

**Readfield Select Board
Regular Meeting
Agenda**

December 28, 2015

Meeting starts: 6:30 PM

Location: Readfield Town Office - Giles Hall

Pledge of Allegiance

Regular Meeting - 10 minutes

16-056 - Minutes: Select Board meeting minutes of December 14, 2015 - 5 minutes

16-057 - Warrant: #27 & #28 - 5 minutes

Communications - 45 minutes

Select Board communications - 15 minutes

Town Manager - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Cemetery Committee minutes of November 16, 2015

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

Appointments / Reappointments & Resignations: - 5 minutes

16-058 - Accept the resignation of Aaron McClure from the Recreation Board - 5 minutes

New Business - 90 minutes

16-059 - Presentation by Steve Vose of Maranacook Adult Education - 20 minutes

16-060 - 1st reading of the revised Board Roles and Responsibilities Policy - 10 minutes

16-061 - Set a date and time for the Annual Chairs Meeting - 5 minutes

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

16-063 - Consideration of proposed Town Office hours - 15 minutes

16-064 - Approval of abatements - 5 minutes

16-065 - Consider forming an Age Friendly Community ad-hoc committee - 5 minutes

16-066 - Consider a Consent Agreement for 1149 Main Street - 10 minutes

16-067 - Other - 5 minutes

Future Agenda Items

As identified in Appendix A

Other

Adjournment

Appendix A

Future Agenda Items

Next Meeting:

1st Budget Draft
1st reading of the revised FOAA policy
Giles Hall Use Policy Amendment
Review of Comprehensive Plan & checklist
Consideration of Library Building Committee status & directives

Future Meetings:

Approval of revised Personnel Policy
1st Reading of amended Conflict of Interest & Recall Process Ordinance
Appeal / Hearing process workshop
What to do about the Town Truck...
Establish staggered terms for the Readfield Solid Waste and Recycling Committee
Revision to SWRC Interlocal Agreement
Cemetery Mowing RFP
Brush Grinding RFP
Snow Plowing RFP
Striping RFP
Website Committee
Technology Plan
Potential Parks / Town Property Committee

Readfield Board of Selectmen
December 28, 2015
Item # 16-056

Readfield Select Board
Regular Meeting Minutes – December 14, 2015 – *Unapproved*

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Kim Whitman, Catherine Bruce, Debora A. Doten, Elizabeth Silvis, and Victoria Townley.

Tax Abatement Appeal Hearing:

To have the Select Board hold a hearing to consider an appeal of a decision of the Board of Assessors.

Workshop:

To have the Select Board hold a workshop to discuss the Select Board's Roles & Responsibilities Policy.

Regular Meeting

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

- **16-049 - Minutes:** Select Board meeting minutes of November 30, 2015
 - **Motion** made by Mr. Curtis to approve the minutes of the November 30, 2015 meeting as amended, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-050 - Warrant: #25 & #26**
 - **Motion** made by Mrs. Sammons to approve Warrant #25 & #26 in the amount of \$39,736.99, **second** by Mr. Bourgoine. **Discussion:** Questions on mileage for animal control and maintenance, clarified dated back to July 2015. Question on Ecomaine, clarified for transfer station tipping. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons on December 5 noticed a community breakfast sign at the high school. Wondering if there are ways to help spread the word and advertise so more people are aware of events like this. Mr. Dyer will reach out to Donna, Superintendent of Maranacook Schools.
 - Mr. Curtis report that the union members will vote on the contract the 16th of this month and should have some feedback shortly after that. Select Board has already voted.
 - There have been two meetings at the Transfer Station with vendors. Next step is to present a plan to the Budget Committee on February 2, 2016 when Transfer Station is up for review. Scales are the way the town should be going because of the changes in recycling laws and way companies are collecting items. Get ROI done, run it past Mr. Dyer and Mr. Dunham and get to the Select Board.
 - The bin cover has been delivered to the Transfer Station and Mr. Dunham has offered to help install it along with Glen Hawes.
 - Mr. Bourgoine spoke on behalf of a resident who had asked the Board please try to speak into the microphone for viewers at home are able to hear clearer.
 - Mr. Bourgoine had a good meeting with Ms. Pomerleau and Mr. Dyer with Pam Plumb to take a look at the Secret Ballot. Good development going on and how they might proceed.

- Mr. Bourgoine went to Senior Café at MCMS. Very good meeting; got some good input. Romaine Turyn attended as well and took some notes and they are moving forward with this process.
 - Mr. Dunham asked if someone from the town will be representing the town at the Kennebec County Spirit of America Awards event on Wednesday, December 16, 2015 at 6:00 PM, at the old Kennebec court house. Readfield is getting an award for participating. Agreed that Mr. Dunham will be the representative.
 - Mr. Dunham received a call from a committee member asking how to handle emails within that committee. Suggested that he is able to email the whole committee just advise not to do business through emails.
 - Mr. Dunham, in cost of Tom Dunham. Clarify regarding dates of when employees decided to unionize and when he took office as a Select Board member.
- **Town Manager**
 - Mr. Dyer reviewed his Town Manager Report, dated 12-14-2015, with activities that have occurred over the past two weeks.
 - Mr. Dunham asked Mr. Dyer to defined working hours for the maintenance position. Mr. Dyer responded, Monday thru Friday and weekends as needed with working hours within town office hours as required.
- **Boards, Committees, Commissions & Departments**
 - **Cobbossee Watershed District Minutes – August 11, 2015**
 - Thank you for minutes of August 11, 2015 meeting and financial report.
 - **Cemetery Committee Minutes – November 16, 2015**
 - Thank you for minutes of November 16, 2015 meeting.
 - Discussion regarding notes under Veterans Day to clarify the laws and trust fund along with the state law and ringing of a bell on Veterans Day and discussion regarding T posts and snow plowing.
 - **Ad Hoc Appointments Committee Minutes – November 18, 2015**
 - Thank you for minutes of November 18, 2015 meeting.
 - **Trails Committee Minutes – September 22, 2015 and October 27, 2015**
 - Thank you for minutes of September 22, 2015 and October 27, 2015 meetings.
 - **Public Communications** - Members of the public may address the Select Board on any topic
 - None

Unfinished Business:

- **16-044 – 2nd Reading of amended Purchasing Policy**
 - **Motion** made by Mr. Bourgoine to move the 2nd Reading of amended Purchasing Policy, with in the future having a clean copy, **second** by Mrs. Sammons. **Discussion:** Section A; Paragraph 3 - \$4,999 is a lot of money to spend without a formal process. Did take the amount in consideration with research of surrounding communities. This amount is to spend money that has been approved in a budget. Select board discussed the purchasing policy amount and if too high of an amount. Mr. Dunham **amended motion** to original motion made by Mr. Bourgoine to add on to Section A, Paragraph 5, to add with Select Board approval, **second** by Mr. Curtis. **Discussion:**

Discussion regarding that it is okay to add to the paragraph and location. **Vote on amended motion: 5-0 in favor.** **Discussion:** Section C, Past due taxes, feels as though singling people out. Want to see everyone treated equally and feels as though a burden on the potential bidder. Mr. Dunham feels Section C should be removed, doesn't benefit anyone. Mr. Bourgoine feels levels the playing field. **Vote on original motion as amended: 4-1, Mr. Dunham opposed.**

- **16-051 – Consider revisions to the Appointments Committee directives**
 - Mr. Dunham spoke regarding that this is to clarify the ad hoc committee directives for the committee. Review of goals and policies.
 - **Motion** made by Mr. Curtis to accept the draft dated 4/1/15, submitted by Mr. Dunham, as ad hoc directives, **second** by Mr. Dunham. **Discussion:** This is regarding ethics and directives for the committee and will come to Select Board when done to get professional recommendations. **Vote 4 – 1, Mr. Bourgoine opposed.** (*See other section for revote on motion*)

New Business:

- **16-052 – Consider any action related to the appeal of a decision of the Board of Assessors**
 - Motion made by Ms. Pomerleau for the Town Manager, Mr. Dyer, to write letter to take appeal up with county commissioners. **Second** by Mr. Dunham. **Discussion:** None. **Vote 5-0 in favor.**
- **16-053 – Consider any action related to the Notice of Violation for 1149 Main Street**
 - This is an ongoing process and Gary Quintal; CEO has been handling very well. Occupancy Violation Notice and Notice of Decision reviewed by Mr. Dyer. Won't accept change of use until conditions and occupancy violations are fixed. Notice has been sent out that no one should be living at the facility at this time until changes are made. Catherine Bruce went over documents she has to support living quarters upstairs with café downstairs and to fix the water issue and to be completed by December 31, 2015. Also went over documentation she has to support her rental procedures and timeline and that she has fixed or is in the process of fixing all violations. Select board keeping in mind that safety of the tenants is the first thing to keep in mind. CEO and Planning Board looking for Select Board input on tenants living in building while corrections are being completed.
 - **Motion** made by Mr. Dunham to wave policy to accept documentation at meeting, **Second** by Mrs. Sammons. **Vote 4 – 1, opposed by Mr. Curtis.**
 - **Motion** made by Val to have town manager have CEO to work on consent agreement while allowing the residents to stay in their home, **second** by Mr. Bourgoine. **Discussion:** Nearby residence voiced her concern regarding the living situations. Readfield resident spoke regarding all the hard work Catherine Bruce has done to get everything fixed and suitable living conditions for the current residents at this property. **Motion withdrawn by Mrs. Pomerleau and second motion withdrawn by Mr. Bourgoine.**
 - **Motion** made by Mr. Bourgoine to direct town manager to work out a consent agreement with the building owner, **second** by Mrs. Sammons. **Discussion:** Mr. Bourgoine making this motion with the understanding that we will not evict anyone while corrections are being done and corrected in timely manner. **Vote 5 -0 in favor.**
- **16-054 – Consider goals for the budget process and the structure of the Warrant**
 - Goals for Budget and Warrant structure. Discussion among select board regarding the budget process and structure of warrant and goals on how to run efficiently as possible. Make sure that goals are reviewed from employee retreat and how they relate to the budget process. Holding line on expenditures and not cutting services available to the public. Would like to see a clear and

accurate presentation of the budget and take in to account different land use fees. Worked really hard on budget last year, municipal budget, and that keep cutting, cutting and cutting and the school part is so large. Feelings that budget meetings should be publicized to keep town residence informed via Channel 7, website and messenger. Charitable contributions, look at if they have been used in the community and if benefits the community. Maybe have a cap on what amount is donated. Discussion on how the grouping of items compared to audit accounts and having consistency.

Motion made by Mr. Bourgoine to extend the meeting for 5 minutes, **second** by Mr. Dunham. **Vote** 4-1, Mr. Curtis opposed

- **16-055 - Other**

- Mr. Bourgoine would like to have his vote changed to yes on item number 16-051.
- **Motion** made by Mr. Curtis to reconsider 16-051, accept appointment committee recommendation for directives for the ad hoc committee as written 4/1/2015, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **Motion** made by Mr. Curtis to accept the version dated 4/1/15 as ad hoc directives, **second** by Mr. Dunham. **Discussion:** None. **Vote** 5-0 in favor

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

Minutes recorded by Kristin Parks, Board Secretary

Robin L. Lint

Readfield Board of Selectmen
December 28, 2015
Item # 16-058

From: Thomas Donegan <thdoneg@aol.com>
Sent: Thursday, December 17, 2015 12:33 PM
To: readfield.clerk@roadrunner.com
Subject: Resignation

COPY

Robin,

Below is an email from Aaron McClure's resigning from the Rec. Board

Tom

-----Original Message-----

From: Caroline Knight <carriehknight@hotmail.com>
To: Aaron <aaron.mcclure@yahoo.com>
Cc: Tom Donegan <thdoneg@aol.com>
Sent: Tue, Dec 15, 2015 6:40 am
Subject: Re: Baseball Field

Ok, I totally understand...I will forward this to Tom and see what we need to do. Thank you for all your time and hard work! I know you have done more than your share!!! You really help make Readfield a great place to raise kids.

Best,
Carrie

Sent from my iPhone

On Dec 14, 2015, at 8:30 PM, Aaron <aaron.mcclure@yahoo.com> wrote:

To: Carrie Knight
Chair of The Readfield Recreation Board of Trustee's

Carrie,

I am sorry but I am going to need to resign from my position on the rec committee. I will GLADLY handle all boys basketball related activities. But with my work schedule and coaching I just can't commit the time that is necessary to be an effective member of the rec board.
Please let me know what I need to do to make it official.

~ Aaron D. McClure
www.aaronmcclure.etsy.com
~ Commissioned Charcoal Drawings ~

Maranacook Adult Education

RSU 38 • 2250 Millard Harrison Drive • Readfield, ME 04355
adulted@maranacook.org • 207-685-4923 x1065 • Fax: 207-685-9597

About

Maranacook RSU 38 Adult Education is part of a statewide system of more than 100 connected learning programs and centers. Adult education programs offer courses in 5 major categories:

Business & Skills Training courses help prepare Maine citizens by providing the modern skills training necessary for new careers, promotions, and other career advancement.

College Transitions courses assist people of all ages wishing to make the transition into college-level courses.

HiSET & High School Completion courses help people complete their high school education.

Literacy courses give people the guidance, support, and training necessary to improve their literacy skills and the literacy skills of their family.

Personal enrichment courses include lessons in skills such as cooking and musical instruments, and also include a variety of unique and fun experiences including travel, health and wellness, walking trails, fitness classes and much more!

Work Ready Initiative

In these times of high unemployment our second initiative WorkReady™ will assist in addressing the skills needed to secure employment. The WorkReady™ curriculum addresses seven basic standards including personal motivations and challenges to employment, effective communication and interpersonal skills, understanding taxes and benefits, job searching, and resume and portfolio preparation. The 60 hour soft skills and 20 computer based training is designed to provide successful participants with not only skills essential in today's workplace, but also a portable credential. The WorkReady™ Credential is endorsed by businesses throughout the state.

If you are interested in helping to support either of these initiatives through providing educational materials, unused office materials, volunteer tutors, assisting with mock interviews, or monetary donations to help sustain our programs, please contact Steve Vose at 685-4923 x1009.

In any economy, Adult Education courses are great choices because they are local, affordable, and are designed to fit within *your* schedule.

Browse our courses today, and contact us if you have any questions or feedback.

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

Readfield Board of Selectmen
December 28, 2015
Item # 16-060

Purpose of Select Board

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

Responsibilities of the Select Board fall into 4 general categories:

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

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

Makeup of Select Board

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

Election of Select Board members

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

Duties and Responsibilities of the Select Board

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

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

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

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

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

Duties and Responsibilities of Select Board Chair and Vice Chair

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

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

specific advice will not be posted, as it will likely be considered privileged attorney-client communication.

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

Access to Information

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

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

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

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

Procedural responsibilities of Select Board

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

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

requires more time than available in regular meetings. Public notice and agenda will be posted in advance of special meetings, and no business outside of the posted agenda may be conducted at that special meeting.

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

Conflict with Laws

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

Amendments

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

Appendix A

ORIENTATION OF NEW SELECT BOARD MEMBERS

AFTER ELECTION:

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

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

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

Sign up and attend ASAP:

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

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

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

Read Town Ordinances:

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

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

Know the following Town Plans:

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

Meetings that can take place:

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

As time allows:

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

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

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

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

Miscellaneous:

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

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

Appendix B

Meeting Ground Rules

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

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

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

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

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

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

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

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

Code of Ethics for Public Participation Practitioners

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

Preamble

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

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

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

the decision makers, are in good faith.

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

Appendix C

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

Section 1. Purpose and Scope

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

Section 2. Officers; Duties

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

Section 3. Meetings

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

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

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

agenda items will include: ~~The order of business at regular meetings shall be as follows:~~

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

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

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

Section 4. Hearings

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

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

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

Section 5. Participation and Voting

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

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

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

Section 6. Decisions

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

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

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

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

Section 7. Conflict with Laws

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

Section 8. Waivers; Amendments

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

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

Select Board for the Town of Readfield:

Valarie Pomerleau, Chair ~~Lawrence Dunn~~

Tom Dunham, Vice Chair ~~Valarie Pomerleau~~

Bruce Bourgoine ~~Allen Curtis~~

Allen Curtis ~~Sue Reay, Chair~~

Chris Sammons ~~P. Greg Durgin, Vice Chair~~

Signed this 10th day of February, 2014

**Proposal for process design and facilitation services for The Readfield Community Process
to build a community consensus on town meetings**

The Readfield Select Board agreed as part of their goals setting and long range planning process to design, undertake and complete a process to find a widely supported, legally sound solution to the governance issues created with the change to a secret ballot. The process will include citizens with different points of view plus assistance from appropriate professionals and it will work to build a solution acceptable to a large majority of the community. The Board was looking to rebuild the community's trust in the political process and find a reasonable consensus on how best to run the budget process and town meeting.

I would be delighted to work with the Board and any committees created for the process to help design an effective process overall, develop the agendas for the various meetings involved, provide facilitation for meetings and do notes from the meetings which I facilitate. I will bring to the work my extensive background in meeting facilitation and design as well as my background in serving in local government and working with numerous towns in Maine.

The Process: *(a general sketch to be fully developed by the Process Committee)*

Establish a Process Committee: The first step in the process will be to establish a small working committee whose job would be to oversee the design of the process itself. The Process Committee would start early in 2016 to work with the facilitator to develop the process. It would meet occasionally during the process to make sure everything is going smoothly.

Establish a Recommendation Committee: There will be a second Committee created to research, deliberate and come to agreement and to recommend a process for the budget process and the town meeting that reflects a consensus in the community. The Recommendations Committee would meet multiple times to deliberate and build agreement on recommendations. Both committees will be made up of people who represent the different points of view in the community as well as respected members of the community with relevant experience and/or skills in building consensus.

Make Recommendations: The Recommendations Committee would make its recommendations and there would be a community wide meeting to hear them and ask questions and comment by the end of the summer of 2016.

Implementation: The Select Board will take the necessary steps to formally implement the recommendations in the budget process and the Town Meeting format

Timeline:

2016:

- Early in 2016 the Select Board will appoint the Process Committee, which will then work with the facilitator to outline the steps in the process. Subsequently the Select Board will appoint the Recommendation Committee.

- In late winter hold a community meeting to introduce the process, bring people together and ask people what is most important to them about the budget and town meeting process.
- In the spring and summer the Recommendations Committee will hold meetings to do research on the issues and possible solutions, developing a recommendation by the end of the summer.
- In the fall of 2016 there would be another large community meeting to present the recommendations and answer questions
- Late fall the Select Board and Manager will work on the steps to implement the recommendations.

2017

- By the beginning of 2017 the recommendations have been voted on by the Select Board and are ready for implementation as part of the regular budget process and the June town meeting.

Budget Estimate:

2 meeting with the Select Board 1) about the overall process and committee selection 2) about the final recommendations and implementation [*5 hours with preparation and notes*]

3 meetings of the Process Committee (agreeing on the process and issues around executing the process) [*6 hours with preparation and notes*]

2 large community meetings (one at the beginning and one on the Recommendations Committee's proposal) [*8 hours with preparation and notes; assumes that community people take responsibility for setting up facilities and food arrangements*]

5 meetings of the Recommendations Committee [*20 hours including preparation and notes, assuming 2 hour meetings*]

39 hours x \$100 an hour = \$3900.00

To: Readfield Board of Selectmen
From: Eric Dyer, Town Manager
Date: 12/24/2015
Subject: Proposed Change in Town Office Window Hours

Following a review of existing levels of service and operational needs I am recommending changes in the number and arrangement of window hours at the Town Office. These changes sum to a net reduction from 38 to 34 open hours with fewer hours on Wednesday afternoon and the addition of morning hours on Friday. A number of criteria were used to guide this recommendation.

Criteria for Window Hours:

- Provide no more than two consecutive days without open hours
- Provide morning and evening hours
- Meet the requirements of negotiated labor contracts
- Provide time for staff training, personnel management, and quarterly staff meetings
- Provide staff with some uninterrupted work time to improve output and performance
- Minimize disruption to office schedule due to staff appointments and scheduled time off
- Minimize disruption to the public due to significant changes in the schedule

Current Window Hours:

| | | Monday | Tuesday | Wednesday | Thursday | Friday | | |
|---------------------|-------|----------|----------|-----------|----------|----------|--------------|-----------|
| 7:30 | 8:00 | | | | | | | |
| 8:00 | 8:30 | | | | | | | |
| 8:30 | 9:00 | 0.5 | 0.5 | | 0.5 | 0.5 | | |
| 9:00 | 9:30 | 0.5 | 0.5 | | 0.5 | 0.5 | | |
| 9:30 | 10:00 | 0.5 | 0.5 | | 0.5 | 0.5 | | |
| 10:00 | 10:30 | 0.5 | 0.5 | | 0.5 | 0.5 | | |
| 10:30 | 11:00 | 0.5 | 0.5 | | 0.5 | 0.5 | | |
| 11:00 | 11:30 | 0.5 | 0.5 | | 0.5 | 0.5 | | |
| 11:30 | 12:00 | 0.5 | 0.5 | | 0.5 | 0.5 | | |
| 12:00 | 12:30 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 12:30 | 1:00 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 1:00 | 1:30 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 1:30 | 2:00 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 2:00 | 2:30 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 2:30 | 3:00 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 3:00 | 3:30 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 3:30 | 4:00 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 4:00 | 4:30 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | | |
| 4:30 | 5:00 | | | 0.5 | | | | |
| 5:00 | 5:30 | | | 0.5 | | | | |
| 5:30 | 6:00 | | | 0.5 | | | | |
| | | | | | | | TOTAL | |
| Window Hours | | 8 | 8 | 6 | 8 | 8 | | 38 |

Proposed Window Hours:

[illegible]

CERTIFICATION OF ABATEMENT

No. 2015-2016-09

To **Teresa Shaw**, Tax Collector

We have abated the sum of ,

Acct No: ____ \$_____ Personal Property Valuation

Acct No. map lot \$ real estate valuation

Valuation Abated \$__

X 2014

Total Tax Amount Abated \$___ 3547.06

Tax assessed against Bruen, Dennis , for the year **2014-2015**
Reason for abatement:

Small Claims Court settlement

Date

Selectmen of Readfield

_____, Christine Sammons

_____, Allen Curtis

_____, Valerie Pomerleau

_____, Thomas Dunham

_____, Bruce Bourgoine

Original: Tax Collector
CC: Assessing Department

CERTIFICATION OF ABATEMENT

No. 2015-2016-10

To **Teresa Shaw**, Tax Collector

We have abated the sum of ,

Acct No: ____ \$_____ Personal Property Valuation

Acct No. map lot \$ real estate valuation

Valuation Abated \$__

X 2013

Total Tax Amount Abated \$___ 1922.18

Tax assessed against **Bruen, Dennis** , for the year **2013-2014**

Reason for abatement:

Small Claims Court settlement

Date

Selectmen of Readfield

_____, Christine Sammons

_____, Allen Curtis

_____, Valerie Pomerleau

_____, Thomas Dunham

_____, Bruce Bourgoine

Original: Tax Collector
CC: Assessing Department

STATE OF MAINE

DISTRICT COURT
AUGUSTA
Docket No. AUGDC-SC-2015-00323

RECEIVED
DEC 21 2015

NOTICE OF JUDGMENT
(Small Claims)

TOWN OF READFIELD
8 OLD KENTS HILL ROAD
READFIELD ME 04355

vs.

DENNIS BRUEN
C/O P J PERRINO JR ESQ
PO BOX 49
AUGUSTA ME 04332

This small claims action was returnable on 12/15/2015.
The plaintiff(s) did (not) appear. The defendant did (not) appear.

- ☐ The case is dismissed: ☐ by the court, without prejudice because none of the parties appeared.
☐ at the request of the plaintiff(s), without prejudice.
☐ at the request of the plaintiff(s), with prejudice, as the debt is paid in full.
☐ by the court, with(out) prejudice because: _____

Judgment is rendered: ☐ by default.
☐ by agreement.
☐ after hearing.

- ☐ Judgment is granted to the defendant(s).
☐ Judgment is granted to the plaintiff(s) in the amount of \$3,268.85 and costs of \$111.81
☐ Judgment is granted to plaintiff(s) in accordance with the attached agreement of the parties which is incorporated by reference into this judgment.

☒ Other court ordered action: CONT. TO 1/12/16 AT 8:30

☐ Defendant(s) are jointly and severally liable on the judgment.

Date: 12/15/15

Cecilia J. White
Judge, District Court

Disclosure hearing: A judgment for the plaintiff(s) must be paid within 30 days. If judgment is not paid in full within 30 days, either party may request the clerk to schedule a disclosure hearing.

Appeal: Either party may appeal within 30 days from the date of entry of judgment.

COURT ALTERNATIVE DISPUTE RESOLUTION SERVICE
REPORT OF COMPLETED MEDIATION SESSION -
SMALL CLAIMS

District Court Augusta Docket No. AV6 DC SC 2015-00323
Plaintiff Tammy Reafield Plaintiff's Attorney _____
Defendant(s) Brown Defendant's Attorney PT Perrino

1. CASE TYPE: ☒ Small Claim ☐ Other _____
2. MEDIATION SESSION: ☐ First ☒ Second
3. DISPOSITION: (Check only one disposition.)
☐ UNRESOLVED: The parties request a hearing.
☐ UNFINISHED: The parties jointly request a continuance. (Must be requested by both parties.)
☐ For another mediation on _____, 201__ at _____ a.m./p.m.
☐ PARTIALLY RESOLVED: See below for agreements reached. Unresolved issue(s): _____

☒ RESOLVED: Amount \$ _____ Court costs (if any) \$ _____

The parties agree as follows:

2012, 2013, 2014 taxes are fully settled by a one time
payment of \$5,000, payable to Tammy Reafield & paid to it
by 4/15/15, today 12/15/2015.

Case is dismissed with prejudice upon said payment. If payment
is made as set forth above, Tammy will not come back or
dismined better.

If payment is not made, case to be set for trial

Agreed by: [Signature] Plaintiff [Signature] Defendant
Tammy Reafield, Eric Dyer, Reafield

Plaintiff's Attorney _____ Defendant's Attorney PT Perrino

Mediator: [Signature] Date: 12/15/15

AARP Network of Age-Friendly Communities

An Introduction



NETWORK PROFILE

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

EIGHT DOMAINS OF LIVABILITY

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

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

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

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

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

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

STATE PROFILE: MAINE

Enrolled communities: 2

Total state population: 1,329,196
age 50+ (2013 estimate): 41%
age 65+ (2013 estimate): 17%

Employed 50+ population: 39%

Median household income: \$55,000
age 50+: \$51,780
age 65+: \$40,700

Total 50+ who want to age in place: 86%

Voting rates (all registered Maine voters 2012)
age 45-64: 74%
age 65-74: 82%
age 75+: 75%

AARP members in Maine: 231,000+

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

Contact AARP Maine

PHONE: 1-866-554-5380

Lori Parham LParham@AARP.org

Peter Morelli PMorelli@AARP.org

AARP Network of Age-Friendly Communities

The Program Cycle



Step 1: ENTERING THE NETWORK

The AARP Network of Age-Friendly Communities serves as a catalyst to educate, encourage, promote and recognize improvements that make communities supportive for residents of all ages. The network provides U.S. cities, towns and counties with the resources to become more age-friendly by tapping into national and global research, planning models and best practices.

Step 2: PLANNING PHASE (Years 1 - 2)

This phase has four key elements:

- The establishment of mechanisms to involve older people throughout the age-friendly community cycle
- A baseline assessment of the community's age-friendliness
- The development of a three-year community-wide action plan based on the assessment
- The identification of indicators for monitoring progress

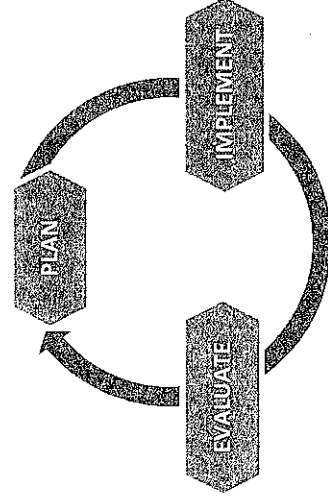
This phase is completed when an action plan is submitted to the World Health Organization for review and endorsement.

Step 3: IMPLEMENTATION & EVALUATION (Years 1 - 5)

No later than two years after joining the Network, a community submits its action plan to the World Health Organization (WHO) for review and endorsement. Upon endorsement by WHO, a community begins a three-year period of implementation. At the end of this period, the community is asked to submit a progress report to WHO outlining its progress against the indicators developed in the Step 2: Planning Phase.

Step 4: CONTINUOUS CYCLE OF IMPROVEMENTS (Years 5+)

At this point a community is able to continue their membership by entering into further implementation cycles.



AARP NETWORK OF AGE-FRIENDLY COMMUNITIES MEMBER BENEFITS

- Organizational guidance from national experts
- Resources for identifying and developing assessment and survey tools
- Information about identifying and developing community-success criteria
- Strategies for identifying and developing ways to monitor progress
- Access to a network of Maine and U.S. communities and best practices
- Access to a volunteer network of support
- Access to evaluation tools
- Invitations to organized trainings and networking events
- Streamlined admission into the World Health Organization's age-friendly network
- Resources at AARP.org/livable
- Support and guidance from AARP
- Recognition by AARP and others



TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355

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

ADMINISTRATIVE CONSENT AGREEMENT

WHEREAS, Catherine Bruce, (herein as the “Property Owner”) of 1149 Main Street, Readfield, Maine (herein as the “Town”), Assessor’s map 120 lot 39 (herein as the “Lot”), converted the Corner Café into a duplex family dwelling without the proper Town permits. The Code Office took the appropriate action in notifying the owner and the Municipal Officers of the violations pertaining to the Readfield Land Use Ordinances and relevant Life/Safety Codes. The Violation Notice and Order dated December 1, 2015 was reviewed by the Select Board, in which requested this Administrative Consent Agreement to settle all pending violations at 1149 Main Street.

WHEREAS, the Property Owner agrees that Town permits were not received prior to commencement of the conversion, but shall apply for after-the-fact- permits and pay the require fee; and

WHEREAS, the Property Owner has applied, paid and received “conditional” approval from the Planning Board to convert the property into a two family duplex, (see attached Notice of Decision dated January 13, 2016) ; and

WHEREAS; the Property Owner has received permission from the Maine Department of Transportation to relocated the building sump pump drain into the adjacent storm drain as located in the DOT Drainage Connection Agreement date December 15, 2015, (see attached agreement) and shall not allow the discharge of water to become a safety issue; and

WHEREAS; the Property Owner shall commenced construction of changing out all required windows to meet egress standards that meet Life Safety Codes as outlined by the State Fire Marshall Office, (see attached Job Estimate); and

WHEREAS; the Property Owner did apply voluntarily for a Land Use Permit, Building and Plumbing permits; and

WHEREAS, the Property Owner continued to allow occupancy without Town approval, but has taken corective measures to fix some violations, at the request of the Town’s Code Enforcement Officer; and

WHEREAS; the Property Owner has demonstrated through documentation that she is in fact hiring the services of professionals to bring the property up to standards for a two family dwelling, three bedrooms each, unit; and



TOWN OF READFIELD

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

WHEREAS; there is no evidence before the Board of Selectmen that these violations were willful or intentional; and

WHEREAS; the Property Owner has been cooperative in seeking relief from said violations; and

WHEREAS; there is evidence of economic benefit to the Property Owner resulting from occupancy violations; and

WHEREAS; Article 2 Section 2.C of the Town Land Use Ordinance adopted June 9, 2015 and effective at the time of said violations authorizes the Board of Selectmen to "...enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action", and the Property Owner meets the conditions for relief set forth in Section 2.C.

NOW THEREFORE; The Town and Property Owner agree as follows:

1. Property Owner agrees to pay a civil penalty to the Town in the amount of \$100.00 per day from December 14, 2015, (the date of review by the Select Board) until the property at 1149 Main Street receives an Occupancy Permit of which all but \$_____ is to be suspended pending successful completion of all conditions and provisions of the review and approval by the Planning Board. This penalty shall be paid within thirty (30) days of execution of this Administrative Consent Agreement.
2. Property Owner may complete construction of the above-described duplex family dwelling as conditionally approved by the Readfield Planning Board on December 9, 2015.
3. Property Owner or anyone under the contract, hire, or direction of the Property Owner, may not create any new or additional non-conformity in the development of this property beyond those specifically approved as part of this Agreement.
4. The Town agrees to relinquish its right to prosecute the Property Owner for the above-described land use violation in consideration of the payment of the penalty in (1) above; EXCEPT THAT, if the Property Owner breaches the terms of this Agreement, the Town may then institute any and all appropriate proceedings to enforce the provisions of the Town Land Use Ordinance.



TOWN OF READFIELD

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

5. As a condition of the consideration promulgated by this Administrative Consent Agreement for the Town to waive prosecution, the Property Owner agrees to: (1) waive and forego any action of any kind against any Town Officer and members of the Town Board of Selectmen; and (2) waive any right to appeal, whether to the Superior Court or otherwise, either the substance or contents of this Administrative Consent Agreement or the decision of the Planning Board as rendered.

Done and dated at Readfield, Maine
this ____ day of _____, 20__

Accepted and dated at Readfield, Maine
this ____ day of _____, 20__

Town of Readfield

By: _____
Selectman

Catherine Bruce

Selectman

Selectman

Selectman

Selectman

Purchasing Policy for the Town of Readfield

Adopted 04-08-04, amended 02-11-13, 11-04-13, 12-15-2014, and 12-14-2015

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

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

A. Bidding for Goods and Services Non-Roadwork:

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

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

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

B. Roadwork-Related Purchases:

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

C. Past due Taxes:

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

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

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

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

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

Select Board Approved: December 14, 2015

Val Pomerleau, Chair

Tom Dunham, Vice Chair

Bruce Bourgoine

Allen Curtis

Chris Sammons

Attested as a true copy:

Robin Lint, Town Clerk

Date: