

2019 Fairgrounds Parking Lot Expansion RFP bid tab

	Site Prep	Base Gravel		Surface Gravel		Stones		TOTAL
	\$	Tons	\$/Ton	Tons	\$/Ton	Total	\$	\$
<i>Town of Readfield Est.</i>								
Cushing	\$ 4,800.00	616	\$ 11.56	\$ 7,862.84	154	\$ 16.25	\$ 3,640.00	\$ 18,302.84
Ford	\$ 8,000.00	680	\$ 33.16/yd	\$ 19,900.00	224	\$ 54.13	\$ 8,660.00	\$ 38,360.00
LP Poirier	\$ 5,500.00	600 yd	\$ 19.00	\$ 15,333.00	160	\$ 32.00	\$ 6,848.00	\$ 30,681.00
Wellman	\$ 4,150.00	807	\$ 33.75	\$ 24,772.50	214	\$ 35.75	\$ 5,362.50	\$ 36,385.00

Fiscal Year 2019 Cemetery Tree Work Bid Tabulation- Kents Hill Cemetery

	G.S Goucher Tree Service		Stevenson Solutions		Brownies	
Pre-Bid	Y		Y		Y	
Responsive-Bid	Y		Y		Y	
↓ # TREE ON MAP	Trim/Prune	Remove	***Detailed*** Description Noted Separately	Remove	***Detailed*** Description Noted Separately	Remove ↓
1	\$300		\$450		\$1,200	
2		\$350		\$200		
3	\$300		\$200			
4	\$50		\$475			
5	\$50					
6	\$50					
7	\$50					
8		\$800		+\$400		
9	\$50					
10		\$1,500	\$700	or \$900	\$250	or \$1,500
11	\$400		\$575		\$250	
12	\$150		\$300		\$1,750	
13	\$400		\$425	or \$900		
14	---	---	\$300			
15	---	---	\$425			
16	---	---	\$175			
17	\$200		\$275			
18	---	---	\$175			
19	\$200		---	---		
20	\$300			\$300		\$500
21	\$150				\$250	
Grouping in Back	\$200		\$200		---	---
Total=	\$5,300 (Willing to round down to \$5000)		\$5,500 (0 Tree removal Suggestions figured in)		\$4,200 (\$5,450 with removal of 11)	
Helps to Clarify Work to be Done		Recommended Work		Group Cost		--- N/A

^Color/Symbol Key ^

# Tree on Map	<u>Stevenson Solutions</u>	<u>Brownies</u>
1	Trim Low branches, deadwood thin throughout	Ground brush removal + complete elevation and dead/hazardous branch removal
2	Remove two side spouts, clean previous trim cuts, elevate if desired	
3	Raise 2-3ft and clean stubs	
4	Raise and clean, at least roadside, preferred/ optional 360	
5		
6		
7		
8		
9		
10	Prune bottom whorls, deadwood, cable11	Hazardous branch and leader
11	Remove three smallest side sprouts, cable and thin	Removal or hazardous branch and leader removal (two options were provided)
12	Trim two lowest branches and deadwood	Hazardous branch removal
13	Trim low and deadwood	
14	Deadwood and cable	
15	Deadwood and cable	
16	Deadwood	
17	Remove single branch up tree with dead back	
18	Trim low and clean	
19	---	
20	Remove	Removal
21	Trim low and deadwood	Hazardous branch removal
Grouping in Back	Remove black cherries, cut back undergrowth encroaching	---

Cemetery Committee Meeting Minutes April 17, 2019

Present: Ben Rodrigues, Andy Tolman, Grace Keene, Brenda Lake, Karen Peterson, Marianne Perry, Deb Doten

March 20, 2019 Meeting Minutes: The minutes were approved.

Sexton's Report: (Complete Document)

- An extensive report was presented.
- Dudley Plain's Fence was discussed. Information on aluminum fencing was presented. Pros and cons were discussed. There is municipal grade aluminum fencing available. Other options are cast iron, metal posts with chains and granite posts with chains. Aluminum is strong and has a nice appearance. It would be easy to maintain should there be snow damage. This year, the cedar snow fencing did help to grave markers from drifts and snow banks from snow plows. No matter what fence is chosen, the cedar fence will be placed each year. Please see the Sexton's Report for more detail.
- Record Keeping System: More and more grave sites are being documented on FindAGrave.com. Note the high percentages in the Sexton's report.
- The results of the Kents Hill Cemetery RFP were discussed. There were three bidders with each having slightly different recommendations on what was necessary for tree work. All met the basic requirements of the RFP. While there was one bidder with municipal experience that was lower than other two bidders, the amount of work and the type of work were uniquely different.
- With spring here, the Sexton has not been able to work on educational programs.
- Flags are here.
- The Readfield Cemeteries will be open soon.

Fencing For The Dudley Plains Cemetery:

The plan is to have the fence installed before the end of this fiscal year (ending 6/30).

The recommendation is to explore the costs for a municipal grade aluminum fence, granite posts with chains and metal posts with chains.

Kent's Hill Cemetery Tree RFP:

The Tree RFP can be reviewed at <https://www.readfieldmaine.org/cemeterysextton/bids/kents-hill-cemetery-rfp-2019>. The comparison chart is in the Sexton's Report. The usual process for RFP's is for the appointed committee and the Sexton to make a recommendation to the Select Board. While the scope of work does not meet the fiscal requirements outlined in the the TOR Procurement Policy requiring an RFP, the political history surrounding tree work prompts the Town Manager to utilize the RFP process for the work needed.

Three bidders met the all the requirements of the RFP. Each met the needs of removal of hazardous limbs. Each made recommendations for future work. There was extensive discussion over the \$1300.00 differential of one bidder with the other two. One bidder clearly defined the cabling of trees which would preserve the esthetic and historical aspects of the cemetery and its trees. While Stevenson Solutions was the highest bidder, the Cemetery Committee recommends this be awarded the contract because of the clarity in the description of the tree removal and maintenance, and the detail to which trees would be

pruned, cabled, and/or removed. Stevenson also proposed significantly more restorative and tree conservation work than the other two responders.

East Readfield Cemetery:

The lilacs located on the corner of the cemetery (Plains Rd. & Rt 17) were damaged, most likely, by a vehicle that was parked where it is prohibited. Thanks to Marianne Perry for helping to save and determine the extent of the damage.

Whittier Cemetery:

When time permits, there was a reminder to have the sign placed facing the Beaver Dam Rd.

Meeting Time:

There was discussion about having the meetings in the morning. There is one member would not be present on Wednesdays if the meetings were in the morning.

Next Meeting:

May 15, 2019 at 1:00 in Giles Hall.

Sexton Report- 4/17/19

Opening Statement and Summary-

Annual Town Meeting Warrant/Secret Ballot

Tuesday, June 11, 2019 Polls open 8am – 8pm

To: Lee Mank, resident of the Town of Readfield, in the County of Kennebec, State of Maine
GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 11th day of June, A.D. 2019, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 41 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: Elect a moderator to preside at said meeting and to vote by written ballot.

Article 2: Elect two Select Board members for three year terms:

- ☐ Coull, Shawn M.
- ☐ Eno Jr., Ralph F.
- ☐ Parks Sr., Alfred R.
- ☐ Rodriguez, Marie K.
- ☐ Woodsum, Kathryn Mills
- ☐ Write in: _____
- ☐ Write in: _____

Elect one RSU #38 School Board member for a three year term:

- ☐ Write in: _____
- ☐ Write in: _____

Elect one Local School Committee member for a one year term:

- ☐ Write in: _____
- ☐ Write in: _____

Elect one Local School Committee member for a two year term:

- ☐ Write in: _____
- ☐ Write in: _____

Elect one Local School Committee member for a three year term:

- ☐ Write in: _____
- ☐ Write in: _____

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2019 through June 30, 2020?

Article 4: Shall the Town vote to fix **September 27, 2019** or thirty days after the taxes are committed, whichever is later, and **February 28, 2020** as the dates upon each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 9% per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 5% , which is lower than the State Rate of 9% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2019 to October 1, 2019?

Article 7: Shall the Town vote to raise and appropriate **\$ 485,750** for the **General Government for Administration, Insurance, Office Equipment, Assessing, CEO/LPI/BI, Grant Writing, Heating Assistance and Attorney Fees** budget category for the following budget lines with **Grant Writing, Heating Assistance and Attorney Fees** unexpended balances to be carried forward?

Municipal Administration	\$264,825
Insurance	\$131,340
Office Equipment	\$ 5,400
Assessing	\$ 19,875
CEO/LPI/BI	\$ 37,810
Grant Writing/Planning Ser.	\$ 2,000
Heating Assistance	\$ 1,500
Attorney Fees	\$ 23,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 8: Shall the Town vote to raise and appropriate **\$135,175** for the **Municipal Maintenance** budget category?

General Maintenance	\$ 91,425
Building Maintenance	\$ 37,000
Vehicles Maintenance	\$ 6,750

Select Board recommends: Yes Budget Committee recommends: Yes

Article 9: Shall the Town vote to raise and appropriate **\$7,850** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the Conservation budget line carried forward?

Appeals Board	\$ 100
Conservation Commission	\$ 6,050
Planning Board	\$ 1,700

Select Board recommends: Yes Budget Committee recommends: Yes

Article 10: Shall the Town vote to raise and appropriate **\$65,037** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Library budget line carried forward?

Animal Control	\$ 12,170
Kennebec Land Trust	\$ 250
KVCOG	\$ 4,305
Age Friendly Initiatives	\$ 1,750
Library Services	\$ 35,652
Readfield TV	\$ 4,410
Street Lights	\$ 6,500

Select Board recommends: Yes Budget Committee recommends: Yes

Article 11: Shall the Town vote to raise and appropriate **\$37,412** for the **Recreation, Parks and Activities** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 9,912
Recreation	\$ 12,310
Heritage Days	\$ 10,000
Town Properties	\$ 2,680
Trails	\$ 2,510

Select Board recommends: Yes Budget Committee recommends: Yes

Article 12: Shall the Town vote to raise and appropriate **\$132,200** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward with the exception of the Ambulance Service, and Dispatching?

Operations Fire Department	\$ 67,900
Ambulance Service	\$ 26,750
Tower Sites	\$ 2,550
Dispatching	\$ 35,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 13: Shall the Town vote to raise and appropriate **\$17,000** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 14: Shall the Town vote to raise and appropriate **\$370,578** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$ 104,928
Winter Road Maintenance	\$ 265,650

Select Board recommends: Yes Budget Committee recommends: Yes

Article 15: Shall the Select Board of the Town be authorized to enter into one or more agreements providing for (a) capital improvements to the Fire Station and Library and (b) borrowing on behalf of the Town, a sum not to exceed **\$550,000** on such terms as it determines are necessary and proper pursuant to 30-A M.R.S.A. §5772 and other applicable Maine law, including the interest rate and the principal payment dates, for the purpose of appropriating funds to pay all or a portion of the costs of capital improvements to the Fire Station and Library?

Select Board recommends: Yes Budget Committee recommends: Yes

MUNICIPAL TREASURER'S FINANCIAL STATEMENT

1. Town Indebtedness

A. Bonds outstanding and unpaid:	\$615,703.44
B. Bonds authorized and unissued:	\$ 0.00
C. Bonds to be issued if Article 15 is approved:	\$550,000.00
Total:	\$1,165,703.44

2. Costs- Warrant Article 15 Town Building Improvements

At an estimated interest rate of three and one-half percent (3.5%) for a term of fifteen (15) years, the estimated cost of this bond issue will be:

A. Total Bond Principal:	\$550,000.00
B. Total Estimated Interest:	\$161,640.96
C. Total Estimated Debt Service:	\$711,640.96

3. Validity- The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

4. Debt Limit- In accordance with 30-A M.R.S.A. §5701 & §5702, a municipality may not borrow funds if the borrowing would cause the municipality to exceed its debt limit.

A. 2019 State Valuation:	\$274,950,000.00
B. Limit Factor:	x 7.5%
C. Debt Limit:	\$20,621,250.00

Signed: 
Eric W. Dyer, Treasurer

Article 16: Shall the Town vote to raise and appropriate **\$566,070** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Town Buildings Improvements	\$ 260,000
Cemetery	\$ 5,000
Roads	\$ 230,000
Equipment	\$ 15,000
Equipment Leases	\$ 19,150
Transfer Station	\$ 26,420
Fire Dept. Equipment	\$ 8,000
Fire Dept. Waterholes	\$ 500
Fire Dept. Personal Protective Gear Replacement	\$ 2,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 17: Shall the Town vote to raise and appropriate **\$300,700** for the **Solid Waste Department** budget category with all accounts to be carried forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 18: Shall the Town vote to raise and appropriate **\$47,852** for the **Regional Assessments** budget category for the following budget lines which the town is legally bound to pay?

Cobbossee Watershed	\$ 22,852
First Park	\$ 25,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 19: Shall the Town vote to raise and appropriate **\$275,000** for the **Kennebec County Tax** budget category which the town is legally bound to pay?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 20: Shall the Town vote to raise and appropriate **\$184,673** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2016 Fire Truck Bond	\$ 55,583
2018 Maranacook Lake Dam Bond	\$ 19,973
2013 Road & Bridge Bond	\$109,117

Select Board recommends: Yes Budget Committee recommends: Yes

Article 21: Shall the Town vote to appropriate **\$10,000** for **Local Tax Relief** budget category, with any unexpended balances to be carried forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 22: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,376** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Family Violence Agency**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$2,362** for the Courtesy Boat Inspection Program to the **Maranacook Lake Association** for **\$1,575** and the **Torsey Pond Association** for **\$787** on Maranacook Lake and Torsey Pond?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$2,500** for the **30 Mile River Association**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 28: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 29: Shall the Town vote to appropriate the amount equal to that paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation, maintenance and grooming?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 30: Shall the Town vote to raise and appropriate **\$40,000** for the **Unclassified** budget category for the following budget lines with Readfield Enterprise Fund and Revaluation unexpended balance to carry forward?

Readfield Enterprise Fund	\$10,000
Real Estate Property Revaluation	\$10,000
Overdraft	\$ 5,000
Abatements	\$15,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 31: Shall the Town vote to raise and appropriate **\$4,500** for the **General Assistance** budget category?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 32: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, and private grant sources for those purposes for which the grant is intended?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 33: Shall the Town vote to accept the following **Estimated Revenues** to reduce the 2019 Tax Commitment?

State Revenue Sharing	\$ 158,500
Interest on Property Taxes	\$ 30,000
Interest on Investments	\$ 6,000
Veterans Exemption	\$ 4,000
Homestead Exempt. Reimbursement	\$ 181,150
Tree Growth Reimbursement	\$ 9,000
BETE Reimbursement	\$ 13,805
Boat Excise Taxes	\$ 8,000
Motor Vehicle Excise Taxes	\$ 525,000
Agent Fees	\$ 10,000
Newsletter	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,500
Other Income	\$ 2,000
Heating	\$ 1,500
Plumbing fees	\$ 6,000
Land Use Permit Fees	\$ 7,000
Dog License Fees	\$ 2,500
Library Revenue	\$ 1,271
Cable Television Fees	\$ 28,000
Beach Income	\$ 9,912
Recreation Income	\$ 11,210

Protection	\$ 3,350
Local Roads	\$ 35,000
Bond Proceeds	\$ 550,000
Municipal Building Projects Donations	\$ 25,000
Transfer Station Capital	\$ 11,646
Transfer Station	\$ 191,025
First Park	\$ 15,000
Snowmobile (State reimb.)	\$ 1,344
General Assistance (State reimb.)	\$ 2,250
Total	\$1,851,113

Select Board recommends: Yes Budget Committee recommends: Yes

Article 34: Shall the Town vote to appropriate the following **Designated Funds** to reduce the 2019 Tax Commitment?

Conservation	\$ 6,050
Heritage Days	\$ 10,000
Library	\$ 2,000
Local Tax Relief	\$ 10,000
Readfield Enterprise Fund	\$ 10,000
Recreation	\$ 1,100
Roads	\$ 60,000
Trails	\$ 2,510
Transfer Station Capital	\$ 6,000
Total	\$107,660

Select Board recommends: Yes Budget Committee recommends: Yes

Article 35: Shall the Town vote to authorize the Select Board to expend up to **Twenty Five Thousand Dollars (\$25,000)** from the **Unassigned Fund Balance** (General Fund), in the aggregate for one or more purposes as necessary to meet contingencies that may occur during the ensuing fiscal year?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 36: Shall the Town vote to appropriate **\$257,488** from the **Unassigned Fund Balance** to **reduce the total tax commitment**?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 37: Shall an ordinance entitled 2019 Amendments to the Town of Readfield **Land Use Ordinance**, be enacted?

Article 38: Shall the Town vote to hold the Heritage Days celebration annually and limit the amount raised each year to \$5,000 or less?

Article 39: Shall the Town vote to consolidate the following **Fire Department reserve accounts** (Physicals, Equipment, Personal Protective Gear, Tower Sites, and Water Holes) into a single reserve account?

Article 40: Shall the Town vote to authorize the municipal officers to negotiate a **Power Purchase Agreement (PPA)** with one or more service providers, and authorize **the installation of a solar project at the Readfield Transfer Station** upon such terms and conditions as are determined to be in the best interests of the Town, only if the terms and conditions represent a net reduction in electrical utility costs to the Town over the life of the project?

Article 41: Should the Town continue to use the **Secret Ballot** process for the 2020 Annual Town Meeting?

Voted & Approved on _____, 2019 by:

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

John Parent

Dennis Price

Kathryn Mills Woodsum

A true copy of the warrant,

Attest: _____

Deborah Nichols

Clerk of the Town of Readfield