

**Readfield Select Board  
Regular Meeting Agenda**

**March 21, 2016**

**Meeting starts: 6:30 PM**

**Location: Readfield Town Office - Giles Hall**

**Pledge of Allegiance**

**Regular Meeting - 10 minutes**

16-111 - Minutes: Select Board meeting minutes of March 7, 2016 - 5 minutes

16-112 - Warrant: #39 & #40 - 5 minutes

**Communications - 40 minutes**

Select Board communications - 15 minutes

Town Manager - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Age Friendly Community Adhoc Committee Minutes for 2/17/2016
- Appointment Policy Adhoc Committee Minutes for 2/03/2016 & 2/10/2016
- Cemetery Committee Meeting Minutes for 3/7/2016
- Recreation Board Meeting Minutes for 1/08/2016

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

**Appointments & Re-Appointments - 5 minutes**

16-113 - Appoint Ballot Clerks (appointed every two years on the even number year). List of appointees.

16-114 - Amended appointment expiration dates for the Planning Board (they should have been 5 year appointments at the time). List of appointees.

**Unfinished Business - 40 minutes**

16-084 - Bids and repair quotes for the 1-Ton truck - 25 minutes

16-100 - Set the Date of a Volunteer Appreciation Event - 5 minutes

16-101 - Discussion of a possible Charter Commission Warrant Article - 5 minutes

16-108 - Discussion of 6 month initial Manager review process - 5 minutes

**New Business - 55 minutes**

16-115 - Tax Acquired Property - 10 minutes

16-116 - Business and Personal Property Mailings - 10 minutes

16-117 - Solid Waste Proposal for Fayette - 20 minutes

16-118 - Consider a Financing RFP - 10 minutes

16-119 - Spirit of America Awards - 5 minutes

16-120 - Other

**Future Agenda Items**

As identified in Appendix A

Other

**Adjournment**

# **REGULAR MEETING**

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

Readfield Board of Selectmen  
March 21, 2016  
Item # 16-111

**Readfield Select Board**  
**Regular Meeting Minutes – March 7 – *Unapproved***

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

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Bruce Chandler Jr., Grace Keene, John Parent, William A. Bayreuther, Cricket Blouin, Debora A. Doten, John Blouin, Pete Davis, Kathryn Woodsum, Dana M. Therrien, Elaine Stanley, John Stanley, John Perry, Marianne Perry, Marie Barengo, Peter Barengo, Sam Tippet, Tamara Whitmore (Friends of the Cobbossee Watershed), Lawrence Perkins, Fran Zambella, Marion Dunham

Mr. Dunham called the meeting to order at 6:34 pm followed by The Pledge of Allegiance and a moment of silence in remembrance of Stephan Pulaski, former Town Manager of Readfield.

**Regular Meeting**

- **16-104 - Minutes:** Select Board meeting minutes of February 22, 2016
  - **Motion** made by Mr. Bourgoine to approve the minutes of the February 22, 2016 meeting as presented, **second** by Mr. Curtis. **Vote** 4-0 in favor.
- **16-105 - Warrant: #37 & #38**
  - **Motion** made by Mr. Bourgoine to approve Warrant #37 & #38 in the amount of \$ 347,202.91, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

**Communications**

- **Select Board Communications**
  - Apology to the person who rented the hall this past weekend as there was a miscommunication with who would open the building.
  - Mr. Dunham spoke regarding the recourse on former staff and legal advice regarding the truck.
  - **Motion** made by Mr. Dunham to reopen the amended motion that passed 3-2 regarding pursuing any legal advice from MMA on the recourse of former staff pertaining to the town truck, **Second** by Mrs. Sammons, **Vote** 3-1, opposed by Mr. Curtis due to voting against the original amended motion.
  - **Motion** made by Mr. Dunham that we do not pursue any legal opinion from MMA on any recourse towards former town employees regarding the truck, **Second** by Mr. Bourgoine. **Vote** 4-0.
  - Mr. Dunham spoke regarding getting all of the committee's information that the Appointment Procedure Adhoc Committee group is gathering. They would like to hear back from all the committees by April 5. Mr. Dyer to follow up and make sure all committees have received the request that has been sent out.
  - Roadway Fundamentals Training coming up Tuesday, April 5 from 7:00 AM to 3:30 PM at the Elks Lodge in Augusta. Mr. Chandler is attending and it is recommended that anyone else who may be interested in attending to attend, especially those on the road committee.
- **Town Manager**
  - Mr. Dyer went over his Town Manager Report dated for Monday, March 7, 2016.

- **Boards, Committees, Commissions & Departments**
  - **02-03-2016 Approved Library Board Meeting Minutes**
    - Thank you for submitting your minutes.
- **Public Communications - *Members of the public may address the Select Board on any topic***
  - Fran Zambella spoke regarding the Maranacook Dam fund and why it was costing so much for the project and if any fundraising has been done to help with the construction of the project.
  - Debora Doten asked if there was any more discussion with town meetings and a facilitator for committees. Mr. Bourgoine to follow up with Ms. Pomerleau and will get back with an answer.

### **Unfinished Business:**

- **16-091 – Presentation by Sam Tippet – Municipal Investments**
  - Sam Tibbett went over the documents presented in the packet. Discussion between the Selectboard and Sam Tippet. This was the same investment as in 2010. It is a discretionary fund and changes can only be done if requested by the Town Manager. There are no ongoing fees, transaction fees are the only fees involved.
- **16-084 – Update on bids and repair quotes for the 1-Ton truck**
  - Mr. Dyer went over the request for bids and repair quotes information as presented in the packet. Continuing to look at maintenance and repair opportunities. Did clarify with Quirk that what they were proposing on the truck quote was true to the town. Also included in the packet was some feedback from other town managers regarding truck suggestions. Goal is to have a full set of options presented to the Selectboard 2 weeks from today at the next meeting.
  - Mr. Chandler spoke regarding further research he has been doing regarding the truck.
- **16-101 – Discussion of a possible Charter Commission Warrant Article**
  - Mr. Dyer went over the charter information in the packet. Discussion amongst the Selectboard regarding the information presented, the secret ballot and a charter and if this was too much information given at one time regarding this topic. Suggested to get everyone educated and a better understanding of what it is. Keeping cost in mind and staff time. Move forward with care.
  - Marion Dunham spoke regarding a Charter Commission and her feelings on having one for the Town of Readfield and the best way for secret ballot to work is by having a charter.
  - Debora Doten spoke regarding the Secret ballot and charter commission. Sees the pros and cons but also feels that going a little slower and spending more time on it is a good idea.

### **New Business:**

- **16-106 – Friends of the Cobbossee Watershed**
  - Tamara Whitmore of Friends of the Cobbossee Watershed went over the information presented in the Selectboard packet and the letter asking for funding in the amount of \$2,250 this year towards the prevention efforts in battling invasive Variable Leaf Milfoil in Readfield water ways.
- **16-107 – Maranacook Dam Project**
  - Larry Perkins spoke regarding the information on the Maranacook Dam Project that was presented to the Selectboard in the packet. The dam is in terrible shape and needs to be fixed. Lengthy discussion between the Selectboard and Larry Perkins regarding the dam project.

- **16-108 – Town Manager 6 month review process and appointment of a Board process leader**
  - Proposal template of the Town Manager 6 month review presented in the packet. Nomination made by Mrs. Sammons to appoint Mr. Bourgoine as the process leader for the review process of the Town Manager. Consensus of the board agrees to have Mr. Bourgoine as the leader. Mr. Dyer and Mr. Bourgoine to meet and get the process started. April 19<sup>th</sup> will be a scheduled Executive Session regarding the 6 month review process.
- **16-109 – 5<sup>th</sup> Draft of Budget presented**
  - Mr. Dyer went over the changes that are presented in the 5<sup>th</sup> Draft of Budget since the combined meeting of the Selectboard and the Budget Committee.
  - Discussion amongst the Selectboard regarding the budget and the changes that were presented.
  - Mr. Dyer to put the names and numbers of State representatives and Senators on the town website for the public to contact and voice their opinions.

**Motion** made by Mr. Curtis to extend the meeting until 9:10 pm, **second** by Mr. Dunham. **Vote** 4-0 in favor.

**Motion** made by Mrs. Sammons to adjourn the meeting at 9:11 pm, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

*Minutes recorded by Kristin Parks, Board Secretary*

**Financial Warrants - Presented at Meeting**

# **COMMUNICATIONS**

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

## **TOWN OF READFIELD**

### **PROCEDURES FOR APPLICATION FOR APPOINTMENT AND RE-APPOINTMENT TO BOARDS, COMMITTEES AND COMMISSIONS**

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 disability. The Select Board may exclude from consideration any applicant with a physical or mental disability only when the physical or mental disability 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.

#### **1. Applicant's Process:**

- a) Each applicant applying for a vacancy on a board, committee or commission shall complete an Appointment Application provided through the office of the Clerk for the position for which the applicant seeks appointment.
- b) All first time appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Re-appointments may or may not be asked to attend a Select Board meeting for re-appointment with exception noted in Item 6c.
- c) All re-appointment applicants need to re-apply for their position by May 31st of the expiring year. If not done so, the applicant may lose their position on their chosen board, committee, or commission.
- d) All applicants and re-appointment applicants shall be provided a copy of this policy along with the Appointment Application upon appointment or re-appointment.
- e) All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic workshop for Planning Board or Board of Appeals members offered by MMA. Upon completion of the basic workshop, members are responsible to provide a certificate of completion to the Town Clerk.
- f) Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Planning Board, Board of Appeals, Library Board of Trustees and Recreation Board.
- g) Applicants who have not been appointed to a position by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration by the Board for the same or another appointive position. Re-considered applications need to follow all steps in this procedure, except completing another application.



## **2.) Town Clerk's Process:**

- a) The Clerk shall not accept or present any application for appointment to any board, committee or commission to the Select Board for review before the current position is determined open and available to be filled.
- b) The Clerk shall be responsible for advertising any and all openings for positions on boards, committees and commissions as per the Advertising Section (3) of this procedure policy.
- c) The Clerk shall forward all completed appointment applications and recommendations to the Town Manager in a timely manner.
- d) The Clerk shall send all letters of resignation to the Town Manager to be added to a Select Board agenda for review and acceptance by the Select Board.
- e) After the acceptance of a letter of resignation by the Select Board, the Clerk will record the opening on that board, committee or commission.
- f) The Clerk, working in conjunction with the Town Manager, shall be responsible for arranging all interviews at the mutual convenience of the Select Board and the applicants.
- g) The Clerk shall inform all applicants for appointment and reappointment of the Select Board's decision.
- h) The Clerk or his/her designee must administer an oath of office to the appropriate appointees before assuming the duties of the position to which the applicant has been appointed.
- i) The Clerk shall notify the Chair of the board, committee or commission of the action taken by the Select Board regarding the status of the appointment or re-appointment of a candidate to a board, committee or commission on which the person serves as Chair

## **3. Board, Committees, and Commissions Process:**

- a) Opening by expiring term: The board, commission or committee chair shall notify the member that his/her term is expiring by May 1<sup>st</sup> of the expiring year informing the member that he/she needs to re-apply for their position before May 31st of the current year and, if this is not done, it will create an automatic opening.
- b) Opening by resignation: The Chair shall send all resignations that he/she receives to the Clerk. All resignations shall be in writing either by e-mail or letter.
- c) The Chair shall also supply a brief outline of the duties of the position to be filled to the Clerk for advertising.

- d) The Chair shall provide a recommendation to the Select Board for each appointment or reappointment application received by the Clerk for their board, committee or commission.
- e) Each chair shall be given this policy upon appointment as Chair or re-appointment as Chair. All board, committee and commission members shall abide by the guidelines that the Select Board has added as an addendum to this policy.

**4.) Advertisement Process:**

- a) Advertising shall be accomplished through use of the Town of Readfield website, publishing in the monthly Readfield Messenger and posting at the Town Office and Town of Readfield PEG TV station. The following notifications are optional: posted at the Town Library and in the Community Advertiser.
- b) The advertisements shall list the board, committee or commission, the title of the position and the length of the term. All positions shall be advertised "until filled".

**5.) Town Manager's Process:**

- a) The Town Manager shall inform the Select Board of all applications and resignations from boards, committees and commissions by making them an agenda item for the Select Board's review.
- b) The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions on applicants for appointment, re-appointment and resignations.

**6.) Select Board's Process:**

- 1. No opening shall be considered by the Select Board unless the following have been met:
  - 2. notification process to the Clerk has been completed and recorded
  - 3. advertising has been completed
  - 4. a recommendation by the Chair of the board, committee or commission is attached to the application.
- 
- a) The Select Board shall review each application for appointment or re-appointment before making a determination about the fitness of the applicant for the position.
  - b) The Select Board shall interview all new appointment applicants and may choose to interview re-appointments. The Select Board always has the option to forego a new appointment interview if the majority of the Select Board feels they know the applicant because of their service on other boards, committees or commissions.

- c) The Select Board shall act on applications for boards, committees and commissions no later than the second regularly scheduled meeting following the receipt of the application or when convenient for the applicant.
- d) The Select Board may choose to reconfigure the board, committee or commission before any more applicants may be appointed (unless such configuration has been set by Town Meeting and/or State Law).
- e) When reviewing an application for appointment, the Select Board may consider the applicant's prior education, training, experience and comments received from board chairs, committees, commissions the public and any other qualifications related to the position for which applied.

Original procedures amended by the Select Board on 9/24/2012

This draft created by Select Board subcommittee and Town employees input, 8/8/13

Original procedures amended and approved by the Select Board on 10/21/2013

Guidelines attached were incorporated by the Select Board on 10/21/2013

Amended Oct 21, 2013

**Select Board**

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Sue Reay, Chair P.

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Greg Durgin, Vice Chair

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Lawrence Dunn

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Valarie Pomerleau

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Allen J. Curtis

Readfield Ad Hoc Committee  
Age Friendly Community  
February 17, 2016

The first meeting of the Ad Hoc Committee was convened by Select Board member Bruce Bourgoine at 5:30. Appointed members in attendance were Romaine Turyn, Marianne Perry and John Moran. Also in attendance was Lydia Adelson.

Bruce Bourgoine provided background information leading up to the creation of this Committee. It is a priority of his and is supported by all members of the Select Board. The Select Board passed the following resolution creating the committee:

**"The Readfield Select Board shall appoint an ad hoc committee for exploring age friendly opportunities for our community consisting of up to five individuals for one year. The committee is charged with creating an inventory of possible desirable resources and services, identifying best methods to communicate the preceding to older citizens in our community, recommending future courses of action they deem desirable, and pursuing in conjunction with the town manager any grant offerings that may be available for assessment and/or implementation of age friendly resources upon approval of the Select Board."**

Each member shared their interest in the serving on the committee.

The meeting focused on its organization. Bruce is interested in remaining involved but not in doing the actual convening of the Committee. After discussion it was voted that Romaine Turyn be the Chair of the Ad Hoc Committee. Unanimous.

The group decided to meet monthly at 4:00 the second Wednesday of the month. Until the group expands, we will meet at the town office.

The rest of the meeting was devoted to a discussion of having members reach out to other groups for membership in order to broaden the group. A short summary of the group will also be written and included in the next issue of the Readfield Messenger.

Respectfully Submitted,

*Romaine*

*approved*  
*3/9/16*

# Readfield Appointments Ad Hoc Committee Minutes

February 3, 2016

**Members Present:** Clif Buuck, Robin Lint, Rob Peale, Henry Whittemore, Tom Dunham, Val Pomerleau.

**Members Excused Absent:** none

**Members Unexcused Absent:** none

**Present and Participating:** None

**Guests Present:** None

Meeting was called to order at 5:11 PM.

**Minutes for 1/20/16:** Minutes were corrected to reflect that we voted to separate the Applications Procedures and the Guidance document. Henry moved and Robin seconded approval of the minutes as amended. Motion was approved 4 to 0 with 2 abstentions by Tom and Val.

## **Discussion:**

**Review of Application Procedures:** We continued review of the Application Procedures document with additional clarification, reorganization, and grammatical changes. We clarified that the requirement to take certain courses or training does not prevent a member from serving prior to completing these requirements.

Rob moved and Tom seconded that we provide the draft Procedures for review and comment by board, commission, and committee (BCC) chairs/members and the general public with comments to be submitted to the Town Clerk by March 15th. Motion was unanimously approved. Cliff will provide a cover email for distributing the Procedures.

**Deliverables and Process for Delivering Them:** Consensus is that the Guidelines will be incorporated in a Roles and Responsibilities document that will apply to all

BCCs. Henry proposed a binder that will include generic documents that will apply to all BCCs, and documents that are specific to individual committees.

**Generic documents include:**

Introduction

Application Procedures

FOAA Responsibilities

General Responsibilities

Ethical Considerations

Term Limits Policy

Reference to and Applicability of Recall Ordinance

Guidelines for BCC Chairs

**Committee specific documents include:**

Mission Statements

Qualifications, Expertise, and Training

Committee Responsibilities and Roles

Number and terms of members

**Next meeting:** February 10, 2016, 5 to 6:30 PM. Agenda will include:

Best practice models for BCC policies from Maine Municipal Association (MMA).

Term Limits

Organize and delegate generic items

**Adjourned:** 6:47 PM. Moved by Val, seconded by Henry

Respectfully submitted: Rob Peale, Secretary

# Readfield Appointments Ad Hoc Committee Minutes

February 10, 2016

**Members Present:** Clif Buuck, Rob Peale, Henry Whittemore, Val Pomerleau, Tom Dunham (5:08).

**Members Excused Absent:** Robin Lint

**Members Unexcused Absent:** none

**Present and Participating:** None

**Guests Present:** None

Meeting was called to order at 5:07 PM.

**Minutes for 2/3/16:** Minutes were not discussed since the Secretary had not drafted them.

## **Discussion:**

Application Procedures have been distributed to board, commission, and committee (BCC) chairs for review and are on the website for public review.

Val provided model documents from MMA and other municipalities.

Current Readfield BCC mission statements, charters, and statutes are on the town website to some degree.

Readfield will have roles/responsibilities/guidelines that will apply to all BCCs and some that will be BCC specific. We discussed whether mission statements will be in a single document or will be considered separate documents. Henry will compile available current BCC documents from the town website for distribution to BCCs. Consensus was that the Secretary (Rob) will ask Eric or Robin to request that each BCC provide their existing or updated BCC specific documents to our committee by April 5th. We will then try to standardize language and formats. In addition we will ask the BCCs to suggest other documents/topics and provide any

other documents they have. All appropriate documents will be compiled in one binder but will still allow for individual documents to be changed as needed.

Consensus it that the BCC Chair Guidelines are in final draft form and ready for review.

Rob would like to include a Code of Conduct (basically how to behave on committees and in public) in addition to a Code of Ethics. It appears that behaviors in public situations create more problems and ill will in town than ethical problems do.

**Term Limits Discussion:** The following points were made:

The buzz in town is that BCC members do not like the idea of term limits.

The biggest problem seems to be getting enough people to volunteer to serve on BCCs.

Institutional memory is helpful.

Any term limits could be waived to allow for full number of BCC members.

Our current draft Appointment Procedures requires people to apply for re-appointment thus the select board (SB) would have the option of appointing new people when available.

What is broken? We have removed the chair recommendation from the appointment process. Chair recommendations created ill will and allowed perception of favoritism.

Some town residents perceive "automatic re-appointment" kept new people out, and gave rise to the proposal for term limits.

We want to have some turnover on BCCs. Suggestion is to have BCC members periodically invite specific interested citizens to attend meetings.

After much discussion the group consensus is that our new re-appointment policy may better deal with perceptions and problems than instituting term limits.



**Deliverables and Process for Delivering Them:** Based on discussion we will carry forward the deliverables lists in meeting minutes and change as appropriate.

**Generic documents include:**

Introduction

Application Procedures

FOAA Responsibilities

General Responsibilities

Ethical Considerations

Code of Conduct

Term Limits Policy

Reference to and Applicability of Recall Ordinance

Guidelines for BCC Chairs

**Committee specific documents include:**

Mission Statements

Qualifications, Expertise, and Training

Committee Responsibilities and Roles

Number and terms of members

**Next meeting:** March 2, 2016, 5 to 6:30 PM. Agenda will include:

Discuss best practice models.

Assign generic items for drafting.

Refine/revise topic lists

**Adjourned:** 6:35 PM.

*Cemetery Committee Meeting*

*January 4, 2016*

*Approved: March 7, 2016*

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

**Members Excused:** Lydia Adleson

**Staff:** Karen Peterson, Eric Dyer, Bruce Chandler Jr.

The meeting came to order at 1:30 pm at the Town Office.

The December 7, 2015 meeting minutes were approved. Motion made by Brenda Lake, second by John Moran. Approved 5 Abstain 2

The objective of this meeting is to make final recommendations to the Select Board for cemeteries in the Capital Improvement Budget and the annual Budget 2016-2017.

There was a question about whether stone cleaning could be continued. Stone cleaning must be done when temperatures are consistently above 45 degrees.

The Town Manager introduced Bruce Chandler Jr who has been hired as the Maintenance Person for the Town. He joins the staff having considerable experience in construction, road maintenance, and licenses for equipment required for the position. A hearty welcome to Bruce!

**2017 Budget Discussion**

All recommendations will be forwarded to the Sexton and to the Town Manager. The Cemetery budget recommendations will be presented to the Budget Committee on January 19, 2016. The meeting begins at 5:30 and is held at the Town Office.

The Sexton has received an estimate of the cost to repair all stones, monuments and granite curbing (20\$,ft for 300 feet of curbing = \$6000). The total estimate s \$40,900. The final recommendations for the Capital Improvement Program (CIP) Budget will be changed to reflect this amount.

The Town Manager provided an update from the CIP Budget Committee meeting. The Budget Committee did not take action on the recommendation to have a plan for all trees on Town property, including the 35 trees in the cemeteries, at this time.

Regarding the Church Rd. draining, no action as been taken by the Road Committee or the Budget Committee. Several Committee Members asked how to put the issue to rest. The concern is that the Cemetery Committee is responsible for the maintenance and repair of a very old stone retaining wall. A report done by a Professional Engineer states that the repair should not take place until the run off from the Church Rd is addressed. The issue will be

deferred until spring 2016 when the Road Commissioner and staff can take a look at the run off. The Cemetery Committee's role will be to monitor the stone wall.

**Final Recommendations for CIP:**

- **Stone Repair:** All cemeteries had an inventory completed. There are 141 stones that are broken or lying on the ground. There are 203 stones that require straightening. All stones in this count will require cleaning. There are 13 monuments in need of repair. There 300 feet of granite curbing that needs straightening and repair. The total estimate for repair is \$41,000.
- **Maple Trees:** There are 33 old maple trees in Readfield's cemeteries. The recommendation is that the Select Board and Budget Committee consider a plan that will address the issues of tree preservation vs. tree removal and tree replacement for all town properties. It is recommended that the Town's Forester assist with planning and cost analysis for this plan.
- **Cemetery Roads:** The old road in the Readfield Corner Cemetery is in need of work. The middle of this old, narrow road is higher than the tracks and cars do "hit bottom" when passing through this road. It is possible that the Maintenance Person will be able to fix this problem. The East Readfield Cemetery road will be revisited in 2019 per the recommendation made in 2015.
- **Rock Walls:** The Professional Engineering report received in the spring of 2015 recommended fixing the issue of runoff from the Church Rd. into the swail in front of the rock wall prior to repair of the Readfield Corner Cemetery wall. We await the recommendation for this improvement from the Road Committee. The Case Cemetery rock wall is a much smaller project and the Sexton will get estimates to see if it can be repaired this year.

**1. 2017 Budget Recommendations**

**Administration:**

|                 |                 |
|-----------------|-----------------|
| Advertising     | \$100.00        |
| Publications    | \$ 35.00        |
| Miscellaneous   | \$ 75.00        |
| Office Supplies | \$ 25.00        |
| Postage         | \$ 15.00        |
| Total:          | <b>\$250.00</b> |

**Insurance:** Per Union Contract

**Wages:** Per Union Contract

There was substantial discussion about the volunteerism covering for some maintenance. The members of the Committee volunteer to rake and do clean up when there is a staff shortage. The Committee wants to be clear it's recommendation is to fully

fund staff requirements for completing the substantial amount of work in the cemeteries. Estimates from two years past are usually enough unless there is staff illness.

|                           |                                 |
|---------------------------|---------------------------------|
| Stipend                   | \$2500.00                       |
| <b>Utilities:</b>         |                                 |
| Cell phone                | \$ 240.00                       |
| <b>Contract Services:</b> |                                 |
| Plot Repair:              | \$ 50.00                        |
| Stone Repair              | \$4000.00                       |
| Fencing:                  | \$0000.00                       |
| Tree Removal:             | \$4500 (3 trees at \$1500/tree) |
| <b>Total:</b>             | <b>\$ 8550.00</b>               |

Discussion: The Sexton provided an update to the Whittier Cemetery maple tree. She met with the Town Forester and residents living near by. There is a solution to saving this tree with so much sentimental history by cabling the tree. The expense will be taken from the 2016 budget this spring.

#### **Community Services**

Veteran's Flags/Total **\$ 350.00**

Discussion: The Sexton explained that 400 new flags are purchased each year. Readfield does not reuse flags year to year as they are usually tattered and the poles bent. Flags are disposed of annually

#### **Equipment Operation Repair Maintenance**

|                     |           |
|---------------------|-----------|
| Fuel:               | \$ 800.00 |
| Equip. Maintenance: | \$1200.00 |
| Tool Repair,main:   | \$ 100.00 |
| Personal Prot.Gear  | \$ 100.00 |

**Total: \$2200.00**

#### **Equipment Replacement:**

Leaf Blower **\$400.00**

Discussion: The current leaf blower has a limited life. It will most likely need to be replaced this summer.

#### **Building O&M:**

|           |          |
|-----------|----------|
| Grounds:  | \$600.00 |
| Supplies: | \$125.00 |

**Total: \$725.00**

**Public Ways Operation & Maintenance:**

Signs/Supplies: **\$100.00**

**Contingency:** \$000.00 \*\*

\*\* Recommendation is to remove this line

**Contract Services:** \$000.00

**Donations:** \$000.00

**Other Discussion:**

One member who is a Veteran and who has purchased a plot who like to know why a flag is not placed on his stone. The explanation is that the decoration of graves is done upon the burial. No one on the committee opposes the decoration of this grave.

East Readfield Fence discussion. There is a sub committee who will plan to meet after budget season. Prior to the meeting, references and examples and for low maintenance, historically significant cemetery fences will be researched.

**Next Meeting:** March 7, 2016 at 9:30

Rec Board Meeting  
01/08/2016

**Present:** Kathleen Dupont, Sarah McClure, Amanda Hreben, Carrie Knight, Hannah Flannery, Jada Clark, Mandy Poulin.

**Review of Minutes:** No minutes to review.

**Ball Field:** Both dugouts not finished yet, we would like to create a sign-up genius for volunteer help with finishing these. Also discussed designating a work-day. Mowing needs to be delegated, can set up a sign-up genius for this as well.

**Basketball:** Is going as planned. Discussed more money for referees and at the same time kid refs are making too much money. Looking for more affordable solution; ? high school students needing community service. Would like to get away from using Kents Hill if possible due to the cost of the facility. Need gym time from 830-1030 and 1030-1230. ?Saturday morning middle school gym access.

**Baseball & Softball:** Sign-ups will be in March

**Winter Fun Day:** Tentative date of 2/21/2016 from 1-4: Skating/hockey/ice fishing at the beach, sledding at the school, cookies and hot coco.

**Easter:** Tentative date for the hunt is Saturday the 26th of March.

**Swim Lessons:** Will not be offering this year.

**Membership Update:** Aaron McClure resigned, Hannah Flannery will be sworn in next monday, Mandy Poulin will contact the town office to fill out application and set date to be sworn in. 2 people have terms that are up in June, John Bourque and Sarah Bashford. Carrie will reach out potentially looking for 2 more people.

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

## Appointment of the 2016 Ballot & Election Clerks

Ballot clerks are appointed for each municipal election and Election clerks are appointed every two years on the even number year for federal, state, and county elections.

| <u>DEMOCRATS</u>         | <u>Date</u> | <u>REPUBLICANS</u>     | <u>Date</u> |
|--------------------------|-------------|------------------------|-------------|
| Blanchard, Ellen _____   |             | Palmer, Marilyn _____  |             |
| Peterson, Karen _____    |             | Keene, Grace _____     |             |
| Nadeau, Bonnie _____     |             | Rourke, Sandra _____   |             |
| Hutchinson, Kristi _____ |             | Buss, Anita _____      |             |
| Denison, Mary _____      |             | Clark, Sonya _____     |             |
| Tolman, Andrews _____    |             | Bagley, David _____    |             |
| Lake, Brenda _____       |             | Woodsum, Kathryn _____ |             |
| Wright, Milton _____     |             | Woodsum, Steve _____   |             |
| Durgin, Greg _____       |             | Molokie, Thomas _____  |             |
| Tolman, Susan _____      |             |                        |             |
| Harris, Bonnie _____     |             |                        |             |

*Select Board of Readfield-appointed \_\_\_\_\_ (date)*

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

\_\_\_\_\_  
Curtis, Allen

\_\_\_\_\_  
Dunham, Thomas

\_\_\_\_\_  
Pomerleau, Valarie

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

### TOWN OATH

I, Robin L. Lint, hereby certify that the above clerks, by signing this page personally appeared before me and took the following oath:

I, \_\_\_\_\_, do swear, that I will support the Constitution of the United States and of the State, so long as I shall continue a citizen thereof.

I, \_\_\_\_\_, do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as Ballot and Election Clerk according to the Constitution and laws of the State. So help me God.

Before me, **Robin L. Lint**, Town Clerk of Readfield



## Amend the Appointment Expiration date of the Planning Board

*Planning Board Expiration dates have been thrown off because of appointments being for three years instead of the five year state statute requirements.*

### **Motion to amend the Planning Board appointment expiration dates of:**

Buck, William      from 6/30/2016      to 6/30/2018

Clark, Paula      from 6/30/2016      to 6/30/2018

Comart, Jack      from 6/30/2016      to 6/30/2020

Hunter, Bruce      from 6/30/2016      to 6/30/2018

Schmidt, James      from 6/30/2016      to 6/30/2018

Tolman, Andrews      from 6/30/2016      to 6/30/2018

Witherill, Don      from 6/30/2016      to 6/30/2021

**in order to correct the dates on the appointment records.**

*Select Board of Readfield-appointed \_\_\_\_\_ (date)*

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

\_\_\_\_\_  
Curtis, Allen

\_\_\_\_\_  
Dunham, Thomas

\_\_\_\_\_  
Pomerleau, Valarie

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

*We have a vacant spot open till 2019 and Mr. Hyland appointed till 2020 which are both correct.*

# **UNFINISHED BUSINESS**

**TOWN OF READFIELD****8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355****Tel. (207) 685-4939 • Fax (207) 685-3420****Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)****MEMO**

To: Board of Selectmen  
From: Eric Dyer, Town Manager  
Date: March 18, 2016  
Re: 1-ton Truck Repair and Replacement Options

**Background:**

Over the past few months the Board has considered the disposition of the Town's 2007 F-550. The manager and staff were directed to look at all options and present a complete assessment and recommendation. This memo and supporting documentation are presented as a summary of that work.

The capital cost of the outfitted truck when new in October of 2006 is outlined below:

| <b>Equipment</b>                                | <b>Cost</b>     |
|---|-----------------|
| F-550 Base Truck                                | \$37,599        |
| Dump hoist and body& plow hitch (installed)     | \$16,768        |
| Estimated value of used plow installed on truck | \$1,000         |
| <b>TOTAL</b>                                    | <b>\$55,358</b> |

The truck was in service for 9 years and performed work ranging from heavy civil projects to basic in-town travel. The truck left service in September of 2015 and remains out of service. Outside of regular maintenance and operating expenses, the annual cost of this vehicle (not adjusted for inflation) has been approximately \$6,000 over the 9-year period. There is evidence of past maintenance work on this vehicle, including routine maintenance as well as more significant transmission issues.

**Do Nothing Option:**

The option always exists to "do nothing" with the current vehicle and equipment. It could be sold for a few thousand dollars and that money applied elsewhere. This option would be the least costly in terms of initial dollar spent but would severely limit the ability of the Town to provide basic maintenance and repair services and add cost in the long term as the Town would need to contract out for these basic services. There would also be implications for the current maintenance position and conflict with the current collective bargaining agreement. This option is not recommended.

**Buy Used / Surplus Option:**

State of Maine surplus equipment was contacted but they do not have any vehicles in this class available, and were only able to offer lighter duty pickups or heavier duty dump trucks. Used equipment was considered extensively and several options were presented to the Select Board. They varied widely in the configuration and condition. Anecdotally, and not unlike the surplus

equipment that was considered, there was not a wide selection of used equipment in the configuration we need. The constant with purchasing used or surplus heavy equipment is the uncertainty and inherent risk involved. For these reasons this option is not recommended.

#### Repair Option

In looking at repair options we considered both local and "fleet service" garages. Everyone who has inspected the vehicle agreed that it was in poor shape and required extensive repairs. There was significant variance in the nature of the repair estimates. We received a quote from Readfield Truck and Auto for a limited set of repairs for between \$8,945 and \$10,145. This quote included repair of the transmission rather than remanufacturing or replacement, which is a key factor given past repair needs. A request for a revised quote that included transmission replacement was made but we did not receive a response.

When truck replacement was considered a year ago we received a quote from Quirk Auto for a more comprehensive set of repairs to the truck that came in at around \$16,000. We sent the truck to Quirk for another inspection last month and received a revised quote for \$20,632.31 due to additional problems they identified. These numbers are significant but also represent a warranted and complete repair to the core components of the vehicle.

A third repair shop reviewed the truck - Johnny's in Wayne. He gave a partial repair estimate of \$2,340 for peripheral repairs to the vehicle but stated that he was not willing or interested in providing prices for any other repair options due to the condition of the vehicle.

Reliable estimates for repairs, and how much life repairs will add to a vehicle before significant additional maintenance is required are hard to make, but we have been told that a reasonable number is between two and four years. This results in a huge variability in the estimated annual cost of repairs - anywhere from \$1,000 to \$10,000 per year of life.

The repair option should be considered, but with the understanding that uncertainty as to the short-term costs will remain. This will likely be the only time an extensive repair option should reasonably be considered for the current vehicle.

#### Purchase Option

Quotes for new vehicles were initially requested from three local dealerships and those quotes were used to inform a subsequent bid process. We revived bids from Darling's Auto Group, Quirk, and O'Conner for the truck and equipment. We also received quotes from three upfitters for the equipment exclusively. All of these are attached for reference. Based on the bids received Staff have presented top choices for the Board to consider in the 450(0) And 550(0) series, opting to not include a 350(0) series. Both top choices are presented below, with Staff recommending the Dodge 5550 series because of the increased functionality and durability relative to the difference in cost.

| <b>Equipment</b>                | <b>Cost</b>     |
|---------------------------------|-----------------|
| Dodge 4500 Base Truck           | \$44,350        |
| Dump Hoist and Body (installed) | \$6,565         |
| Plow & Hitch (installed)        | \$5,535         |
| <b>TOTAL</b>                    | <b>\$56,450</b> |
|                                 |                 |
| Dodge 5500 Base Truck           | \$45,390        |
| Dump Hoist and Body (installed) | \$6,565         |
| Plow & Hitch (installed)        | \$5,535         |
| <b>TOTAL</b>                    | <b>\$57,490</b> |

Outside of regular maintenance and operating expenses, the annual cost of this vehicle will be approximately \$5,750 assuming a 10-year lifespan. This is a VERY conservative estimate because the current truck saw heavier use as part of the former public works fleet, there will be a regular maintenance record and repair and maintenance schedule put in place, and the truck will not be stored in the salt sand shed. These conditions will be true for either a repair or replacement option.

Cost Comparison:

| Option  | Est. Annual Cost |
|---|------------------|
| Do Nothing  | N/A              |
| Buy Used / Surplus                                      | N/A              |
| Repair (based on average of multiple partial estimates) | \$5,500          |
| Purchase New (based on Dodge RAM 5500 and equipment)    | \$5,750          |

Conclusion & Recommendations:

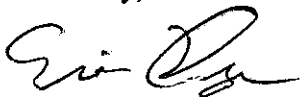
On an annual basis, repairing the vehicle may cost an estimated \$250 less than buying new in the short term over the next 2-4 years. That potentially reduced cost comes at the expense of reliability however, and includes the potential for much higher costs. Staff recommend the purchase of a new vehicle given the need to provide municipal services reliably and at a reliable cost.

We have a minimum offer for the current vehicle of \$5,000, and so selling the current vehicle should net the Town at least that amount, if not more. This can be applied to the purchase price of a new vehicle. Funds for the remainder of the purchase could come from the emergency fund (\$50,000) with the final \$2,500 coming from the current truck maintenance fund that has an estimated balance of \$9,000. In this way the entire purchase can come from the current budget. Alternatively, the board does have the ability to use reserve funds that meet the intended purpose:

|                             |           |
|-----------------------------|-----------|
| Summer Roads                | \$120,943 |
| Transfer Station Operations | \$60,038  |
| Transfer Station Capital    | \$26,046  |

It should be noted that these fund balances are currently available but are also being considered for work in fiscal year 2017 and future purchases. For this reason, if they are used they should be used wisely. It is the recommendation of the Town Manager that the current fiscal year funds be utilized first, with up to \$50,000 from the emergency fund (90-40-10-50) and up to \$7,000 from the current truck maintenance fund (60-60-60-51) going towards the purchase of a new Dodge 5500 series truck and associated equipment as bid by Darlings.

Sincerely,



Eric Dyer, Town Manager  
Town of Readfield

### Town Truck Bid Options

#### Darlings:

Ford F 350 - \$37,169

Ford F 450 - \$41,825

Ford F 550 - \$43,870

Dodge 3500 - \$41,383

Dodge 4500 - \$44,350

Dodge 5500 - \$45,390

#### Quirk Auto:

Dodge 4500 - \$44,416

Dodge 5500 - \$45,356

#### O'Connor Auto Park:

Chevy 3500 - \$49,391

#### Options:

Dump Body & Hoist -

\$5,955 (electric) - 350(0)

\$6,565 - 450(0) and 550(0)

Plow & Hitch -

\$5,535 (hydraulic)

Total -

350(0): \$48,659 - \$52,873

450/550: \$53,925 - \$55,970

4500/5500: \$56,450 - \$57,490

#### Options:

Dump Body & Hoist -

\$6,935 - 450(0) and 550(0)

Plow & Hitch -

\$6,059

Total -

4500/5500: \$57,514 - \$58,350

#### Options:

Dump Body & Hoist -

Already Installed

Plow & Hitch -

Already Installed

Total -

3500 - \$49,391

After reviewing all the bids and options from the truck dealers and the equipment dealers, Darlings looks to be the lower price in the market with a truck that has the power and payload capacity needed. I have spoken with people who run both hydraulic and electric equipment. It was explained that the electric is a bit slower than hydraulic with both lifting and lowering of dump body and plow. This isn't much of a problem for the plow just the dump because it is trying to lift tons of material. We are not working at a commercial level to need a larger or faster truck, this is a truck to be able to do the jobs that have been done in the past and continue that level of service to the town going forward.

In my opinion I feel we are better to go with the Dodge 5500 for the strength of the frame, the towing and hauling capabilities, for a stock ordered truck. The F550 needs an added option (68M) for \$1,155.00 for "Payload Plus" upgrade package to gain the added capacity where it gets an upgraded frame, rear axle and springs. This is an additional cost to modify the truck.

Bruce Chandler, Maintenance

Request for Bid List -

For Dump Body and Plow: These were specific vendors -

H.P. Fairfield – [jasoncurtis@hpfairfield.com](mailto:jasoncurtis@hpfairfield.com)

Donovan Company – [marcin@donovancompany.com](mailto:marcin@donovancompany.com)

Tenco (Messer) – [gregm@tenconewengland.com](mailto:gregm@tenconewengland.com)

For Truck Chassis: These dealers may also put the dump and plow in the bid -

Quirk Auto Group – [Ichicoine@quirkauto.com](mailto:Ichicoine@quirkauto.com)

O'Connor – [Jeremy.parker@oconnorwheels.com](mailto:Jeremy.parker@oconnorwheels.com)

Darlings – [tim.seymour@darlings.com](mailto:tim.seymour@darlings.com)

Diesel World – [frankdieselworld@gmail.com](mailto:frankdieselworld@gmail.com)

Miller Chrysler Jeep Dodge Ram – [ahmetm@millerautogroup.com](mailto:ahmetm@millerautogroup.com)

NewCastle Chrysler – [melwell@newcastlechrysler.com](mailto:melwell@newcastlechrysler.com)

Whited Ford Truck Center – [tony@whitedtruck.com](mailto:tony@whitedtruck.com)

Bid documents were placed on the Town website in addition to direct contact with these vendors.

## Bid Form

### **Medium Duty Truck Cab & Chassis, and Equipment**

Having carefully examined the instructions to bidders and the attached Medium Duty Truck Cab & Chassis, and Equipment bid specifications prepared by the Town of Readfield, we the undersigned propose to furnish all labor, equipment and material necessary for and reasonably incidental to the completion of the bid for the lump sum prices of:

|             |                  |  |
|-------------|------------------|--|
| Ford 350    | <u>\$ 37,169</u> | Delivered By <u>10-12 wks from</u> <u>date of order</u> <u>2016*</u> |
| Ford 450    | <u>\$ 41,825</u> | Delivered By <u>12-14 wks from</u> <u>date of order</u> <u>2016*</u> |
| Ford 550    | <u>\$ 43,870</u> | Delivered By <u>12-14 wks from</u> <u>date of order</u> <u>2016*</u> |
| Dodge 3500  | <u>\$ 41,383</u> | Delivered By <u>15-17 wks from</u> <u>date of order</u> <u>2016*</u> |
| Dodge 4500  | <u>\$ 44,350</u> | Delivered By <u>15-17 wks from</u> <u>date of order</u> <u>2016*</u> |
| Dodge 5500  | <u>\$ 45,390</u> | Delivered By <u>15-17 wks from</u> <u>date of order</u> <u>2016*</u> |
| Other _____ | _____            | Delivered By _____ 2016*   |

\* The town of Readfield recognizes that additional time may be needed for equipment installation.

Dump Body & Hoist electric \$ 5,955 350(0) \$ 6,565 450(0) and 550(0).

Plow & Hitch hydraulic \$ 5,535

EXCEPTIONS & COMMENTS (use additional sheets as necessary): \_\_\_\_\_

See attachments for truck  
specs + additional options

If this bid is accepted, the undersigned agrees to comply with all terms and conditions of the Bid Specifications and to deliver an executed Contract to the Town Manager within seven (7) calendar days after the date of notification of such acceptance.

SIGNED: Jessica Bouchard DATE: 03/16/2016

PRINTED NAME: Jessica Bouchard

TITLE: Commercial Sales Rep

COMPANY NAME: Darling's

MAILING ADDRESS: 403 Hogan Rd, Bangor, ME 04401

TELEPHONE: 207-992-1566

EMAIL: jessica.bouchard@darlings.com



## Bid Form

### Medium Duty Truck Cab & Chassis, and Equipment

Having carefully examined the instructions to bidders and the attached Medium Duty Truck Cab & Chassis, and Equipment bid specifications prepared by the Town of Readfield, we the undersigned propose to furnish all labor, equipment and material necessary for and reasonably incidental to the completion of the bid for the lump sum prices of:

|            |   |                                |       |
|------------|---|--------------------------------|-------|
| Ford 350   | _____   | Delivered By _____             | 2016* |
| Ford 450   | _____   | Delivered By _____             | 2016* |
| Ford 550   | _____   | Delivered By _____             | 2016* |
| Dodge 3500 | _____   | Delivered By _____             | 2016* |
| Dodge 4500 | _____   | Delivered By _____             | 2016* |
| Dodge 5500 | _____   | Delivered By _____             | 2016* |
| Other      | 2016 Chevrolet 3500 HD <sup>3</sup> 49,391. <sup>00</sup> | Delivered By 1 week from Order | 2016* |

\* The town of Readfield recognizes that additional time may be needed for equipment installation.

---

|                   |                                      |
|-------------------|--------------------------------------|
| Dump Body & Hoist | _____ 350(0) _____ 450(0) and 550(0) |
| Plow & Hitch      | _____                                |

---

EXCEPTIONS & COMMENTS (use additional sheets as necessary): Due to diesel engine constraints, bid in stock unit, subject to prior sale. Body, plow installation complete. Order factory unit have no time frame as of 3/15/2016

---

If this bid is accepted, the undersigned agrees to comply with all terms and conditions of the Bid Specifications and to deliver an executed Contract to the Town Manager within seven (7) calendar days after the date of notification of such acceptance.

SIGNED: Jeremy R Parker DATE: 3/15/16  
PRINTED NAME: Jeremy R Parker  
TITLE: Fleet & Commercial Sales  
COMPANY NAME: O'Connor Auto Park  
MAILING ADDRESS: 187 Riverside Drive Augusta ME 04330  
TELEPHONE: 207-622-3191  
EMAIL: jeremy.parker@oconnorwheels.com

# Bid Form

## Medium Duty Truck Cab & Chassis, and Equipment

RECEIVED <sup>UP</sup> MAR 14 2016

Having carefully examined the instructions to bidders and the attached Medium Duty Truck Cab & Chassis, and Equipment bid specifications prepared by the Town of Readfield, we the undersigned propose to furnish all labor, equipment and material necessary for and reasonably incidental to the completion of the bid for the lump sum prices of:

|            |              |                  |              |                  |       |
|------------|--------------|------------------|--------------|------------------|-------|
| Ford 350   | BALANCE OUT  | _____            | Delivered By | <u>5017</u>      | 2016* |
| Ford 450   | BALANCE OUT  | _____            | Delivered By | <u>7</u>         | 2016* |
| Ford 550   | BALANCE OUT  | _____            | Delivered By | <u>2</u>         | 2016* |
| Dodge 3500 | 2016         | _____            | Delivered By | _____            | 2016* |
| Dodge 4500 | Chassis only | <u>44,416.00</u> | Delivered By | <u>14-16 WTS</u> | 2016* |
| Dodge 5500 | Chassis only | <u>45,356.00</u> | Delivered By | <u>16-18 WTS</u> | 2016* |
| Other      | _____        | _____            | Delivered By | _____            | 2016* |

\* The town of Readfield recognizes that additional time may be needed for equipment installation.

Dump Body & Hoist \_\_\_\_\_ 350(0) 6935.00 450(0) and 550(0)

Plow & Hitch 6059.00

EXCEPTIONS & COMMENTS (use additional sheets as necessary):

For recording time?  
Subject to Price increase of 10% 90% 2017 Models

If this bid is accepted, the undersigned agrees to comply with all terms and conditions of the Bid Specifications and to deliver an executed Contract to the Town Manager within seven (7) calendar days after the date of notification of such acceptance.

SIGNED: [Signature] DATE: 3-10-16

PRINTED NAME: Leo Chenevise

TITLE: Fleet Manager

COMPANY NAME: Quark Auto Group

MAILING ADDRESS: 7 WATER ST. STAMFORD, CT

TELEPHONE: 430-1621

EMAIL: 1Chicaine@Quarknet.com

**115 YEARS** Building Maine's  
Toughest Work Trucks**MESSER**  
Truck Equipment**Messer Truck Equipment**  
170 WARREN AVE.  
WESTBROOK, ME 04092  
(207) 854-9751  
Fax (207) 854-8042  
www.messertruckequipment.com**Quote**

| Date     | Quote # |
|----------|---------|
| 3/9/2016 | 12055   |

|   |
|---|
| Name / Address  |
| QUIRK FORD OF AUGUSTA<br>P O BOX 1055<br>AUGUSTA, ME 04332-1055 |

|  |  |        |                      |           |          |          |
|--|--|--------|----------------------|-----------|----------|----------|
| Attention  |  | Terms  | Sales Representative | Acct. Rep | P.O. No. |          |
| Leo  |  | Net 30 | Matt Duffy           | 275       |          |          |
| Description  |  |        |                      | Qty       | U/M      | Total    |
| REF: Town of Readfield   |  |        |                      |           |          |          |
| 9' DOWNEASTER 2 to 3 yd Dump Body<br>Model DED09962  |  |        |                      | 1         | EA       | 6,735.00 |
| Price includes:<br>Installation on 60" C.A. cab chassis<br>10 ga. floor and sides with channel understructure<br>Quarter cab protector<br>Double acting removable tailgate with greasable pins<br>Dirt shedding sloped side plate and tailgate design<br>Painted black<br>Federal 108 lights (LED), back up alarm<br>Rear mud flaps<br>12 Volt electric hydraulic powered scissor subframe hoist with double acting high pressure cylinder |  |        |                      |           |          |          |
| Options:<br>Upgrade to Downeaster 9' 3-4yd body for F450 F550 ADD \$200.00 ✓<br>1/2" Plate hitch with 2" receiver tube and 7 blade RV trailer plug \$625.00 ✓<br>Manual mesh load cover installed add \$425.00   |  |        |                      |           |          |          |
| Fisher 9'MC snowplow electric hydraulic - complete plow package installed with municipal discount ✓  |  |        |                      | 1         | EA       | 5,434.00 |

We propose to furnish material and labor, in accordance with the above specifications. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the quotation. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by worker's compensation insurance. Any applicable Federal Excise Tax is not included in the above quotation. Quote valid for 30 days from date of issue.

**Sales Tax (5.5%)** \$0.00**Total** \$12,169.00

Acceptance of Proposal - Sign and Return \_\_\_\_\_

# H. P. FAIRFIELD, LLC

QUOTE # 140966



**"MUNICIPAL SPECIALISTS"**

PHONE: 207-399-7949 FAX: 207-474-6526

<http://www.hpfairfield.com>

FROM:

Jason Curtis

9 Green Street

Skowhegan, ME 04976

QUOTED TO: Town Of Readfield

DATE: March 17, 2016

Readfield, ME 04355

CUSTOMER PHONE: 207-685-4939

ATTN: Eric Dyer

CUSTOMER FAX: 207-685-3420

## COMMENTS:

Readfield 2016 Medium Truck Bid

| QTY | DESCRIPTION   | PRICE       | EXT. PRICE  |
|-----|---|-------------|-------------|
| 1   | AIR-FLOW PRO CLASS, 3-4 YARD BODY. ELECTRIC OVER HYDRAULIC WITH UNDERBODY HOIST, CAB SHIELD, LIGHT KIT, PAINTED, INSTALLED ON YOUR CHASSIS WITH MUD FLAPS | \$15,200.00 | \$15,200.00 |

BOSS 9' SUPER DUTY STRAIGHT TRIP EDGE PLOW, ELECTRIC OVER HYDRAULIC  
INSTALLED ON YOUR CHASSIS

SIGNED Jason Curtis

ACKNOWLEDGED

QUOTE TOTAL

\$15,200.00

**Serving New England for over 60 Years**

**QUOTATION**

P.O. # \_\_\_\_\_

**QUOTE / ORDER #** **M0307161**

**CUSTOMER: TOWN OF READFIELD**  
**CONTACT: 8 OLD KENTS HILL ROAD**  
**ADDRESS: READFIELD, ME 04355**

**PHONE: 207-685-1812**  
**EMAIL: READFIELD.MAINT@NE.TWCBC.COM**

6 ENTERPRISE DRIVE  
 LONDONDERRY, NH 03053  
 PHONE: 603-669-2250  
 FAX: 603-669-0501  
 DATE: 3/17/16

**TRUCK INFO:**

VIN #: \_\_\_\_\_  
 YEAR: 2017  
 MAKE: FORD  
 MODEL: F450  
 CA/CT: 60"  
 TRANS: AUTO

**BODY SR. # \_\_\_\_\_ HOIST SR. # \_\_\_\_\_****COLOR: BLACK****"GODWIN" 9' X 7' DUMP BODY #184-U 13" SIDES 19" TAILGATE**

10 GA HI-TENSILE STEEL CONSTRUCTION THROUGH OUT  
 SLOPING RUB RAILS - TARP RAILS - 3 VERT. POSTS & BOX TOP RAIL  
 FULL DEPTH REAR CORNER POST WITH FULL WIDTH APRON  
 3 PANEL TAILGATE W/ QUICK RELEASE LATCH SYSTEM  
 3" STRUCTURAL CHANNEL CROSSMEMBERS 12" ON CENTERS  
 5" STRUCTURAL CHANNEL LONGITUDINGALS  
**24" CAB PROTECTOR W/ SCREEN**

**GS-615SF SINGLE PISTON SCISSOR HOIST WITH FULL SUB-FRAME**  
**9/11 TON LIFT CAPACITY - 12 VOLT ELECTRIC PACK- S/A**  
**SAFETY PROP / BACKUP ALARM & BODY UP ALARM**  
**SET OF FRONT & REAR MUD FLAPS**  
**ALL LIGHTS & REFLECTORS TO MEET FMVSS-108**  
**BODY PAINTED ONE STANDARD COLOR - SINGLE STAGE ONLY (NO CLEAR COAT)**  
**COLOR MATCH NOT GUARANTEED, INSTALLED**

**OPTIONS:**

- ☒ MANUAL CRANK W/ MESH NET -----  
☒ 2" RECEIVER TUBE ON 1/2" PLATE / D-RINGS / PLUG -----  
☒ LED - PAIR STROBES IN REAR POST & TWO FRONT LED - 404 -----  
☒ 9' MC FISHER PLOW W/ FISH STICK -----  
☒ 8' FISHER STAINLESS STEEL CASTER ELECTRIC SANDER. 2.0 CU. YDS., LONG CHUTE -----

**TOTAL- \$ 19,075.00**

I HAVE READ AND APPROVED THE ABOVE QUOTATION AND  
 HEREBY AUTHORIZE YOU TO COMPLETE THE WORK.

**CUSTOMER SIGNATURE: \_\_\_\_\_****DATE: \_\_\_\_\_****NOTE: PAYMENT IS DUE IN FULL UPON DELIVERY. NO CREDIT CARDS ACCEPTED.****QUOTE GOOD FOR 45 DAYS.****QUOTED BY: MARCIN KOSZALKA**

**JOHNNY'S AUTO**

PO Box 340

Wayne, ME. 04284

Phone: 207-685-9296 Fax: 207-685-3136

Sub Estimate For Order #

**046060****ESTIMATE FOR SERVICES**

Estimate Date : 03/08/2016

**Town Of Readfield - Readfield Fire Dept.**

8 Old Kents Hill RD

Readfield, ME 04355

Cellular: 207-242-5473 AL Home: 207-685-4939 MATT

2007 Ford - F550 Super Duty - 6L V8 (363CI) VIN(P)

Lic # : 420193 - ME

Odometer In: 54836

VIN# : 1FDAF57P1 7EB11393

| Part Description / Number  | Qty  | Sale   | Ext    | Labor Description   | Hours | Extended |
|--|------|--------|--------|---|-------|----------|
| Rear Brake Pads<br>ULT1066   | 1.00 | 42.24  | 42.24  | Replace Right Outer Tie Rod, Rear Brake Pads,<br>Rotors & Parking Brake Shoes | 7.00  | 455.00   |
| Rear Brake Rotors<br>900359  | 2.00 | 126.93 | 253.86 | Replace Transmission Cooler Pipes   |       |          |
| Parking Brake Shoes<br>PSS847                                      | 1.00 | 74.06  | 74.06  | Set Toe   | 0.50  | 30.00    |
| Right Outer Tie Rod<br>DS300008                                    | 1.00 | 95.24  | 95.24  | **** Symptoms: ****<br>Set Toe  |       |          |
| Shop Supplies<br>Shop Supplies                                     | 1.00 | 20.00  | 20.00  | Replace Windshield  |       | 279.00   |
| Transmission Cooler Pipes<br>7R081A                                | 1.00 | 105.15 | 105.15 | Replace Windshield  |       |          |
| Mini Lamp<br>WAG 2057  | 1.00 | 1.70   | 1.70   | Commercial Inspection   | 0.67  | 40.00    |
| Automatic Transmission Fluid - Universal<br>Synthetic<br>MAL 92866 | 5.00 | 8.60   | 43.00  | **** Symptoms: ****<br>Commercial Inspection                                  |       |          |
| Connector<br>7D273B  | 2.00 | 5.00   | 10.00  | Mount & Balance 4 Tires   | 0.87  | 56.00    |
| Ring<br>HR1  | 2.00 | 20.00  | 40.00  | **** Symptoms: ****<br>Mount & Balance 4 Tires                                |       |          |
| Collet<br>7Z465  | 2.00 | 8.00   | 16.00  | Mount & Balance 2 Tires   | 0.44  | 28.00    |
| Recycle Fee battery or tire/State<br>Recycle                       | 6.00 | 1.00   | 6.00   | **** Symptoms: ****<br>Mount & Balance Two Tires                              |       |          |
| Tire Disposal<br>T Disp  | 6.00 | 3.00   | 18.00  | Repair Rear Body  | 36.00 | 2,340.00 |
| Tire SLN S737 G OSD RG<br>225/70-19.5                              | 6.00 | 139.20 | 835.20 |   |       |          |
| Shop Supplies/Metal<br>SS  | 1.00 | 600.00 | 600.00 |   |       |          |

**JOHNNY'S AUTO**

PO Box 340

Wayne, ME. 04284

Phone: 207-685-9296 Fax: 207-685-3136

Sub Estimate For Order #

**046060****ESTIMATE FOR SERVICES**

Estimate Date : 03/08/2016

**Town Of Readfield - Readfield Fire Dept.**

8 Old Kents Hill RD

Readfield, ME 04355

Cellular: 207-242-5473 AL Home: 207-685-4939 MATT

2007 Ford - F550 Super Duty - 6L V8 (363CI) VIN(P)

Lic # : 420193 - ME

Odometer In: 54836

VIN# : 1FDAF57P1 7EB11393

| Part Description / Number                           | Qty | Sale | Ext | Labor Description | Hours | Extended |
|---|-----|------|-----|-------------------|-------|----------|
| Engine SKIPS<br>Cold Tranny<br>Seems to<br>Shift OK |     |      |     |                   |       |          |

Parts/Supplies: 2,160.45

Labor: 3,228.00

HazMat/Fees: 0.00

Tax: 117.50

Total: \$ 5,505.95

Motor vehicle repair practices are regulated by chapter ATCP 132, Wis. Adm. Code, administered the Bureau of Consumer Protection, Wisconsin Dept. of Agriculture, Trade and Consumer Protection, P.O. Box 8911, Madison, Wisconsin 53708-8911

☐ This vehicle received without face to face customer contact.

Shop Representative

Having authority to do so I hereby order the above products and services, parts and labor and grant permission to you and/or your employees to operate the vehicle described for the purpose of testing and/or inspection. I agree to pay cash when the work is completed or to pay on other terms satisfactory to you. Until paid in full, the amount owing on this work shall constitute a lien on the motor vehicle. If collection is made by suit or otherwise, I agree to pay storage and collection and reasonable attorney's fees.

Customer Sign: \_\_\_\_\_

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

YOU ARE ENTITLED TO A PRICE ESTIMATE FOR THE REPAIRS YOU HAVE AUTHORIZED. THE REPAIR PRICE MAYBE LESS THAN THE ESTIMATE, BUT WILL NOT EXCEED THE ESTIMATE WITHOUT YOUR PERMISSION. YOUR SIGNATURE WILL INDICATE YOUR ESTIMATE SELECTION.

1. I request an estimate in writing before you begin repair

2. Please proceed with repairs, but call me before continuing if the price will exceed \$ \_\_\_\_\_

3. I do not want an estimate \_\_\_\_\_

Do you want the replaced parts you are entitled to? ☐ Yes ☐ NoPayment will be made by ☐ Cash ☐ Check ☐ Credit ☐ Card ChargeCall when vehicle is ready ☐ Yes ☐ No

To Town of Readfield:

From Readfield Truck and Auto

This an estimate for repair of the 2008 ford f550 town truck. Upon inspection and completion of a preventive maintains schedule the following repairs are necessary for a complete and reliable repair. The following quote is valid for only 30 days. Estimated labor is including in estimated is cost of repair. This is not a bill.

1) Repair transmission leaks as needed, new cooler lines, new transmission oil pan, complete flush and service of transmission, repair cost estimated to be \$650.00.

2) Repair front end steering and suspension as needed. new ball joints, new seals, axle shaft joints, tie rod ends, pitman arm, alignment. Repair cost estimated to be \$1750.00

3) Repair rear brakes as needed. New calipers, rotors, brake shoes, hardware, pads. Repair cost estimated to be to be \$940.00

4) Replacement of two Batteries, Repair cost estimated to be \$270.00

5) Replacement of windshield. New blades, Cost estimated to be \$390.00

6) Repair of plow lights as needed, replace lights as need, repair wiring as needed, cost estimated to be \$250.00

7) Repair of all tail lights marker lights back up lights: etc. estimated cost to be \$325.00

8) Replacement of filter and hydraulic hoses under body that are rotted out and could fail if not replace, estimated cost is \$450.00

9) Repair engine oil pan as needed, epoxy repair, estimated cost \$150.00

10) Service engine and chassis lube as needed. New oil, filter air filter, grease and check and fill all fluids as needed. Estimated cost \$370.00

11) Repainting of frame, (black) cab (red) wheels (gray) body (black) estimated cost to be \$1600.00

12) Repair of dump body, holes repaired, estimated cost depends on repair warranted, new complete skin would be \$ 1400.00, or patch with ¾ pressure treated with carriage bolt, estimated cost \$200.00.

13) Replace tires as needed \$1600.00

Cost with new steel skin on body \$10.145 Cost with pressure treated plywood \$8.945

Note: The Truck runs very well, it has a lot of life left in it, it is in my best professional opinion that the cost of repair and the work needed to bring vehicle back to good reliable standard is justified. Thank you for the opportunity to quote this job.

Sincerely,

Matthew Curtis



685-3393



A

Quirk

685 5420

## Estimate of Auto Repairs

|   |        |           |                        |
|---|--------|-----------|------------------------|
| Name  |        |           |                        |
| Phone   |        |           |                        |
| Year  |        | Color     |                        |
|   |        | Make      | Model                  |
| Estimated by  |        |           |                        |
| Replace   | Repair | Flat Rate | Parts                  |
|   |        |           | Description            |
|   |        |           | Labor                  |
|   |        |           | Sub Total              |
| ✓   |        |           | engine #7 Dead Drop in |
| ✓   |        | 28.0      | TRANS Ran low on Fluid |
| ✓   |        | 159.50    | TRANS lines            |
|   |        | 1.5       | Fuel Pump              |
|   |        | 359.25    | Front Pads & Rotors    |
|   |        | 443.24    | Rear pads & Rotor DRW  |
|   |        | 0         | Rear Spot light        |
|   |        | 0         | Turn signal            |
|   |        | 0         | Battery (X2)           |
| Totals  |        | 16929.86  | 3402.65                |
| The details and the estimate provided above are based on our first inspection and do not constitute a guarantee that no further work / parts will be required. The total bill of work will be as per the details available on completion of the work. Other terms and conditions as applicable. |        |           | Total parts            |
|   |        |           | Total Labor            |
|   |        |           | Misc                   |
|   |        |           | Tax                    |
| You are hereby authorized to make the above repairs and I agree to pay in full.   |        |           | Grand Total            |
| Signature: _____  |        |           | 20.632.51              |
| Date: _____   |        |           |                        |

Drop in engine 3yrs unlimited miles

TRANS 3yrs unlimited mile

All other Ford Parts 2yrs unlimited miles

Ken Legere 207 430 1640

## **Volunteer Appreciation Night**

### **Proposed Purpose:**

The main purpose of this event is to say thank you to the many volunteers who contribute their time and energy to the Town of Readfield through their participation in our many valuable Boards, Committees, and Commissions. All Board, Committee, and Commission members past and present are welcome as well as the public at large. This is an opportunity to not only say thank you, but to encourage our volunteers to share ideas and experiences.

### **Proposed Dates, Times, and Locations:**

Thursday, May 19th, at 5:30pm - Readfield Public Beach (rain contingency at Giles Hall)

Friday, May 20<sup>th</sup> at 5:30pm - Readfield Public Beach (rain contingency at Giles Hall)

Thursday, June 2<sup>nd</sup> at 5:30pm - Readfield Public Beach (rain contingency at Giles Hall)

Friday, June 3<sup>rd</sup> at 5:30pm - Readfield Public Beach (rain contingency at Giles Hall)

### **Proposed Activities:**

Light refreshments / potluck

Brief statements by Select Board, Town Manager, and Residents

Presentation of certificates / recognition

Volleyball, horseshoes, etc.....

## **Discussion of a possible Charter Commission Warrant Article**

Proposed Town Charter Workshop - March 28<sup>th</sup>

### Possible Topics of Discussion:

History of the charter discussion in Readfield

Consideration of purpose and goals of a charter process

Alternative processes

Timelines

Other.....

## Readfield Town Manager Evaluation

Proposed process 3/17/16 for initial 6 month review after hire

The goal of this review is to provide initial evaluative communication between the Select Board and Town Manager on a formal basis. The features of this particular evaluation are as follows:

- This is an initial 6 month review
- This is a template for future intermediate non-annual reviews to be given at halfway points (6 months) between annual reviews
- The intermediate process is briefer than an annual review but informative and useful
- The intermediate process will help inform a more thorough annual process
- The intermediate process provides informative direction and helpful feedback to the Town Manager
- The intermediate process provides the Select Board with useful feedback from Town Manager regarding work direction management and challenges

The evaluation format of the intermediate is as follows:

- This intermediate evaluation primarily consists of an oral feedback exchange
- A written single page evaluation form will be used to guide feedback
- The intermediate evaluation is a focused Board and Manager discussion but builds the basis for a 360 degree annual review.

The review process for intermediate and annual reviews observes the following guidelines:

- Reviews are made in the best interest of the larger community with both openness and confidentiality as appropriate
- The community is aware of how the evaluation process is implemented
- The Board speaks with one voice to the Manager striving for consensus feedback but informing the Manager of ranges of feedback if necessary
- Written reviews are appropriately filed

## Town of Readfield

### Six Month Town Manager Intermediate Review – Initial following hire

Process: Select Board will complete this form in Executive Session together and present it confidentially to the Town Manager in advance of a second Executive Session which includes the Manager to discuss and engage in two-way feedback. The Board may revise its evaluation based on this discussion. The community is informed that the six month review has been completed and a general characterization of the review is shared.

Because this intermediate review process is meant to inform a more in-depth annual process, direction will also be summarized or planned at this review regarding the greater scope of the annual process both in specific evaluative items and a broader range of indicators.

Each of the following areas are rated with the following indicators and characterized with examples and/or observations.

#### Indicators:

1. Additional Focus Needed
  2. Direction Supports Expectations
  3. Expectations Achieved or Exceeded
- Public Service – citizen relations, communications
  - Personnel – hiring, managing, staff relations
  - Financial – fiscal management, budgeting, budget execution, communication
  - Physical Assets – maintenance, planning
  - External Relations – contractors, community engagement, resource development
  - Professional – conduct, policy development and observation
  - Governance – Board/Committee relations and support; technical/professional advice
  - Flexibility – reactivity and pro-activity
  - Vision – long term planning, resource development, community betterment, innovation
  - Personal – work habits, communication, inclusiveness, initiative, relationship building

#### Additional Feedback

# **NEW BUSINESS**

**TOWN OF READFIELD  
POLICY FOR  
DISPOSITION OF TAX ACQUIRED PROPERTY**

Adopted: Jan. 8, 2007  
Amended: Jan. 4, 2010

Readfield Board of Selectmen

March 21, 2016

Item # 16-115

**Article 1. General**

- 1.1 The purpose of this Policy is to establish procedures for the efficient and fair management, administration and disposition of real property acquired under the tax lien procedures set forth in Title 36 M.R.S.A. §§942 and 943, as amended. Nothing in this Policy shall be interpreted to (1) give additional substantive or procedural rights to owners or former owners of property forfeited for non-payment of taxes or (2) to limit the right of the Select Board to waive these guidelines if the Select Board deems it to be in the Town's best interest to do so.

**Article 2. Actions Concerning Tax-Acquired Property Pending Final Disposition**

- 2.1 Following the foreclosure of any tax lien mortgage, the Town Treasurer shall by first class mail, return receipt requested, notify the last known owner of record that his or her right to redeem the property has expired. The notification shall also state that the property will be disposed of in accordance with this Policy, a copy of which shall be included with the notification. The same shall be sent via US Mail, 1<sup>st</sup> Class with Certificate of Mailing.
- 2.2 Each year the Treasurer shall prepare a list of properties acquired due to non-payment of property taxes and foreclosure of tax liens and provide this list (the "Tax-Acquired Properties List") to the Town Manager.
- 2.3 The Town Manager and the Code Enforcement Officer, and as necessary in consultation with the Town Attorneys, shall review and inspect (if possible) each property prior to the last Select Board meeting before foreclosure, so that they may be identified on the Tax-Acquired Properties List and a determination may be made as to whether the foreclosure is in the best interest of the Town, based on the following criteria:
- A. The potential liabilities (environmental, structural safety, health or other hazards associated with the property) that the Town might assume by taking possession or by operating the property and whether the Town's interests in light of such potential liabilities would be best served by immediately disposing of the property or retaining it;
  - B. The level of insurance required to protect the Town's interest in the property and to protect the Town from liability in the event that the property is retained; and
  - C. Whether the property is currently occupied and the likelihood of requiring legal assistance (and estimated costs of the same) to require the occupants to quit the premises.
- 2.4 In the event that a tax-acquired property remains or becomes vacant for sixty (60) consecutive days following the date of foreclosure of the tax liens under which the Town

becomes the owner of a property, the Town Manager shall obtain liability coverage for the property.

### **Article 3. Review and Disposition of Tax-Acquired Properties**

3.1 The Town Manager will offer arrangements to the previous owner to secure just and prompt payment of outstanding and current taxes, related interests and costs to be paid within 30 days of foreclosure.

1. The Town Manager shall present the taxpayer with a written notice for payment of all past due and currently due taxes, interest, and costs under the tax lien process and all outstanding sewer charges, assessments and other lawful charges as are due and owing to the Town.
2. The Town's costs shall include all costs incurred or to be incurred by the Town in addition to those incurred in the tax lien process and shall include, but not be limited to, insurance costs, registry filing and mailing costs, advertisement costs, and attorney's fees.
3. Failure of an owner to respond within thirty (30) days of a written notice will result in a forfeiture of the property being either retained by the Town or sold under the other provisions of this Policy.

3.2 In the event any previous owner fails to respond and forfeits a property, the Town Manager will summarize the results of his or her Section 2.3 review of each property and make one of the following recommendations:

1. Retain the property for a particular public purpose. The Town Manager, in consultation with the Town Attorney shall review and pursue, if appropriate or required, judicial confirmation of the Town's right, title or interests in the subject property under 14 M.R.S.A. §6651 et seq.
2. Sell the property with or without conditions.
3. Take no action other than to set a date for further consideration by the Board, which shall occur at least annually.

The Town Manager shall forward his or her reviews, recommendations and determinations regarding each property to the Select Board. The Select Board may override a particular recommendation of the Town Manager to retain a property but shall otherwise direct that the property be processed in conformance with the terms of this Policy.

### **Article 4. Property to be retained**

4.1 If the Select Board deems it to be in the Town's best interest, it may retain the acquired property for a specified purpose. By way of example, but not limitation, the Select Board may deem it to be in the Town's best interest to retain the property where:

- a. the property has or will have recreational value or economic value to the Town.



- b. the property has or will have potential for a public facility or additions to public facilities.
- 4.2 If the property is retained, the Select Board may pursue an action for equitable relief in accordance with the provisions of Title 36 M.R.S.A. §946, if desirable.
- 4.3 The Select Board shall cause the tax-acquired property retained to be managed and insured as it would any other municipal property.
- 4.4 If retained, the Town shall pay the outstanding unpaid sewer rates, assessments or other lawful charges.

#### **Article 5. Property to be Sold**

- 5.1 The Select Board shall determine the method of sale for properties acquired for non-payment of taxes. Methods may include but not be limited to brokerage sale, negotiated sale, or public bid process.
- 5.2 If the public bid process is utilized, the Town Manager shall cause to be published a notice of the sale of the tax-acquired property in a local newspaper. The notice shall be posted in a conspicuous place within the Municipal Building. The notice shall be sent to the person from whom the property was acquired and the property owners whose property immediately abuts the property to be sold. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain information useful to prospective bidders and the terms of the sale as determined by the Town Manager.
- 5.3 All bids shall be submitted on forms prescribed by the Town Manager in an envelope clearly marked "Tax-Acquired Property Bid" and accompanied by a cashier's or certified check equal to the bid deposit. Bids shall be publicly opened and read on the date and at the time specified.
- 5.4 The Town Manager shall review all bids and make recommendations to the Select Board. The Select Board shall determine the successful bidder.
- 5.5 The Town of Readfield reserves the right to accept or reject any or all bids, and waive any of the requirements of this Policy should the Select Board, in its sole determination, judge such actions to be in the best interest of the Town of Readfield. Instances where this right may be invoked include, but are not limited to:
  - a. The Select Board may wish to sell the property to an abutting property owner rather than the highest bidder.
  - b. The Select Board may determine a use other than the use proposed by the highest bidder is in the best interests of the Town.
- 5.6 Should the Select Board reject all bids, the property may again be offered for sale.
- 5.7 Should the bidder fail to close, the Town shall retain the bid deposit. The Select Board may offer the property to the next highest or any other bidder, if it determines that it is in the best interest of the Town.

- 5.8 Title to tax-acquired property shall be transferred only by means of a Municipal Release Deed.
- 5.9 Unless the property is vacant at the time of sale, the successful bidder shall be responsible for the removal of occupants and contents in a manner according to law.
- 5.10 The proceeds of the sale shall be distributed in the following manner: (1) all taxes, interest and costs under the tax lien process shall be paid, (2) all outstanding sewer rates, assessments or other lawful charges shall be paid, and (3) any balance shall be placed in a General Fund account.

#### **Article 6. Waiver of Foreclosure**

- 6.1 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, the Select Board may authorize the Treasurer to record a waiver of foreclosure in the Registry pursuant to 36 M.R.S.A. § 944, provided that this determination is made before the right of redemption expires.
- 6.2 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, and this determination has been made prior to the issuance of the Impending Foreclosure Notice under 36 MRSA § 943, the Select Board may instruct the Treasurer not to send the Impending Foreclosure Notice, thereby preventing the foreclosure from occurring.

#### **Article 7. Taking Possession of Property**

- 7.1 At such time as it considers the proper disposition of a parcel of tax acquired property, or at such earlier time as may be recommended by the Town Manager, the Select Board shall consider whether it would be desirable for the Town to take immediate possession of the property in order to preserve the value of the property or otherwise protect the interests of the Town.
- 7.2 In making the determination under Section 7.1, the Select Board shall consider the condition of the property, the occupancy status, any potential risks to the value of the property, the status of insurance, any obstacles to exercising possession, the possible need for court assistance and any other factors that the Select Board deems appropriate.



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [readfield.finance@roadrunner.com](mailto:readfield.finance@roadrunner.com)

February 24, 2016

Wendy Karsten-Beck  
287 Sandy River Rd.  
Fayette, ME  
04349

Dear Mrs. Karsten-Beck,

This letter is to inform you that the Town of Readfield has now acquired your property located at 174 Thorp Shores Rd. for non-payment of real estate taxes. If you wish to regain ownership of this property, pursuant to our Disposition of Tax Acquired Property Policy, you need to pay all past-due taxes, interest, and costs totaling \$8,500.65 as outlined below. Payment must be received no later than 4:30pm on March 28, 2016. Attached you will find a copy of the referenced policy.

| Year         | Tax                | Interest         | Lien Cost        | Total              |
|--------------|--------------------|------------------|------------------|--------------------|
| 2015         | \$ 2,824.10        | \$ 20.58         | \$ -             | \$ 2,844.68        |
| 2014         | \$ 2,889.70        | \$ 135.22        | \$ 47.49         | \$ 3,072.41        |
| 2013         | \$ 2,325.96        | \$ 197.37        | \$ 60.23         | \$ 2,583.56        |
|              |                    |                  |                  |                    |
| <b>TOTAL</b> | <b>\$ 8,039.76</b> | <b>\$ 353.17</b> | <b>\$ 107.72</b> | <b>\$ 8,500.65</b> |

If you have any questions about this procedure, please contact me, Eric Dyer, Town Manager and Treasurer, at the above address or phone number. We look forward to hearing from you soon.

Sincerely,

Eric Dyer, Town of Readfield  
Town Manager and Treasurer







## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [readfield.finance@roadrunner.com](mailto:readfield.finance@roadrunner.com)

February 24, 2016

Margaret (Pierce) Webb  
25 Route 126  
Monmouth, ME  
04259

Dear Mrs. Webb,

This letter is to inform you that the Town of Readfield has now acquired your property located at Harmony Hills Rd., Map 119, Lot 024, for non-payment of real estate taxes. If you wish to regain ownership of this property, pursuant to our Disposition of Tax Acquired Property Policy, you need to pay all past-due taxes, interest, and costs totaling \$1,771.05 as outlined below. Payment must be received no later than 4:30pm on March 28, 2016. Attached you will find a copy of the referenced policy.

| Year         | Tax                | Interest        | Lien Cost        | Total              |
|--------------|--------------------|-----------------|------------------|--------------------|
| 2015         | \$ 524.32          | \$ 3.82         | \$ -             | \$ 528.14          |
| 2014         | \$ 536.50          | \$ 25.11        | \$ 47.49         | \$ 609.10          |
| 2013         | \$ 527.80          | \$ 45.78        | \$ 60.23         | \$ 633.81          |
|              |                    |                 |                  |                    |
| <b>TOTAL</b> | <b>\$ 1,588.62</b> | <b>\$ 74.71</b> | <b>\$ 107.72</b> | <b>\$ 1,771.05</b> |

If you have any questions about this procedure, please contact me, Eric Dyer, Town Manager and Treasurer, at the above address or phone number. We look forward to hearing from you soon.

Sincerely,

Eric Dyer, Town of Readfield  
Town Manager and Treasurer

Webb (Pierce) Margaret H

C/O Heather Urquhart

25 Route 126

Monmouth ME 04259

B4290P145

1-6-16 Just finding where she is ~~but~~ so resent to daughter

just land

no lien holder

Inspection Witnessed By:

| X | Date     |             |
|---|----------|-------------|
|   | No./Date | Description |
|   |          |             |
|   |          |             |
|   |          |             |

Notes:

Property Data

|                  |                    |
|------------------|--------------------|
| Neighborhood     | 10 NEIGHBORHOOD 10 |
| Tree Growth Year | 0                  |
| X Coordinate     | 0                  |
| Y Coordinate     | 0                  |
| Zone/Land Use    | 11 Residential     |

Secondary Zone

Topography

1. Level  
2. Rolling  
3. Above St  
4. Below St  
5. Low  
6. Swampy  
7.  
8.  
9.

Utilities

1. Public  
2. Water  
3. Sewer  
4. Dr Well  
5. Dug Well  
6. Septic  
7. Cesspool  
8. Lake Water  
9. None

Street

1. Paved  
2. Semi Imp  
3. Gravel  
4. Proposed  
5.  
6.  
7.  
8.  
9. None

FLOOD PLAIN MAP

Open 2

Sale Data

Sale Date

Price

Sale Type

1. Land  
2. L & B  
3. Building  
4. Mobile  
5. Other  
6.  
7.  
8.  
9.

Financing

1. Convent  
2. FHA/VA  
3. Assumed  
4. Seller  
5. Private  
6. Cash  
7.  
8.  
9. Unknown

Validity

1. Valid  
2. Related  
3. Distress  
4. Split  
5. Partial  
6. Exempt  
7. Changes  
8. Other  
9. not verifi

Verified

1. Buyer  
2. Seller  
3. Lender  
4. Agent  
5. Pub Rec  
6. MLS  
7. Family  
8. Other  
9.

Assessment Record

| Year | Land   | Buildings | Exempt | Total  |
|------|--------|-----------|--------|--------|
| 2004 | 30,600 | 0         | 0      | 30,600 |
| 2005 | 29,000 | 0         | 0      | 29,000 |
| 2006 | 29,000 | 0         | 0      | 29,000 |
| 2007 | 29,000 | 0         | 0      | 29,000 |
| 2008 | 29,000 | 0         | 0      | 29,000 |
| 2009 | 29,000 | 0         | 0      | 29,000 |
| 2010 | 29,000 | 0         | 0      | 29,000 |
| 2011 | 29,000 | 0         | 0      | 29,000 |
| 2012 | 29,000 | 0         | 0      | 29,000 |
| 2013 | 29,000 | 0         | 0      | 29,000 |
| 2014 | 29,000 | 0         | 0      | 29,000 |
| 2015 | 29,000 | 0         | 0      | 29,000 |
|      |        |           |        |        |
|      |        |           |        |        |

Land Data

| Front Foot         | Type | Effective |       | Influence |      | Influence Codes    |
|--------------------|------|-----------|-------|-----------|------|--------------------|
|                    |      | Frontage  | Depth | Factor    | Code |                    |
| 11. WATERFRONT FRO |      |           |       | %         |      | 1. Unimproved      |
| 12. Delta Triangle |      |           |       | %         |      | 2. Excess Frtg     |
| 13. Nabla Triangle |      |           |       | %         |      | 3. Topography      |
| 14. WATER EXCESS F |      |           |       | %         |      | 4. Size/Shape      |
| 15. WATER EXCESS F |      |           |       | %         |      | 5. Access          |
|                    |      |           |       | %         |      | 6. Restriction     |
|                    |      |           |       | %         |      | 7. Corner Infl     |
|                    |      |           |       | %         |      | 8. Environment     |
|                    |      |           |       | %         |      | 9. Fract Share     |
|                    |      |           |       | %         |      | Acres              |
|                    |      |           |       | %         |      | 30. Rear Land 3    |
|                    |      |           |       | %         |      | 31. Tillable 1     |
|                    |      |           |       | %         |      | 32. Tillable 2     |
|                    |      |           |       | %         |      | 33. Land Bank      |
|                    |      |           |       | %         |      | 34. PASTURE LAND   |
|                    |      |           |       | %         |      | 35. CROP LAND      |
|                    |      |           |       | %         |      | 36. ORCHARD/HORT L |
|                    |      |           |       | %         |      | 37. Softwood       |
|                    |      |           |       | %         |      | 38. Mixed Wood     |
|                    |      |           |       | %         |      | 39. Hardwood       |
|                    |      |           |       | %         |      | 40. WASTELAND      |
|                    |      |           |       | %         |      | 41. Gravel Pit     |
|                    |      |           |       | %         |      | 42. Mobile Home Si |
|                    |      |           |       | %         |      | 43. Condo Site     |
|                    |      |           |       | %         |      | 44. COMMERCIAL-BAS |
|                    |      |           |       | %         |      | 45. COMMERCIAL-BAS |
|                    |      |           |       | %         |      | 46. COMMERCIAL EXC |
| Total Acreage      |      |           |       |           |      | 10.00              |

Readfield

**TRIO** *Software*  
A Division of Harris Computer Systems

## Additions, Outbuildings & Improvements

| Additions, Outbuildings & Improvements |      |       |       |      |       |       |             |
|--|------|-------|-------|------|-------|-------|-------------|
| Type                                   | Year | Units | Grade | Cond | Phys. | Func. | Sound Value |
| 1.One Story Fram                       |      |       |       |      |       | %     | %           |
| 2.Two Story Fram                       |      |       |       |      |       | %     | %           |
| 3.Three Story Fr                       |      |       |       |      |       | %     | %           |
| 4.1 & 1/2 Story                        |      |       |       |      |       | %     | %           |
| 5.1 & 3/4 Story                        |      |       |       |      |       | %     | %           |
| 6.2 & 1/2 Story                        |      |       |       |      |       | %     | %           |
| 21.Open Frame Por                      |      |       |       |      |       | %     | %           |
| 22.End Frame Por                       |      |       |       |      |       | %     | %           |
| 23.Frame Garage                        |      |       |       |      |       | %     | %           |
| 24.Frame Shed                          |      |       |       |      |       | %     | %           |
| 25.Frame Bay Wind                      |      |       |       |      |       | %     | %           |
| 26.1SF: Overhang                       |      |       |       |      |       | %     | %           |
| 27.Unfin Basement                      |      |       |       |      |       | %     | %           |
| 28.Unfinished Att                      |      |       |       |      |       | %     | %           |
| 29.Finished Attic                      |      |       |       |      |       | %     | %           |





## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [readfield.finance@roadrunner.com](mailto:readfield.finance@roadrunner.com)

February 24, 2016

Margaret (Pierce) Webb  
25 Route 126  
Monmouth, ME  
04259

Dear Mrs. Webb,

This letter is to inform you that the Town of Readfield has now acquired your property located at Wilson Way, Map 102, Lot 042, for non-payment of real estate taxes. If you wish to regain ownership of this property, pursuant to our Disposition of Tax Acquired Property Policy, you need to pay all past-due taxes, interest, and costs totaling \$3,371.27 as outlined below. Payment must be received no later than 4:30pm on March 28, 2016. Attached you will find a copy of the referenced policy.

| Year         | Tax                | Interest         | Lien Cost        | Total              |
|--------------|--------------------|------------------|------------------|--------------------|
| 2015         | \$ 1,028.75        | \$ 7.50          | \$ -             | \$ 1,036.25        |
| 2014         | \$ 1,052.65        | \$ 49.25         | \$ 47.49         | \$ 1,149.39        |
| 2013         | \$ 1,035.58        | \$ 89.82         | \$ 60.23         | \$ 1,185.63        |
|              |                    |                  |                  |                    |
| <b>TOTAL</b> | <b>\$ 3,116.98</b> | <b>\$ 146.57</b> | <b>\$ 107.72</b> | <b>\$ 3,371.27</b> |

If you have any questions about this procedure, please contact me, Eric Dyer, Town Manager and Treasurer, at the above address or phone number. We look forward to hearing from you soon.

Sincerely,

Eric Dyer, Town of Readfield  
Town Manager and Treasurer



b6  
c6

**TRIO** Software  
A Division of Harris Computer Systems

## **Additions, Outbuildings & Improvements**

[illegible]



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

March 04, 2016

Re: Request for 2016-2017 Fiscal Year Business Equipment Schedule,  
Equipment List as of April 1, 2016

Dear Business Owner:

Town of Readfield's Assessing Department is requesting a true and perfect inventory list of all your business's personal property which was in your possession as of April 1, 2016. Maine law states that the personal property associated with a business is required to be reported annually. To assist you in accurately reporting your business's personal property, we have enclosed a list of examples of the types of personal property.

Please use the blank form to report any of your business equipment and indicate the following:

- ☐ New or used item
- ☐ Date of purchase
- ☐ A brief description of the item with a model number if readily available and appropriate,
- ☐ Actual or approximate year of manufacture,
- ☐ Purchase price. The purchase price should include any necessary installation cost to make the item operable in your place of business. Costs reported on this list should include all relevant costs to make this equipment operational in your business including transportation and installation and should not be reduced by depreciation. All items physically present should be reported even though they may be full depreciated for IRS and business accounting purposes. If there are items which are present, but not functional, please note this on the report.
- ☐ List any leased equipment and the respective lessor located at your place of business.

(Continued on next page)

**Please list SEPARATELY business equipment eligible for the Business Equipment Tax Exemption (BETE) on the enclosed BETE Application. Information regarding qualifying equipment and other BETE details is enclosed. Please review carefully.** Business Equipment Tax Exemption (BETE) is for eligible

business equipment (personal property) first subject to assessment on or after April 1, 2008. It will be exempt from Maine personal property tax if an exemption request is submitted to the municipality. **PLEASE READ THE ENCLOSED LETTER REGARDING THE BETE PROGRAM.**

If your business was approved for BETE last year, a copy of the *approved* application is enclosed for your review. You may delete personal property removed or add personal property that may qualify for BETE. Once a new form has been submitted, we will review the list for qualifying business equipment and notify you of business equipment that is approved as exempt. More information on BETE is available by contacting Maine Revenue Services Property Tax Division at 207-624-7894 or their website at [www.maine.gov/revenue](http://www.maine.gov/revenue).

In addition, please review information enclosed regarding the **Business Equipment Tax Reimbursement Program (BETR)** which provides tax relief on qualifying business equipment. An application must be obtained and filed with Maine Revenue Services by December 31st.

Lastly, if your business closed or moved out of Readfield prior to April 1, 2016, please provide the date of the move or date of closure of the business so our records can be updated. If another company purchased your business' personal property, please provide us with the purchasing company's information.

Your cooperation in providing this information will assure a fair and equitable assessment of your business equipment. **Please return the listing(s) to the Readfield Town Office by April 30, 2016.** This request is made in accordance to Maine law, Title 36, Section 706, which provides that failure to provide a listing of property to the assessor shall bar the taxpayer's right to appeal his or her valuation.

Sincerely,

Jacki Robbins, CMA  
Town of Readfield

## **EXAMPLES OF PERSONAL PROPERTY**

Personal property includes, but is not limited to, the following categories:

- Bank equipment such as teller equipment, vault doors, safes, automatic teller machines, etc.
- Equipment used by contractors, masons, or landscapers, such as; power tools, staging, etc
- Games or Game Machines used in a business, such as a coin operated video machine, a pinball machine, pool table, etc.
- Manufacturing equipment used in the manufacture of a product.
- Medical and dental equipment, such as examination tables, dental chairs, x-ray machines, lab equipment, etc.
- Motel furniture and fixtures such as beds, chairs, stands, televisions, etc.
- Office equipment, such as telephones, printers, computers, copiers, fax machines, etc.
- Office furniture, such as tables, chairs, desks, file cabinets, etc.
- Professional Libraries.
- Rental Equipment, such as specific pieces of equipment that are rented out to customers in a business that rents to customers. This includes VCR tapes rented to customers.
- Restaurant furniture and equipment such as tables, chairs, stoves, ovens, coolers, hoods, freezers, food preparation tables, etc.
- Service Station equipment such as lifts or hoists, compressors, diagnostic equipment, tire changers, etc.
- Signs.
- Store furniture and fixtures, such as shelving, displays, cash registers, coolers, freezers, racks, check out stands, etc.
- Vehicles that the owner does not pay an excise tax on, such as tractors, forklifts, backhoes, bulldozers, trailers, etc.
- Vending equipment, such as beverage machines, candy machines, change machines, etc.

**Business are required to itemize and report ALL personal property used in the business. However, the State of Maine provides two separate tax relief programs to business taxpayer's in reference to personal property. Those programs are:**

- **BETE (Exemption) Program: Business Equipment Tax Exemption Program**
- **BETR (Reimbursement) Program: Business Equipment Tax Reimbursement Program**

**Information regarding these programs is enclosed. Additional information can be obtained by contacting Maine Revenue Services Property Tax Division at 207-624-7894 or their website at [www.maine.gov/revenue](http://www.maine.gov/revenue).**

ACCT #:

[illegible]

**LISTING OF LEASED PERSONAL PROPERTY as of April 1, 2016**

Check here if you did not add leased personal property as of 4/1/11.

**Leased From:**

[illegible]

**Leased From:**

[illegible]

I hereby certify that all information reported in the above list (and/or attachments included) is true and correct to the best of my knowledge and belief.

Dated: \_\_\_\_\_  
Signature \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

1. Furniture & Fixtures
2. Machinery & Equipment
3. Telecommunications
4. Computer Equipment
5. Vehicles
6. Manufacturing Equip
7. Other



## TOWN OF READFIELD

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

### Personal Property Tax declaration form for 2016

Personal property that is taxable under Maine law is defined in Title 36 subsection 601 as "Personal property for the purpose of taxation includes all tangible goods and chattels wheresoever they are and all vessels at home or abroad."

**Exempt** items from personal property tax are listed in Chapter 36 subsection 655 of Maine Revised Statutes. These include but are not limited to the following: inventory, including raw materials; agricultural products, wood and livestock; Household furniture, electronics, clothes etc; vessels; farm machinery valued under \$10,000.00 used exclusively in the production of hay; Individually owned personal property under \$1,000.00 in value. A complete list can be found on the Readfield Web site <http://readfield.gov/office.com>, the Town Office or <http://legislature.maine.gov/Statutes>.

**IMPORTANT Business** owners may be eligible for personal property tax exemption or for reimbursement of taxes through the BETE or BETR programs. Please call the Assessor agent for Readfield with any questions. I will forward 2016 Business information to the business personal property taxpayers in March 2016.

### PERSONAL PROPERTY REPORTING FORM

Name: \_\_\_\_\_ Location of Personal Property: \_\_\_\_\_

DBA: \_\_\_\_\_

Address: \_\_\_\_\_

This form should be completed and returned **NO LATER than MAY 1, 2016**

### ORIGINAL COST BY YEAR OF ACQUISITION

Furniture, Fixtures, Machinery & Equipment Analysis

| Description | New/<br>Used | Date<br>Acquired | Cost | resale<br>Value |
|-------------|--------------|------------------|------|-----------------|
|-------------|--------------|------------------|------|-----------------|



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**LEASED EQUIPMENT**

| <b>Name &amp; Address<br/>Of Owner</b> | <b>Type of Original<br/>Equipment</b> | <b>Date<br/>Cost</b> | <b>Lease<br/>Acquired</b> | <b>Monthly<br/>Terms</b> | <b>Rent</b> |
|--|---------------------------------------|----------------------|---------------------------|--------------------------|-------------|
|--|---------------------------------------|----------------------|---------------------------|--------------------------|-------------|

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**Failure to submit the requested  
Information, will result in the loss  
Of all Rights to APPEAL the  
Assessment!!!**

(Title 36, MRSA, Section 706)

the information above is true and  
complete to the best of my knowledge  
and belief,

**Signed:** \_\_\_\_\_

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

**Title:** \_\_\_\_\_

| Readfield/Wayne Transfer Station |                | Fayette paid to Town of Jay             |             |          |               |
|----------------------------------|----------------|---|-------------|----------|---------------|
| Current Operations Budget        |                | Current Operations                      |             | Tons     | Price per Ton |
| Expenses                         | \$ 253,595.00  | Recycling Expenses                      |             | 38.54    | \$ 65.00      |
| Revenues                         | \$ (37,600.00) | Main Stream Waste (MSW)                 |             | 374.26   | \$ 91.66      |
| Net Balance                      | \$ 215,995.00  | Access Fee Paid each June               |             | 1140     | \$ 2.25       |
| Per Town Cost                    | \$ 107,997.50  | per capita                              |             |          | \$ 39,374.77  |
|                                  |                |   |             |          |               |
| Price per Ton                    | \$ 175.10      | Price per Ton                           |             | \$ 95.38 |               |
|                                  |                |   |             |          |               |
| Proposed FY '17                  |                |   |             |          |               |
| Proposals to include Fayette     |                |   |             |          |               |
| Expenses                         | \$ 286,041.00  |   |             |          |               |
| Revenues                         | \$ (32,200.00) |   |             |          |               |
|                                  | \$ 253,841.00  |   |             |          |               |
|                                  |                |   |             |          |               |
|                                  |                |   |             |          |               |
| Price per Community              |                |   |             |          |               |
| Net budget/by State Valuation    |                |   |             |          |               |
| Includes overhead                |                | Price per ton without overhead included |             |          |               |
| State Valuation                  |                | Recycling Expenses                      | \$ 40.00    | \$ 60.00 | \$ 2,400.00   |
| Readfield 43%                    | \$ 109,151.63  | Main Stream Waste (MSW)                 | \$ 375.00   | \$ 71.00 | \$ 26,625.00  |
| Fayette 26%                      | \$ 65,998.66   | Access Fee Paid each June               | \$ 1,140.00 | \$ 10.00 | \$ 11,400.00  |
| Wayne 31%                        | \$ 78,690.71   | per capita                              |             |          | \$ 40,425.00  |
|                                  | \$ 253,841.00  |   |             |          |               |



DRAFT

Readfield Board of Selectmen  
March 21, 2016  
Item # 16-118

## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

### REQUEST FOR PROPOSALS FIRE TRUCK FINANCING

#### GENERAL PROVISIONS

The Town of Readfield (the "Town") invites proposals for alternate financing options for the purchase of a fire truck in a principal amount of up to \$426,000. The Town wishes to consider both a General Obligation Bond (Option 1) and a Lease Purchase Agreement (Option 2). We recognize that some institutions may be interested in bidding on both options, and some on one option exclusively. We welcome all bids regardless of whether they include one or both options.

Interested institutions must submit proposals by 12:30 p.m. on Wednesday, April 27, 2016, when they will be opened publicly. Any proposal received after this scheduled opening time shall not be considered. Each proposal should be submitted to Eric Dyer, Town Manager, 8 Old Kents Hill Rd. Readfield, ME 04355 in a sealed envelope marked "Fire Truck Financing Proposal" or via email to [readfield.tmgr@roadrunner.com](mailto:readfield.tmgr@roadrunner.com) with the subject line reading "Fire Truck Financing Proposal". Proposals will be considered by the Select Board at its meeting convening at 6:30 p.m. on the evening of May 2, 2016 at the Town Office. Information regarding the Town's finances can be obtained by calling Finance Officer Teresa Shaw during business hours at (207) 685-4939. Questions regarding this Request For Proposals should be directed toward the Town Manager.

The Town has engaged Jamie Pitney of the firm of Preti Flaherty to act as Bond Counsel in connection with this borrowing, and, if required, the successful bidder will be provided with an unqualified opinion from Bond Counsel at the time of the closing. The Town will certify that the debt is a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of the Internal Revenue Code.

Proposals must disclose the amount of any fees or other charges relating to the debt. Proposals shall remain firm for acceptance by the Town for ten (10) days from the submission deadline. The Town reserves the right to accept or reject any or all proposals, to waive any informality in the proposals and to exercise its judgment in evaluating the proposals. The decision of the Select Board on these matters shall be final and conclusive.

#### OPTION 1 - GENERAL OBLIGATION BOND

The Town of Readfield (the "Town") invites Proposals for a General Obligation Bond in a principal amount of up to \$426,000 to fund the purchase of a fire truck. The Bond will be dated on or about October 3, 2016 and loan proceeds will be taken as a lump sum on that date. Repayment of the principal on the Bond will be made over seven (7) years in fourteen (14) semiannual installments of equal amount, plus accrued interest, with the first payment due at signing. Proposals must permit the Town to prepay the note at the election of the Town without penalty at any time.

## OPTION 2 - LEASE-PURCHASE

The Town of Readfield (the "Town") invites Proposals for a Lease-Purchase Agreement in a principal amount of up to \$426,000 for the purchase of a fire truck. The Lease will be dated on or about October 3, 2016. Repayment of the principal and interest on the Lease will be made over seven (7) years in fourteen (14) semiannual installments of equal amount, with the first installment due at signing.

*End of Request For Proposals*

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### FIRE TRUCK FINANCING PROPOSAL FORM

Bidder's name: \_\_\_\_\_

Names of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

The undersigned proposes to provide the following financing options for the purchase of a fire truck as described in the Request For Proposals:

#### OPTION 1 - General Obligation Bond

Interest Rate: \_\_\_\_\_ Comments: \_\_\_\_\_

Total Principal Payments: \$ \_\_\_\_\_

Total Interest Payments: \$ \_\_\_\_\_

\_\_\_\_\_ All relevant schedules, terms, and conditions are attached to this Bid Form.

#### OPTION 2 - Lease Purchase Agreement

Interest Rate: \_\_\_\_\_ Comments: \_\_\_\_\_

Total Principal Payments: \$ \_\_\_\_\_

Total Interest Payments: \$ \_\_\_\_\_

\_\_\_\_\_ All relevant schedules, terms, and conditions are attached to this Bid Form.

Signed and dated: \_\_\_\_\_

*End of Bid Form*

# **SPIRIT OF AMERICA**

## **AWARDS**

**6-NOMINATIONS WERE MADE FOR SPIRIT OF AMERICA  
AWARDS INCLUDING THE UNSUNG HERO AWARD.**

**IN THE SPIRIT OF KEEPING THE NOMINATIONS A SURPRISE  
WE ARE NOT INCLUDING THEM IN THE PUBLIC PACKETS  
BUT THEY ARE CONSIDERED PUBLIC DOCUMENTS AND ARE  
AVAILABLE UPON REQUEST.**

**THANK YOU FOR ALL THE WELL-DESERVED NOMINATIONS  
IT WILL BE HARD TO CHOOSE.**

**FYI**

COPY

RECEIVED MAR 09 2016



**TO:** Municipal Clerks of the member communities of the Kennebec Regional Development Authority (KRDA)

**FROM:** Brad Jackson, Executive Director

**DATE:** February 29, 2016

**SUBJECT:** KRDA Annual Budget Meeting Notice

Enclosed are an original and a copy of the 2016-2017 KRDA budget meeting notice. This meeting will be held in the Board Room of the T-Mobile facility located at 133 First Park Drive in FirstPark, Oakland, Maine on Thursday, March 24<sup>th</sup> 2016 at 5:00PM. Also enclosed is the proposed budget for the fiscal year 2016-2017 and our annual report for the period ending June 30, 2015. We would also ask that when you send your return for this budget meeting notice, you please notify KRDA with respect to the identity of the current representative(s) of your community on the KRDA General Assembly, as well as any alternatives that your community has appointed, together with their contact information, so that we may update our records. Please return both the signed copy of the posting notice and the listing with any updates or changes in the enclosed, stamped, self-addressed envelope.

The charter of the KRDA requires an appropriate person from your town/city to post the meeting notice in a conspicuous place at least seven (7) days before the March 25, 2016 budget meeting date. **In view of this requirement, we ask that you please have the person who normally posts notices of town meetings and school budget meetings post the enclosed original budget meeting notice and transmit his or her return of the enclosed copy by March 15, 2016.** As noted above, a self-addressed stamped envelope is provided for the return service.

Please note that this year we will coordinate with the CVR Manager, Division of Elections, with the State Department to obtain a copy of the voter list for your town.

Please also note that, assuming the budget for the next fiscal year starting July 1, 2016 is adopted at the upcoming meeting, your town/city's estimated share of that budget is stated in the attached budget meeting notice.

In the event you have questions concerning the procedure for posting the budget meeting notice or if your town officials or budget committee chair have questions concerning the budget attached, we encourage you to contact either your town/city's General Assembly representative or any one of the following persons: Brad Jackson, Executive Director (207-859-9716); Howard Mette, President (207-622-6124); or James Jurdak, Treasurer (941-227-8327).

Thank you for your assistance in this matter and your continued support.

KENNEBEC REGIONAL DEVELOPMENT AUTHORITY WARRANT

**2016-2017 BUDGET MEETING NOTICE**

To: Robin Lint, who is a municipal official or resident of the Town of Readfield.

You are hereby directed to notify the voters residing within the Town of Readfield to assemble for the annual budget meeting of the Kennebec Regional Development Authority to be held at 5:00 p.m. on March 24<sup>th</sup> 2016 in the Board Room of the T-Mobile Facility, 133 FirstPark Drive in FirstPark, Oakland, Maine for the sole purpose of acting on the budget of said Authority for the 2016-2017 fiscal year attached hereto and made a part hereof.

The estimated municipal assessment for the Town of Readfield of the attached budget for the 2016-2017 Kennebec Regional Development Authority year of operation is \$25,130.04. Actual assessments will be determined following the availability of municipal valuations in the spring of 2016.

This warrant must be posted by you in some conspicuous public place in the Town of Readfield at least seven days before the above-stated date of said budget meeting.

You are further directed and requested to make your return on time and manner in which you have posted this Warrant and Notice of Meeting within the Town of Readfield and to transmit that return to S. Peter Mills, Secretary, Kennebec Regional Development Authority, P.O. Box 246, Oakland, ME 04963-0246 no later than March 15, 2016.

KENNEBEC REGIONAL  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

Howard H. Mette

Its President, duly authorized

RETURN

I, \_\_\_\_\_, being a municipal official or a resident of the Town of Readfield, do hereby certify that I have notified the voters of said town of the time and place of the Kennebec Regional Development Authority annual budget meeting by posting an attested copy of the within Warrant at the following described location: \_\_\_\_\_

\_\_\_\_\_, which is a conspicuous public place in said town, on \_\_\_\_\_, which is at least seven days prior to said budget meeting.

Dated at \_\_\_\_\_, Maine this \_\_\_\_\_ day of March 2016.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name)



# KRDA BUDGET FY 2016-17

|    | A                                      | H          | I          | J          | K          | L          | M            | N            | O          | P          | Q | R           | S   |
|----|--|------------|------------|------------|------------|------------|--------------|--------------|------------|------------|---|-------------|---|
|    |  | 2013-14    | 2013-14    | 2013-14    | 2014-15    | 2014-15    | 2014-15      | 2015-16      | 2016-17    |            |   | Difference  |   |
|    |  | Adopted    | Audited    | Adopted    | Adopted    | Adopted    | Audited      | Adopted      | Draft      |            |   | 2016 vs. 17 |   |
|    |  | Mar. 2013  | Mar. 2013  | Mar. 2013  | Mar. 2014  | Mar. 2014  | Mar. 2014    | Mar. 2015    |            |            |   |             |   |
| 1  | REVENUE                                |            |            |            |            |            |              |              |            |            |   |             |   |
| 2  | 5 Municipal Investment                 | \$ 587,000 | \$ 587,000 | \$ 587,000 | \$ 587,000 | \$ 587,000 | \$ 587,000   | \$ 587,000   | \$ 587,000 | \$ 587,000 |   | \$          | No change since 2007                      |
| 3  | 6 Land Sales                           |            |            |            |            |            |              |              |            |            |   |             | Per terms of note                         |
| 4  | 7 Lot 15 Note Payment                  |            |            |            |            |            |              |              |            |            |   |             |   |
| 5  | 8 R/E Taxes                            | 335,000    | 325,734    | 337,500    | 337,500    | 337,500    | 320,897      | 13,500       |            |            |   |             |   |
| 6  | 9 Park Maintenance                     | 4,000      | 3,500      | 4,000      | 4,000      | 4,000      | 4,000        | 340,000      | 1          | 340,000    |   | (13,500)    |   |
| 7  | 10 Forestry Project                    |            |            |            | 28,000     | 28,000     | 98,623       | 4,500        | 2          | 4,500      |   |             |   |
| 8  | 11 Operational Reserve                 |            |            |            |            |            |              |              |            |            |   |             |   |
| 9  | 12 Interest Income                     | 500        | 5,351      | 700        | 700        | 700        | 4,519        | 40,000       | A          | 40,000     |   |             | revenue complete in 14-15 & 15-16         |
| 10 | 13 Commissions & Other Income          | 7,500      | 36         |            |            |            |              | 3,500        | F          | 3,500      |   |             | Standby revenue for grant opportunity     |
| 11 | 14 TOTAL REVENUE                       | \$ 934,000 | \$ 921,621 | \$ 957,200 | \$ 957,200 | \$ 957,200 | \$ 1,002,837 | \$ 1,013,500 | \$ 990,000 | \$ 990,000 |   | \$          | Grant & commission income estimated       |
| 12 | DISBURSEMENTS                          |            |            |            |            |            |              |              |            |            |   |             |   |
| 13 | 15 Personnel Costs:                    |            |            |            |            |            |              |              |            |            |   |             |   |
| 14 | 16 Wages & Salaries                    | \$ 75,000  | \$ 70,000  | \$ 77,500  | \$ 77,500  | \$ 77,500  | \$ 72,500    | \$ 80,000    |            | 82,000     |   | \$ 2,000    | Anticipated Increase                      |
| 15 | 17 Benefits-Insurance                  | 8,400      | 12,580     | 9,700      | 9,700      | 9,700      | 13,438       | 14,260       |            | 16,001     |   | 1,741       | Estimated 9% over 2014 actual             |
| 16 | 18 Benefits-Retirement/IRA             | 2,250      |            | 2,300      | 2,300      | 2,300      |              | 2,400        |            | 2,460      |   | 60          | 3% match                                  |
| 17 | 19 Benefits-Performance                |            |            | 2,500      | 2,500      | 2,500      |              | 2,500        |            | 2,500      |   |             | Subject to Ex Bd approval                 |
| 18 | 20 Payroll Taxes & Workers' Comp       | 6,750      | 4,787      | 8,525      | 8,525      | 8,525      | 5,264        | 8,000        |            | 5,740      |   | (2,260)     |   |
| 19 | 21 Total Personnel Costs               | 92,400     | 87,367     | 100,525    | 100,525    | 100,525    | 91,201       | 107,160      |            | 108,701    |   | 1,541       |   |
| 20 | 22 Marketing                           | 60,000     | 39,981     | 60,000     | 60,000     | 60,000     | 74,546       | 90,000       | B          | 90,000     |   | \$          |   |
| 21 | 23 Office Expenses                     | 30,000     | 60,530     | 30,000     | 30,000     | 30,000     | 59,632       | 30,000       |            | 30,000     |   |             |   |
| 22 | 24 Marketing Consultant                | 30,000     | 30,000     | 30,000     | 30,000     | 30,000     | 12,500       | 14,400       |            |            |   | (14,400)    | Contract requires sixty day notice period |
| 23 | 25 Travel & Entertainment              | 4,000      | 4,078      | 4,800      | 4,800      | 4,800      | 4,256        | 5,000        |            | 5,000      |   |             | Anticipated increase                      |
| 24 | 26 General Assembly                    | 3,000      | 727        | 3,000      | 3,000      | 3,000      | 1,228        | 3,000        |            | 3,000      |   |             | Hosting legislator forum                  |
| 25 | 27 Legal & Finance                     |            |            |            |            |            |              |              |            |            |   |             |   |
| 26 | 28 Accounting/Audit                    | 4,300      | 11,528     | 11,800     | 11,800     | 11,800     | 12,742       | 12,000       | 3          | 13,000     |   | 1,000       | Audit bid results + bookkeeping support   |
| 27 | 29 Legal & Other Prof Svcs             | 4,000      |            | 6,000      | 6,000      | 6,000      |              | 6,000        |            | 6,000      |   |             | NG Pipeline Engr+Other as needed          |
| 28 | 30 Municipal Service                   | 44,000     | 38,243     | 45,000     | 45,000     | 45,000     | 38,855       | 45,000       |            | 45,000     |   |             | Town of Oakland provided services         |
| 29 | 31 Park Maintenance:                   |            |            |            |            |            |              |              |            |            |   |             |   |
| 30 | 32 Mowing & Groundskeeping             | 8,500      | 10,930     | 10,000     | 10,000     | 10,000     | 24,939       | 12,000       |            | 14,000     |   | 2,000       | Anticipated contractor increases          |
| 31 | 33 Utilities                           | 7,500      | 4,425      | 4,500      | 4,500      | 4,500      |              | 6,500        | 2          | 7,000      |   | 500         | Anticipated CMP rate increase             |
| 32 | 34 Other                               | 2,000      | 2,207      | 5,000      | 5,000      | 5,000      |              | 3,500        |            | 4,500      |   | 1,000       | Lawn applications                         |
| 33 | 35 Debt Service:                       |            |            |            |            |            |              |              |            |            |   |             |   |
| 34 | 36 Bond (11/01/2020)-MIMBB             | 253,430    | 241,338    | 256,075    | 256,075    | 256,075    | 256,075      | 256,963      |            | 256,916    |   | (47)        | Per amortization schedule                 |
| 35 | 37 Camden National (03/01/2026)        | 28,176     | 28,173     | 28,176     | 28,176     | 28,176     | 165,123      | 28,176       |            |            |   | (28,176)    |   |
| 36 | 38 R.E. Tax Refunds:                   |            |            |            |            |            |              |              |            |            |   |             |   |
| 37 | 39 Municipalities                      | 247,900    | 244,301    | 253,125    | 253,125    | 253,125    | 240,672      | 255,000      |            | 255,000    |   |             | Based upon Real Estate tax est.           |
| 38 | 40 KRDA TIF Escrow                     |            |            |            |            |            |              |              |            |            |   |             |   |
| 39 | 41 T-Mobile-25% TIF exp June 2020      | 40,500     | 50,707     | 50,000     | 50,000     | 50,000     | 47,801       | 52,500       |            | 52,500     |   |             | Estimated                                 |
| 40 | 42 Infrastructure Reserve              | 70,000     | 70,000     | 50,500     | 50,500     | 50,500     |              | 15,000       | C          |            |   | (15,000)    | Continuing pending GA approval            |
| 41 | 43 Special Purpose Funds               |            |            |            |            |            |              | 25,000       |            | 30,000     |   | 30,000      |   |
| 42 | 44 Organizational Capacity Development |            |            |            |            |            |              | 40,000       | D          | 25,000     |   |             | To be used for Grant opportunities        |
| 43 | 45 Operational Reserve                 |            |            |            |            |            |              | 4,000        | E          | 40,000     |   |             |   |
| 44 | 46 Miscellaneous                       | 4,000      |            | 4,000      | 4,000      | 4,000      |              |              |            | 4,000      |   |             |   |
| 45 | 47 TOTAL DISBURSEMENTS                 | \$ 933,706 | \$ 924,535 | \$ 952,501 | \$ 952,501 | \$ 952,501 | \$ 1,029,570 | \$ 1,011,199 | \$ 989,617 | \$ 989,617 |   | \$ (21,582) |   |
| 46 | 48 NET REVENUE (EXPENSE)               | \$ 294     | \$ (2,914) | \$ 4,699   | \$ 4,699   | \$ 4,699   | \$ (26,733)  | \$ 2,301     | \$ 383     | \$ 383     |   | \$ (1,918)  |   |

Notes:

55 (1) Est. using Oakland records Nov. 2014.

56 (2) Est revenue, current owners list expenses total \$20,800.

57 (3) Audit bid plus bookkeeping services.

58 (A) Operational reserve as a "set by" for grant opportunities... this avoids time lost taking matter to GA as we did last year. May not be tapped

59 (B) Increase in marketing line supports the strategic and operational plan - which is to mass efforts in "establishing credibility in securing investment"

60 (C) Operational plan accepts risk with building the infrastructure line in the short run to build organizational capacity and focus on marketing

61 (D) Funds intended for capacity building: administrative, logistical, operational (professional) - Foresee spending funds to educate the Board and assess executive director recommendations

62 (E) Funds intended to leverage either federal or state grant opportunities

63 (F) Anticipated income from commission activity i.e. Roadking-AMT and/or grant funding (EDA) from Maine International Trade

**KENNEBEC REGIONAL DEVELOPMENT AUTHORITY  
D/B/A FIRST PARK**

**INDEPENDENT AUDITORS' REPORT AND  
FINANCIAL STATEMENTS**

**JUNE 30, 2015**

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# Maine Municipal Audit Services, PA

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Mindy J. Cyr, CPA

## Independent Auditors' Report

To the Executive Board  
Kennebec Regional Development Authority  
d/b/a/ FirstPark  
Oakland, Maine

We have audited the accompanying financial statements of the business-type activities of Kennebec Regional Development Authority, as of and for the year ended June 30, 2015 and 2014, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### AUDITOR'S RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Kennebec Regional Development Authority, as of June 30, 2015 and 2014, and the respective changes in financial position and cash flows in accordance with accounting principles generally accepted in the United States of America.

To the Executive Board  
Kennebec Regional Development Authority  
d/b/a/ FirstPark  
Oakland, Maine  
Page 2

## **OTHER MATTERS**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5-9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information on page 18 is required by accounting principles generally accepted in the United States of America. This information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board. The budgetary comparison schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements.

*Maine Municipal Audit Services, PA*

Levant, Maine  
August 24, 2015

**Kennebec Regional Development Authority  
FirstPark**

**Management Discussion and Analysis for the Year Ended June 30, 2015**

As the management representative for Kennebec Regional Development Authority (KRDA), I offer readers of these financial statements this narrative overview and analysis. Continuing this year, the financial information presented is in compliance with Governmental Accounting Standards Board GASB #34.

**Financial Highlights**

- The total Net Assets of KRDA increased by \$355,382 from the previous year with continued reduction in debt service and favorable actual to budget variances.
- The budget for 2014-2015 was adopted projecting \$1,199 (net of the \$39,981 marketing expense carryover from FY 2014) in revenue in excess of expenses. Actual revenues were over budget by \$45,637 primarily as a result of higher than expected timber revenue which was off-set by lower than projected real estate tax revenue. Expenditures were over budget by \$33,588 mainly due to the paying off, in June, of the Camden Bank note, in the amount of \$139,733 vs. the budgeted \$28,176. Expenses were contained in the marketing and CBRE retainer lines. Office expenses were over budget due to \$33,014 of depreciation and amortization expenses that the Authority does not budget. Our net result was (\$38,782) as compared to \$1,199 projected.
- KRDA's long-term debt was reduced by \$ 382,115. Long-term debt includes the total amounts remaining on the \$3.5M bond (refinanced in 2010-11).
- At fiscal year end, all but two members have paid the 2014-15 municipal assessments; funds were collected in July 2015.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to KRDA's basic financial statements that comprise two components: 1) the government-wide financial statements, and 2) notes to the financial statements. This report also contains other supplementary information in addition to the financial statements themselves.

**Government-wide Financial Statements**

Financial statements are designed to provide readers with a broad overview of KRDA's finances, in a manner similar to a private sector business. KRDA's financial statements reflect activities that are principally supported by assessments from its twenty-four (24) member communities. These activities include general administration, marketing and debt service.

The Statement of Net Assets presents information on all of KRDA's assets and liabilities, with the differences between the two reported as net assets. Over time, increases or decreases in the net assets may serve as a useful indicator of whether the financial position of KRDA is improving or deteriorating.

The Statement of Activities presents information that show how KRDA's net assets changed during the most recent fiscal year. All changes in net assets are recorded as soon as the underlying event causing the change occurs, regardless of the timing of related cash flows. Therefore, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

### **Fund Financial Statements**

A fund is a single or group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. KRDA, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related, legal requirements. All funds of the KRDA can be divided into two categories; government funds and proprietary funds.

- **Government Funds** – These funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the governmental-wide financial statements, government fund financial statements focus on near term inflows and outflows of expendable resources as well as on balanced expendable resources available at the end of the fiscal year. Such information may be useful in evaluating KRDA's near-term financial requirements. KRDA adopts an annual budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.
- **Proprietary Funds** – KRDA maintains a separate fund to report the same functions presented as business type activities in the government-wide financial statements. This fund is used to account for expenditures and anticipated income from any speculative activity. At present, there are no such activities or buildings that fall into this category.

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### **Government-wide Financial Analysis**

As noted earlier, net assets may, over time, serve as a useful indicator of a government's financial position. In the case of the KRDA, assets exceeded liabilities (for the first time since 2001) by \$127,648. The KRDA endeavored to reduce its deficit situation, over the past fifteen years, that resulted from transferring, and writing off a

total of \$2,018,000 in infrastructure assets (roads, sidewalks, utilities, traffic lights) in 2002 and 2008. The debt for these capital expenditures remains on the financial records of KRDA.

A large portion of KRDA's net assets reflect its investments in capital assets (land and infrastructure) less any related debt used to acquire those assets. KRDA used these assets to provide services to its member communities. Consequently, these assets are not available for future spending, at least not until they are sold.

*KRDA Net Assets  
Governmental Activities*

|                                | <u>2015</u>            | <u>2014</u>            |
|--------------------------------|------------------------|------------------------|
| Current Assets                 | \$ 857,583             | \$ 805,574             |
| Capital Assets (net)           | \$ 8,322               | \$ 40,111              |
| Other Assets                   | <u>\$ 725,065</u>      | <u>\$ 771,090</u>      |
| <br>Total Assets               | <br><u>\$1,590,970</u> | <br><u>\$1,616,775</u> |
| <br>Current Liabilities        | <br>\$ 241,288         | <br>\$ 245,158         |
| Long-Term Liabilities          | <u>\$1,222,034</u>     | <u>\$1,599,351</u>     |
| <br>Total Liabilities          | <br>\$1,463,322        | <br>\$1,844,509        |
| <br>Net Assets:                |                        |                        |
| Total Net                      | <u>\$ 127,648</u>      | <u>\$ (227,733)</u>    |
| <br>Total Liabilities & Equity | <br><u>\$1,590,970</u> | <br><u>\$1,616,775</u> |

As noted earlier, KRDA uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

**Government Funds**

The focus of KRDA's governmental funds is to provide information on near-term inflows, outflows and balance of expendable resources. The Unreserved fund balance may serve as a useful measure of the Authority's net resources available for spending at the end of the fiscal year.

At Fiscal Year End 2014-2015, KRDA's government funds reported a positive fund balance (equity) of 127,648, an improvement of \$355,382 from the previous fiscal year. This is the first positive fund balance since 2001 – when the Authority determined to write off the assets as noted above.



## General Fund Budgetary Highlights

### Expenditures:

The TIF is higher than budget due to the increase in the amount related to personal property, primarily owned by T-Mobile. Operations were less than budget as a result of the \$50,500 set aside for debt service reserve and under expended marketing expenses that are carried forward to FY 15. Cumulatively, we show a positive variance for the fiscal year.

| Activity     | Budget           | Actual             | Difference         |
|--------------|------------------|--------------------|--------------------|
| Operations   | \$408,606        | \$ 319,899         | \$ 97,214          |
| Debt Service | \$284,251        | \$ 421,198         | \$(136,947)        |
| TIF          | \$303,125        | \$ 288,473         | \$ 6,145           |
| TOTAL        | <u>\$995,982</u> | <u>\$1,029,570</u> | <u>\$( 33,588)</u> |

### Revenues:

The 2014-2015 revenue budget variation of \$45,637 was positively impacted by greater than anticipated revenues from the timber harvest on FirstPark and negatively impacted by: 1) tardy municipal payments and 2) real estate tax revenue projections vs. actual from property owners. These tax projections are made in advance of any changes that may occur in mil rates, personal property changes, etc. so variation is not unusual. The interest earned is also variable depending on balances in accounts and rates. We budget based on the base amount we expect to receive.

| Activity          | Budget            | Actual             | Difference         |
|-------------------|-------------------|--------------------|--------------------|
| Municipal Invest  | \$ 587,000        | \$ 574,799         | \$ (12,201)        |
| Real Estate Taxes | \$ 337,500        | \$ 320,896         | \$ (16,604)        |
| Other Income      | \$ 32,000         | \$ 102,623         | \$ 70,623          |
| Interest Earned   | \$ 700            | \$ 4,519           | \$ 3,819           |
| TOTAL             | <u>\$ 957,200</u> | <u>\$1,002,837</u> | <u>\$( 45,637)</u> |

### Capital Assets:

Net Capital Assets decreased by \$33,014 from \$47,460 on June 30, 2014 to \$14,446 on June 30, 2015, as a result of annual depreciation.

### Debt Service:

KRDA retired a total of \$382,115 in long-term debt in the fiscal year ended June 30, 2015. The principal balance on our bond, which was refinanced in 2010, is \$1,452,254. The Camden Note was paid off in June of 2015. The bond will be paid off in 2020.

Property Valuations:

The total valuation of the TIF district was \$21,741,000 with a mil rate of \$14.75. Real estate tax revenue generated for the year ending June 30, 2015 was \$323,522, a decrease of \$ 2,212 from the previous year. This change can be attributed to the decrease in valuation.

Investments:

KRDA has \$267,269 invested in CD's and with Maine State Credit Union and Skowhegan Savings Bank.

**Economic Factors and considerations for the budget for FY 2015-16:**

- We will continue to explore opportunities to generate revenue from grants and fees for services. We also intend to build capacity that will allow the organization to realize additional revenue.
- Increasing marketing expenditures will generate more leads of businesses interested in locating in our park. Expectations are that some of these leads will result in land sales and increased property valuations.
- We anticipate that revenues from municipal assessments will remain stable following the adoption of the KRDA budget on March 26, 2015
- The total municipal valuation of all combined properties within FirstPark is expected to stay fairly stable in Fiscal Year 2015-16
- Reserve balances will continue to be added to as cash flow allows.
- All bank balances will be kept within the maximum amount of full FDIC coverage.

Respectfully submitted,

*Brad W. Jackson*

Brad W. Jackson  
Executive Director  
August 25, 2015

**Kennebec Regional Development Authority**  
**DBA First Park**  
**Statement of Net Position**  
**June 30, 2015 and 2014**

Statement 1

|   | 2015                   | 2014                   |
|---|------------------------|------------------------|
| <b>ASSETS</b>                                   |                        |                        |
| <i>Current assets:</i>                          |                        |                        |
| Cash  | \$ 583,993.20          | \$ 432,621.36          |
| Investments                                     | 267,268.67             | 369,706.11             |
| Accounts receivable                             | 6,320.61               | 3,246.30               |
| <i>Total current assets</i>                     | 857,582.48             | 805,573.77             |
| <i>Capital assets:</i>                          |                        |                        |
| Land improvements                               | 335,195.99             | 335,195.99             |
| Office equipment and furniture                  | 35,318.75              | 35,318.75              |
|   | 370,514.74             | 370,514.74             |
| Less accumulated depreciation                   | (362,192.42)           | (330,403.32)           |
| <i>Net capital assets</i>                       | 8,322.32               | 40,111.42              |
| Website costs                                   | 11,928.00              | 11,928.00              |
| Bond issuance cost                              | 12,248.78              | 12,248.78              |
| Less accumulated amortization                   | (18,053.00)            | (16,828.00)            |
| <i>Net website and bond issuance costs</i>      | 6,123.78               | 7,348.78               |
| <i>Other assets:</i>                            |                        |                        |
| Note receivable                                 | -                      | 44,800.00              |
| Land and improvements for sale                  | 718,941.44             | 718,941.44             |
| <b>TOTAL ASSETS</b>                             | <b>\$ 1,590,970.02</b> | <b>\$ 1,616,775.41</b> |
| <b>LIABILITIES AND NET POSITION</b>             |                        |                        |
| <i>Current liabilities:</i>                     |                        |                        |
| Accounts payable                                | \$ 4,855.47            | \$ 984.40              |
| Accrued interest                                | 6,212.42               | 9,155.66               |
| Long-term debt - current portion                | 230,220.00             | 235,018.13             |
| <i>Total current liabilities</i>                | 241,287.89             | 245,158.19             |
| Long-term debt, net of current portion          | 1,222,034.00           | 1,599,350.65           |
| <i>Total liabilities</i>                        | 1,463,321.89           | 1,844,508.84           |
| <i>Net position:</i>                            |                        |                        |
| Invested in capital assets, net of related debt | 14,446.10              | 47,460.20              |
| Restricted for debt service                     | 373,500.00             | 323,000.00             |
| Restricted for contingency                      | 50,000.00              | 50,000.00              |
| Restricted for future expenditures - marketing  | 25,434.18              | 39,980.51              |
| Unrestricted - operating                        | (936,387.72)           | (1,670,944.49)         |
| Unrestricted - project construction             | 600,655.57             | 982,770.35             |
| <i>Total net position</i>                       | 127,648.13             | (227,733.43)           |
| <b>TOTAL LIABILITIES AND NET POSITION</b>       | <b>\$ 1,590,970.02</b> | <b>\$ 1,616,775.41</b> |

The accompanying notes are an integral part of this statement.

Kennebec Regional Development Authority  
DBA First Park  
Statement of Activities  
For the Years Ended June 30, 2015 and June 30, 2014

|  | 2015                 | 2014                   |
|--|----------------------|------------------------|
| <b>Revenues:</b>   |                      |                        |
| Municipal member contribution                            | \$ 574,798.94        | \$ 587,000.00          |
| Real estate taxes  | 320,896.58           | 325,733.82             |
| Other income   | 102,622.69           | 3,535.71               |
| <i>Total revenues</i>                                    | <i>998,318.21</i>    | <i>916,269.53</i>      |
| <b>Expenditures:</b>                                     |                      |                        |
| Wages & taxes  | 77,763.50            | 74,787.12              |
| Employee benefits  | 13,437.58            | 12,579.93              |
| Marketing  | 74,546.33            | 39,980.51              |
| Office expense   | 26,617.69            | 27,515.14              |
| Travel and entertainment                                 | 4,255.90             | 4,078.22               |
| Municipal service  | 38,855.00            | 38,243.00              |
| CBRE/Boulos  | 12,500.00            | 30,000.00              |
| Professional fees  | 12,742.46            | 11,528.20              |
| Real estate tax refunds                                  | 288,473.19           | 295,008.26             |
| Park maintenance   | 24,938.91            | 17,561.90              |
| Meetings   | 1,228.27             | 726.82                 |
| Depreciation expense                                     | 31,789.10            | 31,789.10              |
| Amortization expense                                     | 1,225.00             | 1,225.00               |
| <i>Total expenditures</i>                                | <i>608,372.93</i>    | <i>585,023.20</i>      |
| <b>Operating income</b>                                  | <b>389,945.28</b>    | <b>331,246.33</b>      |
| <b>Other revenues (expenses):</b>                        |                      |                        |
| Interest earned  | 4,519.01             | 5,351.15               |
| Interest expense   | (39,082.73)          | (39,230.93)            |
| <i>Total other revenues (expenses)</i>                   | <i>(34,563.72)</i>   | <i>(33,879.78)</i>     |
| <i>Change in net position before extraordinary items</i> | <i>355,381.56</i>    | <i>297,366.55</i>      |
| <b>NET POSITION (DEFICIT) - BEGINNING</b>                | <b>(227,733.43)</b>  | <b>(525,099.98)</b>    |
| <b>NET POSITION (DEFICIT) - ENDING</b>                   | <b>\$ 127,648.13</b> | <b>\$ (227,733.43)</b> |

The accompanying notes are an integral part of this statement.

Kennebec Regional Development Authority  
DBA - First Park  
Statement of Cash Flows  
For the Years Ended June 30, 2015 and 2014

Statement 3

|  | 2015                 | 2014                 |
|--|----------------------|----------------------|
| <i>Cash flows from operating activities:</i>   |                      |                      |
| Cash received from members and users   | \$ 1,040,043.90      | \$ 952,519.03        |
| Cash payments to suppliers   | (480,286.68)         | (536,352.58)         |
| Cash payments to employees   | (91,201.08)          | (87,367.05)          |
| <b>Net cash provided (used) by operating activities</b>  | <b>468,556.14</b>    | <b>328,799.40</b>    |
| <i>Cash flows from capital and related financing activities:</i>   |                      |                      |
| Payments on long-term debt   | (382,114.78)         | (230,280.31)         |
| Interest paid  | (42,025.97)          | (51,423.15)          |
| <b>Net cash used in financing activities</b>   | <b>(424,140.75)</b>  | <b>(281,703.46)</b>  |
| <i>Cash flows from investing activities:</i>   |                      |                      |
| Investment income  | 3,456.91             | 3,415.44             |
| Transfer to savings  | -                    | (40,000.00)          |
| Purchase of certificates of deposit  | 103,499.54           | (70,000.00)          |
| <b>Net cash provided (used) in investing activities</b>  | <b>106,956.45</b>    | <b>(106,584.56)</b>  |
| <i>Net increase (decrease) in cash</i>   | <i>151,371.84</i>    | <i>(59,488.62)</i>   |
| <b>CASH AND CASH EQUIVALENTS, BEGINNING OF PERIOD</b>  | <b>432,621.36</b>    | <b>492,109.98</b>    |
| <b>CASH AND CASH EQUIVALENTS, END OF PERIOD</b>  | <b>\$ 583,993.20</b> | <b>\$ 432,621.36</b> |
| <i>Reconciliation of operating income to net cash provided (used) by operating activities:</i>           |                      |                      |
| <b>Change in net assets</b>  | <b>\$ 355,381.56</b> | <b>\$ 297,366.55</b> |
| <i>Adjustment to reconcile net income (loss) to net cash provided by (used in) operating activities:</i> |                      |                      |
| Investment income  | (4,519.01)           | (5,351.15)           |
| Depreciation and amortization  | 33,014.10            | 33,014.10            |
| Interest expense   | 39,082.73            | 39,230.93            |
| <i>Changes in operating assets and liabilities:</i>  |                      |                      |
| Decrease (increase) in notes receivable  | 44,800.00            | 11,200.00            |
| Decrease (increase) in accounts receivable   | (3,074.31)           | 25,049.50            |
| Increase (decrease) in accounts payable  | 3,871.07             | (71,710.53)          |
| <b>Net cash provided (used) by operating activities</b>  | <b>\$ 468,556.14</b> | <b>\$ 328,799.40</b> |

The accompanying notes are an integral part of this statement.

**KENNEBEC REGIONAL DEVELOPMENT AUTHORITY  
D/B/A FIRST PARK  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 and 2014**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Kennebec Regional Development Authority (the Authority) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below:

**REPORTING ENTITY**

Kennebec Regional Development Authority (First Park) was formed in 1998 through an act of the State of Maine legislature. The Authority's primary purposes, according to the act, were to strengthen the financial condition of local governments within the geographic territory of the Authority, while combining resources and sharing costs for meeting regional economic development needs and challenges; to promote and develop infrastructure and programs for employment and economic development opportunities and other conditions to positively affect regional development. The local governments who currently are members of the Authority are:

|             |              |            |
|-------------|--------------|------------|
| Anson       | Norridgewock | Waterville |
| Benton      | Oakland      | Winslow    |
| Canaan      | Palmyra      |            |
| China       | Pittsfield   |            |
| Clinton     | Readfield    |            |
| Cornville   | Rome         |            |
| Fairfield   | Sidney       |            |
| Farmingdale | Smithfield   |            |
| Gardiner    | St. Albans   |            |
| Hartland    | Solon        |            |
| Manchester  | Starks       |            |

In addition to By Laws, which set forth the membership rules, board representation and officers, each local government has entered into an inter-local revenue sharing agreement with the Authority which spells out funding requirements and other terms and conditions.

**BASIS OF ACCOUNTING**

First Park uses the accrual method of accounting consistent with proprietary fund accounting under Government Accounting Standards.

**INCOME TAXES**

As an administrative agency of the member Towns, First Park is exempt from federal income tax.

**KENNEBEC REGIONAL DEVELOPMENT AUTHORITY  
D/B/A FIRST PARK  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 and 2014**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**CAPITAL ASSETS**

Capital assets acquired are recorded at cost. Depreciation has been calculated using the straight-line method over the useful lives of the assets.

**ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**CASH AND INVESTMENTS**

Cash at year-end consists of an interest bearing checking account and money market accounts. Investments at year-end consist of certificates of deposit held at Maine State Credit Union. For purposes of the Statement of Cash Flows, the Authority considers cash and cash equivalents to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

**2. CASH AND INVESTMENTS**

**Deposits**

Custodial credit risk of deposits is the risk that, in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority does not have a formal policy with respect to custodial credit risk.

GASB Statement No. 40 directs that deposits be disclosed as exposed to custodial credit risk if they are not covered by depository insurance and the deposits are either uncollateralized or collateralized by securities held by the pledging financial institution's trust department but not in the Authority's name. At June 30, 2015, cash deposits totaled \$813,205.69 and had a carrying value of \$583,993.20. Of the deposited amounts, \$250,000 of demand deposits and \$250,000 of time deposits per bank were protected by depository insurance. Accordingly, the Authority was not exposed to credit risk as of June 30, 2015.

**Investments**

The Authority's investment policies, which follow state statutes, authorize the Authority to invest in obligations of the U.S. Treasury and U.S. agencies, certificates of deposit, repurchase agreements and certain corporate stocks and bonds. Generally, the Authority invests certain funds in checking accounts, savings accounts, or certificates of deposits. At June 30, 2015, the Authority had \$267,268.67, all of which was protected by federal depository insurance.

**KENNEBEC REGIONAL DEVELOPMENT AUTHORITY  
D/B/A FIRST PARK  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 and 2014**

**3. CAPITAL ASSETS**

|  | Balance<br>7/1/14   | Additions             | Deletions   | Balance<br>6/30/15  |
|--|---------------------|-----------------------|-------------|---------------------|
| Capital assets being depreciated:                  |                     |                       |             |                     |
| Equipment & furniture                              | \$ 35,318.75        | \$ -                  | \$ -        | \$ 35,318.75        |
| Land improvements                                  | 335,195.99          | -                     | -           | 335,195.99          |
| Web site dev. costs                                | 11,928.00           | -                     | -           | 11,928.00           |
| Bond issuance costs                                | <u>12,248.78</u>    | -                     | -           | <u>12,248.78</u>    |
| Total capital assets being depreciated             | <u>394,691.52</u>   | -                     | -           | <u>394,691.52</u>   |
| Less accumulated depreciation:                     |                     |                       |             |                     |
| Equipment & furniture                              | (35,318.75)         | -                     | -           | (35,318.75)         |
| Land improvements                                  | (295,084.57)        | (31,789.10)           | -           | (326,873.67)        |
| Web site dev. costs                                | (11,928.00)         | -                     | -           | (11,928.00)         |
| Bond issuance costs                                | <u>(4,900.00)</u>   | <u>(1,225.00)</u>     | -           | <u>(6,125.00)</u>   |
| Total accum. depreciation                          | <u>(347,231.32)</u> | <u>(33,014.10)</u>    | -           | <u>(380,245.42)</u> |
| <b>Total capital assets being depreciated, net</b> | <b>\$ 47,460.20</b> | <b>\$ (33,014.10)</b> | <b>\$ -</b> | <b>\$ 14,446.10</b> |

**4. LONG-TERM DEBT**

Long-term liability activity for the year ended June 30, 2015, was as follows:

| Description                       | Balance<br>7/1/14      | Additions   | (Reductions)           | Balance<br>6/30/15     |
|-----------------------------------|------------------------|-------------|------------------------|------------------------|
| <b>Governmental activities:</b>   |                        |             |                        |                        |
| General obligation bonds payable: |                        |             |                        |                        |
| MMBB bond issued 10/28/10         |                        |             |                        |                        |
| Due annually until 2020, 2%-5.5%  | \$ 1,676,094.00        | \$ -        | \$ (223,840.00)        | \$ 1,452,254.00        |
| Camden National Bond dated 3/1/06 |                        |             |                        |                        |
| Due monthly until 2026, 5.75%     | <u>158,274.78</u>      | -           | <u>(158,274.78)</u>    | -                      |
| <b>Total</b>                      | <b>\$ 1,834,368.78</b> | <b>\$ -</b> | <b>\$ (382,114.78)</b> | <b>\$ 1,452,254.00</b> |



**KENNEBEC REGIONAL DEVELOPMENT AUTHORITY  
D/B/A FIRST PARK  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 and 2014**

**4. LONG-TERM DEBT (CONTINUED)**

The annual future principal payment requirement for bonds payable outstanding as of June 30, 2015, is as follows:

| <b>Year ending<br/>June 30,</b> | <b>Governmental<br/>Activities</b> |
|---------------------------------|------------------------------------|
| 2016                            | \$ 230,220.00                      |
| 2017                            | 234,824.00                         |
| 2018                            | 239,521.00                         |
| 2019                            | 244,311.00                         |
| 2020                            | 249,197.00                         |
| 2021                            | <u>254,181.00</u>                  |
| <b>Total</b>                    | <b><u>\$ 1,452,254.00</u></b>      |

**5. COMMITMENTS AND CONTINGENCIES**

The Authority has entered into a memorandum of understanding with the Town of Oakland, as well as numerous inter-local agreements with each member community. These documents require various calculations and payments be made periodically including the following:

- One year from the date of the agreements and every year thereafter a calculation shall be made to determine the negative impact to the Town of Oakland which results from the increase in its State valuation due to development in the park.
- In the event the above calculation is not done annually, Oakland shall establish and maintain a reserve account in which it shall deposit 15% of all real estate tax revenue collected by Oakland from properties located within the Park.
- The Authority will reimburse the Town of Oakland for costs incurred by the Town in providing municipal services to the Park in the amount of \$5,000 in the first year and \$15,000 in the second and all subsequent years. In lieu of these fixed amounts, the Town of Oakland may elect to calculate the reimbursement amount in any year on the basis of a rate per square foot of gross building space constructed in the park. For the year ended June 30, 2015 the per square foot rate was \$0.2478.

**KENNEBEC REGIONAL DEVELOPMENT AUTHORITY  
D/B/A FIRST PARK  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2015 and 2014**

**6. NET POSITION**

During fiscal year 2002, the Authority transferred most infrastructure assets, including roads, sidewalks, utilities, etc. to the host communities of Oakland and Waterville, who in turn will maintain these assets. Since First Park no longer had title to these self-constructed assets, accounting standards require the assets be removed from the balance sheet as of June 30, 2002. The value of the assets transferred and written off, \$1,913,734.00, has been reported in net position as "unrestricted – project construction" in order to separate the effects of this transfer from "normal" operating activities. In future years, as the debt used to finance these assets is repaid, equity will be transferred between "unrestricted– operating" and "unrestricted – project construction". For the year ended June 30, 2015, debt reduction of \$ 382,114.78 was credited to the account.

During fiscal year 2000, First Park's executive board designated amounts to be set aside as reserves for future debt service of \$ 150,000.00 and as a contingency for unexpected expenses \$ 50,000.00. In fiscal year 2014 \$70,000 and in the current fiscal year \$50,500 were added to the debt service reserve. The total debt service reserve at June 30, 2015 is \$373,500.

The Authority has approved to carry forward the balance remaining in the marketing expense line. The amount carried into the next fiscal year is \$25,434.18, approved to be spent on marketing expenses.

**7. NOTE RECEIVABLE**

The Authority entered into a promissory note with C.V. Diagnostics, INC on May 9, 2013 for \$56,000. Payments are due in five (5) annual installments of \$11,200 (plus interest calculated at 5%). The note was paid off during the year ended June 30, 2015.

**8. SUBSEQUENT EVENTS**

Management has made an evaluation of subsequent events to and including the audit report date, which was the date the financial statements were available to be issued, and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

## Schedule A

Kennebec Regional Development Authority  
DBA First Park  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2015

|   | Budgeted Amounts   |                    | Actual               | Variance With<br>Final Budget<br>Favorable<br>(Unfavorable) |
|---|--------------------|--------------------|----------------------|---|
|   | Original           | Final              | Amounts              |   |
| <b>REVENUES:</b>                                    |                    |                    |                      |   |
| Municipal member contribution                       | \$ 587,000.00      | \$ 587,000.00      | \$ 574,798.94        | \$ (12,201.06)  |
| Real estate taxes                                   | 337,500.00         | 337,500.00         | 320,896.58           | (16,603.42)   |
| Other income  | 32,000.00          | 32,000.00          | 102,622.69           | 70,622.69   |
| Interest earned                                     | 700.00             | 700.00             | 4,519.01             | 3,819.01  |
| <b>Total revenues</b>                               | <b>957,200.00</b>  | <b>957,200.00</b>  | <b>1,002,837.22</b>  | <b>45,637.22</b>  |
| <b>EXPENDITURES:</b>                                |                    |                    |                      |   |
| Wages & taxes                                       | 86,025.00          | 86,025.00          | 77,763.50            | 8,261.50  |
| Benefits  | 14,500.00          | 14,500.00          | 13,437.58            | 1,062.42  |
| Marketing   | 99,981.00          | 99,981.00          | 74,546.33            | 25,434.67   |
| Office expense                                      | 34,000.00          | 34,000.00          | 59,631.79            | (25,631.79)   |
| Travel and entertainment                            | 4,800.00           | 4,800.00           | 4,255.90             | 544.10  |
| CBRE/Boulos   | 30,000.00          | 30,000.00          | 12,500.00            | 17,500.00   |
| Professional fees                                   | 17,800.00          | 17,800.00          | 12,742.46            | 5,057.54  |
| Real estate tax refunds                             | 303,125.00         | 303,125.00         | 288,473.19           | 14,651.81   |
| Municipal service                                   | 45,000.00          | 45,000.00          | 38,855.00            | 6,145.00  |
| Park maintenance                                    | 23,000.00          | 23,000.00          | 24,938.91            | (1,938.91)  |
| Debt service  | 284,251.00         | 284,251.00         | 421,197.51           | (136,946.51)  |
| Meetings  | 3,000.00           | 3,000.00           | 1,228.27             | 1,771.73  |
| Infrastructure reserve                              | 50,500.00          | 50,500.00          | -                    | 50,500.00   |
| <b>Total expenditures</b>                           | <b>995,982.00</b>  | <b>995,982.00</b>  | <b>1,029,570.44</b>  | <b>(33,588.44)</b>  |
| <b>Excess of revenues over (under) expenditures</b> | <b>(38,782.00)</b> | <b>(38,782.00)</b> | <b>(26,733.22)</b>   | <b>12,048.78</b>  |
| <b>Add back budgeted principal payments on debt</b> |                    |                    | <b>382,114.78</b>    |   |
| <b>NET POSITION (DEFICIT) - BEGINNING</b>           |                    |                    | <b>(227,733.43)</b>  |   |
| <b>NET POSITION (DEFICIT) - ENDING</b>              |                    |                    | <b>\$ 127,648.13</b> |   |

# **FUTURE AGENDA ITEMS**

## Appendix A

### **Future Agenda Items**

#### Upcoming Workshops:

***Town Charter Workshop - March 28<sup>th</sup> (proposed)***

***Transfer Station Scales Workshop - April 11<sup>th</sup> (proposed)***

***Final Budget Approval - April 25<sup>th</sup> (proposed)***

Appeal / Hearing process workshop

#### Next Meeting, (April 4, 2016)

Draft Town Meeting Warrant Review

Draft Winter Maintenance RFP Review

Draft Paving RFP Review

Consideration of Administrative Ordinance Amendment

Conservation Commission Mill Stream Proposal

#### April 19, 2016

Executive Session - Town Manager Review

Old Kents Hill Culvert Bid Award

Striping Bid Award

Ditching and Shoulder Work Bid Award

Brush Grinding Bid Award

1st Reading of amended Conflict of Interest & Recall Process Ordinance - 15 minutes

#### May 2, 2016

Financing RFP Review / Award

#### Future Meetings:

Establish staggered terms for the Readfield Solid Waste and Recycling Committee

Revision to SWRC Interlocal Agreement

Engineering RFQ

Technology Plan

Potential Parks / Town Property Committee

Liquor licenses