and within the 30-day time frame described above. If repair vehicles are to be left at your property for repaired they SHALL BE REGISTERED, parked off the North Road Terrace right of way and a record shall be available to show that vehicles are not stored more than (90) ninety days. You should store them in a way they are not unsightly,

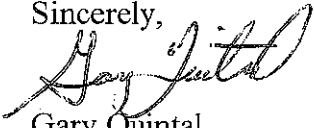
offensive, or injurious to the property rights of others, as described in the North Road Terrace Covenants or the Miscellaneous Nuisance Law (17 MRSA, Section 2802).

If you wish to dispute anything in this FINAL NOTICE and FINAL ORDER, you should provide registration of all vehicles in question or have an explanation to be presented to the Select Board that you do not have to abate any of the above violations or you may appeal to the Readfield Board of Appeals pursuant to Article 2 Section 1.C of the Land Use Ordinance. Such appeal must be filed with the Board of Appeals on forms provided by the Town, together with the appropriate filing fee, within 30 days from the date this Notice and Order was received. Failure to appeal within 30 days may deprive you of your ability to contest the contents of this FINAL NOTICE and FINAL ORDER in any subsequent proceedings. However, filing an appeal to the Board of Appeals does not relieve you of your responsibility to correct these violations or of your liability for civil penalties.

Your voluntary compliance will be appreciated. If you have any questions about what you need to do to comply with this Final Notice and Final Order, please contact the Town Office at 685-3290.

B) Please make reference to any material that was included with your 1<sup>st</sup> Notice you received on March 2, 2016.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gary Quintal", written in dark ink.

Gary Quintal  
Code Enforcement Officer

cc: Eric Dyer, Town Manager



## TOWN OF READFIELD

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

### READFIELD PLANNING BOARD NOTICE OF DECISION

RE: Assessor's Map 114, Lot 15  
Date of Notification: September 17, 2008

TO: Matthew Curtis  
37 Terrace Road  
Readfield, ME 04355

Dear Mr. Curtis:

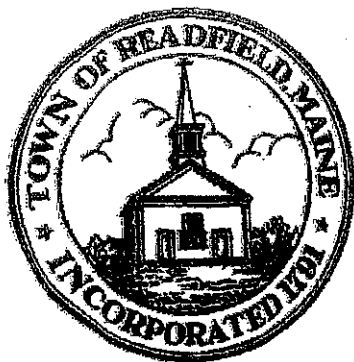
This is to inform you that on September 16, 2008 the Readfield Planning Board conditionally approved your application to conduct a High-Impact Home Occupation business. The application was approved subject to the following conditions:

- Standard Conditions of Approval, a copy of which is attached; and
- The operation of the business complies also with all deed restrictions associated with the property.

Thank you for your patience and cooperation throughout the review process. Your voluntary compliance with the above conditions is appreciated.

Paula M. Clark, Chair  
Readfield Planning Board





CODE ENFORCEMENT OFFICE: 685-3290

PERMIT

No. 10-21

(Please read this entire document!)

This is to certify that: Mathew Curtis has permission to: add a 2'x2' sign on the lot located at 37 Terrace and identified on the Assessor's map no. 114 lot. 015 This permit is issued on the general condition that the person or persons, firm or corporation accepting this permit shall comply with all applicable provisions of the Town of Readfield Land Use Ordinance and Statutes of Maine regulating the construction, maintenance and use of buildings or land, and shall obtain all applicable State or Federal permits which may be required.

The Code Enforcement Officer approves this use or development proposal submitted by Mathew Curtis as described in the application accepted on and dated May 24, 2010, including all depictions on the accompanying plan or other attachments. This permit is approved on the basis of information provided by the applicant regarding his/her right, title or ownership in this property. The applicant has the burden of ensuring that he/she has the legal right to use the property and is measuring the required setbacks from the legal boundary lines of the lot. The approval of this permit in no way relieves the applicant of this burden nor constitutes a resolution in favor of the applicant for any issues regarding property boundaries, easements, ownership or similar title issues. The permit holder is advised to resolve any such title problems before expending money in reliance on this permit.

This permit is subject to appeal to the Board of Appeals for 45 days from the date of issuance (below). The appeal may be filed by any person with legal standing to do so where there is allegedly any error in the decision of the Code Enforcement Officer to issue this permit.

If no substantial start is made in the construction or use of the property for which this permit is issued, within one year of the date of this permit, the permit lapses and becomes void. If a substantial start is made but the remaining construction is not diligently pursued through to completion, then the vested rights to this permit may be lost.

*Any changes to this project*, including but not limited to changes in the proposed location, dimensions, use of structures or property, signs, wells, waste disposal systems, excavation or surface drainage, or the location of property boundaries must receive prior approval of the Code Enforcement Officer for which an additional administrative fee of \$25 will be assessed. *Work to be performed by a contractor pursuant to this permit shall not begin until the contractor has been provided by the permittee with a copy of this permit.*

Adequate and timely temporary soil erosion control measures must be installed at the edge of disturbed areas before any activity begins which involves filling, grading, excavating or similar activities resulting in un-stabilized soil conditions where any potential exists for soil to leave the property or wash into a natural resource. These measures must remain in place and functional until the site is permanently stabilized.

All new construction and development shall be designed to minimize stormwater runoff from the site in excess of the natural pre-development conditions, as required by Article 8, Section 10 of the Land Use Ordinance.

An E-911 physical street address has been or will be assigned and those numbers must be posted where visible from the road at the onset of construction.

The following additional conditions apply to this permit:

(1) Must meet all local and state regulations and conditions required by Planning Board.

*SEE EXHIBIT A*

Approved, on this date

*5-24-10*

Code Enforcement Officer

*Km Per*

**EXHIBIT A****LEGAL DESCRIPTION**

A certain lot or parcel of land located in the Town of Readfield, Kennebec County, State of Maine, bounded and described as follows, to wit:

**LOT #6** according to Plan of "NORTH ROAD TERRACE" as recorded in the Kennebec County Registry of Deeds, Plan File # E-93127 and E-93128. Also see amendment to Plan as recorded in said registry, File #E-95104.

The premises are subject to the following restrictions:

1. A buffer zone of 25 feet between adjoining lot lines will be restricted on the removal of trees. This restriction will not allow more than 40% of trees in excess of 4 inches at the base to be removed, unless the clearing is for driveway or roadway.
2. No more than one principal dwelling designed for single family occupancy together with the usual and necessary outbuildings shall be erected thereon.
3. No lot shall be divided for the purpose of rent, lease, or sale, and no part of any lot less than the whole shall be rented, leased, or sold.
4. Commercial Uses Restricted: No building erected on any lots shall be used for any commercial purposes whatever but solely for private residential purposes; this restriction shall not be construed to prevent (a) the rental of the residential building on any of the lots for private residential purposes, or (b) a lot owner from maintaining an office or other private working area within a residential building, or (c) a home occupation defined as follows:

**Home Occupation:** A business, occupation, profession, or trade which is conducted for gain or support entirely within a dwelling unit or structure accessory to a dwelling unit; which is carried on by a member of the family residing in the dwelling unit; which is clearly incidental and secondary to the use of the dwelling unit for residential purposes; and which does not change the essential residential character of the dwelling unit.

Specifically, there shall be no exterior display, no storage of materials, and no other visible indication of the home occupation or variation from the residential character of the principal building except for exterior signs as allowed.

Exterior signs shall not exceed four square feet in area and shall be limited to one sign per premise where allowed. Signs shall not be illuminated or otherwise electrified.

No traffic shall be generated in substantially greater volumes than normally expected in the neighborhood. Business/Office hours must be limited to 7:00 A.M. to 7:00 P.M.

Off-street parking space shall be provided for each non-resident employee and for the maximum number of customers at any one time.

No offensive nuisance, waste discharge, noise, vibration, smoke, dust, odors, heat, glare, and/or radiation shall be generated.

No agriculture for commercial purposes, including but not limited to crops, orchards, poultry raising, livestock production (birds, fish, cattle, horses, swine, sheep, goats, beekeeping) on commercial basis.

There may be no more than two (2) non-resident employees.

5. No mobile homes, trailers, tents, or recreational vehicles shall be permanently placed thereon.

6. Any building erected or placed on any lot shall be completely enclosed, with finished exterior siding of usual materials, roofing and glazing within one year from date construction is commenced. Any earth disturbed in the construction process shall be immediately stabilized to prevent erosion and run-off and such disturbed areas shall be revegetated as soon as possible.

7. New permanent cleared areas on any lot shall not exceed 10,000 sq. ft. Which shall include driveways, buildings, lawns, and septic fields. This provision shall not apply to gardens or other agricultural uses.

Being a portion of the premises conveyed to Edward L. and Cheryl L. Webber by deed from Richard and M. Lynda Pratt dated March 19, 1992 and recorded in Kennebec County Registry of Deeds, Book 4082, Page 219.

RECEIVED KENNEBEC SS.

2000 OCT -6 AM 11:10

ATTEST: *Theresa R. Smith*  
REGISTER OF DEEDS





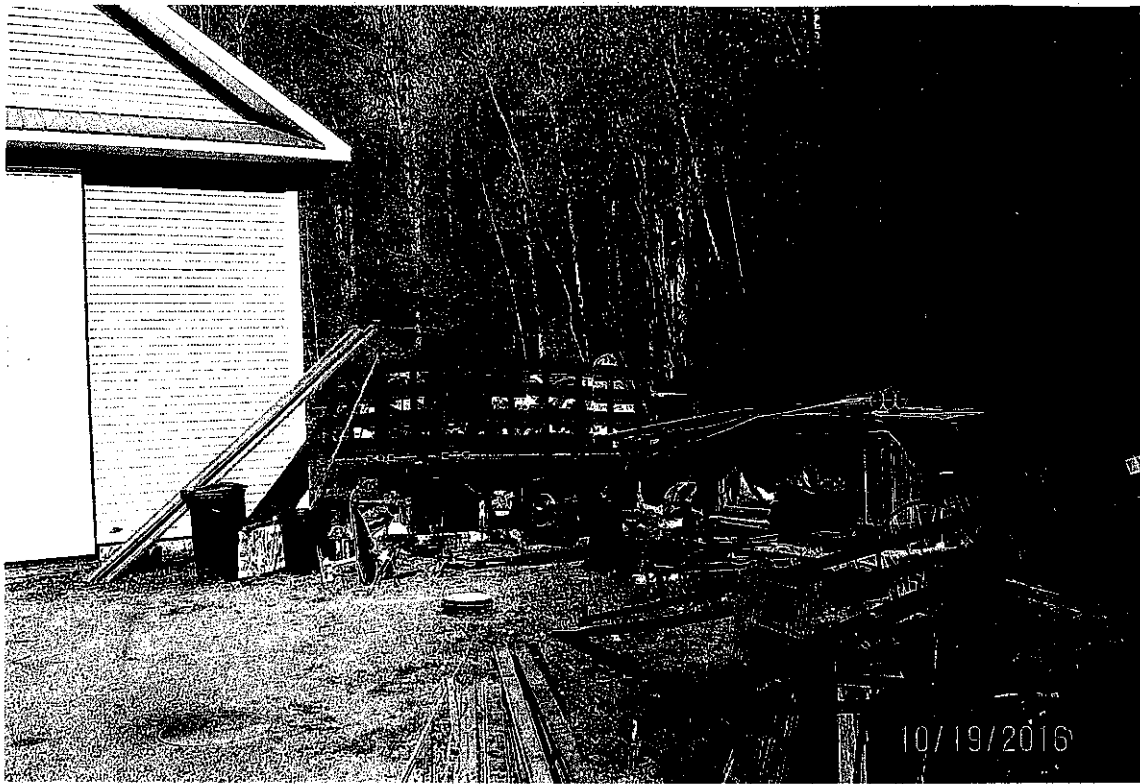




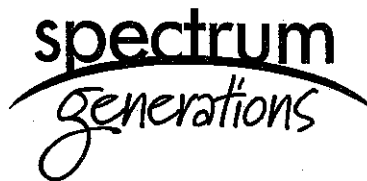






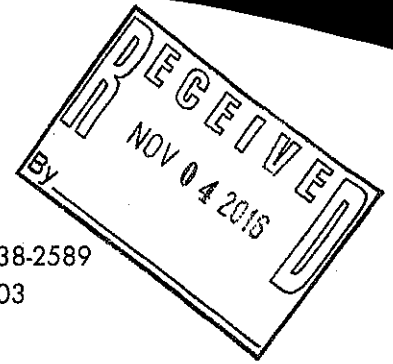


**FYI**



Central Maine Area Agency on Aging  
Aging and Disability Resource Center

One Weston Court, Suite 203 • P.O. Box 2589 • Augusta, ME 04338-2589  
1.800.639.1553 • Fax 207.622.7857 • TTY 1.800.464.8703



October 31, 2016

Town Clerk  
Town of Readfield  
8 Old Kents Hill Road  
Readfield, ME 04355

*"No person was ever honored for what he received. Honor has been the reward for what he gave."*

– Calvin Coolidge

Dear Ms. Lint:

Your \$1,441.00 gift is already at work furthering Spectrum Generations mission to bring nutrition, social engagement, wellness, and independence to elderly and/or disabled adults living throughout central Maine. Please know that your gift matters and will be used for programs and services that help tens of thousands of people live better, healthier lives each year.

Because of your generous investment in our organization, you are improving the lives of those in need here in Central Maine. We want to thank you for believing in Spectrum Generations and the importance of the services we provide. We could not do it without you.

Sincerely,

Gerard Queally  
President/CEO

*Please retain this letter as your receipt for tax purposes. No goods, services, or considerations were made for your gift in the amount of \$1,441.00 received by Spectrum Generations on October 31, 2016. Your gift is tax deductible to the fullest extent of the law. Spectrum Generations is a 501(c)(3) non-profit organization, our tax ID number is 01-0318051.*

*"No wrong door for older and disabled adults"*

**Belfast**  
Waldo Community  
Center

**Damariscotta**  
Coastal Community  
Center

**Hallowell**  
William S. Cohen  
Community Center

**Rockland**  
Knox Community  
Center

**Skowhegan**  
Somerset Community  
Center

**Brunswick**  
Aging & Disability  
Resource Center

**Waterville**  
Edmund S. Muskie  
Community Center

# **FUTURE AGENDA ITEMS**

## Appendix A

### **Future Agenda Items - Proposed DRAFT**

#### November - Potential Meeting and Workshop Items

Annual Chairs Meeting - **November 28, 2016 at 6:30pm**

#### December - Potential Meeting and Workshop Items

Quarterly goals review (Comp Plan and Select Board)

Renewal of Age Friendly Community Committee

Mill Stream Dam Project Update and Action Items

Commercial Haulers Permits

Revised SWRC Interlocal Agreement

#### Potential Future Meetings Items:

Safety and access issues on Church Road

Record Retention Policy

#### Potential Future Workshops:

Personal Property Taxes

#### Ongoing Goals:

##### *Group 1*

Review the need for and nature of governance documents:

(Current and proposed ordinances and policies, town charter, etc.)

Review Capital Improvement/Investment Program

Clarify the authority of boards, committees and commissions

Hold an annual Community Meeting with a pot-luck supper.

##### *Group 2*

Welcome business, and develop a plan to support the business environment in Readfield

Investigate the most efficient, long-term renewable energy investment and conservation

Name and dedicate ball field

Create a Parks Commission

Obtain the status of, and create plans for town buildings, specifically the fire station, transfer station and library

Create activities for kids and adults

Understand and address issues of poverty

Create an action plan resulting from the age-friendly survey and report

Build the Church Street sidewalk