

**Readfield Select Board
Meeting & Workshop Agendas
November 28, 2016, Readfield Town Office**

Annual Chairs Meeting Workshop starts: 6:30 PM
Workshop ends (approximate, and unless extended): 8:00 PM

Pledge of Allegiance

Each year the Select Board holds a joint meeting of our board, committee, and commission chairs as an opportunity to share our thoughts and activities with respect to serving our community.

1. Welcome and Introductions. - 5 minutes
2. Overview of Select Board goals and activities - 10 minutes
3. Briefings by board, committee, and commission Chairs on their key accomplishments, challenges, and objectives. - 40 minutes
4. Preview of the 2017/18 budget development process. - 10 minutes
5. Discussion of an inter-committee working group to examine establishing a Parks Commission or similar entity. - 25 minutes

Select Board Meeting starts immediately following the Annual Chairs Workshop
Meeting ends (unless extended): 8:40 PM

Regular Meeting - 10 minutes

- 17-102 - Minutes: Select Board meeting minutes of November 14, 2016. - 5 minutes
- 17-103 - Warrants: #23 & #24. - 5 minutes

Appointments and Re-appointments - 5 minutes

- 17-104 - Appoint a member to the Heritage Days Committee. - 5 minutes

Communications - 25 minutes

- Select Board communications. - 10 minutes
- Town Manager Report - 5 minutes
- Public Communication - Members of the public may address the Select Board. - 10 minutes

Adjournment

WORKSHOP -
CHAIRS MEETING

Town of Readfield
August 19, 2016 Board of Selectmen retreat

Governance Goals:

1. Review the need for and nature of governance documents
This will include a Charter, ordinances, Selectmen's terms, the Duties and Responsibilities document, record retention policy, etc.
2. Review Capital Improvement/Investment Program
This will consist of an analysis of the past and a plan for the future that will include scheduling, explanations and budget justifications.
3. Clarify the authority of boards, committees and commissions
The Town Manager will begin this by offering a revised draft of the existing binder.
4. Hold an annual Community Meeting with a pot-luck supper
This is a way to hear from the community, including both year-round and summer residents.

Non-governance goals:

Goal	Begin	Leader(s)
Welcome business, and develop a plan to support the business environment in Readfield	f/y 2017	Chris, Tom, Robin
Investigate the most efficient, long-term renewable energy investment and conservation	f/y 2017	John and Bruce
Name and dedicate ball field	f/y 2017	Chris and Kathryn
Create a Parks Commission	f/y 2017	John and Bruce (with Eric)
Obtain the status of, and create plans for town buildings, specifically the fire station, transfer station and library	f/y 2017 (data collection)	Kathryn and Tom
Create activities for kids and adults	f/y 2017	Chris (with the Recreation Dept. and others)
Understand and address issues of poverty	f/y 2017 (needs identification)	Tom and Bruce
Create an action plan resulting from the age-friendly survey and report	f/y 2018	Bruce and committee
Build the Church Street sidewalk	f/y 2019	Chris and Kathryn; this may be grant-dependent



TOWN OF READFIELD

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September 30, 2016

To: All Readfield Board, Committee, and Commission Chairs

Dear Fellow Chairs;

Each year Readfield holds a joint meeting of our board, committee, and commission chairs. This year's meeting has been scheduled for 6:30 PM on Monday, November 28 at our town hall. This will be an excellent opportunity to share with each other our thoughts regarding serving our community.

The agenda, to be finalized, will cover these four topics:

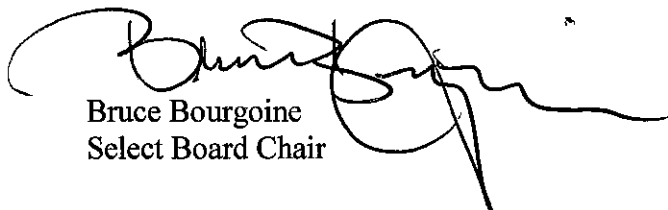
1. An overview of goals the Select Board is working on,
2. A briefing from each board, committee, and commission on their key accomplishments, challenges, and objectives,
3. Discussion regarding establishing an inter-committee working group to examine establishing a Parks Commission or similar entity,
4. And an outline preview of 2017/18 budget development plans.

Please do let me know if there is anything else you suggest we cover.

I am hoping that every single board, committee, and commission chair will attend or send a designated representative. I will encourage the entire Select Board to join us. Please RSVP to the Town Manager if you will be attending or who your attending designee will be. This is a public meeting and any of your members are most welcome to join us. Light refreshments will be served.

In closing, it cannot be said enough; your volunteer service to Readfield is an important asset in the strength of our community and is greatly appreciated.

Cordially Yours;



Bruce Bourgoine
Select Board Chair

Town of Readfield

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 Search

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In Boards & Committees:

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Boards & Committees

Interested in volunteering? Have questions? We have a great resource for you to review!

[Informational Binder for Town of Readfield Boards, Committees, and Commissions](#) (please use the appointment application at the bottom of this page to apply for an appointment or reappointment)

We are looking for volunteer Members for the following Boards and Committees:

Appeals Board: 1 member (2017)

Age Friendly Adhoc Committee: 1 member (1 year)

Cobbossee Watershed Dist.: 1 resident for an alt. Representative member

Conservation Commission: 1 Alt. member (2019), 1 member (2017)

Heritage Days Committee members: Looking for any volunteers

Library Building Committee: Looking for any volunteers

Local School Board 10/14: 1 member (2018), 1 member (2019)

Planning Board: 3 alt. members (2017)(2018)(2019)

Readfield Enterprise Committee 10/18: 1 Select Board Member, 1 CPA or finance specialist, 1 attorney of legal professional, 1 Readfield Resident (suggested composition)

Road Committee: 1 member (2018)

Trails Committee: 2 members (2019), 1 Alt. (2017)

30 Mile River Board 10/14: 1 resident appointed yearly


If you are interested in joining any of the above committees please contact the Town Office at 685-4939 or readfield@roadrunner.com for an application for appointment.

Last updated 11/17/2016

Tax deductible donations are always welcome to help finance or support any Town Board, Committee or Commissions. If you would like to support one of these Boards, Committees or Commissions just come in or send your check to the Town of Readfield at 8 Old Kents Hill Road, Readfield, Maine 04355 and put in the memo section of your check where you would like your donation to be applied to. Thank you in advance.

< Click on the committee you are interested in on the left

 [Appointment Application 08-01-2016.docx](#)

 [Boards & Committees Binder : June 07, 2016.pdf](#)

PRELIMINARY MEETING SCHEDULE AND NOTICE

2017-2018 (FY 18) BUDGET & WARRANT PROCESS		
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:
	Two Public Budget Meetings	BC - Budget Committee
	One Referendum Hearing	SB - Select Board
	Five joint meetings	SC - School Committee
	Four Budget Committee meetings	TC - Town Clerk
	Six Select Board meetings with budget drafts	Statutory deadlines
	Nineteen scheduled opportunities for public comment	
Notes:		
Meeting Times - SB meetings are held at 6:30 and BC meetings at 6:00 unless otherwise noted		
Involvement - 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.		
Select Board Attendance - 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.		
Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget and budget process in conjunction with budget presentations.		
Departments I - Includes the following: General Government (Administration, Insurance, Office Equipment, Assessing, Coder Enforcement, Boundaries, Maintenance, Grant writing / Planning, Heating Assistance), Boards & Commissions (Appeals Board, Conservation Commission, Planning Board, Trails Committee), Buildings (Fire Station, Giles Hall, Library, Building Maintenance)		
Departments II - Includes the following: Community Services (Animal Control, Kennebec Land Trust, Library, Public Access TV, Street Lights, Town Farm, Maranacook Lake Dam), Protection (Fire Department, Ambulance, Water Holes, Dispatching, Personal Protection Gear Replacement), Cemeteries (Cemeteries), Regional Assessments (Cobbossee Watershed, Kennebec County, KVCOG, First Park, Debt Service)		
Departments III - Includes the following: Recreation (Beach, Recreation, Heritage Days, Open Space, Community Park), Roads & Drainage (Roads & Drainage), Capital Improvements (Admin Technology, Fire Station Addition, Gile Hall, Ball Field, Library, Transfer Station, Maranacook Lake Dam), Solid Waste (Transfer Station, Backhoe), Unclassified (Non-profits, Snowmobiling, Enterprise Fund, Revaluation, General Assistance)		

* As Approved 11/14/2016 - Select Board Vote