

**Readfield Select Board
Meeting Agendas
December 12, 2016, Readfield Town Office**

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

Pledge of Allegiance

Regular Meeting - 10 minutes

17-105 - Minutes: Select Board meeting minutes of November 28, 2016. - 5 minutes

17-106 - Warrants: #25 & #26. - 5 minutes

Communications - 35 minutes

Select Board communications. - 10 minutes

Town Manager's Report - 5 minutes

Treasurer's Report - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Cemetery Committee minutes of October 17, 2016
- Lakes Region Mutual Aid Company minutes of October 24, 2016
- Age Friendly Community Committee minutes of October 19, 2016
- Conservation Commission minutes of October 11, 2016
- Readfield Library Board minutes of October 12, 2016
- Recreation Board minutes of September 28, 2016

Public Communication - Members of the public may address the Select Board. – 10 minutes

Appointments and Re-appointments - 5 minutes

17-107 - Accept the resignation of Jim Marr from the School Board.

Unfinished Business - 15 minutes

17-099 - 2nd Reading of an Asset Inventory & Capitalization Policy. - 10 minutes

17-048 - Hear a summary of the Town Manager review process - 5 minutes

New Business - 80 minutes

17-108 - Hear an update and consider accepting an easement and trail agreement for the Mill Stream Dam Project. - 10 minutes

17-109 - Consider the renewal of the Age Friendly Community Committee. - 5 minutes

17-110 - Consider a bid award for the Cemetery Tree Work RFP - 10 minutes

17-111 - Development of Budget and Warrant Goals. - 15 minutes

17-112 - Discussion of a new website platform and service provider. - 10 minutes

17-113 - Revised SWRC Interlocal Agreement - 10 minutes

17-114 - Quarterly goals review (Comp Plan and Select Board). - 15 minutes

17-115 - Other. - 5 minutes

Future Agenda Items - 5 minutes

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes & Annual Chairs Meeting & Workshop
November 28, 2016 – Unapproved

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Gary Keilty, Ann Keilty, Carrie Knight, Laurence Perkins, Grace Keene, Val Pomerleau, Wendy Dennis, Bob Harris, Paula Clark, Romaine Turyn, Peter Bickerman, Deb Doten, Andrews Tolman

Mr. Bourgoine called the workshop/meeting to order at 6:30 pm followed by The Pledge of Allegiance.

Annual Chairs Meeting & Workshop

1. Welcome & Introductions

- Mr. Bourgoine gave a brief welcome to all those attending.
- Introductions of those in attendance.

2. Overview of Select Board goals and activities

- Mr. Bourgoine gave an overview of the Selectboard Governance Goals and Non-governance goals as presented in the packet.

3. Briefings by board, committee, and commission Chairs on their key accomplishments, challenges and objectives

- Budget Committee – Andrews Tolman: Fresh new faces, eager to start the budget process. The committee really wants to focus on the Capital Investments Improvement Process.
- Recreation Committee – Carrie Knight: Currently have 9 members; may be looking for new members to join in the spring. Activities that the Rec Committee are involved in include Soccer, Halloween Party, Basketball, Winter Fun Day, Easter Egg Hunt, Baseball/Softball along with Beach maintenance and membership and the coordination of porta potties at the beach and athletic fields.
- Planning Board – Paula Clark: Primarily in charge of Land Use Ordinances and approving applications in the town. Some of the challenges are conversions and removals in Shoreland zones while trying to stay within the greatest practical extent within the LUO along with compliance issues of the land owners. Some work that has been completed over the past year include a number of subdivisions of properties, the purchase of Maces Lumber, issued approval of Lucas Stripping business on the Plains Road and working with the Department of Island Fisheries and Wildlife to complete upgrades to the boat launch off Route 41. The Planning Board is always looking at the LUO to keep it up to date.
- Trails Committee – Gary Keilty: A big thank you to the volunteers and staff as there is a lot of excitement and enthusiasm from all. There will be between 500 to 600 man hours by the end of this year. They have been working with the Maranacook School and Kents Hill School students for the past 10 years. Trail use continues to grow every year, Most of the trails are in “high and dry” conditions. Looking to work with the Readfield Water District and Kennebec Land Trust for the Rosmarin/Saunders Forest to build trails in those areas.
- Heritage Days Committee – Val Pomerleau: Only one member at this time, need more volunteers. Heritage Days is this upcoming August 2017. Looking for one person from each committee to volunteer. Really looking for the “Readfield Heritage” concept for the theme. A lot of great ideas and events to plan just need the help.

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- Appeals Board – Peter Bickerman: The Appeals Board hears appeals from decisions made by the CEO and LUO variances. There was a nice organizational meeting held on October 28, 2016. At the meeting Cliff Buuck was voted Vice-Chair and Holly Rahmlow was voted secretary. The board will be attending a MMA workshop in December along with another meeting. Still have one more vacancy for anyone interested. In the past 6 years there have only been 2 hearings.
- Road Committee – Larry Perkins: This year they have finished the last coating of the pavement on the roads. Next is to start working on the gravel roads. December 8 is the start of the budget process on behalf of the road committee.
- Readfield Enterprise: No members at this time. Hoping to get this committee active within the next few months.
- Age Friendly Community Adhoc Committee – Romaine Turyn: The group was appointed by the Selectboard for a one year term to research aging needs in the Town of Readfield. Currently have 4 members with 1 opening. Main goal is to look at what makes those in the aging population want to continue to stay in Readfield. Recently completed an Age Friendly Survey. Results have been compiled and will begin to meet with smaller groups to create a plan and bring forward to the Selectboard. Asking the various boards to look into areas of their interest to see if there are options for improvements for the aging community.
- Library Board of Trustees – Deb Peele: Continues to increase the number of card holders every year. A lot of accomplishments done by Nancy Meserve, the Librarian. For example she created a 24 page volunteer manual for when she is not in. Has rearranged the collections of books making it easier to find items. Now have an inter-loan library. Nancy reaches out to areas in the community like Readfield schools and Senior Café. The RES reading specialist uses the library to continue help for those needing it over the summer. Works with the Balsam House for lending opportunities to those living there and has been working with the Age Friendly Committee. There are various raffles and fundraisers throughout the year along with ongoing projects. The library is looking for donations of snow shoes, ski poles and various cake pans. Annual events held by the library include Summer Reading Program, Chewonki Program, and a Volunteer Appreciation Night, Open on Halloween, Weekly Reading groups, Annual Tree lighting, Author Programs and craft programs.
- Conservation Commission – Bruce Hunter: Accomplishments have included the Torsey Pond Nature Preserve, Placed erosion control in ditch on McDougald Trail at Old Fairgrounds, Vernal Pool Project, Planned major capital improvements at the Town Farm, Torsey Pond Nature Preserve and Fogg Farm Conservation Area, Mill Stream Dam Project and Collaborating with the town Sexton to move some pulling stones from the Old Fairgrounds to be used for a garden at the Readfield Corner Cemetery. Major objectives for 2017 include replacing bridges in the Torsey Pond Nature Preserve, Fogg Farm Conservation area and Town Forest. Replace bog bridging and the wildlife observation platform in the Torsey Pond Nature Preserve. Complete the Readfield Vernal pool project.
- Cemetery Committee – Grace Keene: Main function is to oversee the maintenance and care of the various Readfield cemeteries. Volunteers have been trained by Town Sexton Anna Carll on how to properly clean and care for stones. Cemetery walks and history information events in the future. Anna Carll is very euthanistic and eager to get things done.
- Maranacook Lake Outlet Dam Committee – Wendy Dennis: Working on modifying the Maranacook Dam to control flood control. The committee is made up for Readfield and Winthrop residents. Great members on the committee from Readfield. Accomplishments this

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past year include a preliminary engineering study, raising money and planning the budget, requests for proposals and the design of the new dam are underway.

- Solid Waste & Recycling Committee – Tom Dunham: This committee is an advisory board to the Selectboard. Now a tri-town facility with the recent addition of Fayette. Currently working on a new interlocal agreement. Eric Dyer, Town Manager is working on new manuals. Looking at scales and the best way and cost effective way to dispose of waste.
- Assessing Board – Christine Sammons: Signs off on the town's annual mill rate. Abatements of town properties. The committee only meets as needed. Changes of tree growth – make sure to go through the proper procedures, fines can be heavy.

4. Preview of the 2017/18 budget development process

- Eric Dyer gave a brief overview, the process is well underway. Asking all committees to have their draft budgets to the town by 12/30/16 (preliminary numbers). Need information on reserve accounts. Have a lot of specific departments in the budget and would like to see some of the individual accounts like administrative/maintenance be combined to save money.

5. Discussion of an inter-committee working group to examine establishing a Parks Commission or similar entity

- Mr. Bourgoine and Mrs. Woodsum spoke on having a group formed to start working on a Parks Commission.
- Gary Keilty spoke that we all would be working towards a common goal.
- Mr. Bourgoine welcomes all committees and community members to contact the Selectboard members with feedback.

Workshop ended at 8:04 pm with Selectboard regular meeting starting at 8:05 pm.

Regular Meeting

- **17-102 – Minutes: Select Board meeting minutes of November 14, 2016**
 - **Motion** made by Mrs. Woodsum to approve the minutes of the November 14, 2016 meeting as presented, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **17-103 – Warrants #23 & #24**
 - Review of the warrants completed by Mr. Parent.
 - **Motion** made by Mrs. Woodsum to approve Warrants #23 & #24 in the amount of \$368,074.16, **second** by Mr. Dunham. **Discussion**: Brief discussion on where legal fees should go. **Vote** 5-0 in favor.

Appointments and Re-appointments

- **17-104 – Appoint a member to the Heritage Days Committee**
 - **Motion** made by Mr. Dunham to appoint Deb Doten to the Heritage Days Committee for a term that expires on 8/31/2017, **Second** by Mr. Parent. **Vote** 5-0 in favor.

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Communications

- **Select Board Communications**

- Mrs. Sammons spoke that there is a Community Breakfast at the MCHS this Saturday, December 3 starting at 7:30 am.
- Mrs. Sammons volunteered to be on the committee for the Readfield Enterprise Committee.
- **Motion** made by Mrs. Woodsum to appoint Mrs. Sammons to the Readfield Enterprise Committee as the Selectboard Representative, **Second** by Mr. Parent. **Vote** 5-0 in favor.
- Mrs. Woodsum reminded everyone of the Library Tree Lighting this Friday, December 2 at 6:30 pm with a rain/snow date of Sunday, December 4 at 4:30 pm.
- Mr. Dunham mentioned that Eric Dyer has set up a meeting with Mr. Curtis to resolve the issues that have arisen for his property.

- **Town Manager Report**

- Mrs. Dyer went over his Town Manager report dated November 28, 2016
- Discussion regarding the recycling of plastic bags, no longer accepted at the transfer station, look into other ways to recycle them.
- Road grading will be done by Cushing Construction.

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

- None

Other

- **17-105 – Parks Commission/Advisory Committee**

- **Motions** made by Mrs. Woodsum to have the Selectboard investigate a Parks Commission/Advisory Committee. **Second** by Mr. Dunham. **Discussion:** Mr. Parent, Mr. Bourgoine and Town Manager will have a discussion/meeting and come back to the Selectboard with an outline. Have the boards/committees and general public get involved. **Vote** 5-0 in favor.

Motion made by Mrs. Woodsum to adjourn the meeting at 8:42 pm, **second** by Mr. Parent. **Vote** 5-0 in favor.

COMMUNICATIONS

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



TOWN OF READFIELD

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Treasurer's Report – December 12, 2016 **(Month of November, 2016)**

Recurring Activities:

Financial Management: The Finance Officer and Treasurer attended a training on "Municipal Law for Tax Collectors and Treasurers" in November.

Check Reconciliation: Check reconciliation was completed through 11/30/2016. Our accounts are in balance with our bank statement and no unusual activity was observed.

Journal Listing: All journals (including payroll warrants, financial warrants, cash receivables, correcting journals, etc.) posted in the month are identified in the attached Journal Summary Report. 43 journals are listed with no errors. Note the requested adjusting journal for legal fees.

Special Projects:

Budget: The Budget process kicked off in November with a Capital Investment Planning workshop and the distribution of financial information to Chairs and municipal staff.

Tax Policy: We have begun researching the participation rates and benefits for Readfield residents of the state run Property Tax Fairness Credit program. This program could benefit lower-income residents who rent or own.

Disbursement Ordinance: Following a lead from the Select Board I have researched the Disbursement Ordinance enacted by Farmington. It seems a very good fit for Readfield and I have a draft prepared for review.

Trust Investments: Chris Sammons and I met with Sam Tippet to review our investments. We will be swapping our Oppenheimer Global Strategies Income fund for their Core Bond Fund. A new overall investment strategy will be forthcoming.

Income and Expense – Month of November:

Receipts for November totaled \$211,523. Real Estate payments accounted for \$60,600 of the total, with Tax Lien payments adding \$15,819. Motor Vehicle payments were at \$55,561. State Reimbursements totaled \$55,990. Net revenues in October totaled \$128,284. Net expenses in October totaled \$462,228. Education expenses were the largest single expense at \$286,863, followed by Roads and Drainage at \$94,801, and General Government at \$29,874.

Income and Expense – Year to Date:

The Year to Date is reported from July 1, 2016 through November 30, 2016. Net revenues to date total \$5,083,726. Receipts to date total \$3,108,904. Net expenses to date total \$2,751,441.

Things to Watch:

Average revenue and expense balances through November should be at around 42%, seasonal variations and one-time payments excepted. We need to consider a different piece of equipment for sidewalk maintenance because the Holder is in need of costly repairs that are hard to justify.

Journal Summary List

All Journal Types

November

Jrnl	Date	Type	Per	Expense	Revenue	G / L	Cash	Enc	Description
0190	11/04/16	AP	11	358,825.04	0.00	4,256.60	-363,081.64	0.00	11/03/16 A/P
0201	11/02/16	PY	11	15,444.91	0.00	-455.65	-14,989.26	0.00	11/03/2016 Payroll
0203	11/02/16	CR	11	0.00	-2,424.29	-6,316.57	8,740.86	0.00	11/01/2016 C/R
0204	11/02/16	CR	11	0.00	-270.04	0.00	270.04	0.00	11/02/2016 R/R Deposit
0205	11/02/16	CR	11	0.00	-306.23	0.00	306.23	0.00	11/02/2016 R/R Deposit
0206	11/02/16	CR	11	0.00	-151.94	0.00	151.94	0.00	11/02/2016 R/R Deposit
0207	11/03/16	CR	11	0.00	-11,675.79	-8,817.67	20,493.46	0.00	11/02/2016 C/R
0208	11/03/16	CR	11	0.00	-467.84	0.00	467.84	0.00	11/03/2016 R/R Deposit
0209	11/03/16	CR	11	0.00	-544.48	-6,277.40	6,821.88	0.00	11/03/2016 C/R
0210	11/04/16	AP	11	0.00	0.00	0.00	0.00	0.00	PretiFlaherty attorney fees
0211	11/07/16	CR	11	0.00	-3,311.97	-5,761.66	9,073.63	0.00	11/04/2016 C/R
0212	11/07/16	CR	11	0.00	-573.66	0.00	573.66	0.00	11/07/2016 R/R Deposit
0213	11/07/16	CR	11	0.00	-6,908.09	-4,292.07	11,200.16	0.00	11/07/2016 C/R
0214	11/09/16	CR	11	0.00	-1,885.13	-2,787.08	4,672.21	0.00	11/08/2016 C/R
0216	11/16/16	AP	11	35,997.18	0.00	6,415.32	-42,412.50	0.00	11/17/16 A/P
0217	11/10/16	CR	11	0.00	-2,865.92	-1,813.52	4,679.44	0.00	11/09/2016 C/R
0218	11/14/16	CR	11	0.00	-160.54	0.00	160.54	0.00	11/10/2016 R/R Deposit
0220	11/16/16	PY	11	15,601.84	0.00	181.23	-15,783.07	0.00	11/17/2016 Payroll
0221	11/16/16	AP	11	26,356.98	0.00	0.00	-26,356.98	0.00	11/17/16 A/P
0222	11/14/16	CR	11	0.00	-16,604.60	-2,502.35	19,106.95	0.00	11/14/2016 C/R
0223	11/16/16	CR	11	0.00	-5,706.68	-2,170.02	7,876.70	0.00	11/15/2016 C/R
0225	11/18/16	CR	11	0.00	-929.39	-1,396.92	2,326.31	0.00	11/16/2016 C/R
0226	11/18/16	CR	11	0.00	-612.67	0.00	612.67	0.00	11/18/2016 R/R Deposit
0227	11/18/16	CR	11	0.00	-305.23	0.00	305.23	0.00	11/18/2016 R/R Deposit
0228	11/18/16	CR	11	0.00	-114.26	0.00	114.26	0.00	11/18/2016 R/R Deposit
0229	11/21/16	CR	11	0.00	0.00	0.00	0.00	0.00	** DELETED **
0231	11/22/16	CR	11	0.00	-15,582.39	-5,799.06	21,381.45	0.00	11/21/2016 C/R
0232	11/22/16	GJ	11	0.00	-2,280.30	-4,491.58	6,771.88	0.00	Cash Receipt Journal #229
0233	11/22/16	GJ	11	2.00	58.00	0.00	-60.00	0.00	Unemploy,WC,Dep Care,
0234	11/22/16	CR	11	0.00	-1,624.79	-4,480.79	6,105.58	0.00	11/22/2016 C/R
0235	11/23/16	GJ	11	10,000.00	0.00	-10,000.00	0.00	0.00	Corn Park, c/f
0236	11/23/16	CR	11	0.00	-357.14	0.00	357.14	0.00	11/23/2016 R/R Deposit
0237	11/23/16	CR	11	0.00	-171.91	0.00	171.91	0.00	11/23/2016 R/R Deposit
0238	11/28/16	CR	11	0.00	-1,679.91	-1,494.83	3,174.74	0.00	11/23/2016 C/R
0240	11/29/16	CR	11	0.00	-3,590.57	-14,096.15	17,686.72	0.00	11/28/2016 C/R
0241	11/29/16	CR	11	0.00	-454.10	0.00	454.10	0.00	11/29/2016 R/R Deposit
0242	11/29/16	CR	11	0.00	-85.94	0.00	85.94	0.00	11/29/2016 R/R Deposit
0243	11/29/16	GJ	11	0.00	-475.96	-364,011.96	364,487.92	0.00	Andro Interest,FT Bond
0244	11/29/16	GJ	11	0.00	0.00	728,000.00	-728,000.00	0.00	FT Bond Correction
0245	11/30/16	CR	11	0.00	-3,100.89	-4,300.29	7,401.18	0.00	11/29/2016 C/R
0246	11/30/16	CR	11	0.00	-1,049.42	0.00	1,049.42	0.00	11/30/2016 R/R Deposit
0247	11/30/16	GJ	11	0.00	0.00	-728,000.00	728,000.00	0.00	Fire Truck Bond
0248	12/01/16	CR	11	0.00	-42,070.40	-12,159.95	54,230.35	0.00	11/30/2016 C/R
Totals				462,227.95	-128,284.47	-452,572.37	118,628.89	0.00	

* - Incorrect control entry

43 Journals Listed
0 Out of Balance
0 Expense Control Errors
0 Revenue Control Errors
0 Encumbrance Control Errors

Actual Date Between 11/01/2016 and 11/30/2016, Receipt Types:

1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,80,81,8

Receipt Summary

Type	Count	Amount
3 ATV AND SNOWMOBILES	3	127.00
5 SPORTING LICENSE	6	93.00
7 Heating Assistance	1	200.00
8 Boards	2	161.10
23 DOG LICENSE-Correct	2	-29.00
26 Beach Rental	1	23.43
29 VITAL RECORDS	1	21.00
31 FIRE DEPARTMENT	6	2,600.00
33 CEMETERY	1	400.00
35 COPIES	5	18.25
43 MISCELLANEOUS	6	0.00
44 CEO/LPI PERMITS	10	708.20
45 GILE HALL	1	25.00
46 LIBRARY INCOME	3	88.01
49 STATE REIMBURSEMENT	3	55,990.34
51 RECREATION	19	635.00
57 TRANS STATION FEES	2	14,522.52
58 TRANS STATION FEES	252	3,473.00
59 TRANS STATION Other	4	169.30
90 Real Estate Payment	111	60,599.95
91 Tax Lien Payment	27	15,818.66
92 Personal Property Payment	1	15.48
99 Motor Vehicle	205	55,560.66
800 Dog Registration	41	302.00
	713	211,522.90

Expense Summary Report

ALL Departments
November

12/05/2016

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVT	473,471.00	29,874.45	733.41	159,480.32	313,990.68	33.68
10 - Admin	299,202.00	21,570.79	25.35	103,313.74	195,888.26	34.53
12 - Insurance	38,606.00	0.00	708.06	9,188.70	29,417.30	23.80
15 - Office Equip	3,650.00	161.41	0.00	1,114.54	2,535.46	30.54
20 - Assessing	22,000.00	833.33	0.00	9,393.13	12,606.87	42.70
30 - Code Enforce	29,472.00	2,442.92	0.00	12,439.87	17,032.13	42.21
50 - MUNI MAINT	72,541.00	4,866.00	0.00	24,030.34	48,510.66	33.13
60 - Grant/Plan	6,500.00	0.00	0.00	0.00	6,500.00	0.00
70 - Heating Ast	1,500.00	0.00	0.00	0.00	1,500.00	0.00
15 - BOARDS & COM	5,360.00	169.85	0.00	754.53	4,605.47	14.08
10 - Appeals Brd	410.00	0.00	0.00	0.00	410.00	0.00
30 - Consvr Comm	2,245.00	0.00	0.00	415.14	1,829.86	18.49
40 - Planning Brd	2,705.00	169.85	0.00	339.39	2,365.61	12.55
20 - TOWN BLDG	34,674.00	1,759.74	0.00	7,592.67	27,081.33	21.90
10 - Fire Station	9,800.00	586.86	0.00	2,036.36	7,763.64	20.78
20 - Gile Hall	18,042.00	1,106.79	0.00	4,986.86	13,055.14	27.64
30 - Library	5,332.00	66.09	0.00	569.45	4,762.55	10.68
40 - Maint Blding	1,500.00	0.00	0.00	0.00	1,500.00	0.00
25 - COMM SERVICE	59,621.00	4,123.97	0.00	27,653.21	31,967.79	46.38
10 - Animal Cntrl	13,905.00	1,193.83	0.00	6,577.34	7,327.66	47.30
20 - K Land Trust	250.00	0.00	0.00	0.00	250.00	0.00
25 - KVCOG	4,325.00	0.00	0.00	4,325.00	0.00	100.00
30 - Age Friendly	0.00	0.00	0.00	2,905.08	-2,905.08	----
40 - Library	26,956.00	2,437.92	0.00	10,652.70	16,303.30	39.52
50 - Readfield TV	7,435.00	0.00	0.00	834.68	6,600.32	11.23
60 - Street Light	6,500.00	492.22	0.00	2,358.41	4,141.59	36.28
90 - Maran Dam	250.00	0.00	0.00	0.00	250.00	0.00
30 - REC PARKS/AT	26,668.00	5,490.85	67.09	14,884.21	11,783.79	55.81
10 - BEACH	9,130.00	286.52	0.00	6,494.15	2,635.85	71.13
20 - REC BOARD	10,071.00	204.33	0.00	1,953.97	8,117.03	19.40
25 - HERITAGE DAY	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00
60 - Comm Park	0.00	0.00	67.09	0.00	0.00	----
70 - Trails	2,467.00	0.00	0.00	1,436.09	1,030.91	58.21
40 - PROTECTION	137,690.00	4,522.03	0.00	42,979.54	94,710.46	31.21
10 - FIRE DEPART	74,025.00	701.86	0.00	11,808.72	62,216.28	15.95
15 - FIRE EQUIP	8,000.00	0.00	0.00	0.00	8,000.00	0.00
20 - AMBULANCE	22,300.00	0.00	0.00	11,691.00	10,609.00	52.43
30 - WATER HOLES	500.00	0.00	0.00	1,191.17	-691.17	238.23
35 - Tower Sites	2,000.00	75.42	0.00	299.03	1,700.97	14.95
40 - Dispatching	28,740.00	3,744.75	0.00	17,989.62	10,750.38	62.59
50 - Physicals	125.00	0.00	0.00	0.00	125.00	0.00
60 - PPG Replace	2,000.00	0.00	0.00	0.00	2,000.00	0.00
50 - CEMETERIES	31,906.00	3,977.96	0.00	16,176.29	15,729.71	50.70
10 - CEMETERIES	31,906.00	3,977.96	0.00	16,176.29	15,729.71	50.70
60 - Rds & Drain	630,085.00	94,800.98	0.00	342,455.28	287,629.72	54.35
10 - Road Maint	331,050.00	20,531.25	0.00	253,114.80	77,935.20	76.46
40 - Winter Maint	261,100.00	73,641.39	0.00	85,490.94	175,609.06	32.74
60 - Vehicle Mnt	31,500.00	384.91	0.00	2,277.89	29,222.11	7.23
70 - Interlocal	6,435.00	243.43	0.00	1,571.65	4,863.35	24.42
65 - CAPITAL IMPR	140,131.00	2,955.84	0.00	4,989.84	135,141.16	3.56
25 - Ballfield	7,200.00	0.00	0.00	0.00	7,200.00	0.00
65 - Equipment	7,956.00	2,955.84	0.00	2,955.84	5,000.16	37.15

Expense Summary Report

ALL Departments
November

Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
65 - CAPITAL IMPR CONT'D						
70 - Transfer Sta	60,000.00	0.00	0.00	2,034.00	57,966.00	3.39
90 - Maran Dam	64,975.00	0.00	0.00	0.00	64,975.00	0.00
70 - SOLID WASTE	296,016.00	16,552.87	0.00	94,218.33	201,797.67	31.83
10 - TRANSFER STA	291,416.00	16,552.87	0.00	89,944.51	201,471.49	30.86
50 - BACKHOE	4,600.00	0.00	0.00	4,273.82	326.18	92.91
75 - EDUCATION	3,442,351.00	286,862.58	0.00	1,434,312.94	2,008,038.06	41.67
10 - RSU#38	3,442,351.00	286,862.58	0.00	1,434,312.94	2,008,038.06	41.67
80 - REGIONAL ORG	316,346.00	6,937.33	0.00	275,155.72	41,190.28	86.98
10 - COBBOSSEE WD	20,816.00	6,937.33	0.00	13,874.66	6,941.34	66.65
20 - KENNEBEC CTY	270,400.00	0.00	0.00	261,281.06	9,118.94	96.63
40 - First Park	25,130.00	0.00	0.00	0.00	25,130.00	0.00
85 - DEBT SERVICE	346,302.00	0.00	0.00	278,396.77	67,905.23	80.39
10 - Fire Truck	68,634.00	0.00	0.00	220.00	68,414.00	0.32
25 - '13 Road Bnd	109,118.00	0.00	0.00	109,116.65	1.35	100.00
70 - '08 Road Bnd	168,550.00	0.00	0.00	169,060.12	-510.12	100.30
90 - UNCLASSIFIED	63,938.00	5,000.00	0.00	52,391.11	11,546.89	81.94
10 - Abate/Overly	15,617.00	0.00	0.00	40,070.11	-24,453.11	256.58
20 - NON-PROFIT	6,832.00	0.00	0.00	5,832.00	1,000.00	85.36
40 - Contingency	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50 - Snowmobiling	1,489.00	0.00	0.00	1,489.00	0.00	100.00
60 - R Ent Fund	10,000.00	0.00	0.00	0.00	10,000.00	0.00
90 - Revaluation	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00
95 - GENERAL ASST	4,710.00	0.00	0.00	0.00	4,710.00	0.00
10 - GENERAL ASST	4,710.00	0.00	0.00	0.00	4,710.00	0.00
Final Totals	6,009,269.00	463,028.45	800.50	2,751,440.76	3,257,828.24	45.79

Revenue Summary Report

Department(s): ALL
November

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	5,706,026.00	88.87	70,922.98	4,904,835.13	801,190.87	85.96
1011 - REAL ESTATE PROPERTY TAX	4,458,783.00	0.00	0.00	4,458,783.14	-0.14	100.00
1012 - PERSONAL PROPERTY TAX	37,855.00	0.00	0.00	37,854.96	0.04	100.00
1013 - STATE REVENUE SHARING	110,000.00	0.00	10,757.52	57,269.77	52,730.23	52.06
1014 - INTEREST ON TAXES	18,000.00	0.00	1,688.65	11,691.79	6,308.21	64.95
1021 - INVESTMENT INCOME	2,500.00	0.00	475.96	1,702.89	797.11	68.12
1031 - VETERANS EXEMPTION	3,200.00	0.00	0.00	3,607.00	-407.00	112.72
1032 - HOMESTEAD EXEMPTION	107,970.00	0.00	0.00	94,647.00	13,323.00	87.66
1033 - TREE GROWTH REIMBURSEMENT	10,000.00	0.00	9,872.82	9,872.82	127.18	98.73
1034 - BETE REIMBURSEMENT	8,848.00	0.00	0.00	0.00	8,848.00	0.00
1051 - BOAT EXCISE TAXES	7,500.00	0.00	0.00	986.00	6,514.00	13.15
1052 - MOTOR VEHICLE TAXES	460,000.00	88.87	46,635.48	214,439.72	245,560.28	46.62
1053 - AGENT FEE	10,000.00	0.00	670.00	4,065.50	5,934.50	40.66
1054 - NEWSLETTER ADS	100.00	0.00	0.00	236.00	-136.00	236.00
1060 - LICENSE FEES	0.00	0.00	0.00	10.00	-10.00	---
1065 - CERTIFIED COPY FEES	1,250.00	0.00	18.60	702.60	547.40	56.21
1090 - OTHER INCOME	2,500.00	0.00	18.25	353.84	2,146.16	14.15
1095 - Heating Assistance	1,500.00	0.00	200.00	225.00	1,275.00	15.00
3010 - PLUMBING FEES	4,000.00	0.00	322.50	4,535.75	-535.75	113.39
3020 - LAND USE FEES	5,000.00	0.00	263.20	3,851.35	1,148.65	77.03
5000 - Use of Undesignated Funds	230,000.00	0.00	0.00	0.00	230,000.00	0.00
5001 - Use of Carry Forward	227,020.00	0.00	0.00	0.00	227,020.00	0.00
25 - COMMUNITY SERVICES	29,875.00	0.00	164.01	19,707.31	10,167.69	65.97
1010 - ANIMAL CONTROL DOG LICENSE FEE	1,800.00	0.00	76.00	253.00	1,547.00	14.06
3000 - Age Friendly	0.00	0.00	0.00	3,000.00	-3,000.00	---
4005 - LIBRARY DONATIONS	650.00	0.00	51.00	1,648.94	-998.94	253.68
4010 - LIBRARY SALE PROCEEDS	1,000.00	0.00	0.00	1,369.84	-369.84	136.98
4015 - Library Front Desk Contributio	375.00	0.00	12.01	248.18	126.82	66.18
4020 - Library Non Res Patrons	50.00	0.00	25.00	62.50	-12.50	125.00
5010 - CABLE TV FRANCHISE FEES	26,000.00	0.00	0.00	13,124.85	12,875.15	50.48
30 - RECREATION, PARKS & ACTIVITIES	19,201.00	95.00	743.43	7,518.43	11,682.57	39.16
1010 - BEACH INCOME	9,130.00	0.00	23.43	2,308.43	6,821.57	25.28
2021 - REC BOARD - BASEBALL	2,966.00	35.00	0.00	0.00	2,966.00	0.00
2022 - REC BOARD - SOCCER	2,100.00	0.00	0.00	1,800.00	300.00	85.71
2023 - REC BOARD - SWIMMING	900.00	0.00	0.00	0.00	900.00	0.00
2024 - REC BOARD - Basketball	2,375.00	60.00	670.00	3,270.00	-895.00	137.68
2025 - REC BOARD - OTHER RECREATION	600.00	0.00	0.00	0.00	600.00	0.00
2026 - Rec Board - Softball	1,130.00	0.00	0.00	90.00	1,040.00	7.96
7010 - Trails	0.00	0.00	50.00	50.00	-50.00	---
40 - PROTECTION	5,580.00	0.00	2,600.00	2,600.00	2,980.00	46.59
1025 - Adm Asst Regional Employee	5,580.00	0.00	0.00	0.00	5,580.00	0.00
3500 - Tower Sites	0.00	0.00	2,600.00	2,600.00	-2,600.00	---
50 - CEMETERIES	0.00	0.00	400.00	400.00	400.00	---
5020 - Donations	0.00	0.00	400.00	400.00	-400.00	---
60 - Roads & Drainage	41,435.00	0.00	35,360.00	44,163.05	2,728.05	106.58
2010 - LOCAL ROAD ASSISTANCE	35,000.00	0.00	35,360.00	35,360.00	-360.00	101.03
6040 - Sale of Equipment	0.00	0.00	0.00	6,555.55	-6,555.55	---
7010 - Interlocal	6,435.00	0.00	0.00	2,247.50	4,187.50	34.93

Revenue Summary Report

Department(s): ALL
November

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Uncollected Balance	Percent Collected
70 - SOLID WASTE CONT'D						
70 - SOLID WASTE	183,308.00	0.00	18,166.82	77,869.23	105,438.77	42.48
7010 - TRANSFER STATION FEES	63,000.00	0.00	3,475.00	18,520.25	44,479.75	29.40
7020 - TS REDEMPTIONS	1,400.00	0.00	0.00	185.15	1,214.85	13.23
7023 - TS RECYCLABLES - METAL	9,000.00	0.00	0.00	2,915.80	6,084.20	32.40
7025 - TS RECYCLABLES - OTHER	1,500.00	0.00	24.00	40.00	1,460.00	2.67
7026 - TS Single Sort Recycling	0.00	0.00	145.30	412.80	-412.80	----
7030 - TS BACKHOE	0.00	0.00	0.00	2,801.13	-2,801.13	----
7040 - Commrcial Haulers Permits	300.00	0.00	0.00	581.25	-281.25	193.75
7050 - TS GRANTS	0.00	0.00	0.00	7.00	-7.00	----
7089 - TS Fayette Share	0.00	0.00	10,785.16	10,785.16	-10,785.16	----
7090 - TS REVENUES - WAYNES SHARE	108,108.00	0.00	3,737.36	41,620.69	66,487.31	38.50
90 - UNCLASSIFIED	21,489.00	0.00	111.10	26,633.26	5,144.26	123.94
1250 - First Park Revenue	10,000.00	0.00	0.00	0.00	10,000.00	0.00
3010 - Snowmobile Fees	1,489.00	0.00	0.00	0.00	1,489.00	0.00
4010 - Readfield Enterprise Fund	10,000.00	0.00	111.10	26,633.26	-16,633.26	266.33
95 - GENERAL ASSISTANCE	2,355.00	0.00	0.00	0.00	2,355.00	0.00
1010 - GENERAL ASSIST-STATE REIMBURSE	2,355.00	0.00	0.00	0.00	2,355.00	0.00
Final Totals	6,009,269.00	183.87	128,468.34	5,083,726.41	925,542.59	84.60

***Cemetery Committee Meeting
October 17, 2016
Approved December 5, 2016***

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

Staff: Anna Carll

Meeting came to order at 1:30 am in the Town Office.

The September 27th meeting minutes were reviewed. Motion made by Karen Peterson to accept the minutes with approved edits. Brenda Lake seconded . 5 Approved. 4 Abstention.

The October 17th Long Range Planning Meeting Minutes were reviewed. Andy Tolman made the motion to accept the minutes and included that this plan be a working document that is reviewed annually. Grace Keene seconded the motion. Motion was approved 9-0.

Burial Trends

While most people choose cremation or traditional burial, there is a growing interest in green burials. The Sexton will explore resources, and the possibility of a speaker so that the Cemetery Committee can learn more about green burials.

Sexton's Report

The culverts located on the Church Rd. were filled with debris. Staff removed the debris and will keep an eye on the water build up at the base of the stone wall at the Readfield Corner Cemetery.

The Cemetery Tour was a success with approximately 40 people attending the event. There was a great deal of interest in the stone cleaning demonstration. Thanks to Anna Carll, along with Dale Potter Clark and Marius Peladeau for organizing this event.

A grant has been submitted to the Maine Old Cemetery Association (MOCA) to hold a spring stone restoration workshop in Readfield.

An RFP for tree removal and maintenance has been written and will be released so that work can be completed this year.

Volunteers are needed to weed and winterize the berms at the East Readfield Cemetery. A date was set for 10/25/2016 at 11:00 am.

Next Meeting: 12/5/2016 at 1:30 in the Town Office.

Lakes Region Mutual Aide Company, Inc.
Fayette, Manchester, Mt. Vernon, Readfield, Wayne & Vienna Fire Department

Monthly Meeting Minutes
October 24th, 2016
Location: Mount Vernon

Meeting opened at 19:13 by President Scott Laffin

Secretary's report:

Tabled until November meeting. No quorum present for voting.

Treasurer's Report:

None

President's Report:

President wishes a Happy Halloween to all.

Equipment Report:

Mt. Vernon has four new Scott airpacks that work only with AV3000 HT masks. Anyone using the new airpacks will need to be Fit Tested on these masks.

Training:

Fayette is still waiting for owners of the possible burn building to give final authorization.

Mount Vernon will host Cold Water training on Sunday, November 20. Classroom begins at 8:00 AM. Training expected to end at 1:00 PM.

Fire Commission:

None

Dispatch:

Two new full-time Dispatchers have joined Winthrop Dispatch.

Hussey will begin voter installation next week. New trucks of Wayne and Readfield will have mobile repeaters. The voter may make it more difficult for portables to operate. As an example, the first sign-on is a Readfield firefighter so the voter uses one tower. Then, the next sign-on comes from Vienna and the voter will try to swap towers.

Unfinished Business:

Sean Goodwin said he received no requests from the LRMA for the 2016 grant cycle. The next cycle for Homeland Security grants will open next June or July. Sean suggested a combined grant request, such as the LRMA, Winthrop PD and Ambulance, may be looked at favorably, especially if the combined request includes individual agency letters of support.

New Business:

Mount Vernon's #53 is still Out of Service.

The Rt. 41 bridge near the chimney in West Mount Vernon may be removed and replaced by DOT.

Some of Mount Vernon's old equipment is up for sale by bid.

Sean Goodwin asked whether departments are getting complaints of dry wells. If so, these should be reported to the State through the 211 system. Some homeowners may qualify for services through Maine State Housing and there's a possibility that Kennebec Valley Community Action Program may also be of help.

Incident Review:

Winthrop- Structure fire. Occupant summonsed for Arson.

Readfield- Vehicle accident. Response made difficult by passing train and Route 17 road work.

Announcements:

Halloween is Monday.

Cold Water Rescue training at Mount Vernon Fire station on November 20, beginning at 8:00 AM.

The next LRMA meeting will be November 28, 2016 in Readfield.

Meeting adjourned at 20:07

Minutes
Age Friendly Meeting
October 19, 2016

Present:

Ann Mitchell, John Moran, Marianne Perry, Romaine Turyn and Eric Dyer

The meeting was called to order by the Chair at 9:10.

The minutes from the last meeting were approved.

Updates:

All the written returned surveys have been entered into Survey Monkey by Ann Mitchell, John Perry, and Romaine Turyn. Thanks to all. Eric provided additional surveys that needed to be entered which Ann and Romaine committed to enter by Friday.

Romaine agreed to call Frank O'Hara to see if he could meet with us on Wednesday the 26th to review highlights from the data.

It was agreed we would still discuss the data with the Guys and Gals, Senior Café, at a Public Meeting, Library Board and with the Cemetery Committee. The target date for the Public Meeting was set for November 16 or 17.

The Guys and Gals meet the second Tuesday of the month which falls on Election Day. John agreed to check if an alternate date was selected.

Romaine has been in contact with Deb Peale the Library Board Chair, to determine a date to meet with that board.

Marianne agreed to contact the Senior Café.

An email from the Town Office will be sent to all the Town Committee Chairs notifying them of the Public Meeting and asking that they share the announcement with other members of the committee.

A meeting will be held with Frank O'Hara and Patricia Oh prior the Public Meeting and individual meetings.

Marianne reported on the meeting held with the new minister of the Torsey Methodist Church. She was very interested in our work and agreed to encourage members of the church to complete the survey.

Respectfully submitted,
Romaine Turyn

Readfield Conservation Commission Meeting Notes
Tuesday, October 11, 2016, 6:30 p.m., Town Office.
Approved at RCC meeting, Nov. 15, 2016

Present: Jerry Bley, Greg Durgin, Bruce Hunter, Tim Sniffen, Andy Walsh
Not present: Martin Hanish, Bob Mohlar, Beth Pritchard
Guest: David Bagley

Prior to the formal meeting, we enjoyed refreshments and a time to recognize David Bagley, long time member and chair of the RCC. David's starting date is lost in the mists of time, but we think he served about forty years before his last term ended.

September minutes were approved as amended, and Tim will submit to Robin Lint.

Business:

Vernal Pool Inventory –

Leah Bley has finished entering spreadsheet data and still plans to scan the rest of the information, getting it into digital format. We will discuss next steps, including having Stantec re do the Town vernal pool map.

Recreational Trail Grant for major repairs –

Jerry has learned that RTG funds can be used for repairing/replacing existing trail structures. The deadline for 2017 grant applications has passed, so we discussed applying for the following year (deadline Sept, 2017) in time for the 2018 construction season. We will do a site visit to Torsey Pond Nature Preserve and Fogg Conservation Area this coming Sunday, Oct. 16, meeting at TPNP parking lot at 9:30 a.m. Tim will email a reminder.

We expect to replace three large footbridges, an observation platform, and a sizeable amount of bog bridging. Costs not funded by grant would come from the Readfield Conservation Lands Account. It was felt we should submit the overall construction proposal with our upcoming 2017-18 Town budget request. If approved, this would allow work to start at the beginning of the 2018 season.

Jerry suggested using a consultant to create a design proposal and will request bids from several trail-building firms. We will review our budget to be sure funds are available for using a consultant, and will discuss the project further during Sunday's site visit and at our Nov. meeting.

Properties:

Torsey Pond Nature Preserve –

As discussed above.

Tim reported working with Milt Wright, KLT steward, to complete applying non-skid stain to bog bridging. Also reported Milt's recommendation that all trails have yellow blazing to improve visibility for those who may have vision problems.

Fogg Conservation Area –

As discussed under the trail grant work proposal.

Town Farm and Forest –

On Oct 9, Howard Lake, Jerry, and Tim mowed Loop A and B trails and cleared access to the farmstead and barn foundations. They also explored an alternative trail route to bypass the oldest footbridge and make replacement unnecessary. A former trail into the abutting Macdonald property may be a possibility, and will be considered further.

Town Manager Eric Dyer has suggested moving the remaining loam from the pile near the Fairgrounds parking lot to the Town Farm to improve landscaping there. Bruce will reply to Eric that we approve his suggestion.

Tim reported that the Nuttall Ornithological Foundation has granted Leslie Latt funds to study goshawks in the Town Forest and Macdonald area.

Fairgrounds –

Ball field equipment shed: Greg reported that Paula Clark, Planning Board Chair, said that the original PB permit for the field does not forbid building a shed. Greg thinks the Recreation Committee can now proceed with construction. RCC has already approved the shed to be placed in the open space a short distance behind the home plate backstop fencing.

Ball field naming: Greg reported that a draft naming-proposal will be reviewed by the Rec Comm in Jan or Feb. A final draft will then go to Eric Dyer and the Select Board. A plaque to recognize "in kind" contributors is being considered.

Town Manager letter to Committee Chairs –

Bruce has received a letter from Eric Dyer announcing the annual meeting of committee chairs. Bruce will report on recent RCC accomplishments. Also there will be discussion of a new "Town Park Commission" which would include the Fairgrounds, Readfield Beach, Mill Stream Dam/Factory Square area, and the Library Park. To be discussed at Nov. meeting.

Bruce announced that he will be absent for some time in the coming year. An interim chair may be considered at Nov. meeting.

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

Submitted by Tim Sniffen

READFIELD COMMUNITY LIBRARY BOARD MEETING
OCTOBER 12, 2016

The meeting was called to order at 6:30 by Chair, Deb Peale.

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

Excused were: Brenda Lake, Beverly Monsulick, and Cricket Blouin

September's Secretary Report: Accepted

September's Treasurer's Report: Beverly was not present but had a report for us. It was accepted.

Librarian's Report:

- Silent Auction: One item was not picked up yet, but another patron is interested in it.
- Autumn Shift: Moving a few sections of the library is complete, thanks to volunteer, Christy for doing a majority of the actual moving. The response has been positive from patrons.
- Senior Café: This visitation went nicely. Many good questions were asked of Nancy.
- Guess the weight of the pumpkin: Jan Tarbuck has donated a pumpkin and we will have a contest for the children to guess the weight.
- November vacation: Nancy will taking a vacation the week of Thanksgiving. She doesn't foresee any problems with finding coverage.
- Finished Programs: Over the past month we had two author programs. One was very successful and one was not. Len Kalkwarf, who wrote a book on the libraries of the US Presidents, was not well attended. Dale Potter Clark, who wrote a book on the history of the summer camps around the local lakes, was well attended. Both were good programs; however, we feel that Dale is a well known in this area and she did some of her own promotion. Also some people who showed up owned property on these lakes.
- Volunteer Appreciation Night: Invitations have been mailed. Will discuss further in old business.
- Halloween: Halloween falls on a Monday this year. The Library is open from 6 to 8 on Mondays. We will open at 4:00 on Halloween. Betty Peterson and Jan Tarbuck have offered to help with trick or treaters.
- Upcoming Event: The Maine Humanities Council will be returning in 2017 to do another book club. We will be reading five books this time and the program is called "Where Am I? The Individual and the Community." Dates will be forth coming but will probably run winter through spring.
- Lending Snow Shoes: We have one pair of snow shoes donated. Nancy will work on this project this month. We will advertise this through the Messenger and Advertiser.
- Wire book racks: Nancy is looking for homes for the leftover wire book racks.

Old Business:

- Volunteer Appreciation Night Details: This event will be held on October 26 at 6:30. Assignments were assigned.
- Halloween Details: Monday, October 31, library will be open from 4 to 8. Board members will bring in candy to be handed out to trick or treaters.

- Piano: We still have the piano. Deb is asking a few people if they are interested.
- Snowshoes: Will be advertising in the Messenger and Advertiser.
- Upstairs clean up: Will probably do this in November.

New Business:

- Organize Library Christmas Tree Lighting: The Tree Lighting will be held on Friday, December 2, at 6:30. Rain or Snow date will be on Sunday, December 4, at 4:30. Assignments were assigned and we will discuss this more at the November meeting.

The next meeting will be held on Wednesday, November 2, at 6:30 at the High School.

A motion was made to adjourn at 7:30.

Respectfully submitted,
Betty Peterson, Secretary

Rec Meeting Minutes

9-28-2016

In Attendance: Jada Clark, Tom Donogan, Amanda Hreben, Hannah Flannery, Sarah McClure, Mandy Poulin. Guests: Greg Durgin and Adam Woodford.

Cal Ripken: (Baseball and Softball)

- Corporate rate has increased to \$900
- Have been overcharged for years
- Need detailed bills
- Mark and Tom will hash out and Tom will follow up

Naming of the Ball field:

- Ball field was originally needed due to losing the field behind the Lions Club
- Grace Keen and family donated 25000 for the field to be built.
- Proposal to name the new field on Church Rd. "Keene Community Recreation Park"
- Greg Durgin is willing to facilitate this naming process
- Discussed a plaque for recognition of all donations of time and money
- Discussed Lenny Reay did more to build the field than anyone
- Discussed possibility of adding more fields in same area
- Discussed naming the park one thing and each individual field having it's own name
- Agreed to have Greg and Tom "hash it out" and bring back to the table at a later date

Removal of Rec Building at the High School:

- Curt Morse (head of maintenance) wants to get rid of the Rec building
- Need to clean out the building and figure out where we are putting things (basement of the middle school is an option). If we need to we can divide things up and come up with another plan for storage in the future.
- Discussed building a new shed at the beach
- New budget after July 1st
- \$5000 to build new shed at the end of next summer
- Heritage person needs to come remove their things from the building as well

Halloween Party:

- Set up from 5:30-7:30 on Friday night the 28th
- Jada will provide tent for haunted house
- Amanda will order gift supplies from Oriental Trading (\$200 total to spend)
- Need to be specific about donations needed; Carrie will create a sign-up genius for donations
- Set-up will continue October 29th from 12-3
- Party will be from 3-5 on October 29th

Soccer Update:

- Total sign-up=82 players
- Some issues with kids crawling on the nets at school

- Discussed shirts, ? relationship with Dr. Design. Travel uses EOP or B+B embroidery
- 4 coaches need to be reimbursed for kids playing fee: Ernest Colvin, Kristie Sniffen, Kathy Tarbuck, Hannah Flannery and Dana Poulin (Dana from baseball last year)
- Need to order new goals (middle and high school fields)
- Discussed once or twice a year we should meet with other towns
- Discussed purchasing first aid kits
- Discussed an online course each coach can do and make it mandatory for all coaches

Beach Update:

- Need to replace building at the beach
- Discussed making adjustments and pages to our website/advertising
- Discussed offering space for child birthday parties
- Discussed horseshoe and volleyball and the possibility of a Summer Fun Day
- Discussed having a limited number of out of town passes
- More beach discussion at next meeting

APPOINTMENTS
REAPPOINTMENTS &
RESIGNATIONS

Robin L. Lint

From: Collection Clerk <readfield@roadrunner.com>
Sent: Tuesday, November 15, 2016 11:53 AM
To: Robin L. Lint; Eric Dyer
Subject: FW: Jim Marr Resignation

Please see email below from Jim Marr on his resignation from RSU38-School Board

Kristin M. Parks
Collections Clerk
Town of Readfield
8 Old Kents Hill Road
Readfield, ME 04355
Phone: (207) 685-4939
Fax: (207) 685-3420
Email: readfield@roadrunner.com
Website: <http://www.readfield.govoffice.com/>

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

From: jimmarr@roadrunner.com [<mailto:jimmarr@roadrunner.com>]
Sent: Tuesday, November 15, 2016 10:42 AM
To: readfield@roadrunner.com
Subject: Jim Marr Resignation

Good morning,

It is with much regret that I tender my resignation from the RSU 38 School Board. I have enjoyed my year plus working with such an amazing group of dedicated school board and administrative members. These folks truly have the best interest of both the students and towns in mind at all times. I wish that I could continue to serve on the board, but an ever increasing work travel schedule permits me from attending meetings on a regular basis. I will continue to support the school system in any and all ways my schedule permits.

I am thankful for the opportunity to have served.

Regards,
Jim Marr

UNFINISHED BUSINESS

1. Purpose

This Policy is adopted to establish procedures for keeping an inventory of capital assets owned by the Town of Readfield and planning for capital needs through a Capital Investment Plan. It is intended to set procedures for the inventory of assets to facilitate capital planning and budgeting efforts, provide information for insurance purposes, and meet the requirements of Governmental Accounting Standards Board Statement #34. This policy generally serves to improve budgeting through more and better information, and to lessen the impacts of capital expenditure on taxpayers by allowing for the thoughtful prioritization and planning of these expenditures.

2. Definitions

Capital Assets:

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

Infrastructure:

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

Non-Capital Assets:

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

3. Enactment

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

4. Policy

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

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

Town of Readfield – Asset Inventory & Capitalization Policy

Capitalization Method: All capital assets will be recorded at historical cost as of the date acquired or constructed, except for infrastructure, which is discussed later. If historical cost information is not available, assets will be recorded at the estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

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

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

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

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

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

Budget Process: Requests for planned capital expenditures must be made through the budget process on a request and tracking form provided by the municipal Treasurer.

5. Review

This policy shall be reviewed in conjunction with any full inventory of capital assets as called for under section 4.

6. Adoption and Revision History

Adopted on: _____

Attested: _____.



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield@roadrunner.com

Capital Expenditure Request Form

Requestor Information

Date	
Submitted By (print name and sign)	
Submitted For (committee, dept., etc.)	
Phone	
Email	

Executive Summary

Project / Item Name	
Project / Item Description	
Total Amount of Request	
Fiscal Year of Request	
Budget Department(s)	
Project Start Date	
Project End Date	
Estimated Lifespan	
New or Replacement?	

Narrative *(Responses to topics should be brief and concise. Long narratives are not the goal of this form.)*

If this is a replacement, what is the condition and value of the current asset and what are the consequences of not doing this project at this time?

Are there alternative solutions? If so explain why the proposed alternative is preferred?

Reason for investment or expenditure:

Financial Impact

Source of Funds:

Use of Funds:

Incremental Financial Costs (Operational Impact, e.g., utilities, etc.):

Assumptions:

Revenue (if applicable):

Operating Expense:

Debt Capacity:

Intangible and Other Benefits:

Risks associated with investment and not making investment:

Other Relevant Comments / Conclusion:

NEW BUSINESS

Readfield Trail Agreements / Trail Easements Acceptance Policy

Before the Readfield Select Board accepts any trail agreement / trail easement from the Trails Committee, the Trails Committee must ensure that the following conditions have been met regarding each proposal coming from the Trails Committee.

- 1. That a private property owner has been engaged in discussions in a cordial, supportive, and cooperative manner regarding the potential trail agreement / trail easement.**
- 2. That provisions have been made to maintain safe access to and from the use of trails over or on private property for the length of the trail agreement / trail easement.**
- 3. That private property owners have been encouraged to provide public access and / or use of private property that is conducive to recreational trail use by working cooperatively with the town on trail agreements / trail easements before acceptance by the Select Board.**
- 4. That conditions / locations / restrictions etc. regarding parking, if applicable, related to any trail agreement / trail easement have been finalized.**

Board Criteria

Criteria for the Select Board to use when reviewing / accepting Readfield trail agreements / trail easements with private property owners or public entities.

- a. That the four conditions listed above have been successfully met:**
- b. That the trail enhances the current trail system already in place throughout the town:**
- c. That the Trails Committee, by a formal vote, has approved the proposed trail agreement / trail easement:**
- d. That a member of the Trails Committee has made a presentation to the Select Board regarding the trail agreement / trail easement:**
- e. That a signed agreement between the Trails Committee and the landowner has been submitted with the trail agreement / trail easement request for approval to the Select Board:**
- f. The Trails Committee will track the time frame of all trail agreements / trail easements.**
- g. If property is sold, the Trails Committee will contact the new owner and discuss the trail agreement in a cordial, supportive, and cooperative manner to see if the land owner wishes to continue with the agreement and, if so, for what length of time.**

December 4, 2016

Bruce Bourgoine, Chair
Readfield Select Board
Readfield Town Office
8 Old Kents Hill Road
Readfield, ME 04355

Dear Bruce and Select Board Members:

Readfield Trail Committee

On November 22, 2016, the Readfield Trails Committee voted unanimously in support of the trail easement and trail agreement agreed to by Bob and Helen Bittar on their property on the Mill Stream Dam Road. This easement and agreement are essential to developing the proposed Mill Stream Dam Project which will provide a wonderful public benefit to the residents of Readfield and visitors.

Once the necessary environmental permits are received and funding secured, the Trails Committee, along with others, are prepared to begin work on this exciting project.

The Trails Committee recommends that the Select Board approve the trail easement and agreement on behalf of the Town.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Gary Keilty".

Gary Keilty, Chair
Readfield Trails Committee

Jerry Bley

From: rbittar@iqacc.com
Sent: Sunday, December 04, 2016 6:42 PM
To: Jerry Bley
Subject: mill stream

Helen and I carefully considered the proposed trail easement and trail agreement on our Mill Stream Road property.

We are very supportive of the Mill Stream Dam Project and agreed to sign the two agreements which will allow the project to be developed.

We support this partnership with the Town of Readfield and recommend that the Select Board approves these trail agreements.

Robert and Helen Bittar

**TRAIL AGREEMENT
FOR
MILL STREAM TRAIL
BETWEEN ROBERT W. BITTAR AND HELEN M. BITTAR
AND
THE TOWN OF READFIELD, MAINE**

Robert W. Bittar and Helen M. Bittar, in their capacity as Trustees of the Robert Bittar and Helen Bittar Revocable Living Trust, with a mailing address of 309 Waugan Road, North Monmouth, ME 04265, owner of property located at 26 Mill Stream Road (Readfield Tax Map 120, Lot 13) in Readfield, Maine (hereinafter referred to as the "Landowners" which word is intended to include their heirs, successors, and assigns):

Grant permission to the **TOWN OF READFIELD**, a body corporate and politic, located at Kennebec County, Maine with a mailing address of 8 Old Kents Hill Road, Readfield, Maine 04355 (hereinafter referred to as the "Town") to locate, construct and maintain the Mill Stream Trail across a historic pathway crossing the Landowners' property as shown on the attached map and to allow for public pedestrian recreational use of the trail as well as a scenic overlook area.. The Landowners grant permission for walking use of the trail by the public and use of the scenic overlook area. No other uses of the trail, including motorized vehicles and horses, are permitted under this Agreement. In addition, through the mutual agreement of Landowners and Town, the Town may construct and maintain a connecting trail for public pedestrian use to be located between the aforementioned Mill Stream Trail and Mill Stream.

This permission is granted for a period of five years, and for successive five year periods, which shall commence automatically upon the expiration of the previous term. The Agreement shall renew on such date unless revoked in writing by a notice from the Landowners or Town at least ninety days prior to the expiration of any then current term.

The trail shall be constructed and maintained in an environmentally-sound manner. Construction and maintenance activities may include: placement of fill; clearing of trees and other vegetation; construction of water bars, stone steps, bog bridges, and erosion control measures; and painting marks on trees to identify the location of the trail. In addition, informational signs may be erected and benches may be constructed along the trail and within the scenic overlook area with approval of Landowners.

The Town of Readfield, acting through its Trails Committee and other committees and departments, agrees to:

- maintain the trail on an annual basis or as needed to ensure that it is safe and suitable for public use and does not pose a threat to the environment; and
- oversee use of the trail and cooperate with the landowners to prevent and rectify any inappropriate use; and
- be responsible for placement of informational sign on adjacent Town Property to inform the public of rules related to the proper use of the trail.

The Landowners may make reasonable rules and regulations for safe public use of the trail and to control, limit or prohibit, by postings or other means, any of the following uses: night use, camping, loud activities, motorized use, open fires, hunting, and trapping.

The Landowners and the Town claim all of the rights and immunities against liability for injury to the public to the fullest extent of the law under Title 14 M.R.S.A. Section 159-A, et seq. as amended and successor provision thereof (The Maine Recreational Use Statute), Title 14 M.R.S.A. Section 8101 et seq. as amended and successor provision thereof (The Maine Tort Claims Act) and under any other applicable provision of law and equity.

In witness hereof, the parties hereto have executed this Agreement as of the last date written below.

LANDOWNERS

[Signature]
Witness

[Signature]

By: Robert W. Bittar, Trustee
Robert Bittar and Helen Bittar
Revocable Living Trust

[Signature]
Witness

12/11/2/16 [Signature] POA
Date

By: Helen M. Bittar, Trustee
Robert Bittar and Helen Bittar
Revocable Living Trust

11/2/16
Date

LANDOWNERS ACKNOWLEDGEMENTS

STATE OF MAINE
COUNTY OF KENNEBEC, ss.

Personally appeared Robert W. Bittar and Helen M. Bittar, in their capacity as Trustees for the Robert Bittar and Hellen Bittar Revocable Living Trust and acknowledged the foregoing instrument to be their free act and deed this 2 day of Nov, 2016

Before me,

[Signature]
Notary Public

Robin L. Lint

Please type or print name of notary

My commission expires: 5-23-2017

TOWN OF READFIELD, MAINE

By: _____

Its:

STATE OF MAINE

COUNTY OF KENNEBEC, SS.

_____, 2016

Personally appeared the above-named _____, _____ of the Town of Readfield, Maine, who acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed in his/her said capacity and the free act and deed of said corporation.

Before me,

Notary Public/Attorney-at-Law

Print Name:

My Commission Expires:

TRAIL EASEMENT DEED

ROBERT W. BITTAR AND HELEN M. BITTAR, IN THEIR CAPACITY AS TRUSTEES OF THE ROBERT BITTAR AND HELEN BITTAR REVOCABLE LIVING TRUST, with a mailing address of 309 Waugan Road, North Monmouth, ME 04265 ("Grantor"), owner of certain real property located on Mill Stream Road in Readfield, Maine, more particularly described in a deed dated May 18, 2015, and recorded in the Kennebec County Registry of Deeds in Book 12018, Page 291 (the "Property") for consideration paid, hereby grant to **THE INHABITANTS OF THE TOWN OF READFIELD**, a body corporate and politic, located in Kennebec County, Maine, with a mailing address of 8 Old Kents Hill Road, Readfield, ME 04355 ("Grantee"), an easement on the terms and conditions set forth below (the "Easement") for pedestrian recreational use over a strip of land ten feet (10') in width from the wall of the Mill Stream Dam along the south east boundary of Grantor's property to provide foot access from the Mill Stream Road to the Mill Stream Dam located on Grantee's adjacent property (the "Easement Area") being over and upon a portion of the Property in the location and configuration identified on Exhibit A.

PURPOSE

It is the purpose of this Easement to provide significant public benefit by providing for perpetual non-motorized public recreational use of a trail located within the Easement Area.

GRANT OF PUBLIC ACCESS

Grantor covenants and agrees on behalf of itself, its successors and assigns, and for the benefit of Grantee to take no action to prohibit or discourage quiet daytime non-motorized and non-destructive public use of the trail within the Easement Area, nor to charge or impose any fee or condition upon recreational activities. Grantor has the right to make reasonable rules and regulations (which are otherwise consistent with the terms and conditions hereof) for safe public use of the Easement Area and to control, limit or prohibit, by postings or other means, any of the following uses: camping, loud activities, open fires, hunting, and trapping.

GRANTEE'S RIGHTS AND OBLIGATIONS

Grantor further grants to Grantee, its successors and assigns, the right, but not the obligation, to construct and maintain a trail with a maximum width of six feet (6') within the Easement Area. Grantee may assign such responsibility to a qualified organization upon notice to Grantor. Grantee shall have the right to prevent and rectify any inappropriate or excessive use of the easement trail.

Within the Easement Area, the Grantee shall have the right to conduct trail construction and maintenance activities in an environmentally-sound manner consistent with Best Management Practices, including clearing of trees and other vegetation, placement of fill, construction of water bars, stone steps, bog bridges, erosion control measures, and railings. In the area identified on Exhibit B, the trail shall be constructed as close to the wall of the Mill Stream Dam as possible (vegetation to be removed to make this possible).

OTHER TERMS AND CONDITIONS

Grantor and Grantee claim all of the rights and immunities against liability for injury to the public to the fullest extent of the law under Title 14 M.R.S.A. § 159-A, as amended, and under any other applicable provisions of law and equity.

The foregoing shall be real covenants binding upon Grantor and Grantee, their successors and assigns, and shall run with and burden the Property and shall be for the benefit of the Town.

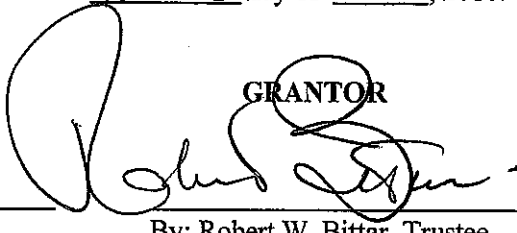
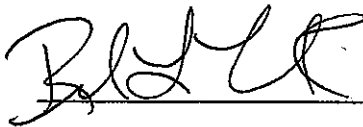
The foregoing is considered a Trail Easement within the scope of 33 M.R.S.A. § 1581 et seq.

The Town joins in this document for the purpose of accepting the rights and duties contained herein, pursuant to 33 M.R.S.A. § 1582(2).

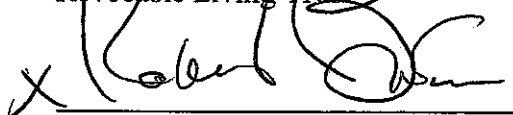
WITNESS our hands and seals this NOV 2 day of —, 2016.

WITNESS:

GRANTOR



By: Robert W. Bittar, Trustee
Robert Bittar and Helen Bittar
Revocable Living Trust



By: Helen M. Bittar, Trustee
Robert Bittar and Helen Bittar
Revocable Living Trust

POA

STATE OF MAINE
COUNTY OF KENNEBEC, SS.

NOV 2, 2016

Personally appeared the above-named **ROBERT W. BITTAR AND HELEN M. BITTAR, IN THEIR CAPACITY AS TRUSTEES OF THE ROBERT BITTAR AND HELEN BITTAR REVOCABLE LIVING TRUST**, who acknowledged the foregoing instrument to be their free act and deed.

Before me,



Notary Public/Attorney-at-Law

Print Name: Robin L. Lint

My Commission Expires: 5-22-2017

TOWN OF READFIELD, MAINE

By:
Its:

STATE OF MAINE
COUNTY OF KENNEBEC, SS.

_____, 2016

Personally appeared the above-named _____, _____ of the Town of Readfield, Maine, who acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed in his/her said capacity and the free act and deed of said corporation.

Before me,

Notary Public/Attorney-at-Law
Print Name:
My Commission Expires:

- **16-063 – Consideration of proposed Town Office hours**

- Mr. Dyer went over his proposal for change of town office window hours. Reduce from 38 hours to 34 hours with earlier morning hours before 8:30 am one day.

Motion made by Mr. Curtis to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor.

- **Motion** made by Mr. Bourgoine to accept the change of schedule to 34 hours a week, subject to a three month review, **second** by Mrs. Sammons. **Discussion:** Suggestion on closing the town office one day and having window hours open for 30 hours a week to use for training purposes and other needs while keeping in mind front desk window hours, the current union contract and if the money is in the budget to cover change of hours. Ample notice to the public with the changes of hours. Put out to the public for suggestions on hours for 34 and for 30 a week. **Vote** 2 to 3; opposed by Mr. Dunham, Ms., Pomerleau and Mr. Curtis.

Motion made by Mr. Curtis to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor.

- **16-064 – Approval of abatements**

- Review and discussion of certificate of abatements, notice of judgment and court alternative dispute resolution service/report of completed mediation session. The total amount of the abatements is \$5,469.24.

Motion made by Ms. Pomerleau to extend the meeting by 15 minutes, **second** by Mr. Dunham. **Vote** 5 to 0 in favor

- **Motion** made by Mr. Curtis that we move to abate, according to the legal agreement that was presented to the Select Board, in the amount of \$3,547.06 for 2014 fiscal year and \$1,922.18 for the 2013 fiscal year, **second** by Ms. Pomerleau. **Vote** 4 to 1, Mr. Dunham opposed.

- **16-065 – Consider forming an Age Friendly Community Adhoc Committee**

- **Motion** made by Mr. Bourgoine that the Readfield Select Board shall appoint an Adhoc committee for exploring age friendly opportunities for our community consisting of up to five individuals for one year. The committee is charged with creating an inventory of possible desirable resources and services, identifying best methods to communicate the preceding to older citizens in our community, recommending future courses of action they deem desirable, and pursuing in conjunction with the town manager any grant offerings that may be available for assessment and/or implementation of age friendly resources upon approval of the Select Board. **Second** by Mrs. Sammons. **Discussion:** There are a couple individuals in mind to be on the committee and hopes to have a couple senior citizens as well. **Vote** 5 to 0 in favor.

- **16-067 - Other**

- None

Motion made by Mr. Bourgoine to adjourn the meeting at 9:40 pm, **second** by Mrs. Sammons. **Vote** 5 to 0 in favor.

Minutes recorded by Kristin Parks, Board Secretary

Select Board Minutes of 12/28/2015



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield@roadrunner.com

To: Readfield Cemetery Committee
Readfield Select Board
From: Anna Carll, Cemetery Sexton
Date: December 2, 2016
Subject: Readfield Cemetery Tree Work Bids

The RFP for cemetery tree work was conducted over several weeks with notice provided generally and through direct mailing. The RFP was broken out by each Cemetery and an hourly rate. The work described was to trim dead or falling branches, take down trees or provide strapping to secure limbs, and to preserve tree life. All large wood was asked to be left neatly onsite (it can be transported and later used as fire wood), small limbs and dead wood were to be removed from job site and no stump grinding was to be done at this point. At the onsite visit that was held on November 4th at 9am, it was a question within Whittier and Case cemeteries where the access roads and points were located. This was mentioned because depending on how the trees fell or how equipment would get into the location could change the cost of the bid. In the future, access points will be noted in the RFP document.

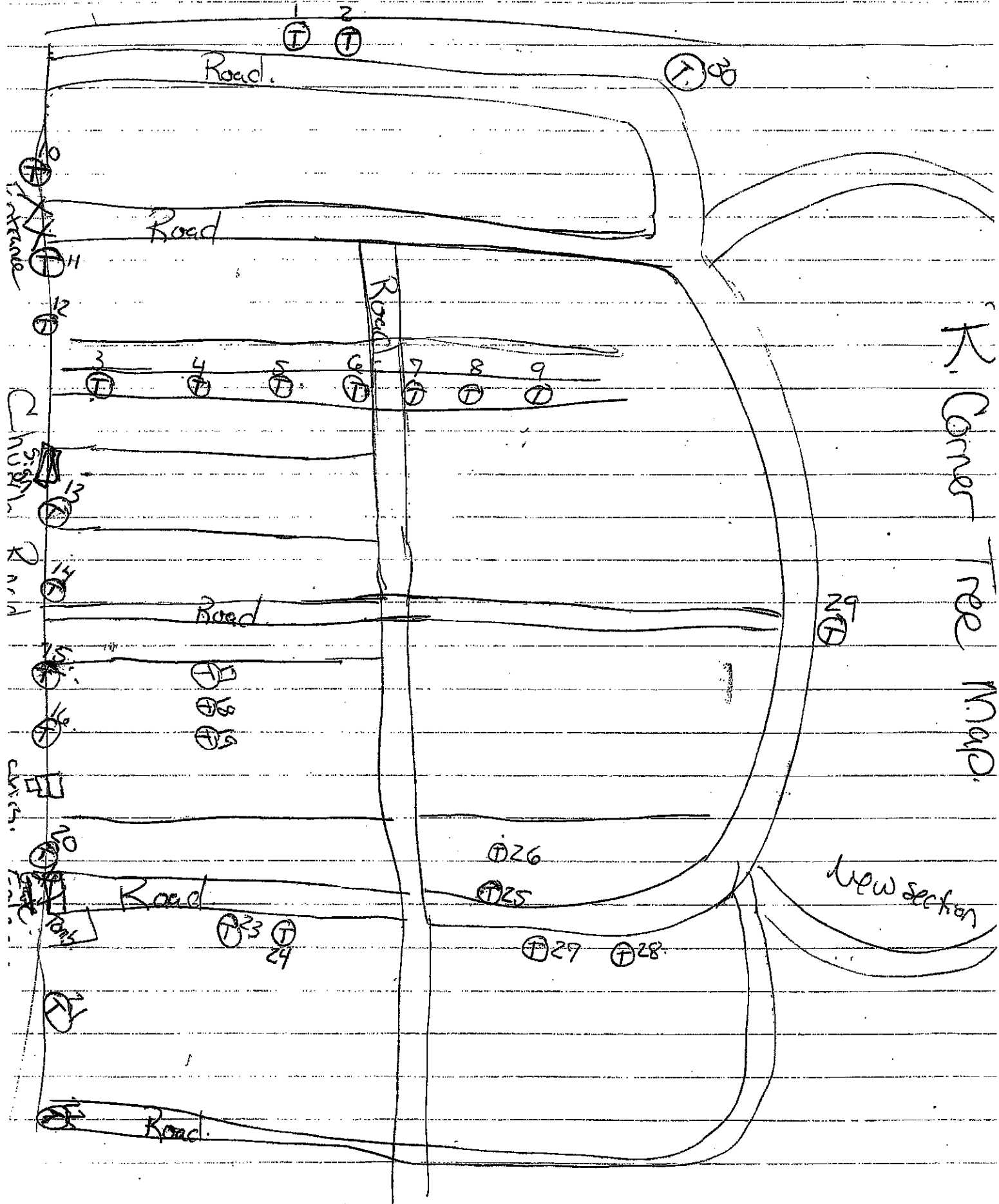
On November 18th at 3pm bids were opened at the Town Office, Anna Carll, Eric Dyer, Grace Keene, and Marion Dunham were present. We received 5 bid responses. 1 bid was discarded, because there was no name on the paper work or envelope. The 4 responsive bids we received were from All Seasons Tree Service, Stevenson Solutions, Brownies Tree service, and Pinnacle Tree. I called All Season Tree Service regarding the price for Readfield Corner because the bid came in much lower than the other bids. I reviewed the work on the 2 trees, and confirmed the price of \$550.00. I took time to do this because All Seasons Tree service was not at the onsite visit, I wanted to make sure there was no confusion, and he did receive a copy of the tree map that was made. On the overall price listed for the work, All Seasons Tree Serv. came in with the lowest bid of \$3,950.00, next is Stevenson Solutions \$4,600.00 that bid came in \$650.00 higher than All Seasons Tree Serv. The hourly rate for All Seasons is \$100, and Stevenson Solutions is \$89.

When deciding on my recommendation for the tree work, it was mentioned by a few different people at the onsite visit that the current strapping on tree 23 in Readfield Corner needs to be replaced. The tree limb has grown over it, and the strapping line is rotted. When I called and spoke to All Season Tree Serv. he said he would be adjusting the current strapping. Assuming that new strapping is needed and that All Seasons would have a comparable price to the next lowest bidder the overall price difference is reduced to just a few hundred dollars. After taking that into consideration, I would recommend Stevenson Solutions for Tree work. Taylor Stevenson asked questions at the onsite visit regarding access points within the cemeteries, asked me to verify the work, asked what wood would be left onsite, and double checked that the work site would not disturb any graves.

December 5th 2016 The Cemetery Committee voted to move forward with Cemetery Tree work, and voted to cut down the B trees at Dudley Cemetery. This makes All Season Tree Serv. and Stevenson Solutions comparable.

Fiscal Year 2017 Cemetery Tree Work Bid Tabulation
November 18, 2016 at 3:00 pm at the Readfield Town Office

	All Seasons	Stevenson Solutions	Brownies	Pinnacle	Arbormore Tree Serv.
Attended Mandatory Pre Bid	N	Y	Y	N	Y
Responsive Bid	Y	Y	Y	Y	N - No Name on Bid
Case	800	900	1,450	2,425	
Whittier	750	600	1,950	895	
Readfield Corner	550	1300	1,950	1,845	
Dudley - Trim	350		1,850	860	
Dudley - Take-down	1500	1800	4,250	4,350	
Hourly Labor & Equipment	100	89	235 N/A		
Case, Whittier, RC, & Dudley take-down	3950	4600	9600	9515	



CEMETERY TREE WORK PROPOSAL FORM

PROPOSED CEMETERY TREE PROJECTS FOR THE TOWN OF READFIELD

Case Cemetery (Rt. 17)

Large maple tree at top of Cemetery, no growth on tree, lots of branches and bark falling
Tree should be removed.

Whittier Cemetery (Beaver Dam Rd)

Large tree that needs to have dead limbs removed and larger limbs secured/strapped. The
that is broken off and hanging, this must be removed.

Readfield Corner Cemetery (Church Rd)

There are 30 trees in this cemetery, via the tree map, tree # 13 should be removed, tree #23
currently is strapped. Strapping needs to be adjusted.

Dudley Cemetery (Plains Rd)

There are 3 large maple trees along the white picket fence line. 2 of these trees have a lot of bark
and debris that falls off. Trim or taken down all 3 trees as necessary.

Please quote all projects with leaving large limbs neatly on site, and no stump grinding.

CEMETERY TREE PROPOSAL

Name of Company: _____

Case Cemetery

Total \$ 2425.00

Whittier Cemetery

Total \$ 895.00 } REMOVE DEAD : STEM
DAMAGE THROUGHOUT TREE.
CABLE MAIN LEADERS

Readfield Corner Cemetery

Total \$ 1845.00 - SEE BOTTOM OF PAGE.

Dudley Cemetery (Trim)

Total \$ 860.00 } These trees need

Dudley Cemetery (Take down)

Total \$ 4350.00 } to come down.

Unit Price for equipment and Labor

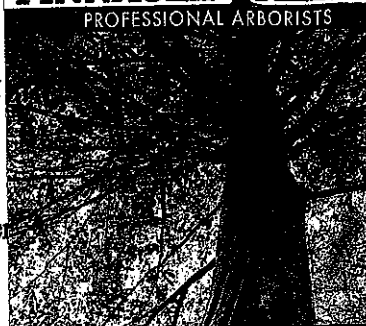
Per hour \$ N/A

Signature: Gregory Wright Date: 11-18-16



PINNACLE TREE

PROFESSIONAL ARBORISTS



Greg Wright

207-462-2222

greg@pinnacletreearborist.com

NOTE - THE INDUSTRY DOES NOT RECOMMEND "STRAPPING" ANY TREE.
PRACTICE CHOKES THE CAMBIUM (SKIN OF TREE). TREE SHOULD BE
CUT PER ARBORIST SPECIFICATIONS. *

CEMETERY TREE WORK PROPOSAL FORM

PROPOSED CEMETERY TREE PROJECTS FOR THE TOWN OF READFIELD

Case Cemetery (Rt. 17)

Large maple tree at top of Cemetery, no growth on tree, lots of branches and bark falling from tree. Tree should be removed.

Whittier Cemetery (Beaver Dam Rd)

Large tree that needs to have dead limbs removed and larger limbs secured/strapped. There is a limb that is broken off and hanging, this must be removed.

Readfield Corner Cemetery (Church Rd)

There are 30 trees in this cemetery, via the tree map, tree # 13 should be removed, tree #23 currently is strapped. Strapping needs to be adjusted.

Dudley Cemetery (Plains Rd)

There are 3 large maple trees along the white picket fence line. 2 of these trees have a lot of bark and debris that falls off. Trim or taken down all 3 trees as necessary.

Please quote all projects with leaving large limbs neatly on site, and no stump grinding.

CEMETERY TREE PROPOSAL

Name of Company: Stevens Solutions

Case Cemetery Total \$ 900.00

Whittier Cemetery Total \$ 600.00

Readfield Corner Cemetery Total \$ 1300.00

Dudley Cemetery (Trim) Total \$ N/A

Dudley Cemetery (Take down) Total \$ 1800.00

Unit Price for equipment and Labor Per hour \$ 89.00

Signature: [Signature] Date: 11/18/16

CEMETERY TREE WORK PROPOSAL FORM

PROPOSED CEMETERY TREE PROJECTS FOR THE TOWN OF READFIELD

Case Cemetery (Rt. 17)

Large maple tree at top of Cemetery, no growth on tree, lots of branches and bark falling from tree. Tree should be removed.

Whittier Cemetery (Beaver Dam Rd)

Large tree that needs to have dead limbs removed and larger limbs secured/strapped. There is a limb that is broken off and hanging, this must be removed.

Readfield Corner Cemetery (Church Rd)

There are 30 trees in this cemetery, via the tree map, tree # 13 should be removed, tree #23 currently is strapped. Strapping needs to be adjusted.

Dudley Cemetery (Plains Rd)

There are 3 large maple trees along the white picket fence line. 2 of these trees have a lot of bark and debris that falls off. Trim or taken down all 3 trees as necessary.

Please quote all projects with leaving large limbs neatly on site, and no stump grinding.

CEMETERY TREE PROPOSAL

Name of Company: BROWNIES LANDSCAPING

Case Cemetery

Total \$ 1,450.⁰⁰

Whittier Cemetery

Total \$ 1,950.⁰⁰

Readfield Corner Cemetery

Total \$ 4,950.⁰⁰

Dudley Cemetery (Trim)

Total \$ 1,850.⁰⁰

Dudley Cemetery (Take down)

Total \$ 4,250.⁰⁰

Unit Price for equipment and Labor

Per hour \$ 235.⁰⁰

Signature: Dan Gallan Date: 11-18-2016

CEMETERY TREE WORK PROPOSAL FORM

PROPOSED CEMETERY TREE PROJECTS FOR THE TOWN OF READFIELD

Case Cemetery (Rt. 17)

Large maple tree at top of Cemetery, no growth on tree, lots of branches and bark falling from tree. Tree should be removed.

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There are 3 large maple trees along the white picket fence line. 2 of these trees have a lot of bark and debris that falls off. Trim or taken down all 3 trees as necessary.

Please quote all projects with leaving large limbs neatly on site, and no stump grinding.

CEMETERY TREE PROPOSAL

Name of Company: All Seasons Tree and Landscaping

Case Cemetery Total \$ 800

Whittier Cemetery Total \$ 750

Readfield Corner Cemetery Total \$ 550-

Dudley Cemetery (Trim) Total \$ 350-

Dudley Cemetery (Take down) x2 Total \$ 1500-

Unit Price for equipment and Labor Per hour \$ 100

Signature: [Signature] Date: 11-17-16

Fiscal Year 2017-2018 (FY18) Budget Goals

December 12, 2016 Select Board Meeting

Identify three budget goals you have for the Town as a whole, and how they might be accomplished:

1. Goal:

How to accomplish the goal:

2. Goal:

How to accomplish the goal:

3. Goal:

How to accomplish the goal:

Identify three budget goals you have for specific areas or departments, and how they might be accomplished:

1. Goal:

How to accomplish the goal:

2. Goal:

How to accomplish the goal:

3. Goal:

How to accomplish the goal:



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355
Tel. (207) 685-4939 • Fax (207) 685-3420

New Web Site through VTS:

I had the opportunity to sit in on the tutorial given by VTS for a possible new web site design. I have listed just a couple of things that stand out to me as being time saving and more convenient for staff and the public at large.

- 1: The ability to down load things once but connecting the item to several departments or parts of the web site just by clicking a button.
- 2: I like that we are able to load our own pictures to the web site. Currently it is a big task to get a picture on and we have no say as to how or where it shows up on the screen. We would be able to do slideshows for each department.
- 3: The new web site allows the public or anyone for that matter to sign up for notifications to a certain part of the web site that if updated they will receive a notification automatically.

Time saving all around for staff:

- a) Town Manager will no longer have to notify the SB when agenda and packets are posted.
 - b) Each Committee member can sign up for notification and they will receive agendas, minutes and meeting dates when posted.
 - c) The public can sign up for notifications for anything that might be of interest to them.
- 4: The ability to set up expiration dates and times of postings so that staff does not have to remember to go back into the web site and take things off that are out dated.

It is my opinion that the VT Web Site will be very user friendly and interactive for the public. We have been trying to get the information out to the public and this is a way for it to be automatic once they have signed up for the notifications.

Thank you,


Robin Lint



VIRTUAL TOWNS & SCHOOLS PROJECT PROPOSAL

**Website Development &
Implementation**

Readfield ME

October 17, 2016

Keeping You Ahead of
Rising Expectations



October 17, 2016

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

RE: New Town Website

Dear Eric,

Thank you for your interest in VTS. Following up your request, I have attached a project proposal for upgrading your current website.

VTS has been a trusted provider across New England for over a dozen years. We currently have over 25 municipal clients across Maine and approximately 525 in the Northeast. We would really love to have an opportunity to service the town. Our proposal includes a new custom design, full content development of all pages, and training of staff to make updates once the website is live.

Please let me know if you have any questions or other needs at this time. I would be delighted to demo our application.

Sincerely,

Bill Letsky

Bill Letsky
Vice President
Virtual Towns & Schools
bletsky@vt-s.net



Our Clients Really Appreciate Our Differences



We Use the Drupal Platform

Drupal is the most common website platform in use by national, state and local governments all over the world.

Many large cities (such as Boston and Los Angeles), and hundreds of small towns have committed to migrating their websites to Drupal.



We are Not into Empire Building

We are not trying to be a national firm developing websites for any municipality large or small. We are regional by design, as we want to provide a local presence for our clients.

Our Software is Open Source

As your vendor, this gives us lots of flexibility to develop new features and modules. This also gives you the protection of having your website on a widely used platform.



Open Source
Initiative

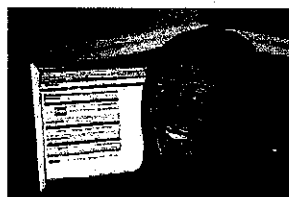
We Build Long Term Relationships

You will not become another sales statistic once you are live. In fact, we do not employ sales managers but market managers who understand your needs and are engaged with you for years to come.



Easiest System for Updating & Adding New Content

We expressly designed our application to make it easy for non-technical users to keep their content current and informative.

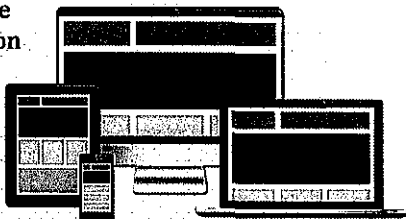


Superior Ongoing Customer Support

Our reputation is for providing the best support in the industry. After training, we offer unlimited access to our customer support team, free monthly webinars, training videos, and our documentation is built into our CMS.

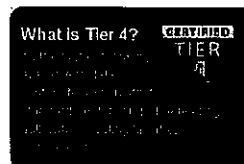
All Designs are Custom & Responsive

Your website will reconfigure itself to maximize its layout on devices such as smart phones, tablets and wide screen monitors. All designs are custom; you are not picking from a template.



Secure Tier 4 Hosting Centers

Our hosting facilities in Virginia are monitored 24/7 and your website is backed up daily offsite in Nevada. We deploy state-of-the-art hardware and software to prevent D.D.O.S. (Distributed Denial of Service) and hacking attacks.



Business Directory
Recyclopedia
Bids/RFPs
Employee Intranet

We Add Modules that are Useful & Relevant

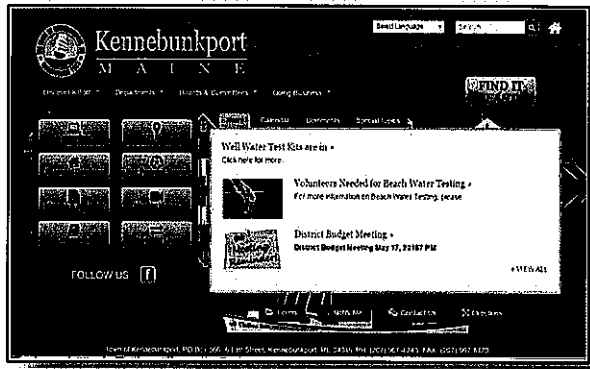
Rest assured we will not over engineer your website application with features and functionalities that are not important.



Affordable Costs, Flexible Payments

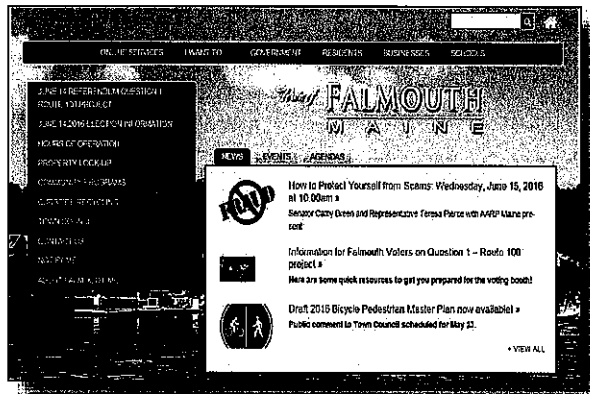
We understand the fiscal challenges municipalities face. We offer options to spread development costs over multiple years and we guarantee your happiness.

Recent Designs



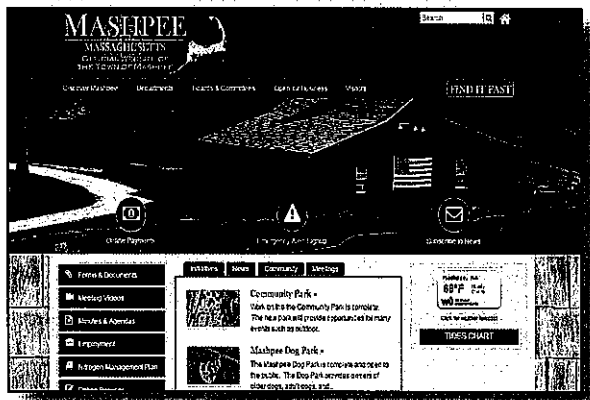
Town of Kennebunkport, ME

Website: <http://www.kennebunkportme.gov/>



Town of Falmouth, ME

Website: <http://www.falmouthme.org/>



Town of Mashpee, MA

Website: <http://www.mashpeema.gov/>

We did a re-design and after talking with some other website companies, VTS was the best choice for us. They understood our needs and delivered exactly what our vision was, even better.

Vicki M., Burrillville RI



VTs Post & Go! Content Management System

Core Features & Functionalities

Content Management	Content Management	Constituent Communications
Agenda Builder Module	'Review on' Dating	Email Notifications (E-Subscriber)
Schedule Publishing	Schedule Expiration Dates	Dynamic Site Map
WebForms Module	Versioning	RSS Feeds
Unpublish/Archive Content	Embed Video Player	Facebook & Twitter Integration
Taxonomy (Auto Cross-Link)	Online File Center	Service Requests Forms
WYSIWYG Editor	Quick Links	"Share This Page"
Dept/Board Specific Calendars	Protected Email Addresses	Ask the Selectmen/Council
Calendar/Agenda Integration	FAQs	Urgent Alert Banners
Business Directory	Audit Trail/History Log	Jobs Postings
Robust Search Engine	Dynamic Breadcrumbs	Bid/RFP Postings
Auto Cascading Menus	Content Previewing	Two-Way Blogging
Dept/Board Specific News Modules	CAPTCHA Visitor Authentication	Private Comment Forms
Persistent Navigation	Printer Friendly Pages	Rotating Bulletin Boards
Tabs & Views	Surveys & Polling	Staff Directory

Design	Image	Administrative
Responsive design	Media Library	Intranet Options
Rotating Mastheads	Image Editor	User Roles & Permission Levels
Dynamic News Modules	Photo Gallery	Traffic Analysis
Urgent News Banners	Slide Shows	Broken Links Reporting
Upcoming Meetings Module	Captioning/ALT Text	Domain Name Management
Custom Subtitles	Rotating Department Images	Quality Assurance Reports
Cascading Navigation	Image Administration	Complete User History
Multiple Navigation Schemes	Rotating Bulletin Boards	Board Membership Database

The Drupal content management system has opened up new areas we never could do with the old system. Our residents can get more done just by visiting our website. Working with VTs on our website conversion was easy and seamless.

Roger K. Stonington CT

Virtual Towns & Schools

1300 Massachusetts Avenue | Suite 100 | Boxborough, MA | 01719 | 888 785-2611 phone | <http://www.vt-s.net>

Typical Project Plan Timeline

Phase	Timeframe	Deliverables
1. Strategy Sessions & Discovery	1 Week	<ul style="list-style-type: none"> ▪ Define Core Objectives ▪ Needs Assessment
2. Design & Architecture	2-3 Weeks	<ul style="list-style-type: none"> ▪ Design meeting with Client Website Committee ▪ Homepage options and layout schema ▪ Subpage design and layout ▪ Modify designs until final client approval
3. Site Implementation	2-3 Weeks	<ul style="list-style-type: none"> ▪ Identify global & cascading navigation & related links ▪ Implement design within VTS CMS ▪ Create Dept/Board homepages ▪ Share VTS Best Practices
4. Content Development	4-5 Weeks	<ul style="list-style-type: none"> ▪ Department meetings & Online surveys ▪ Implement department specific modules ▪ Create department & board landing pages ▪ Migrate web pages and files
5. User Training	1 Week	<ul style="list-style-type: none"> ▪ Training sessions: content editors & site administrators; group & individual sessions
6. Website Deployment & Go Live	2 Weeks	<ul style="list-style-type: none"> ▪ Final site Q&A and link checking ▪ Install and activate related modules ▪ DNS & SEO activities

Project range: 12-15 weeks

Your support team has been amazing from day one. We worked closely with your employees during the initial setup stages, creating the webpage, training, and for follow-up. Your team of employees knows what the City was looking for and created it with ease.

Felicia B. Aberdeen MD



Proposal Cost & Deliverables

Project range: 12-15 weeks

Website Design

- Custom Design (Responsive Design Format)

Site Implementation

- VTS Open Source (Drupal) Content Management System

Content Development

- Build out ALL Files/Pages
- Migrate current pages and/or new content, as provided
- Includes moving Meeting Minutes, 2014-2016

Staff Training

- One Day of online training; individual and group sessions;
- Unlimited number of content editors

Secure Hosting

- Tier 4 Data Center; Monitored 24/7; daily off-site backups; 99.999% Uptime
- Intrusion Detection & Protection

User Support

- Unlimited Support for up to two (2) Primary Users
- 24/7 Emergency/Technical Support

Ongoing Maintenance & Upgrades

- Feature enhancements & module upgrades automatically pushed out

One Time Development Cost: \$4,500

Your Website Package Also Includes:

- | | |
|--------------------------------------|---------------------------|
| ▪ Apache Advanced Search Appliance | ▪ Bids/RFPs Module |
| ▪ Google Translation | ▪ Unlimited Content Pages |
| ▪ Google Analytics for Visitor Stats | ▪ Business Directory |
| ▪ Ongoing Monthly User Webinars | ▪ Recyclopedia Module |
| ▪ Employee Intranet | ▪ |

Annual Fees for Hosting, Support and Maintenance: \$1,500

(Annual Fee Begins once the website is live and may be prorated to match your fiscal year)

Options:

- 1). We allow clients to spread their one-time costs over three years, if preferred
- 2). Additional Supported Users: \$200 per year, per user

Virtual Towns & Schools

1300 Massachusetts Avenue | Suite 100 | Boxborough, MA | 01719 | 888 785-2811 phone | <http://www.vt-s.net>

Maine Clients

Old Orchard Beach

Eastport

Sebago

Tremont

Poland

Buxton

Kittery

South Berwick

Gray

Gorham

Gardiner

Otisfield

Veazie

Boothbay

Lebanon

Sabatatus

Standish

Hollis

Falmouth

North Yarmouth

Mount Desert

Cumberland*

Kennebunkport

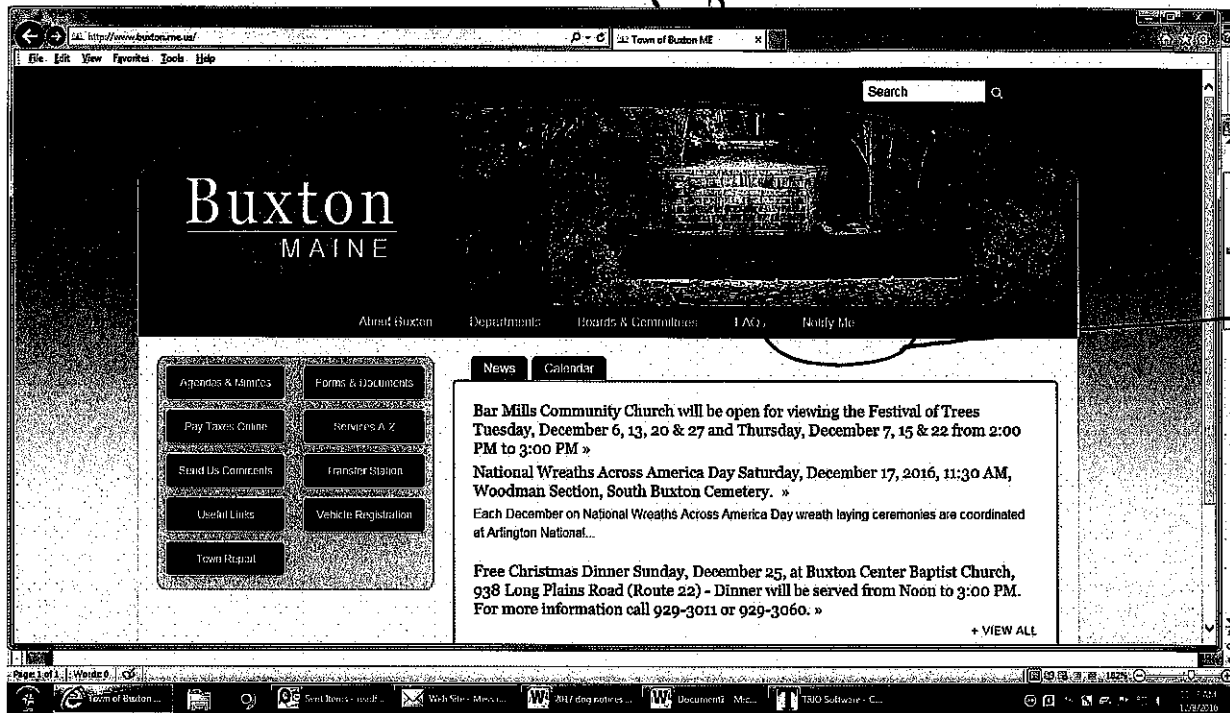
Bristol*

Bethel

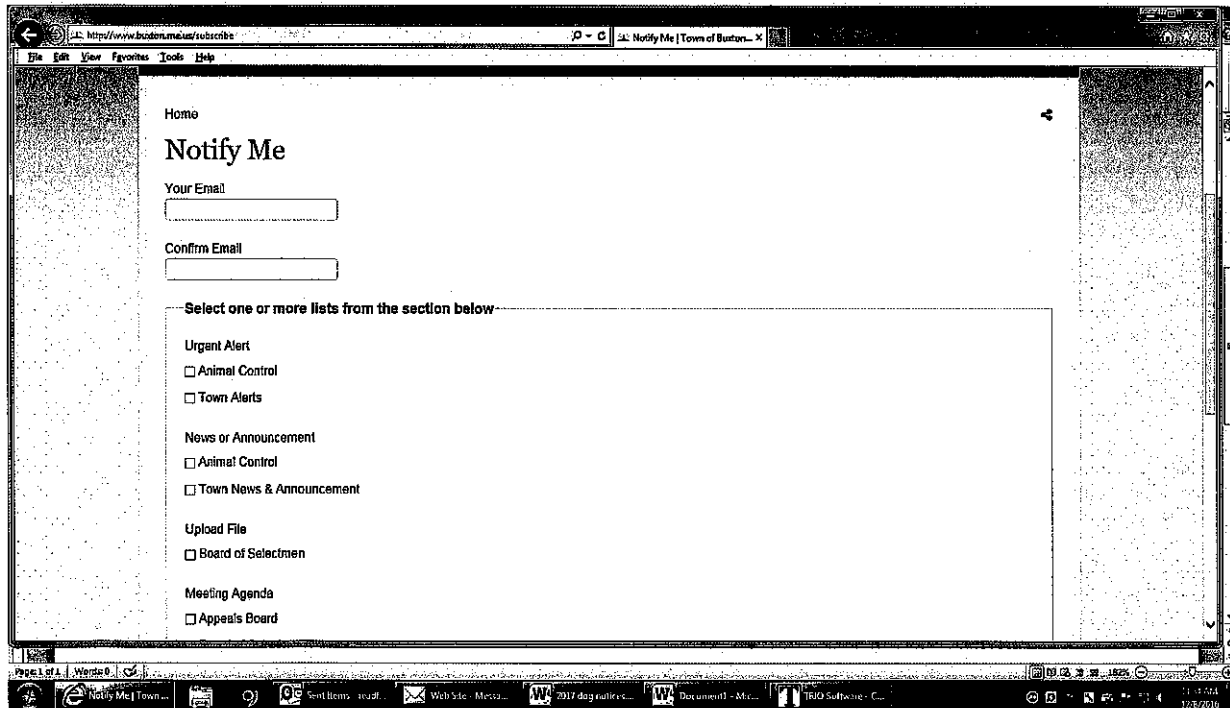
*Under Development

Vinalhaven*

Home page

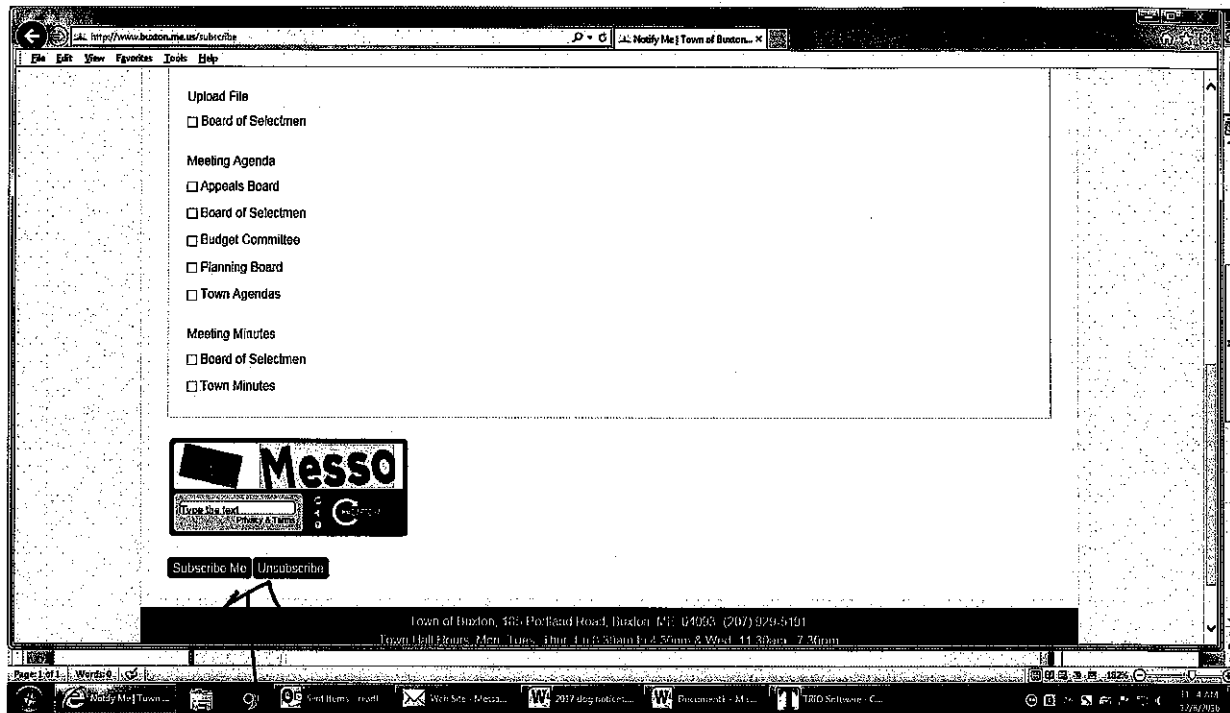


Love it.



people can sign up for notifications

page 1 of 2

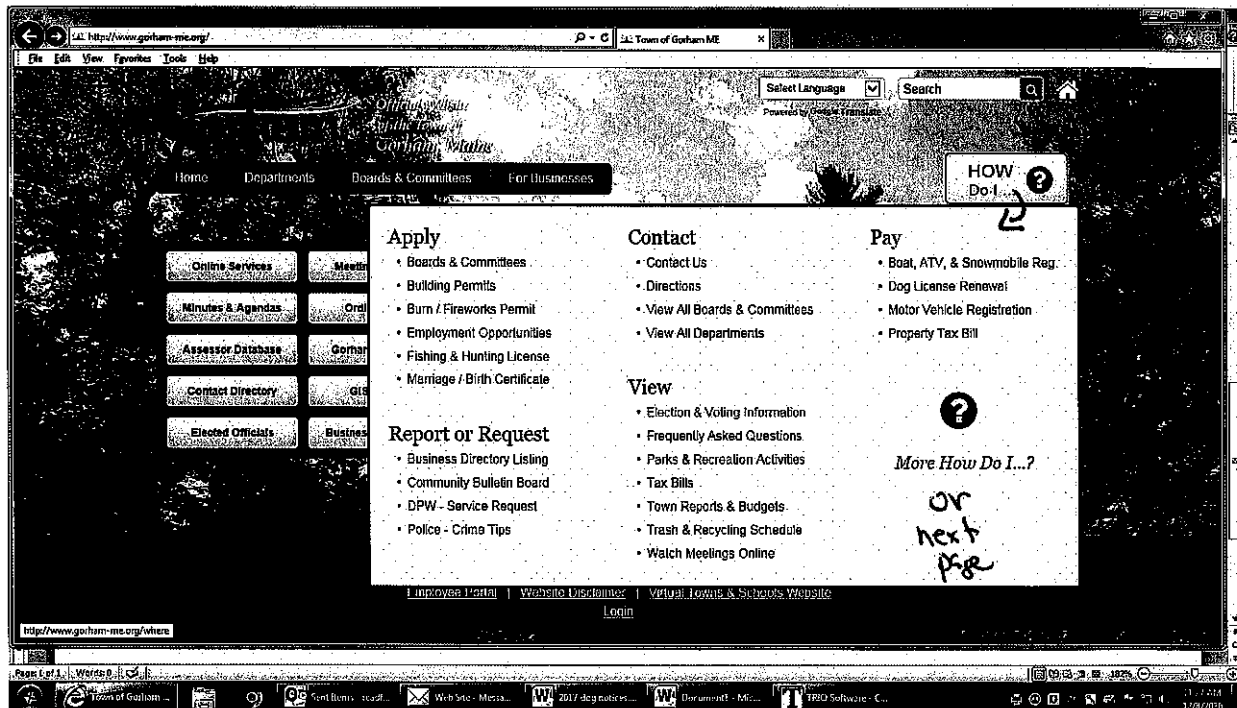
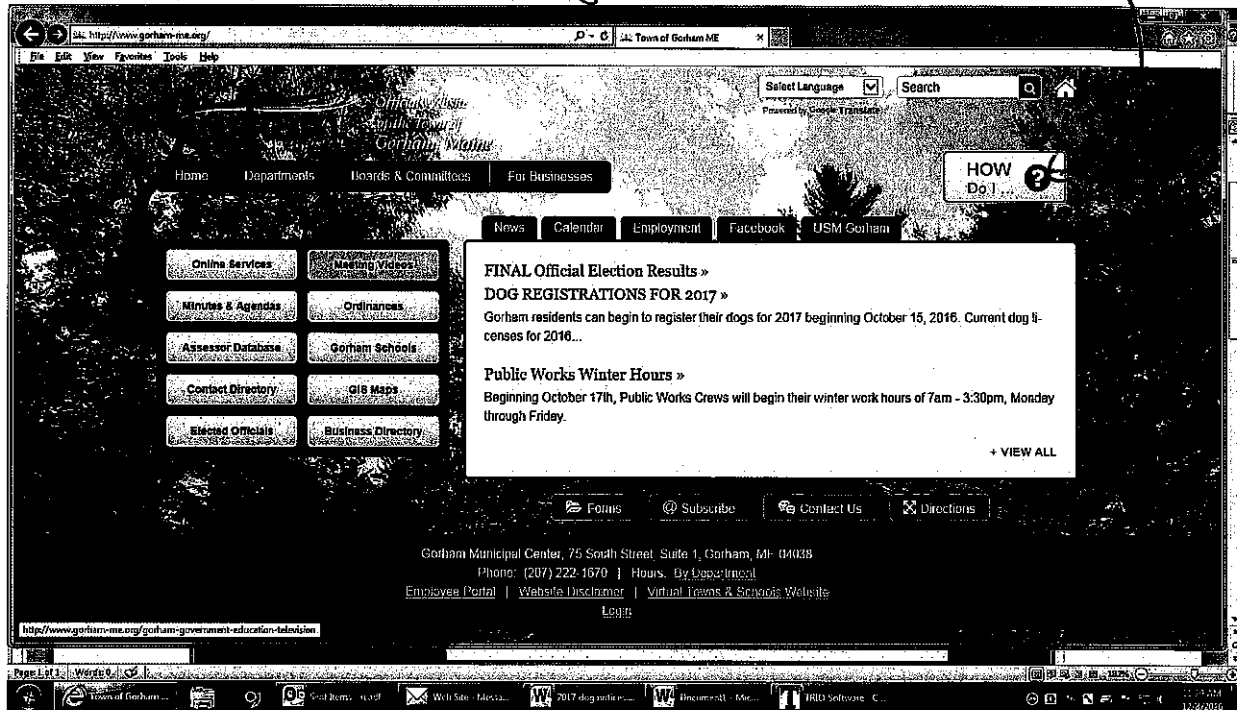


they can shut it off any time as well.

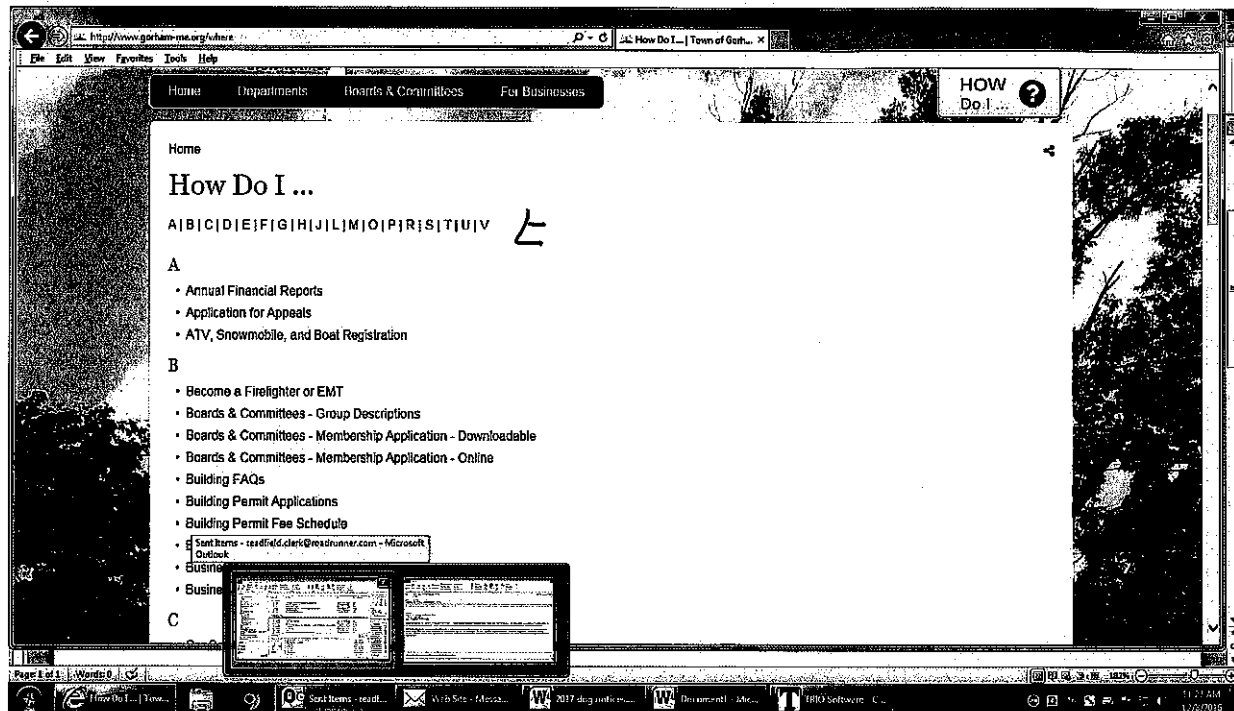
pg 2 of 2.

Home Page

Like this button



not a lot of clutter on front page



Home Page



page two



Town of
Standish
MAINE



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people can comment
about web site or
anything in town

Citizen Action Center



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Parks &
Recreation



Meeting Videos



Code Book



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Board &
Committee
Application

View Saco River Community TV Dedication and WGME Videos Regarding
Town Beach Read more »

News

Transfer Station Holiday Hours 2016 »

/home/files/trans-station-holiday-hours...

State Election Results for the Town of Standish »

/home/files/nov-2016-state-election-...

Standish Charter Amendment Referendum Results »

/home/files/charter-amendment-results

+ VIEW ALL

Calendar



← connected or linked
to local news papers

License your...



Automobile



Trailer



Boat



ATV



Snowmobile



Hunting / Fishing

Standish Town Hall, 175 Northeast Road, Rte 35, Standish, ME 04084 Tel: (207) 642-3461 Fax: (207) 642-5181

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SEBAGO MAINE



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NEWS & ANNOUNCEMENTS

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[Notice - Additional funds for](#)
[Withdrawal Committee](#)
[New Obelisk in Ward Cemetery](#)

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QUICK LINKS

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[L](#)IVING

[B](#)USINESS

[S](#)CHOOLS

TOWN CALENDAR

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Thu December 8

[MORE](#) →



Online Services



Agendas & Minutes



Sebago Happenings Newsletter



Assessing Information



Permitting



Community Activities

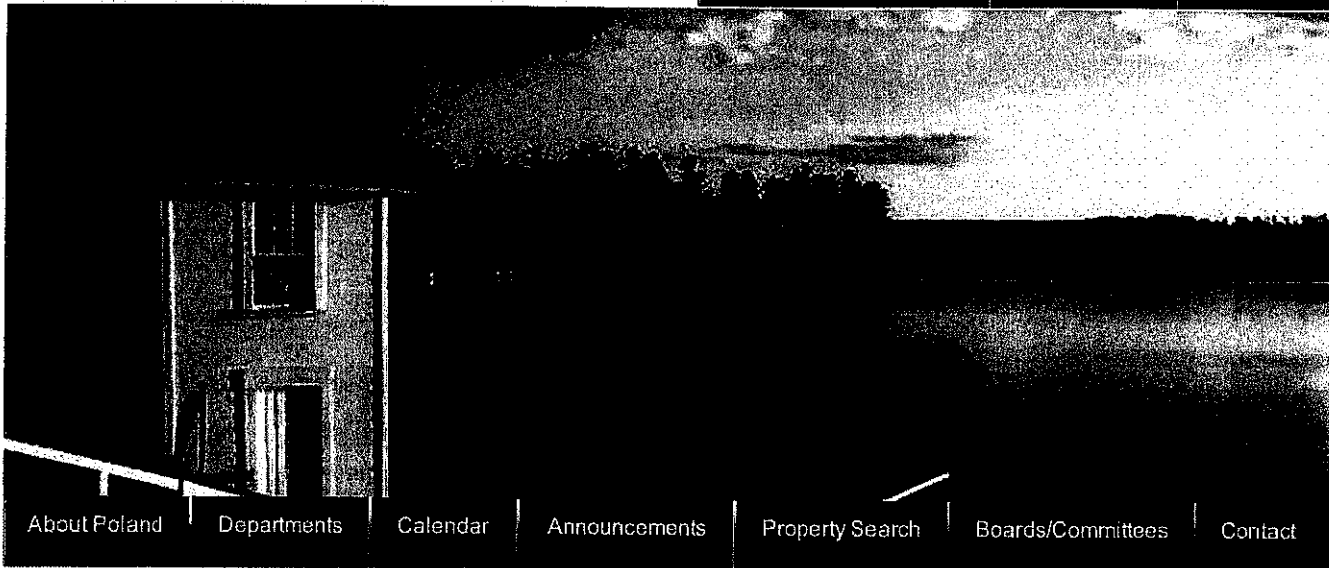
Town of Sebago

406 Bridgton Road (Route 107) Sebago, Maine 04029
 Phone: (207) 787-2457

Hours: Tuesday 10am - 7:00pm, Wednesday - Friday 8:00am - 5:00pm
[Virtual Towns & Schools Website](#)

POLAND MAINE

 Search

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[Contact](#)


Town Office Hours:

Monday: 9 AM - 7 PM
Tuesday-Friday: 9 AM - 4 PM

Quick Links



[Is the Transfer Station open?](#)



[What do I need to register my car?](#)



[Do I need a permit to build a deck?](#)



[When are taxes due?](#)

[How can I get involved in my community?](#)

Welcome to Poland, Maine

Home to iconic Poland Spring Resort and Poland Spring Water, the town of Poland which is surrounded by five lakes has been a destination for those seeking clean air and water for over 200 years. Boating, fishing, hiking, golfing, recreational mining, camping, antique shops, state park, farms and farm stands, museum tours and much more are offered in this wonderful community.

Being ten miles from the Maine Turnpike, Poland is also a central location for those wishing to visit the urban centers of Lewiston-Auburn or to the forested foothills of the western Maine Mountains.

Just west of Auburn, Poland can be accessed through Maine Routes 11, 26, and 122. The town of Poland covers an area of 49.7 sq. miles and has a population of approximately 6000 year round residents with a school system that covers grades k-12. To learn more about Poland's history, visit the [Poland Historical Society page](#).



Business Registration



Facility Rental



Stream Meetings



2015 Town Report

WE ARE CURRENTLY IN NEED OF VOLUNTEERS FOR THE FOLLOWING COMMITTEES AND BOARDS:

Board of Appeals - 1 Vacancy and 2 Alternate Vacancies
Budget Committee - 1 Vacancy
Conservation Committee - 2 Vacancies
Community & Economic Development Committee - 2 Vacancies and 2 Alternate Vacancies
Planning Board - 1 Vacancy and 2 Alternate Vacancies
Scholarship Committee - 1 Vacancy
Library Trustees - 2 Vacancies

**OPEN
FOR BUSINESS**

Town News

[Winterbrook Road Opening on Route 11](#)

Posted 11/4/16

[Public Hearing Information](#)

Posted 9/16/16

[PUBLIC HEARINGS SCHEDULED](#)

Posted 9/15/16

[Candidates' Night Scheduled](#)

Posted 9/15/16

[Appeals Board meeting tonight cancelled](#)

Posted 8/22/16

[MORE](#)

Calendar

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Thu December 8

[MORE](#)



Online Bill Pay



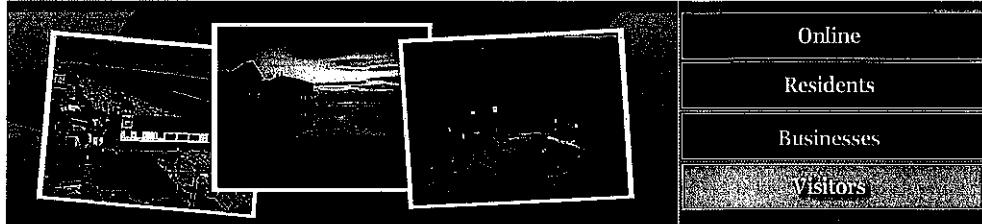
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Online

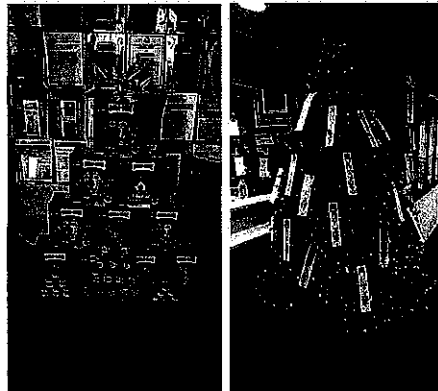
Residents

Businesses

Visitors

- Town Ordinances
- Meeting Videos
- FEMA flood maps
- GIS Mapping & Parcels
- Contact Us
- Subscribe to News

Old Orchard Beach Weather
Forecast, ME (04064)



The children and the pets in Old Orchard Beach need your help this holiday season. The Town Hall has two giving trees in front of the Town Clerk's Office. Thank you to everyone that took an ornament from the tree for children. All ornaments have been taken and presents need to be returned by December 6th. You can still drop off "presents" for the dogs and cats of OOB. Thank you to the Salvation Army and to the Community Animal Watch for all that you do for our community.

Thanks for visiting our Town's website. Whether you are a resident, a vacationer or visitor travelling through Maine's Premier Family Resort, the Town of Old Orchard Beach extends a warm welcome to you and wishes for a peaceful stay or visit here. Old Orchard Beach with 9,000 year-round residents includes the community of Ocean Park and is proud of its downtown and exciting commercial developments along the ocean, as well as all the amenities that can only be offered by a small beach town with tremendous civic pride and caring residents. "It's A Shore Thing"

Our seaside community boasts a diverse and large population of up to 75,000 in the summer as it hosts vacationers from all over the United States but primarily from New England and the mid-Atlantic states, Canada and Europe looking to enjoy our miles-long stretch of fine beach, clean ocean water and all the attractions that both Old Orchard Beach and the surrounding City of Portland have to offer. We are blessed with a multitude of restaurants, cultural offerings, special events, music venues, art museums & galleries, antiques, quaint shops and countless outdoor recreational amenities. This is a special place and we know that you'll enjoy it here.

NEWS & ANNOUNCEMENTS

Tour the newly renovated Pines on Nov. 17th. [Click here for more info.](#)
Posted 11/2/16

Stuff the bus for the food pantry, Election Day, 8 am to 8 pm at the High School.
Posted 11/2/16

Harmon Museum seeking Big Band Memorabilia. [Click here!](#)
Posted 10/17/16

THANK YOU to Dennis Robillard for all that you do! [Click here!](#)
Posted 8/2/16

New Hunting Laws go into effect January 1st. [Click here!](#)
Posted 12/17/15

[MORE](#)

UPCOMING MEETINGS

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Thu December 8

7:00 PM
Planning Board Meeting
Town Council Chambers

[MORE](#)

SPECIAL EVENTS CALENDAR

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Thu December 8

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Quick Links

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[Job Opportunities](#)

[Sign up for the OOBMTS Haunted Walking Tour Today!](#)

[Community Development Block Grant](#)

[Application for Employment](#)

[Eastern Trail in OOB](#)

[Passports](#)

[Police Department Credit Card Payments \(available as of Monday, 7/27/16\)](#)

[Goosefare Brook Watershed Management Plan, May 2016](#)

[OOB Ballpark](#)

[Recycling Information](#)

[Bids & RFPs](#)

[Saco Bay Information](#)

[Sea Level Adaptation Working Group \(SLAWG\)](#)

[Comp Plan Survey—your future may depend upon it!](#)

[FY 17 Budget Information](#)

[Change of Address Form](#)

Old Orchard Beach, Est'd 1883 - 1 Portland Avenue,
Old Orchard Beach, ME 04064 | Phone 207-934-5714

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Town Ordinances



Meeting Videos



FEMA flood maps



GIS Mapping & Parcels



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Forecast, ME \(04064\)](#)

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[Recreation](#)
[Tax Collector](#)
[Town Clerk](#)
[Town Manager](#)
[Transfer Station](#)
[Voter Registration](#)
[Wastewater Treatment](#)

Town Departments

[Printer-Friendly Version](#)

Location

16 E. Emerson Cummings Blvd.
1 Portland Avenue
1 Portland Avenue
1 Portland Avenue
1 Portland Avenue
136 Saco Avenue
1 Portland Ave
136 Saco Avenue
1 Portland Avenue
1 Portland Avenue
1 Portland Avenue
1 Portland Avenue
16 E. Emerson Cummings Blvd
103 Smithwheel Road
148 Saco Avenue
1 Portland Avenue
1 Portland Avenue
1 Portland Avenue
Dirigo Drive
1 Portland Avenue
24 Manor Street Ocean Park, Me.

Phone

207-934-4911
207-934-5714 ext 1514
207-934-5714 ext 1533
207-934-4042
207-934-5714 ext 1545
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204-934-5714 ext 1533
207-934-5714 ext 1517
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207-934-2250
207-934-0860
207-934-5714 ext 1531
207 934-4042
207-934-5714 ext 1526
207-934-2250
207-934-5714 ext 1541
207 934 4416

Old Orchard Beach, Est'd 1883 - 1 Portland Avenue,
Old Orchard Beach, ME 04064 | Phone 207-934-5714

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Lovejoy Maranacook Regional Recycling & Solid Waste Facility

Terms of Agreement

Readfield Board of Selectmen

December 12, 2016

Item # 17-113

I. Legal Basis

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

II. Name

The name of the entity subject to this Agreement shall be the Lovejoy Maranacook Regional Recycling & Solid Waste Facility, hereinafter referred to as the "Facility".

III. Purpose of Agreement

The Towns of Readfield and Wayne have operated a facility and shared operational expenses and revenues for the Transfer Station equally since the early 1990's. Capital expenses were borne by the host town of Readfield unless otherwise negotiated. In July of 2016 the Town of Fayette began utilizing the facility on a short-term basis in accordance with a one-year contract and fee schedule. It is the expectation of the parties hereto that a cooperative sharing of the Facility by the towns of Fayette, Readfield, and Wayne will work for the long-term benefit of our respective citizens and taxpayers:

- We will provide opportunity for expanded, enhanced, and more efficient services.
- We will ensure that each town has a meaningful role in managing the costs, benefits, and service levels of their shared Facility.
- We will maintain stability in the provision of waste management for the towns.
- We will equitably balance the expense of operating the Facility between the towns.
- We will save each town tax dollars by avoiding the duplication of facilities and services.

To this end, the towns hereby agree to jointly use the Facility and to exercise such powers as may be provided separately or jointly by the member governments with respect to solid waste and recycling, as set forth below.

IV. Management of the Facility

A. General Operations. In order that the management of the facility shall be as efficient and small as possible, the parties agree that it shall be the responsibility of the Town of Readfield to administer and operate the facility. Operations shall be governed by the current Facility Operations Manual, current Solid Waste and Recycling Ordinance, and current Maine Department of Environmental Protection license.

As part of the efficient operation of the facility the Town of Readfield Select Board agree to meet with the Select Board from the Towns of Wayne and Fayette, at least on a yearly basis, to review and establish operational policies for the facility.

The Town of Readfield shall have the authority to hire, fire, and manage any and all union and non-union employees of the facility at such compensation as it deems warranted; to contract for services to and from the facility in the names of the member towns; and to maintain financial accounts for the deposit of fee income, revenues appropriated by the towns, and for the payment of the expenses of the Facility. It shall also have the right to adopt such rules and regulations it deems necessary and advisable for the operation of the ~~Recycling and Solid Waste Transfer~~ Facility.

B. Establishment of an Advisory Solid Waste & Recycling Committees (SWRC). There is hereby established an Advisory Solid Waste and Recycling Committee (SWRC), which shall be comprised of citizens from each member town and the Transfer Station Manager. The SWRC shall operate under the guidance of the Solid Waste and Recycling Committee Charter, which may be amended by the Select Boards of the member communities from time to time as necessary. It shall be the responsibility of the Fayette and Wayne committee members to report to their respective Select Boards on the materials presented at all committee meetings. It shall be the responsibility of the Transfer Station Manager to report to the Readfield Select Board on all materials presented at the committee meetings. The purpose of the Advisory Committee shall be to assist and make suggestions on the overall operations of the Facility, to enhance the efficiency of the Facility and recycling program, improve services to the public, and to effectuate a comprehensive public education program to increase the understanding of the participation in the recycling program. The parties agree to establish such other and further permanent and ad hoc Advisory Committees as they deem necessary during the term of this Agreement. The Town Managers of Fayette and Wayne may advise the Readfield Town Manager on all matters of this Agreement.

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

D. Accounts Payable. All payments for services and goods for the Facility shall be approved by a majority of the Select Board of the Town of Readfield.

E. Liability. 1. The Town of Readfield shall hold harmless, indemnify and defend the Towns of Fayette and Wayne against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the Town of Readfield employees, officers or agents related to its use or operation of the Facility. The Towns of Fayette and Wayne shall hold harmless, indemnify and defend the Town of Readfield against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inactions of Fayette and Wayne employees, officers or agents related to its use or operation of the Facility. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be

available to the officers, agents or employees of any participating Town, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.

V. Financing and Budgeting of the Facility

- A. Division of Operating Expenses. The member towns shall share equally in the operating expenses of the Facility. Equal share shall be reported as a percentage carried to three decimal places and shall be determined by dividing the most recent State of Maine real property valuation for each member town by the total State of Maine real property valuation of all member towns. Operating expenses shall include all expenses associated with the Facility, except for capital expenses. Such operating expenses include (but are not limited to): waste disposal fees, hauling fees, recycling fees, wages of employees, utilities, security costs, insurance, office and administrative expenses, ordinary maintenance of equipment, and replacement of equipment that has a life expectancy of less than two years.
- B. Division of Capital Expenses. In order to deliver planned capital investments and buffer against unanticipated capital expenses the member towns shall share equally in the capital expenses of the Facility through annual contributions to a capital reserve managed by the Town of Readfield. Equal share shall be reported as a percentage carried to three decimal places and shall be determined by dividing the most recent State of Maine real property valuation for each member town by the total State of Maine real property valuation of all member towns. Capital Expenses shall include all Facility improvements and equipment with an expected useful life in excess of two years or a cost in excess of \$5,000. Such capital expenses include (but are not limited to): compactors, recycling cans, backhoe, scales, buildings and permanent structures, pavement and earthworks, holding tanks, and storage containers. Combined annual contribution by the member towns to the reserve shall be initially set at ten percent of the budgeted net operating expense of the Facility and may be adjusted by mutual agreement of the Select Boards of the member towns.
- No town shall be required to make additional capital expenditures without further agreement between the Select Boards of the member towns as to the division of the initial capital expense and disposition of the equipment upon termination.
- C. Fee Income. All income generated by the Facility from waste disposal fees, permit fees, etc. (whatever or whoever the source) shall be retained by the Facility and used to reduce the operating expenses thereof. Each community shall be empowered to issue permits for use of the Facility at such fees as all member towns shall mutually agree upon.
- D. Annual Budget. The Readfield Town Manager shall prepare an annual budget for the Facility for presentation to the Select Board and Budget Committee of each member town. The budget shall presume a fiscal year of July 1 to June 30. The budget shall be prepared sufficiently in advance of the annual town meeting of each town to permit considerations of each town's share of the expenses on the annual town warrant. The Town of Readfield shall bill the Towns of Fayette and Wayne each calendar month in arrears for their share of the incurred operating expenses and capital reserve contributions.

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

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

VI. Duration and Termination of Agreement

- A. Term. This Agreement shall, at a minimum, be effective through June 30, 2022, and shall continue thereafter until terminated by any member town.
- B. Termination. ~~The Town of Readfield may terminate this Agreement by eighteen months advance notice to the Towns of Fayette and Wayne; the Towns of Fayette and Wayne may terminate this Agreement by eighteen months notice to the Town of Readfield~~ This Agreement may be terminated by any party through written notice provided to all parties no less than twelve months in advance of the intended termination date. The notice of termination shall be effective when delivered to the Town Manager or Chair of the Select Board of the recipient town. The effective date of termination shall be the end of the first fiscal year (July 1 to June 30) following expiration of the notice period. The failure of a member town to appropriate funds required to meet the expenses incurred to operate the Facility shall serve as a notice of termination. Any notice of termination shall not relieve a member town of its liability for expenses incurred prior to the effective date of termination at the end of the applicable fiscal year.
- C. Disposition of Funds and Property Upon Termination. Upon termination, the Facility, all equipment, personal property and real property shall become the sole and exclusive property of the Town of Readfield. All remaining funds of the Facility after payment of all bills accrued through the effective date of termination shall become the sole and exclusive property of the Town of Readfield.

VII. Adoption and Amendment

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

In Witness Whereof, the duly authorized ~~Selectmen~~ Select Boards of the Town of Fayette, the Town of Readfield, and of the Town of Wayne do hereby set their hands and seals as approved on this _____ day of _____, 2017.

Town of Fayette, Maine, by:

Town of Readfield, Maine, by:

Town of Wayne, Maine, by:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Maranacook Regional Recycling and Solid Waste Facility
Financial Model - Preliminary Draft

Fiscal Year 2017-2018 Estimated:	
Gross Expenses	\$ 283,100
Gross Revenues	\$ 47,150
Net Operating Cost	\$ 235,950

Fiscal Year 2017-2018 Estimated Net Operating and Capital Costs					
Town	State Valuation	Multiplier	Operating Cost	Capital Cost (10%) of Operating	Total Cost
Readfield	\$ 262,500,000	43%	\$ 100,801	\$ 10,080	\$ 110,881
Wayne	\$ 188,500,000	31%	\$ 72,384	\$ 7,238	\$ 79,623
Fayette	\$ 163,450,000	27%	\$ 62,765	\$ 6,277	\$ 69,042
TOTAL	\$ 614,450,000	100%	\$ 235,950	\$ 23,595	\$ 259,545

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

Select Board Goals from Readfield Comprehensive Plan dated 6-11-09

Part I. Implementation of the General Policies (Based on Section Two, Chapters 1 through 9)

Goal	Completed Date	Reviewed Last Date	Notes	Eric	Gary	Robin	Teresa	Other
Short-term								
1. Implement the recommendations of the 2004 <i>Readfield Corner Revitalization Study</i> to make new commercial development in the village more attractive. (Policy 3.3) Investigate special assessments as a means to raise revenue. (5.12)		2010 (K)		Eric & Gary				
2. Create a committee and appropriate funds for a study to determine municipal building needs. (5.1)	2010 (K)	12/2016 (K)	Part of CIP. Goal for SB FY 2017.	Teresa & Eric				
3. Improve planning for capital expenditures through an annually updated Capital Improvements Program (CIP). (5.11)	2010 (K)	11/2016 (K)	Part of annual budget process.	Teresa				
4. Finance open space acquisition and improvements through impact fees or other sources as recommended in the Open Space Plan. (5.12)	2011 (K)		Voted down at Town Meeting			Robin		
5. Review and consolidate the town's two Road Ordinances (6.1). Modify the ordinances, as necessary, to reduce impacts on visual character and the natural environment. (9.7)	2010 (K)			Eric	Gary	Robin		
6. Petition the Federal Emergency Management Agency to amend Readfield's floodplain maps to reflect more accurately the location of floodplains in the community when new floodplain information becomes available. (9.3)	2010 (K) 2015 (K)		Electronic and online now.		Gary			
7. Participate in and implement the Maranacook Lake Watershed Management Plan. (9.14)	2010 (K)	11/2016 (K)	Formed the MLDC		Gary			
8. Seek funding to create a Torsey Pond Watershed Management Plan. (9.14)		2011 (K)			Gary			
Mid-term								
Update Readfield's Floodplain Management Ordinance. (9.3)	2016 (K)				Gary			
1. Seek partnerships with Manchester and other municipalities to pursue regional housing projects that will benefit Readfield citizens. (Policy 4.2)				Eric	Gary			

2. Provide land or other incentives, as applicable, for the construction or rehabilitation of affordable housing. (4.2)				Eric	Gary	
3. Adopt standards governing the conversion of seasonal dwellings to year-round dwellings and single-family dwellings to multi-family (or accessory) units. (4.4)	2012 (K)					Paula Clark
4. Review each of the town's ordinances and regulations. Repeal or update ordinances as appropriate. (5.6)	2011 (K) 2014 (K)		Reviewed all over 3 years 2009, 2010, 2011. Reviewed all each year 2014, 2015.	Eric		Robin
5. Annually recognize individual volunteers who have made significant contributions of their time to town activities. (5.9)		2016 (K)		Eric		
6. Promote the development of a park-and-ride lot in a central location in Readfield perhaps in conjunction with other traffic and parking improvements. (6.3)	2012 (K)	2010 (K)	Built sidewalk and no plans for this.	Eric		Robin
7. Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torsey Pond, Echo Lake and Lovejoy Pond. (7.1)		2011 (K)		Eric	Gary	
8. Prepare for implementation prior to July 1, 2012 of the statewide Maine Uniform Building and Energy Code.	2011(K)		Town exempted due to low population		Gary	
<i>Long-term</i>						
1. Work with the school board to undertake long-term school facilities planning. (Policy 5.12)	2011 (K)		Signed over Readfield Elementary School to RSU 38.			
2. Investigate the feasibility of turning some solid waste activities over to the private sector. (5.5)		2016 (K)	Town Meeting voted to add Fayette	Eric		
3. Establish a protocol for the acquisition and management of dams in coordination with other towns as appropriate. (9.16)				Eric	Gary	
4. Consider acquisition of the Augusta Water District property if, and when, the District (or its successor) decides to divest. (9.15)		12/1/2016 (K)	Augusta working with Winthrop; have long-term plans. Check history with His. Society.	Eric	Gary	Bob Harris

Ongoing

1. Support the Historical Society financially and in-kind in its educational and research efforts by assisting in finding exhibition and research space, assisting in additional inventory efforts and assisting in nominations for buildings or sites to the National Register of Historic Places. (Policy 1.3)				Eric	Robin
2. Continue to support the Economic Development Committee. (3.3)	2010 (K) 11/1/2016 (K)	Readfield Enterprise Fund only		Eric	
3. Support efforts to establish a local or regional community land trust for affordable housing. (4.2)	2011 (K)			Eric	
4. Establish written job descriptions for boards and committees to be distributed by the Select Board or the Town Manager. Require that boards and committees utilize these descriptions. (5.6)	2010 (K) 2014 (K)			Eric	
5. Strongly suggest that each board and committee periodically review its administrative procedures to assure predictable timeframes and cost-effective decision-making. (5.6)	2015 (K)	Ad-Hoc Committee worked on this		Eric	
6. Encourage residents to volunteer for local boards, committees and activities. (5.9)	11/2016 (K)	Part of every SB agenda			Teresa
7. Request from the Fire Department an annual assessment of fire equipment and the need for future replacements or upgrades. (5.12)	2015 (K)				
8. Continue to plan for long-range solid waste disposal and recycling needs. (5.12)	2009 (K)	SWRC and TS Manager		Eric	
9. Work closely with the Maine Department of Transportation to set appropriate speed limits on state and local roads. (6.2)	2011 (K)			Eric	
10. Continue to support the expansion and maintenance of the snowmobile trail network through snowmobile registration fee reimbursements from the state, donations from individuals and businesses and state and federal grant funding. (7.2)	2008 (K)	On warrant for every annual Town Meeting to fund.			
11. Maintain communications with owners of private recreation resources and work cooperatively to address issues of public use. (7.4)				Eric	Gary
12. Retain public easements for recreational purposes on discontinued town roads in the future. (6.4, 7.6)	2014 (K)	Milt Wright worked on this with others		Eric	Gary

13. Encourage owners of farmland, significant open space and forestlands to participate in the farm, open space and tree growth tax programs. (8.2)	11-2016 (K)	Eric Gary
14. WORK WITH ADJOINING COMMUNITIES TO ADDRESS ISSUES OF common concern such as watershed and open space protection and minimizing conflicts in growth and rural area designations. (9.10, 9.12)		Eric
15. Continue membership in the Cobbossee Watershed District (CWD) and Kennebec Land Trust (KLT) and continue to work with other organizations devoted to protection of natural resources in Readfield. (9.10, 9.13, 9.16)	2009 (K)	On warrant for every annual Town Meeting to fund.
16. Hold the Readfield Heritage Days on an annual basis, in conjunction with the Heritage Days Committee (5.10)	2013 (K)	Town Meeting approved every other year. On warrant for every annual Town Meeting to fund.
17. Encourage the use of and pride in historic sites such as the Union Meeting House and the Jesse Lee Church. (1.2)	11-2016 (K)	Eric

FYI

Rosmarin and Saunders Family Forest - 342 acres



0 500 1,000 Feet
10/24/2016

Rosmarin and Saunders Family Forest

Macdonald Woods Conservation Area

Readfield Town Forest

Emily Luce Memorial Forest (NEFF)

Belz Rd

Hathaway Rd

N Wayne Rd

Nickerson Hill Rd

Morrill Rd

Russell St

Sturtevant Hill Rd

Humboldt Rd

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community

FUTURE AGENDA ITEMS

Future Agenda Items - Proposed DRAFT

January - Potential Meeting and Workshop Items

Commercial Hauler Permits

First and second budget drafts

Initiation of union contract negotiation

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

Develop the framework for a preliminary Parks Commission

Pursue union contract negotiations

Review a waste hauling & disposal bid package

Potential Future Meetings Items:

Safety and access issues on Church Road

Record Retention Policy

EOP Tabletop Exercise

What to do about plastics?

Potential Future Workshops:

Personal Property Taxes

Ongoing Goals:

Group 1

Review the need for and nature of governance documents:

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

Review Capital Improvement/Investment Program

Clarify the authority of boards, committees and commissions

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

Group 2

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

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

Name and dedicate ball field

Create a Parks Commission

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

Create activities for kids and adults

Understand and address issues of poverty

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

Build the Church Street sidewalk