

**Readfield Select Board  
Meeting Agenda  
July 15, 2019, Readfield Town Office**

Select Board Retreat starts: 3:00 PM

Select Board Meeting starts: 6:30 PM

Select Board Meeting ends (unless extended) at 7:15 PM

**Select Board Retreat (3:00pm)**

The Select Board will hold their annual retreat and goal setting session.

**Pledge of Allegiance (6:30pm)**

**Regular Meeting Items - 5 min.**

20-001 - Minutes: Select Board meeting minutes of June 23, 2019.

20-002 - Warrants: #54 (FY19) and #1-2 (FY20).

**Communications - 25 min.**

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Cemetery Committee minutes of April 17 and May 15, 2019
- Conservation Commission minutes of May 14, 2019

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

**Appointments, Reappointments, and Resignations - 5 minutes**

20-003 - Consider the appointment of Amy Cunningham to the Recreation Board

20-004 - Consider the appointment of Matt Lajoie to the Recreation Board

20-005 - Consider the appointment of Brandi Nelson to the Recreation Board

20-006 - Appoint representatives to the KVCOG General Assembly

**New Business - 5 minutes**

20-007 - Consider Select Board participation in an orientation to the Incident Command System (ICS) for Executives and Senior Officials on October 15, 2019

20-008 - Consider the 2019 MMA Voting Ballot

**Other Business, Upcoming Meetings, and Future Agenda Items - 5 min.**

**Adjournment**

# **SELECT BOARD RETREAT**

## **2019/2020 Select Board Retreat Agenda**

Readfield Town Hall

July 15, 2019 - 3:00 PM to 6:30 PM

*Board may elect to adjourn early*

3:00 Opening thoughts on outcomes, agenda adjustments and ground rules

3:10 Opportunity for attending public input (up to 10 minutes total)

3:20 Town Manager's thoughts

### **3:30 Reflections**

- A look back on 2018/2019 goals (See appendix A)
- Thoughts on what we could have done better
- Selecting goals to be continued
- Reflection on major events in the past year that may affect goal considerations

### **4:00 Considerations**

- Food sovereignty
- Traffic
- Nuisance
- Cannabis
- Parks
- Solar power
- Ordinance priorities (See appendix B)
- Policy priorities
- Other initiatives

### **4:30 Aspirations**

- Where do we want to end up? 2019/2020? 2021? 2025 and beyond?
- How do we get there?
- New goal list
- Expectations of each other

5:00 Dinner (20 minute break and 10 minute on the next agenda item)

5:20 Opportunity for attending public observations (up to 10 minutes total)

### **6:00 Commitments**

- Goal refinement
- Goal detailing

6:30 *Thank you, the work now begins!*

## **Appendix A - Readfield, Maine Select Board Goals 2018/2019**

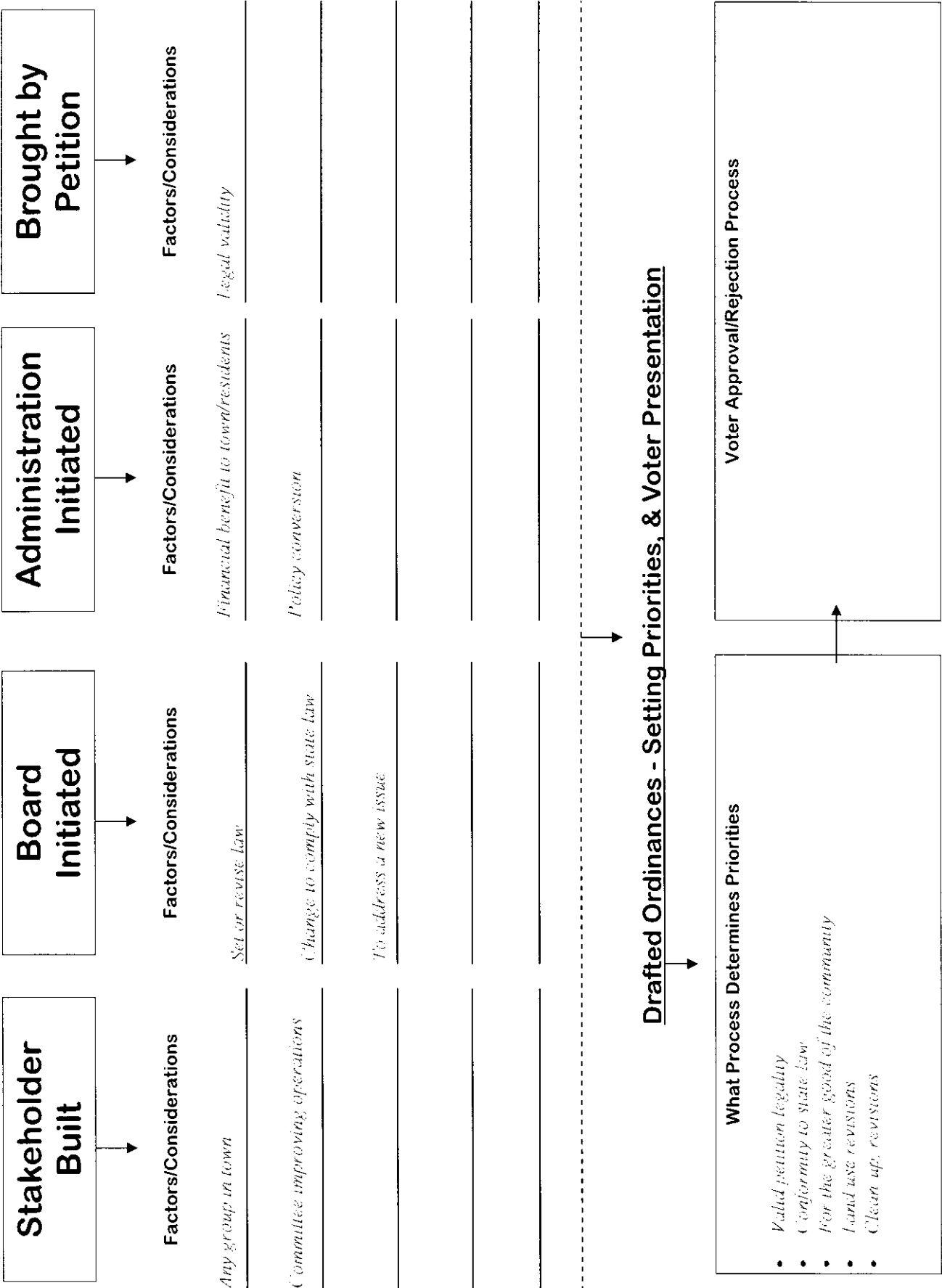
### Goals Summary

- Review, revise, draft governance documents as needed
  - Finalize a solar energy plan for town facilities
  - Town buildings planning focused on the Library and Fire Station
  - Cannabis considerations
  - Consider annualizing Heritage Days
  - Set direction regarding Parks and Recreation
  - Consider a local food/farms ordinance
- 

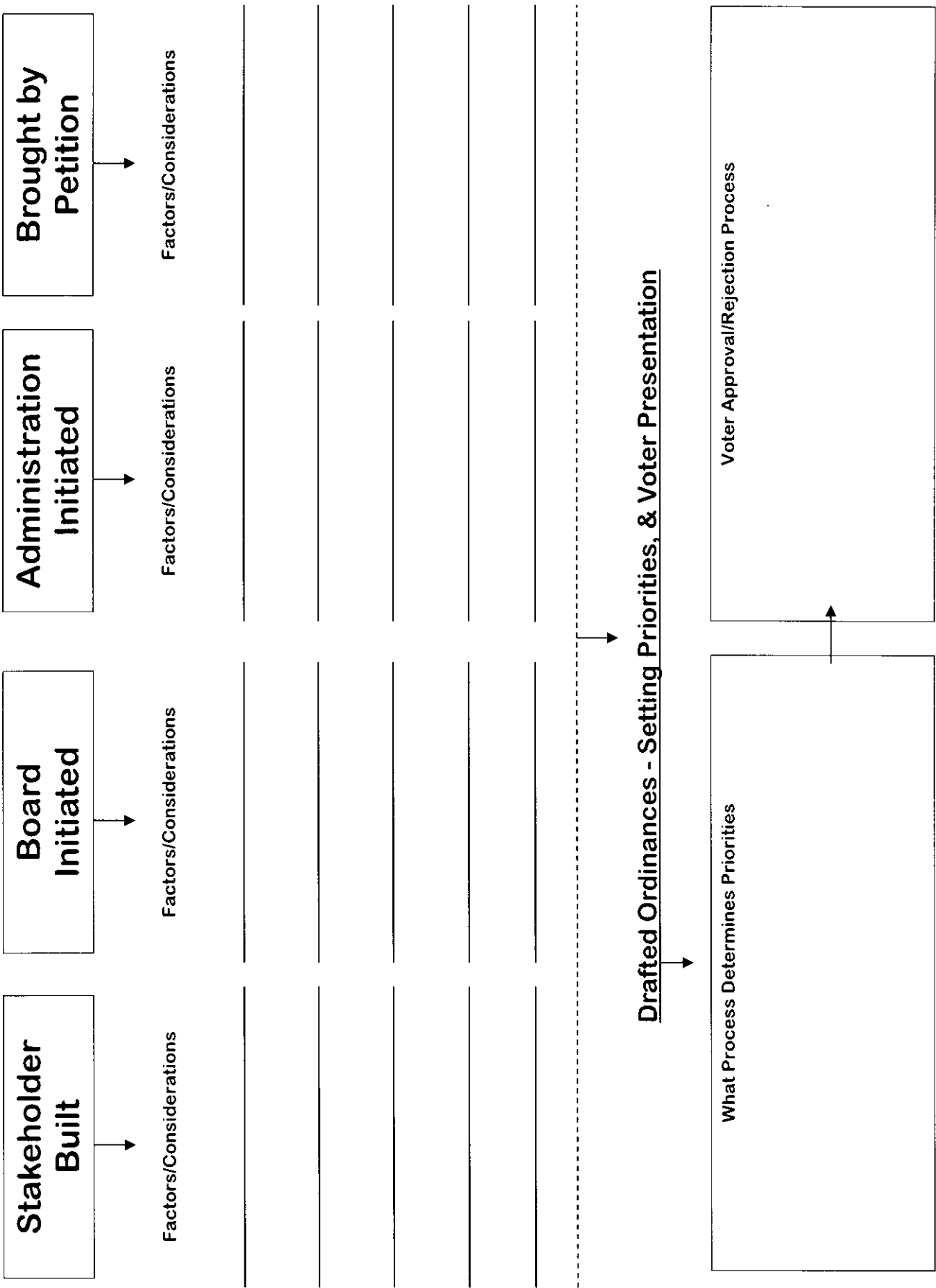
### Goal Details

- 1        Review, revise, or draft selected governance documents in 2018/2019 as needed, including but not restricted to those below. This generally involves various Board members and staff as needed throughout the forthcoming year. We will continually define and refine the priority documents as the year proceeds.
  - Traffic, parking, snow removal (Chris & Eric)
  - Select Board policies and bylaws to be unified into a single set of bylaws (Bruce - 2019)
- 2        Finalize a solar energy proposal to be considered in the next town budget with the assistance of consensus built by the Solar Ad Hoc Committee. (John and Bruce – 2019/2020)
- 3        Refine determining the status of town buildings to focus on the Library and the Fire Station to recommend appropriate long-term facilities planning to serve the community's needs and expectations. Work with the Library Board of Trustees and the Readfield Fire Department to gather background information and understand future needs. (Kathryn and John – 2018)
- 4        Engage in steps related to cannabis considerations to address municipal factors as allowed by state law so that our town is appropriately ready in this area. A public forum and other public input will be part of the process. (Dennis, Chris, and the Planning Board as needed - 2019)
- 5        Consider annualizing Heritage Days with consideration to costs, public input, and the existing established support by organizations, the public, and volunteers for a yearly event. (All – 2020)
- 6        Seek input on setting long-term direction regarding Parks and Recreation, including the beach, in our community with input from the public and the Parks and Recreation Commission. (Dennis and Bruce – 2019)
- 7        Investigate the needs and benefits as well as the best fit approach for our town of a local food/farms ordinance with public and farmer input. (Chris – 2019)

Appendix B - Ordinance Pathways



Ordinance Pathways



# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – June 24, 2019 – *Unapproved***

**Select Board Members Present:** Bruce Bourgoine, Ralph Eno, Christine Sammons and Kathryn Woodsum

**Excused Absence:** Dennis Price

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Clif Buuck (Interim CEO), Jim Tukey, Pamela Osborn, Jessica Gorton, David Matson, Leif Matson

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm followed by the Pledge of Allegiance.

- **19-121 – Minutes: Select Board meeting minutes of June 10, 2019**
  - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of June 10, 2019 as presented, **second** by Mrs. Sammons. **Vote** 3-0-1 in favor, abstained by Mr. Eno.
- **19-122 – Warrants #52-53 (FY19)**
  - Mrs. Sammons reviewed Warrants #52-53 (FY19)
  - **Motion** made by Mrs. Sammons to approve Warrants #52, 52A, 52B and 53 (FY19) in the amount of \$116,602.47, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

**Communications**

- **Select Board Communications**
  - Mr. Bourgoine welcomed back Mrs. Woodsum and welcomed Mr. Eno to the Select Board. A thank you to Al Parks and Marie Rodriguez for running and hope to see they volunteer in other ways for the town.
  - Mrs. Sammons gave a update on Heritage Days; signs are being made and press release going to the paper. Reminder: second weekend in August.
- **Staff Reports**
  - Mr. Dyer gave a brief verbal update: The staff has started summer work and roadside cleanup and trimming. Asked for help with keeping the Transfer Station access road maintained by driving slow and using caution. Clif Buuck is our interim CEO and licensed plumbing inspector. Reminder that this Saturday at 10:00 am is the Volunteer Appreciation event.
- **Boards, Committees, Commissions & Departments**
  - Library Board minutes of May 8, 2019  
*Thank you for submitting your minutes*
- **Public Communications - Members of the public may address the Select Board on any topic**
  - None

**Appointments, Reappointments & Resignations:**

- **19-123 – Consider the appointment of Jessica Gorton to the Enterprise Committee**
  - Jessica Gorton in attendance and gave a brief introduction.
  - **Motion** made by Mr. Bourgoine to appoint Jessica Gorton to the Enterprise Committee for a term ending 06/30/2021, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.



## Readfield Select Board

### Regular Meeting Minutes – June 24, 2019 – *Unapproved*

- 19-124 – Consider the re-appointments of the following individuals to the following committees:

30 Mile River Watershed Board	Andrews Tolman	June 30, 2020
Age Friendly Committee	Margaret Edmundson	June 30, 2022
	Ann Mitchell	June 30, 2022
Board of Appeals	Peter Bickerman	June 30, 2022
	Fran Zambella	June 30, 2022
Budget Committee	Andrews Tolman	June 30, 2022
Cemetery Committee	Brenda lake	June 30, 2022
	Pam Riley Osborn	June 30, 2022
	Sandra Rourke	June 30, 2022
Conservation Commission	Greg Durgin	June 30, 2022
	Martin Hanish	June 30, 2022
	Bruce Hunter	June 30, 2022
Enterprise Committee	Stephen Monsulick	June 30, 2022
Library Board of Trustees	Jennifer Bonnefond	June 30, 2022
	Elisabeth Peterson	June 30, 2022
Maranacook lake Outlet Dam Committee	William A. Buck	June 30, 2022
Road Committee	Ed Sims	June 30, 2022
Trails Committee	Nancy Buker	June 30, 2022
	Bob Harris	June 30, 2022
	Holly Rahmlow	June 30, 2022

- Mr. Bourgoine reviewed the list of re-appointments; all 3 year terms ending June 30, 2022 except for Andrews Tolman/30 Mile River Watershed Board is a 1 year ending June 30, 2020.
- **Motion** made by Mr. Eno to appoint the slated above named as presented with an amended date of the 30 Mile River Watershed Board being a 1 year term of June 30, 2020 for the above named committees for terms ending 06/30/2022, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

- 19-125 – Consider appointments for the following municipal positions:

Town Manager, Treasurer, Tax Collector, Welfare Administrator, Road Commissioner, Transfer Station Manager	Eric Dyer	June 30, 2020
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- **Motion** made by Mr. Bourgoine to appoint Eric Dyer to Town Manager, Treasurer, Tax Collector, Welfare Administrator, Road Commissioner and Transfer Station Manager for a term ending 06/30/2020, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

#### New Business:

- 19-126 – Consider catering permit applications for Crostinis Catering for two events at the Readfield Union Meeting House
  - Jim Tukey; Union Meeting House President: last event went well, no issues with parking or catering area. Just some sound issues to work on. Permit for 2 events: July 2 and July 16.
  - **Motion** made by Mrs. Woodsum to approve the catering permits for the Union Meeting House for Robert Lancaster as presented in packet, **Second** by Mr. Eno. **Discussion:** Everything will be same as last time. **Vote** 4-0 in favor.

**Readfield Select Board**  
**Regular Meeting Minutes – June 24, 2019 – *Unapproved***

- **19-127 – Consider an annual order for the collection of taxes**
  - Mr. Dyer gave a brief summary; oldest tax payments received go to the oldest taxes due.
  - **Motion** made by Mrs. Woodsum to approve the annual order for the collection of taxes as described by the Town Manager, **Second** by Mr. Eno. **Vote** 4-0 in favor.
- **19-128 – Election of Select Board Officers (two, 1-year terms ending June 30, 2019)**
  - **Motion** made by Mrs. Woodsum to nominate Mr. Bourgoine as Select Board Chair, **Second** by Mrs. Sammons. **Discussion:** Nominations closed by Mr. Eno, **Second** by Mrs. Woodsum. **Vote** 4-0 in favor.
  - **Motion** made by Mrs. Woodsum to nominate Mrs. Sammons Select Board Vice-Chair, **Second** by Mr. Bourgoine. **Discussion:** Nominations closed by Mrs. Woodsum, **Second** by Mr. Eno. **Vote** 4-0 in favor.
- **19-129 – Election of the Board of Assessors (three, 1-year terms ending June 30, 2019)**
  - Mr. Price would like to serve again. Mrs. Sammons volunteered again. Mr. Bourgoine asked Mr. Eno is he would like to serve and he accepted.
  - **Motion** made by Mrs. Woodsum to approve Mr. Eno, Mr. Price and Mrs. Sammons to the Board of Appeals for this coming year, **Second** by Mr. Bourgoine. **Vote** 4-0 in favor.
- **19-130 - Make any other necessary appointments**
  - Mrs. Woodsum would like to continue to serve on the Solid Waste & Recycling Committee.
  - **Motion** made by Mrs. Sammons to approve Mrs. Woodsum as the Select Board Representative on the Solid Waste & Recycling Committee, **Second** by Mr. Eno. **Vote** 4-0 in favor.
  - Mrs. Sammons to continue as note taker and Mrs. Woodsum as timekeeper.
  - Warrant Quarterly Review: 1<sup>st</sup>- Mrs. Woodsum, 2<sup>nd</sup>-Mr. Eno, 3<sup>rd</sup>-Mr. Price. 4<sup>th</sup>-Mrs. Sammons.
- **19-131 – Consider details of a Select Board Retreat**
  - Mr. Bourgoine gave a brief review of what the Select Retreat is and consists of.
  - Mr. Bourgoine to be a the facilitator this year.
  - Tentative date of July 22 before regular scheduled Select Board meeting.
- **19-132 – Review of upcoming Select Board Meetings**
  - One meeting a month for July 22, August 19 and September 16.
- **19-133 – Summer Residents Meeting**
  - 8<sup>th</sup> Annual Summer Residents meeting will be Friday, August 2 at 5:00 pm
  - Suggested by Mr. Eno to explain the difference between resident and nonresident at meeting.
- **19-134 – Consider a subsurface water disposal system/holding tank application for 136 Maranacook Shores Road**
  - Clif Buuck gave a brief update: state law to have Select Board sign off on permit especially when near a body of water. The old tank is leaking and needs to be replaced. Old tank is plastic, new tank will be cement.
  - **Motion** made by Mrs. Woodsum to approve the Subsurface Wastewater Disposal System Application at 136 Maranacook Shores Road, Readfield, **Second** by Mr. Eno. **Vote** 4-0 in favor.

**Readfield Select Board**  
**Regular Meeting Minutes – June 24, 2019 – *Unapproved***

**Other Business, Upcoming Meetings & Future Agenda Items:**

- Thank you to Deb Nichols for running her 1<sup>st</sup> election; she did an exceptional job.

**Motion** made by Mrs. Woodsum to adjourn the meeting at 7:30 pm. **second** by Mrs. Sammons **Vote** 4-0 in favor.

*Minutes submitted by Kristin Parks, Board Secretary*

## July 8, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signature s Required	Approval Date:
54	540	\$ 64,103.05	Regular Warrant	K Woodsum	Three	7/8/2019
A	540				One	
B					One	

SUM \$ 64,103.05

	Indicates public review is required following prior approval
	Indicates public review and approval are both required

# Treasurer's Warrant

**Warrant # 540**

**\$64,103.05**

**Dates: 7/11/2019**

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee EMPLOYEES	Account Payroll	Amount \$	Check #'s
VARIOUS VENDORS	Accounts Payable	\$64,103.05	67518-67539
	Total	\$64,103.05	

**Date Signed:**

\_\_\_\_\_  
Bruce Bourgoine, Chair

\_\_\_\_\_  
Christine Sammons, Vice Chair

\_\_\_\_\_  
Ralph Eno

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Woodsum

**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	67518	190.00	07/11/19	54	00643 A.A.A. PORTABLE TOILETS
R	67519	6.99	07/11/19	54	00022 Audette's Hardware
R	67520	127.86	07/11/19	54	00024 Baker & Taylor, Inc
R	67521	646.00	07/11/19	54	00384 BDS Waste Disposal, Inc
R	67522	132.80	07/11/19	54	00040 Demco
R	67523	948.60	07/11/19	54	00381 Dirigo Architectural Eng, LLC
R	67524	3,299.15	07/11/19	54	00054 ecomaine
R	67525	12.00	07/11/19	54	00810 Eric Dyer
R	67526	1,321.00	07/11/19	54	00354 Gary Mann LLC
R	67527	1,220.04	07/11/19	54	00802 GEI Consultants, Inc
R	67528	47,857.27	07/11/19	54	00419 H.E. Callahan Construction Company
R	67529	331.36	07/11/19	54	00629 Irving Oil Marketing, Inc
R	67530	233.24	07/11/19	54	00152 Lowe's
R	67531	21.06	07/11/19	54	00519 Maureen Kinder
R	67532	22.33	07/11/19	54	00858 PETTY CASH
R	67533	268.25	07/11/19	54	00069 Regional School Unit#38
R	67534	240.83	07/11/19	54	00406 SAM'S CLUB
R	67535	20.00	07/11/19	54	00561 Shredding on Site
R	67536	39.98	07/11/19	54	00021 Sonya Clark
R	67537	820.00	07/11/19	54	00032 Troiano Waste Service, Inc
R	67538	3,992.95	07/11/19	54	00471 WASTE MANAGEMENT OF ME-PORTLND
R	67539	2,351.34	07/11/19	54	00709 WASTE MANAGEMENT OF PORTLAND
<b>Total</b>		<b>64,103.05</b>			

**Count**

Checks	22
Voids	0

# July 8, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signature s Required	Approval Date:
1	3	\$ 374,538.08	Regular Warrant	K Woodsum	Three	7/8/2019
A	3	\$ 20,861.61	State Fees	K Woodsum	One	7/8/2019
B		\$ -	State Fees		One	
2	10	\$ 16,590.95	Payroll	K Woodsum	One	7/8/2019

**SUM** \$ 391,129.03

	Indicates public review is required following prior approval
	Indicates public review and approval are both required

# Treasurer's Warrant

**Warrant # 1 & 2    \$391,129.03**

**Dates: 7/11/2019**

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee EMPLOYEES	Account Payroll	Amount \$16,590.95	Check #'s 67564-67582 167564-167573
VARIOUS VENDORS	Accounts Payable	\$374,538.08	67513-67563
	Total	\$391,129.03	

**Date Signed:**

\_\_\_\_\_

Bruce Bourgoine, Chair

\_\_\_\_\_

Christine Sammons, Vice Chair

\_\_\_\_\_

Ralph Eno

\_\_\_\_\_

Dennis Price

\_\_\_\_\_

Kathryn Woodsum



Type	Check	Amount	Date	Wrnt	Payee
P	67513	10,648.39	07/03/19	1	00086 SECRETARY OF STATE (MOTOR VEH)
P	67514	5,572.78	07/03/19	1	00098 TREAS., STATE OF MAINE (IFW)
P	67515	12.00	07/03/19	1	00100 TREAS., STATE OF MAINE (DOGS)
P	67516	78.80	07/03/19	1	00101 TREAS.,STATE OF MAINE (Vitals)
P	67517	4,549.64	07/05/19	1	00086 SECRETARY OF STATE (MOTOR VEH)
R	67540	135.00	07/11/19	1	00643 A.A.A. PORTABLE TOILETS
R	67541	7,599.00	07/11/19	1	00034 Cobbossee Watershed District
R	67542	406.00	07/11/19	1	00183 Copies, Etc.
R	67543	1,200.00	07/11/19	1	00591 David Ledew
R	67544	355.12	07/11/19	1	00704 Fabian Oil
R	67545	6,680.00	07/11/19	1	00043 Fire Tech and Safety
R	67546	680.63	07/11/19	1	00439 Global Equipment Co., Inc
R	67547	24.00	07/11/19	1	00791 Group Dynamic Inc
R	67548	1,032.71	07/11/19	1	00055 KV Humane Society
R	67549	4,301.00	07/11/19	1	00760 KVCOG
R	67550	13,067.40	07/11/19	1	00066 Maine Municipal Association
R	67551	250.00	07/11/19	1	00218 MAINE RESOURCE RECOVERY ASSOC
R	67552	117.81	07/11/19	1	00555 MAINE TOWN&CITY MNGMNT ASSN
R	67553	80.00	07/11/19	1	00281 MAINE WELFARE DIRECTORS ASSN
R	67554	25.00	07/11/19	1	00351 Rachael Jones
R	67555	30.00	07/11/19	1	00080 READFIELD CORNER WATER ASSOC.
R	67556	309,199.39	07/11/19	1	00069 Regional School Unit#38
R	67557	90.00	07/11/19	1	00192 SEACOAST SECURITY & TELE.,INC
R	67558	787.00	07/11/19	1	00817 Torsey Pond Milfoil Program
R	67559	434.29	07/11/19	1	00313 Toshiba Financial Services
R	67560	90.00	07/11/19	1	00509 TREAS., STATE OF MAINE (DEP)
R	67561	407.50	07/11/19	1	00103 TREAS.,STATE OF MAINE (PLUMB)
R	67562	995.00	07/11/19	1	00200 VER-TRAN INC
R	67563	5,689.62	07/11/19	1	00097 Winthrop, Town of
<b>Total</b>		<b>374,538.08</b>			

**Count**

Checks	29
Voids	0

Warrant 1

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	135.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00034 Cobbossee Watershed District	7,599.00	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00183 Copies, Etc.	406.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / MISC.
00591 David Ledew	1,200.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00704 Fabian Oil	355.12	Maintenance / Bldg Maint - UTILITIES / HEATING
00043 Fire Tech and Safety	6,680.00	PROTECTION / FIRE EQUIP - EQUIP REPLAC / CAPITAL EQP
00439 Global Equipment Co., Inc	680.63	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD OTHER
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00055 KV Humane Society	1,032.71	COMM SERVICE / Animal Cntrl - CONTRACT SVC / KVHS
00760 KVCOG	4,301.00	COMM SERVICE / KVCOG - ASSESSMENTS / KVCOG
00066 Maine Municipal Association	10,202.00	GENERAL GOVT / Insurance - INSURANCE / PROP & LIAB
00066 Maine Municipal Association	118.90	GENERAL GOVT / Insurance - INSURANCE / UNEMPLOYMENT
00066 Maine Municipal Association	2,746.50	GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP
00218 MAINE RESOURCE RECOVERY ASSOC	250.00	SOLID WASTE / TRANSFER STA - ADMIN / TRAIN & CONF
00555 MAINE TOWN&CITY MNGMNT ASSN	117.81	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00281 MAINE WELFARE DIRECTORS ASSN	80.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00351 Rachael Jones	25.00	GENERAL FUND / Gile Hall
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00069 Regional School Unit#38	309,199.39	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00192 SEACOAST SECURITY & TELE.,INC	90.00	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00086 SECRETARY OF STATE (MOTOR VEH)	10,648.39	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	4,549.64	GENERAL FUND / Motor Veh Fe
00817 Torsey Pond Milfoil Program	787.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00313 Toshiba Financial Services	434.29	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00509 TREAS., STATE OF MAINE (DEP)	90.00	GENERAL FUND / Plmg-DEP SUR
00100 TREAS., STATE OF MAINE (DOGS)	12.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	5,572.78	GENERAL FUND / Rec Veh Fees
00103 TREAS.,STATE OF MAINE (PLUMB)	407.50	GENERAL FUND / PLUMB-STATE
00101 TREAS.,STATE OF MAINE (Vitals)	78.80	GENERAL FUND / Vitals State
00200 VER-TRAN INC	995.00	Maintenance / Bldg Maint - BUILDING O&M / ELEVATOR
00097 Winthrop, Town of	5,689.62	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH

**Prepaid Total-- 20,861.61**

**Current Total-- 353,676.47**

**Warrant Total-- 374,538.08**

# **COMMUNICATIONS**

- **SELECT BOARD**
- **STAFF REPORTS**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**

## **Cemetery Committee Meeting Minutes**

### **April 17, 2019**

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

**Staff:** Ben Rodriguez, Sexton

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

#### **Sexton's Report:**

- An extensive report was presented.
- The fence at Dudley 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](https://www.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.

#### **Kents 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.

Opening Statement and Summary-

With the end of winter, coming with it the inevitable melting of snow and ever present rain, I have been quite busy running around the town. Addressing various spring projects has directed my attention away from making extensive progress on projects related to our cemeteries. Progress has been made on various fronts though.

I have worked more on the lesson plan for educational events and have continued a little bit of research on funeral practices by reading and taking notes on Jessica Mitford's *The American Way of Death: Revisited* and *Grave Matters: A Journey Through the Modern Funeral Industry to a Natural way of Burial* by Mark Harris. I am excited to try and integrate some of this information into future educational events. I unfortunately have been unable to take a closer look at the long range plan and make revisions; however, with help from some possible discussion today I can receive some points to focus on.

The most exciting piece of news is that the Tree RFP's are in and an excel document has been made to compare the proposals. The proposals ended up being fairly close to one another and are near our budget. I am looking forward to looking through these proposals and coming to a decision on tree work for this fiscal year. Anna and Eric have been helpful throughout this whole process, which I am very appreciative of.

Contents:

- Dudley Fence: Information/ Resources on Aluminum Fences
  - Update on record keeping
  - Kents Hill Cemetery Tree RFP
  - Plan of Action
- 

**-Dudley Fence: Information/ Resources on Aluminum Fences-**

Great Fence.com:

[https://www.greatfence.com/?gclid=Cj0KCQjwhPfkBRD0ARIsAAcYycHPope91GQmkH6xq2j5pOMEXIt0TGQXZviP0d3f2R0\\_AR5PlfGE\\_qsaAjgmEALw\\_wcB](https://www.greatfence.com/?gclid=Cj0KCQjwhPfkBRD0ARIsAAcYycHPope91GQmkH6xq2j5pOMEXIt0TGQXZviP0d3f2R0_AR5PlfGE_qsaAjgmEALw_wcB)

**"THE BENEFITS OF PREMIUM ALUMINUM PRODUCTS**

Aluminum is lightweight and doesn't rust or become brittle when exposed to extreme low or high temperatures. More durable than steel, vinyl fence or wrought iron, we believe that it's the ideal element for weathering resistance. As such, we have chosen this to provide longevity and the highest quality of products to our clients.

By installing our aluminum fences and gates, you don't have to worry about spending on replacements and repairs repeatedly. A single DIY fence and gate installation is all you need for your home or commercial property. Even if you install our products at areas with high exposure to moisture, like the poolside, we use a specialized powder coating technology to keep them looking fresh and new. You'll never repaint again."

Fence Hub: <https://fencehub.com/fence-basics/materials/ornamental-fencing>

“Aluminum or Steel (a.k.a. Ornamental Iron) fences are styled to look like classic old wrought iron fences. Hence the odd name.

Use aluminum fencing in a place where you want security but don't want to lose the view, like in your front yard or around your pool. The style and look of this fence is unique. Expect to pay more than for wood and vinyl. Aluminum fencing is usually professionally installed.

Aluminum fencing pros:

- Long lasting
- Super-low maintenance. except for the occasional cleaning
- Rust free

Cons:

- If you are expecting aluminum to look like wrought iron, aluminum just doesn't look as substantial and expensive the real McCoy
- Aluminum fences are not as strong as wood fences. They can bend or dent. If this happens, the whole fence panel needs to be replaced
- Pro install recommended (this is a little odd because other have said this is not necessary)

Aluminum Fences Direct: <https://aluminumfencesdirect.net/aluminum-fencing-benefits>

- Durable= Immune to rust and resistant to corrosion making it able to last in variety of environments
- Cost-effective= Cheaper than wrought iron and lifetime cost is lower because you have to spend little on maintaining it
- Aluminum is a lightweight but strong material
- Easy to repair= Damaged section is usually the only part that needs to be replaced
- Customizable
- Eco-Friendly= Usually aluminum used in fences is from recycled cans and the fence can also be recycled itself if sections ever need to be replaced. Both these aspects lower the impact to the environment.

#### **-Cost-**

No rings/ circles

> \$64.99 per panel

Great Fence.com:

Cheapest- Residential= 5/8"

5' foot wide x 48" inches high with 3 horizontal rails

Black Satin (flat)= also comes in 8 different colors

Standard- level fence runs or slight slopes

Cheapest- Commercial= 3/4"

6' foot wide x 48' inches high with 3 horizontal rails

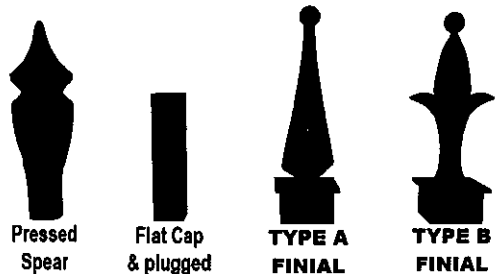
Black Satin (flat)= also comes in 8 different colors

Standard- level fence runs or slight slopes

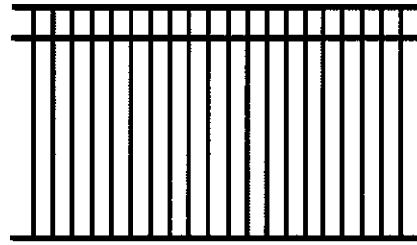
No rings/ circles

> \$98.80 per panel

Possible designs for the tops of the fence  
(extra)



Finials are made of a heavy, aluminum metal and powder coated.



Heavy Duty Providence Black Aluminum  
Decorative Fence

5ft high x 8ft wide 9 (actual panel size  
varies slightly)

Weight-31.75

Racks 1 in per foot

Fence Top Style- Pressed Point

Posts sold separately

Transferrable Lifetime Warranty

> \$139.61 per panel

Lowes:

Freedom-

Heavy Duty New Haven Black Aluminum  
Decorative Metal Fence

4ft high x 6ft wide

Weight- 30.225 abs

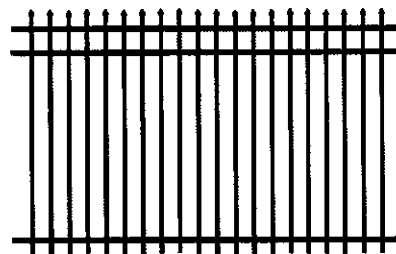
Racks 1 in per foot

Fence top style- Flat

Posts sold separately

Transferrable Limited Lifetime Warranty

> \$135.30 per panel



Standard Concord Black Aluminum  
Decorative Fence

4ft high x 6ft wide

Weight- 12.975 lbs

Racks 38in over 6ft

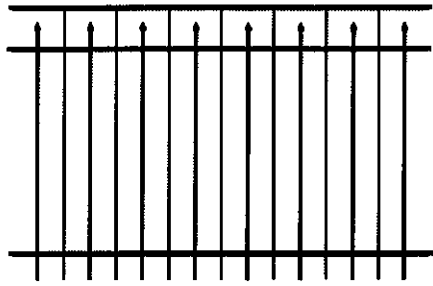
Fence top style- Flat

Posts sold separately

Transferrable Limited Lifetime

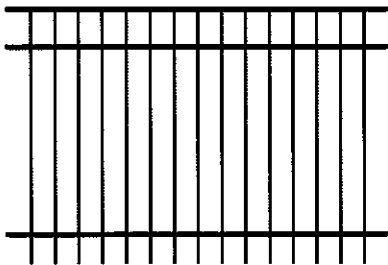
> \$77.71 per panel





Ironcraft-  
 Bershire Black Powder-Coated Aluminum  
 Decorative Metal Fence Panel  
 4ft high x 6ft wide  
 Weight- 11.15 lbs  
 Rack up to 22°  
 Fence top style-Flat  
 Posts sold separately  
 Limited Lifetime Warranty

> \$62.89 per panel

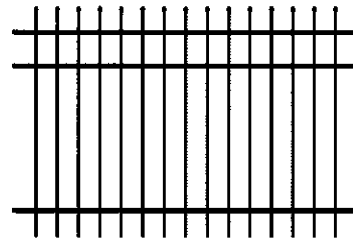


Orleans Black Powder- Coated Aluminum  
 Decorative Metal Fence Panel  
 4ft high x 6ft wide  
 Weight- 11.15 lbs  
Update on Record Keeping

I certainly should have thought about this sooner (live and learn), but Find a Grave can be a great starting point for compiling records relating to our cemeteries.

Black  
 Rack up to 22°  
 Fence top style- Pressed point  
 Limited Lifetime Warranty

> \$59.94



All Around Fence Company

<https://www.allaroundfencecompany.com/pdfs/colonialAluminum.pdf>

- No pricing found, however, this document from Master Halco on their Colonial Aluminum fencing provides great illustration of various designs.

<https://www.allaroundfencecompany.com/pdfs/Stephens%20Alumium%20Brochure.pdf>

- Also no pricing found. This brochure does provide good examples of various designs and options for needs (residential, commercial, municipal, and industrial)

## Memorials Uploaded-

East Readfield: 575 added (58% photographed)

Readfield Corner: 1,662 added (92% photographed)

Kents Hill Cemetery: 225 added (72% photographed)

Dudley Plains Cemetery: 128 added (89% photographed)

Whittier Cemetery: 11 added (73% photographed)

Huntoon Cemetery: 17 added (94% photographed)

Case cemetery: 117 added (97% photographed)

Capitalizing on resources such as this one can allow us to better understand what resources need to be purchased for record keeping in the future and areas where money can be saved. I am looking forward to building off of the memorials uploaded on Find a Grave and adding more photos as the better weather continues.

## Plan of Action

A decision on a model of aluminum fence (or another option if one is suggested) should be done by the middle of May at the latest (sooner the better to ensure completion by the end of the fiscal year). A company can be contracted to do the work, or Anna has suggested the possibility of completing the work ourselves. Aluminum fencing is supposedly fairly simple to install.

I will be presenting the bid proposals to the Select Board on Monday, April 22<sup>nd</sup>. Any recommendations and thoughts would be greatly appreciated. I will be discussing the proposals more with Anna and Eric as well.

By the next meeting I am determined to finally finish the educational event lesson plan and have it ready for distribution. I don't believe many schools will be able to fit this educational opportunity into their schedules due to timing, but I still want to make them aware of the opportunities and suggest early fall as an option. I still plan on offering 2-3 community opportunities for cemetery surveying and cleaning this summer. I will continue to brainstorm some dates and begin figuring out best ways to reach out and inform the public.

***Cemetery Committee***  
***May 15, 2019***

**Members Present:** Andy Tolman, Marianne Perry, Grace Keene, Pam Osborn, Deb Doten, Karen Peterson, Brenda Lake, Warren Norris

**Staff Present:** Ben Rodriguez, Sexton

Meeting Minutes for April 17, 2019 were not available to approve at this meeting. They will be approved in June.

Welcome to new committee member, Warren Norris!

**Sexton's Report:** See Attached.

Karsten stone in KH Cemetery - Ben will reach out.

Volunteers for flags the Friday before Memorial Day. Missing holders should be notified.

KH tree work starting tomorrow

Stevenson Solution received the bid for tree work.

MOCA event has been discussed for the fall. More information is needed to confirm this event.

Fence at Dudley Plain: The Sexton/ Maintenance staff plan to purchase a 4 ft high powder coated aluminum fence from Lowe's. They determined that granite posts may be difficult to place. This is a fence that could be installed by the maintenance staff. The cost is estimated to be \$1500.00. There was considerable discussion as some committee members want information about the granite posts. The committee is not able to reach a decision without more information on the quality of the metal fence and without cost information on granite posts with chains.

Memorial Day: The flags are ready to be placed by volunteers from the Cemetery Committee. The grounds will be mowed and cleaned up completed by the Friday prior to Memorial Day.

**Budget Update:**

There is \$14,000 dollars left in the budget. The money is accounted for spending by June 30th with the exception of the fence at Dudley Plains and the \$4000 in stone repair. There will be immediate follow up with Collette on the plan to repair stones. The fencing expense may need to be a carry forward expense.

**Long Range Planning Evaluation:**

The draft was reviewed. Areas for clarification and improvement include:

- An accurate accounting of lots available.
- Space for columbarium.
- Update the information for repair of crypts and roads.
- Update tree work and replanting.
- Add information on record keeping software.
- Add information on the Sexton's ideas for public education.
- Add the information about the ordinance and rules (include a copy).
- Need for continual maintenance for gardens, stones, trees, etc.

**Next Meeting:** June 19, 2019 at 1:00

-Opening Statement and Summary-

Spring is certainly off to a fast start. When the weather has been favorable Ryan, Anna and I have been in the cemeteries picking up sticks and doing some light raking. I cannot forget to mention that Mr. Chabot and students from Kents Hill assisted in the cemetery spring clean-up process at Kents Hill Cemetery, which I am very appreciative of. Ryan and I almost completed clearing the underbrush in front of the old section of KH. And the final spring cemetery work of note is the first mowing and weed-whacking has been completed in the new section of East Readfield. I am excited to get some better weather to take advantage of in order to get all the cemeteries ready for Memorial Day.

Now that we are well on our way into spring (although it may not always feel like it), I have also been gaining experience assisting family members through the process of laying their loved ones to rest. I have been very grateful for Anna's assistance and patience answering any questions that I had and helping when needed. Residents of Readfield and even a few individuals from away have also been contacting me with requests for lot information. In all, this spring has provided me with plenty of educational opportunities to learn more about the many facets of being sexton.

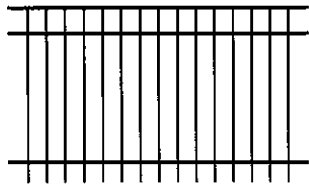
The following report will include general topics for discussion rather than the longer descriptions that have become common.

Agenda Items:

-Memorial Day-

-Kents Hill Cemetery Tree Work-

-MOCA Fall Program-



Readfield Conservation Commission Meeting Notes  
Tuesday May 14, 2019, 6:30 pm, Town Office  
Approved June 11, 2019

Present: Jerry Bley, Greg Durgin, Marty Hanish, Bruce Hunter, Greg Leimbach, Bob Mohlar, Tim Sniffen.  
Excused: Andy Walsh, Brent West.

April minutes were reviewed, amended, and approved.

## **Old Business**

**Town Forest Work:** We reviewed the May 1, 2019, site visit with Town Forester, Harold Burnett.

1. Farmhouse foundation and cellar hole - (Overgrowth, stumps, and stones make mowing, viewing, or other access very difficult.)

We discussed contracting the job of clearing and grading the area around the foundation, but we have not budgeted this work for the current or next year. Greg L offered to do the work with his tractor and equipment. It would be timely to begin very soon before growth springs up. The RCC appreciated Greg's offer. On schedule review, he decided to start this Thursday, May 16. Tim S will assist.

2. Invasive shrub control - (primarily Japanese honeysuckle and some Asian bittersweet which infest the clearing and woods around the farmhouse site.)

RCC discussed continuing the effort begun in 2008 to eradicate these invasive plants, in an effort to keep the Town Forest healthy.

We will contract with Harold Burnett to arrange for professional herbicide application, to be billed after July 1. \$1200 for this work is in next year's budget.

3. Timber harvest, 2019-20.

We discussed proceeding with a harvest as scheduled and laid out in the current forest management plan (October, 2018), and as described by Harold B on our recent site visit and in his recent proposal. This will include a 21 acre section which is just west and north of the area harvested in 2013-14. Also it will include removal of all ash trees within reach, due to impending ash borer destruction.

The logging contract will also include filling low areas in the Center Lane and Town Farm Rd. Guidelines for roadwork are to be included in the contract, and costs will be deducted from harvest income.

We discussed whether past selective harvests had removed too much tree canopy, allowing invasive shrubs to spread quickly into open spaces. Jerry B will check this with Harold B.

In preparation for the harvest, we will contract with Harold B to arrange for boundary line clearing and blazing. \$1200 for this work is in next year's budget.

This harvest will follow past selective harvest procedures. Requests for bids will be drawn up and sent out by the Town Manager, and will require high standards and Master Logger certification for bids to be considered.

It was moved and seconded that "The Readfield Conservation Commission should proceed with initiation of the harvest for 2019-20 as described in the Forest Management Plan, including recent recommendations by Forester Harold Burnett (invasive plant treatment, and property line clearing/blazing)." Motion passed unanimously.

Jerry B will report this action to Harold Burnett, Forester, and to Eric Dyer, Town Manager.

We briefly discussed the 2024-25 scheduled harvest involving a 26 acre section centrally located in the Town Forest. It includes riparian zones along streams plus a formerly "reserved" area designated to

remain uncut. It is possible that this entire section could be reserved. This would change the harvesting cycle, setting up a 7-year interval between cuttings.

### **Other Old Business:**

Draper property status –

Jerry B reported that after the Draper family reserves 1 or 2 house lots, the New England Forestry Foundation will proceed with establishing an easement.

Readfield Fairgrounds parking lot expansion –

The Town Manager is overseeing this operation. Only one tree along the stonewall will need to be removed. The expansion will extend north to the small trees. Large stones will be moved and brought in to mark the new boundary. Members were encouraged to monitor the work.

Recreational Trails Grant –

Town request for reimbursement for last year's work was submitted in February. Jerry B has reminded the State Bureau of Parks, and the request is being processed.

Former Belle Vue Farm land sale –

Jerry B has alerted the Maine Farmland Trust to the sale of this scenic property across from the Jesse Lee Church. MFT is interested in working with possible buyers to establish an agricultural easement for this property. We expect to hear more about this soon.

### **New Business:**

Open Space goals –

1. Carleton Pond watershed: Jerry B reported that Howard Lake (KLT Lands Committee) will be lead person for talking with Brian Tarbuck of the Augusta Water Utilities District about the possibility of an conservation easement for this Carleton Pond property.
2. Cooperating with neighboring Conservation Commissions and the Kennebec Land Trust: In order to encourage these relationships, it was suggested that we consider having a summer barbecue. To be discussed at June meeting.

Vernal Pool Inventory wrap up – No progress in past month.

Torsey Pond Nature Preserve –

Tim S reported wet areas just beyond the first footbridge.

It was felt this could be a fall student workday project. Tim will flag areas that are wet.

Esker Trail –

Greg D reported that Kents Hill School students laid geo-fabric and spread wood chips in low areas during a successful recent Trails Committee workday.

Readfield Messenger –

Tim S asked if anyone were interested in doing an article for the next issue. He may try to do one on gardening substitutes for invasive plant species.

Meeting was adjourned at about 8:30 pm.

Submitted by Tim Sniffen

**APPOINTMENTS,**  
**REAPPOINTMENTS, &**  
**RESIGNATIONS**

## TOWN OF READFIELD

### APPOINTMENT APPLICATION

OFFICE USE

DATE RECEIVED

12:12pm 10/19

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Which Board, Committee or Commission

are you applying for?

Recreation Board

Term:

7/1/19 -  
6/30/22

Do you have previous experience on this board or committee?

☐

Yes

☒

No

Name:

Amy Cunningham

Phone (H):

807-441-1771

Street address:

195 Church Road

Phone (C):

"

Mailing address:

PO Box 41

E-Mail:

truckingeatfeed@gmail.com

Below please tell us of any experience and/or training that might be useful in this position.

life time of involvement in sports, youth coach,  
festival planning involvement

Below please tell us the reason you are interested in applying for this position.

I would like to be involved with interworkings of the Rec.  
Dept. to help improve the programs for all sports, also I  
enjoy brainstorming and planning events and activities.

If you are currently employed, what is your position?

Feed Truck operator



## APPLICATION FOR APPOINTMENT FOR:

Name: Amy Cunningham Position: Rec Board Term: 6/30/22

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!



I approve the use of my e-mail and phone numbers on the Town's public sites and publications.



I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Amy L

Date: 5-2-19

### CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment ☐ Yes ☒ No

Was this position advertised? ☒ Yes ☐ No If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required. ☒ Yes ☐ No

Confirmed meeting date: 7/15, 2019 PENDING

### SELECT BOARD APPROVAL

To Amy Cunningham of Readfield, in the County of Kennebec and State of Maine: There being a position on the Rec Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

                     thru 6/30/22. Given under our hand this            day of            20    .

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? ☐ Yes ☐ No If yes, what date:                     

Is an Oath appropriate: ☐ Yes ☐ No If yes, what date

## TOWN OF READFIELD

### APPOINTMENT APPLICATION

OFFICE USE

DATE RECEIVED

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Please check one:

☒

1<sup>st</sup> time appointment

☐

re-appointment

Which Board, Committee or Commission

are you applying for?

RECREATION

Term:

6/30/22

Name: MATT LADJOIE

Phone (H):

Street address: 97 MAIN ST

Phone (C): (207) 592-1398

Mailing address:

E-Mail: MATTLADJOIE22@GMAIL.COM

Below please tell us of any experience and/or training that might be useful in this position.

OWNER OF THE SENSORY GYM IN FARMINGDALE

COACH T-BALL & CROSS COUNTRY FOR HALL-DALE M.S.

Below please tell us the reason you are interested in applying for this position.

GET ACTIVELY INVOLVED IN OUR COMMUNITY AND HELP

OTHERS ENJOY OUR TOWN RESOURCES

If you are currently employed, what is your position?

OWNER ! THE SENSORY GYM

## APPLICATION FOR APPOINTMENT FOR:

Name: MATT LAJOIE Position: REC COMMITTEE Term: 1ST

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!



I approve the use of my e-mail and phone numbers on the Town's public sites and publications.



I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Matt Lajoie Date: 6/23/19

### CLERK'S USE BEFORE THE APPOINTMENT

Please check one:



1<sup>st</sup> time Appointment



Re-Appointment

Was this position advertised?



Yes



No If no, please explain:

confirmation @ SB mtg 7/23/19 ✓ 7/15/19 (confirmed Pending)

### SELECT BOARD APPROVAL

To Matt Lajoie of Readfield, in the County of Kennebec and State of Maine: There being a position on the Rec Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

                     thru 6/30/22. Given under our hand this           , day of July, 2019

Bruce Bourgoine

Dennis Price

Ralph F. Eno, Jr.

Christine Sammons

Kathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?



Yes



No

If yes, what date:

Is an Oath appropriate:



Yes



No

If yes, what date

## TOWN OF READFIELD

### APPOINTMENT APPLICATION

OFFICE USE
DATE RECEIVED

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

#### Which Board, Committee or Commission

are you applying for?

Readfield Rec

Term:

6/30/22

Do you have previous experience on this board or committee?

☐

Yes

☒

No

Name:

Brandi Nelson

Phone (H):

Street address:

[REDACTED]

Phone (O):

[REDACTED]

Mailing address:

[REDACTED] Readfield ME 04355

E-Mail:

[REDACTED]

Below please tell us of any experience and/or training that might be useful in this position.

I've been a self-employed massage therapist for 16 years, although I'm no master at it, I know my way around quickbooks and usually self-reliant in learning new computer programs. Oh, and I love fun!

Below please tell us the reason you are interested in applying for this position.

I've wanted to get involved in the community, but I'm not one for politics. I do love family events, and I love fun!

If you are currently employed, what is your position?

Licensed Massage Therapist

## APPLICATION FOR APPOINTMENT FOR:

Name: Brandi Nelson Position: Readfield Rec Term: 6/30/22

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

- ☐ I approve the use of my e-mail and phone numbers on the Town's public sites and publications.
- ☒ I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Brandi Nelson Date: 6/2/19

### CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment ☐ Yes ☒ No

Was this position advertised? ☒ Yes ☐ No If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required. ☒ Yes ☐ No

Confirmed meeting date: 7/15, 2019

### SELECT BOARD APPROVAL

To Brandi Nelson of Readfield, in the County of Kennebec and State of Maine: There being a position on the Rec Committee we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

7/15/19 thru 6/30/22 Given under our hand this 15 day of July 2019.

\_\_\_\_\_  
Bruce Bourgoine

\_\_\_\_\_  
Ralph F. Fno, Jr.

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Christine Sammons

\_\_\_\_\_  
Kathryn Mills Woodsum

### CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? ☐ Yes ☐ No If yes, what date: \_\_\_\_\_

Is an Oath appropriate: ☐ Yes ☐ No If yes, what date: \_\_\_\_\_

Municipality of: Readfield Year of Service: July 2019-June 2020

Readfield Select Board  
July 15, 2019  
Item # 20-006

Please take a moment and complete this form naming  
two official representatives to serve on the KVCOG General Assembly.  
**At least one** of the official representatives must be a municipal officer –  
an **ELECTED OFFICIAL** of the board of selectmen, town or city council.  
Please return the form to KVCOG by mail, email or fax.

*Please give us the best way to contact each representative (home or work address and/or home, work  
or cell phone numbers). **PLEASE INCLUDE AN EMAIL ADDRESS FOR EACH REPRESENTATIVE.***

**Please return this form by August 31<sup>st</sup>**

**Representative 1 - ELECTED OFFICIAL**

Name				
Title/Committee				
Mailing Address				
City, State, Zip				
Phone				
Alternate Phone				
Email				
Interested in KVCOG Board of Directors?( <i>please circle</i> )	YES	NO		
Interested in officer position?	President	Vice-President	Secretary	Treasurer

**Representative 2**

Name				
Title/Committee				
Address				
City, State, Zip				
Phone				
Alternate Phone				
Email				
Interested in KVCOG Board of Directors?( <i>please circle</i> )	YES	NO		
Interested in officer position?	President	Vice-President	Secretary	Treasurer

Laura Cyr, Executive Director  
Kennebec Valley Council of Governments  
17 Main Street, Fairfield, ME 04937  
Phone: 207-453-4258, Ext. 211 Fax: 207-453-4264  
info@kvkog.org



# KENNEBEC VALLEY COUNCIL OF GOVERNMENTS

December 7, 2018

Town of Readfield  
8 Old Kents Hill Rd  
Readfield, ME 04355

Dear Mr. Bourgoine,

KVCOG is starting the New Year off in celebration! First we're welcoming some new staff. Since we last reached out to you, KVCOG has hired a new Executive Director and a new Community Planner. These two will join a loyal staff with a combined 50 years of experience.

Laura Cyr joins KVCOG as Executive Director with a background in nonprofit management and higher education finance. She has managed several high level projects for the University of Maine System including the finance data for the recent Question 4 initiative from November's election. Laura is a native Mainer and is eager to serve central Maine. Nick Aschauer comes to KVCOG from the Muskie School of Public Service and will become our newest planner. Nick grew up in Brunswick and has strong ties to the region of the Kennebec River Valley. He's excited to jump into an interactive role to support healthy development in our communities.

Which leaves us to our other reason for celebration: YOU! With your membership, KVCOG was able to provide more than 2000 hours of service to central Maine municipalities this year. I'm excited to see what we can do together next year!

The KVCOG region encompasses Kennebec, Somerset and western Waldo counties. This Economic Development District (EDD) was created through legislative action, and KVCOG is a 501(C)(3) nonprofit organization "owned and operated" by and for the benefit of its members.

The annual membership fee is set at the KVCOG Annual Meeting. At the September 20, 2018 Annual Meeting, the General Assembly voted to set the Annual Membership Fee for the fiscal year that starts July 1, 2019. KVCOG membership fees are calculated using a formula that accounts for both municipal population (2010 census) and the most current state valuation. The amount of each municipality's dues may vary based on the above factors.

***THIS IS NOT A BILL.***  
***This is for budgeting purposes only.***

**FOR THE FISCAL YEAR BEGINNING JULY 1, 2019:**

Readfield's 2019/2020 Membership Fee Amount will be: \$4,301.00

***KVCOG will send you an invoice in June 2019.***

We appreciate your ongoing support of KVCOG. If you would like a presentation to your selectmen or budget committee, please contact us to schedule one. It is our goal to demonstrate the value KVCOG can bring to your community. Please take a moment to review our updated memorandum of services and let

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KVCOG is an equal opportunity lender, service provider, and employer.



# KENNEBEC VALLEY COUNCIL OF GOVERNMENTS

us know if there are services you'd like to see in the future. KVCOG is positioned to experience exciting transformations in the coming year; look for our upcoming newsletter in January for more information on the exciting changes happening here at KVCOG that we hope will help us to serve you better.

If you have questions, comments, or suggestions about any aspect of our work and services, please call me directly at 453-4258 x213 or email me at [lcyr@kvkog.org](mailto:lcyr@kvkog.org).

Warmest Regards,

Laura M. Cyr  
Executive Director

Encl.



# **NEW BUSINESS**

**Eric Dyer**

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**From:** Sean Goodwin <sean.goodwin@kcema.org>  
**Sent:** Tuesday, June 25, 2019 2:06 PM  
**To:** Local EMA Directors; Town City Managers and Clerks  
**Subject:** ICS Overview for Executives and Senior Official Class

Good afternoon,

On October 15, 2019 Kennebec County EMA will be hosting two ICS-402 Overview for Executives/Senior Officials class 10:30 to 12:30 and 6:00 to 8:00. The classes will be held in the Augusta area, location TBA.

The purpose of this course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, city, town and county managers, agency administrators, etc.).

Upon successful completion of the course, the student will have an increased level of understanding of NIMS, the Incident Command System, and how it applies to and effects their jurisdictions before, during and after emergencies. This is a NIMS required course for all Executives and Senior Officials as well as elected officials no matter the size of the town or city. It also keeps your town complaint and does not exempt you in getting Fire Act and Homeland Security grants. We understand that it takes a portion of your already busy day however, we have made an attempt to get as many people as possible there by offering the two times above.

Please Confirm your attendance at [kcema@kcema.com](mailto:kcema@kcema.com)

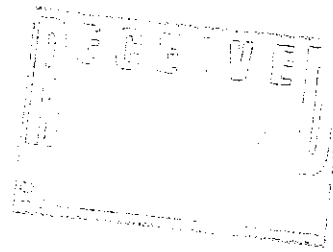
We look forward to seeing you on the 15<sup>th</sup> of October and will be sending an email with location shortly.

Thank you,



## Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)



Readfield Select Board  
July 15, 2019  
Item # 20-008

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 8, 2019

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 16, 2019 by 12:00 noon**

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**Nomination Process** – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2019 to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 5, by 4:30 pm. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 16. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Mary Sabins, Town Manager, Town of Vassalboro.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at [www.memun.org](http://www.memun.org) on Monday, August 19. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held *Wednesday, October 2, at 1:30 p.m. at the Cross Insurance Center in Bangor*. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2019.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you.



**MAINE MUNICIPAL ASSOCIATION**  
**VOTING BALLOT**

**Election of MMA Vice President and Executive Committee Members**

*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 16, 2019*

**VICE-PRESIDENT - 1 YEAR TERM**

Vote for One

**Proposed by MMA Nominating Committee:**

James Gardner, Jr., Town Manager, Town of Easton

☐

**EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM**

Vote for Three

**Proposed by MMA Nominating Committee:**

Jon Beekman, Chair Selectboard, Town of Fayette

☐

David Cyr, Town Manager, Town of Mars Hill

☐

Ivan McPike, Mayor, Town of Hampden

☐

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

**Date:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers**

**Current # of Municipal Officers:** \_\_\_\_\_

**Print Names:**

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**Signatures:**

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**Return To:**

**MMA Annual Election**  
**Maine Municipal Association**  
**60 Community Drive**  
**Augusta, Maine 04330**  
**FAX: (207) 626-3358 or 626-5947**  
**Email: [tchavarie@memum.org](mailto:tchavarie@memum.org)**

**MAINE MUNICIPAL ASSOCIATION  
BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2020 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT (1-Year Term)**

**JAMES GARDNER, JR. (Town Manager, Town of Easton)**

**Professional & Municipal Experience:**

- Town Manager, Town of Easton, Maine (2011 – present)
- Town Manager, Town of Ashland, Maine (2005 – 2010)
- Town Manager, Town of Washburn (1999 – 2005)
- Code Enforcement Officer, City of Presque Isle – (1994 – 1999)
- Civil Service, Department of Defense, Loring Airforce Base(1983 – 1994)

**Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association Executive Committee (2017 – present)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2017 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees (2017 – present)
- Member, Maine Municipal Association Strategic & Finance Committee (2017 – present)
- Member, Governor's Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, Aroostook Managers Association; President
- Member, Executive Board of Directors, Northern Maine Development Commission
- Member, Maine Community Development Association
- Member, Maine Town, City & County Management Association
- Member, Maine Town & City Clerks Association\
- Member, Presque Isle Rotary Club
- US Army (1973 – 1976 and 1979 – 1983); Vietnam Veteran

**Education:**

- Ricker College, Small Business Administration, one year
- Unity College, Business Law, one year
- Northern Maine Vocational and Technical Institute, Business Administration, two years
- Department of Defense, Non-Commission Officer Primary Leadership graduate
- Certified State of Maine Code Enforcement Officer
- Certified State of Maine Local Plumbing Inspector
- Certified State of Maine CDBG Grant Writer/Administrator/Technician
- HUD Certification in Community Development Housing Rehabilitation and Construction

**Awards and Certifications:**

- Department of Defense, Civilian of the Year Award
- Loring Airforce Base, Superior Performance Award

## **MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)**

### **JON BEEKMAN (Chair of Selectboard, Town of Fayette)**

#### **Professional & Municipal Experience:**

- Selectman, Town of Fayette (2012 – 2019); current Chairman
  - ✓ Budget Committee (2010 – 2012)
- Member, Finance Committee, Town of Natick, Massachusetts (1980 – 2005)
  - ✓ Town Meeting Member
  - ✓ Board of Appeals
  - ✓ DPW Advisory Board
  - ✓ Conservation Commission
- Self-Employed Strategic Advisor for local/international municipal clients and regional engineering firms (2011 – 2017)
- Manager, Division of Water Resources and Clerk of Cambridge Water Board, Cambridge Massachusetts
- Assistant Director Water Resources, Providence Water Supply Board, Providence, Rhode Island
- Principal and first Director of Municipal Services, Kleinfeld / SEA Consultants, Augusta, Maine (retired 2010)
- National Water Practice Leader, Earth Tech, Inc., Scarborough, Maine & Concord, Massachusetts
- Principal, Vice President and Member of Board of Directors, Whitman & Howard, Inc.

#### **Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association Executive Committee (2019 – present)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2019 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees (2019 – present)
- Past President, New England Water Works Association
- Past President, American Water Works Association, New England Section
- Past President, American Council of Engineering Companies, Massachusetts Member Organization
- Past Corporator, 1<sup>st</sup> American Bank of Boston
- U.S. Navy – Honorable Discharge

#### **Education:**

- Master of Public Administration, Kennedy School of Government, Harvard University
- BSF, Forest Management, Cum Laude, University of New Hampshire
- A.A.S. Civil Engineering, Technology, SUNY, Mohawk Valley Community College
- Executive Management Program, Pennsylvania State University

#### **Awards and Certifications:**

- A.D. Little Fellow, Harvard University
- University of New Hampshire, Outstanding Alumnus
- Mohawk Valley Community College, Alumni of Merit Award
- American Council of Engineering Companies, Fellow
- American Water Works Association's George Warren Fuller Award
- Award of Merit, New England Section American Water Works Association
- Eagle Scout, BSA, Vigil – Order of the Arrow

## **DAVID CYR (TOWN MANAGER, TOWN OF MARS HILL)**

### **Professional & Municipal Experience:**

- Town Manager, Town of Mars Hill (2014 – present)
- Resident Project Representative, NicCait Construction Services, Presque Isle
- Construction Engineer, Soderberg Construction, Caribou
- Engineer, Criterium Brown Engineers, Washburn
- Public Works Director, Town of Fort Kent
- Project Engineer, Civil Engineering Services, Brewer
- Public Works Director for the Unorganized Territories, County of Aroostook, Caribou
- Project Engineer, Cianbro Corporation, Pittsfield
- Engineer/Soil Technician, Brescia Construction/Caribou Soils, Inc., Caribou
- Selectmen, Town of Woodland (1995 – 2004); Chairman for five years
- Firefighter 1/EMT, Caribou Fire and Ambulance, Town of Caribou (1985 – 1988)
- Firefighter 1/EMT, Budd Lake Volunteer Fire Company, Budd Lake, New Jersey (1983 – 1984)

### **Other Experience, Committees and Affiliations:**

- Member, Aroostook Municipal Association (2014 – present); Treasurer (2017); Secretary (2018 – present)
- Board Member, Northern Maine Development Commission Executive Committee (2014 - present), Chair since 2018; NMDC Revolving Loan Committee (2014 – present), Chair since 2016; NMDC Treasurer (2017); NMDC Finance & Audit Committee; Chairperson (2018 - present)
- President, Mars Hill Rotary Club (July 2016 – present)
- Assistant Chief of Stadium, US Ski and Snowboard Association Supertour competition, Presque Isle (2019)
- Volunteer, Cross Country Ski Trail Groomer at Woodland Community Trails
- Volunteer, Biathlon World Cup Competitions in Presque Isle; Assistant Chief of Stadium (2016)
- Board Member, Northern Maine Solid Waste Management Committee, (1992 – 2000); Chairman (1999 – 2000)
- Member, MDOT Regional Transportation Advisory Committee (1997 – 2002); Chair (1999 – 2000)
- Member, Public Advisory Committee, MDOT Aroostook County Transportation Study
- Board Member, Maine Chapter of the American Public Works Association (1998 – 2000); Secretary (1999); Treasurer (2000)

### **Education:**

- Bachelor of Mechanical Engineering Technology, University of Maine at Orono

### **Awards and Certifications:**

- State of Maine State Board of Registration for Professional Engineers
- Maine Municipal Certified Assessor
- Maine Department of Transportation Local Roads Center “Road Scholar”
- Graduate, Rotary Leadership Institute, Rotary District 7810
- State of Maine Class A Commercial Driver’s License with Hazardous Materials Endorsement

## **IVAN MCPIKE (MAYOR, TOWN OF HAMPDEN)**

### **Professional & Municipal Experience:**

- Council, Town of Hampden (2015 – current); Mayor (2017 – current)
- Self Employed Owner, Maine Salt Co., Hampden, (retired in 2010)

### **Other Experience, Committees and Affiliations:**

- President, Downtown Bangor Association
- President, Greater Bangor Chamber of Commerce
- Member, Board of Directors, Bangor YMCA
- Member, Board of Directors, EMCC Foundation Committee
- Member, Board of Friends of Maine Hockey
- Advisor to Fund Raising Committee, St. Joseph Hospital
- Sargent at Arms and Board Member, Bangor Breakfast Rotary Club, 20 years
- Mason, Past Master Mystic Lodge 66 of Hampden
- Life Member, Anah Shriners of Bangor

### **Education:**

- Hampden Academy, Graduate (1966)
- Bachelor of Accounting, University of Maine

### **Awards and Certifications:**

- Paul Harris Fellow Award
- Jaycees Outstanding Young Man Award for the State of Maine



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

### Potential Future Meeting / Workshop Items:

19-056 - Hold a second reading for the Traffic and Parking Ordinance - 10 min.

Update of fees and fee schedule - short-term

County Officials and State Delegation Meetings - long-term

Appeals process and appeals matrix review - long-term

Contingency Policy discussion - long-term

Personal Property Taxes - long-term

Giles Rd. Bridge - long-term

### Ongoing Goals:

- Review, revise, draft governance documents as needed
- Town buildings planning focused on the Library and Fire Station
- Cannabis considerations
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance