

**Readfield Select Board
Regular Meeting Agenda**

March 7, 2016

Meeting starts: 6:30 PM

Location: Readfield Town Office - Giles Hall

Pledge of Allegiance

Regular Meeting - 10 minutes

16-104 - Minutes: Select Board meeting minutes of February 22, 2016 - 5 minutes

16-105 - Warrant: #37 & #38 - 5 minutes

Communications - 45 minutes

Select Board communications - 15 minutes

Town Manager - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

02-03-2016 Approved Library Board Meeting Minutes

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

Unfinished Business - 50 minutes

16-091 - Presentation by Sam Tippet - Municipal Investments - 20 minutes

16-084 - Update on bids and repair quotes for the 1-Ton truck - 10 minutes

16-101 - Discussion of a possible Charter Commission Warrant Article - 20 minutes

New Business - 45 minutes

16-106 - Friends of the Cobbossee Watershed - 15 minutes

16-107 - Maranacook Dam Project - 15 minutes

16-108 - Town Manager 6 month review process and appointment of a Board process leader - 5 minutes

16-109 - 5th draft of budget presented - 10 minutes

16-110 - Other

Future Agenda Items

As identified in Appendix A

Other

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – February 22, 2016 – Unapproved

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Lenny Reay, Milton Wright, Fran Zambella, Deb Doten

Ms. Pomerleau called the meeting to order at 6:35 pm followed by The Pledge of Allegiance.

Regular Meeting

- **16-096 - Minutes:** Select Board meeting minutes of February 9, 2016
 - **Motion** made by Mrs. Sammons to approve the minutes of the February 9, 2016 meeting as amended, **second** by Mr. Dunham. **Vote 5 to 0** in favor.
- **16-097 - Warrant: #35 & #36**
 - **Motion** made by Mr. Curtis to approve Warrant #35 & #36 in the amount of \$40,685.53, **second** by Mrs. Sammons. **Discussion:** Questions regarding Fayette Country Store/Cemeteries, Fairpoint Communications and OTT Communications, Maine Municipal Emp. Health/IPP and Sam's Club/Selectboard. May be a credit for Maine Municipal Emp. Health/IPP. **Vote 5 to 0** in favor.

Communications

- **Select Board Communications**
 - Mr. Bourgoine suggested that we make sure we have the best night for a quorum to hold any rescheduled meetings due to storms.
 - Mr. Dunham followed up on the Trails Committee, discussed if they didn't spend all their funds this year if it could be carried forward. Mr. Dyer said it will be carried forward and will not go into the general fund. Selectboard can hold a simple vote in June meeting to carry forward. Mr. Dyer will be meeting with the Trails Committee tomorrow (Tuesday, February 23) to further discuss this item..
 - Mr. Dunham asked if we have heard from the Department of Labor yet. Mr. Dyer responded that he hasn't heard anything at this time but has been working on fixing the issues addressed by using the notes taken during the meetings until we get a formal list to work off from.
- **Town Manager**
 - Mr. Dyer went over his Town Manager Report dated February 22, 2016.
- **Boards, Committees, Commissions & Departments**
 - Thank you to all for submitting your minutes of your meetings.
 - **Cobbossee Watershed District Minutes of December 8, 2015**
 - **Readfield Library Board Minutes of January 6, 2016**
 - **Conservation Commission Minutes of 9/8/15, 10/13/15, 11/10/15 & 12/8/15**
 - **Board of Assessors Minutes of February 9, 2016**
 - Motion** made by Mr. Curtis to approve the minutes of the Board of Assessors meeting of February 9, 2016, **Second** by Mr. Dunham. **Vote 4 to 1**, opposed by Mr. Dunham.

- Age Friendly Community Adhoc Committee nominated Romaine Turyn as Chair, the next meeting is scheduled for Wednesday, March 9 at 4:00 pm. Still looking for more members.
- **Public Communications** - *Members of the public may address the Select Board on any topic*
 - Lenny Reay spoke regarding the purchasing of a new town truck and how he spoke with Quirk Ford regarding the current town truck and the estimate. Mr. Dyer to look into this further.
 - Fran Zambella spoke regarding a question he raised via email after following January meetings and if the town can hold former town employees regarding the condition of the truck. He would like to know if we checked with the town attorney to see if anything can be done. He also questioned where the funds would come from if the town is to purchase a new truck. Mr. Dyer responded that there are a few possibilities of funding to look into.
 - **Motion** made by Mr. Dunham to authorize Town Manager to look into any recourse to former town employees to MMA legal to any recourse of the condition of the town truck. **Second** by Ms. Pomerleau. **Discussion:** Further discussion amongst the Selectboard regarding legal action. **Amended motion** made by Mr. Dunham that he authorizes himself to write to MMA legal asking the questions pertaining to any recourse of former town employees, **Second** by Ms. Pomerleau. **Vote on Amendment 3 to 2** opposed by Mr. Curtis and Mr. Bourgoine. **Vote on original motion as amended 3 to 2**, opposed by Mr. Curtis and Mr. Bourgoine.

Unfinished Business:

- **16-084 – Review 1-Ton truck update**
 - Discussion amongst the Selectboard and Lenny Reay regarding the truck. Mr. Dyer to look into the information presented earlier regarding the estimate on the truck from Quirk Ford. Truck is still being looked over for estimates. Base model specifications schedule presented in the Selectboard packet. The Ford 450 seems to be the best way to go. Looking to have bids back in before the next Selectboard meeting and three reliable quotes on repairs of the current truck. If not available by the next meeting 16-084 will be tabled to the following meeting.
- **16-092 – Consider a Return on Investment proposal for Transfer Station Scale**
 - Mr. Curtis went over the history of the fees/costs for the Transfer Station and went over the Transfer Station Scale Project Cost Versus Revenue spreadsheet included in the Selectboard packet. Discussion amongst the Selectboard regarding scale fees, maintenance and savings. Mr. Dyer to look into what other towns get for price per pound. Next step to put into a revised summary document and discuss when budget is discussed.

New Business:

- **16-098 – Review of Town of Readfield Fee Schedule**
 - Mr. Dyer discussed that there are a lot of fee schedules that the town has and would like to have all the fees consolidated into the same document for easier access. Discussion amongst the Selectboard regarding revenue and expenditures of the town fees. Mr. Dyer would like to see the \$15.00/hour after the first hour (that is free) of FOAA requests added to the Fee Schedule.
 - **Motion** made by Mrs. Sammons to accept the new fee schedule adding \$15.00 per hour after the first free hour of FOAA labor requests, **Second** by Mr. Curtis. **Discussion:** Only changes at this time are to the one page fee schedule by adding the staff time for FOAA requests. **Vote 4 to 1**, opposed by Mr. Curtis.

- Mr. Dyer to look into and consolidate the Plumbing Fee Schedule. Unsure of last time this was reviewed and updated.

- **16-099 – Consideration of fee changes at the Readfield & Wayne Transfer Station**

- Mr. Dyer and the Selectboard reviewed and discussed the changes to the Recycling and Transfer Station Fee Schedule presented in the packet. Concerns if fees are higher will there be more side of the road dumping by the residents. Town of Wayne has not reviewed the changes to the new fee schedule at this time.
- **Motion** made by Mr. Bourgoine to accept the Recycling and Transfer Station Fee Schedule as presented in the packet, **Second** by Mrs. Sammons. **Discussion:** Mr. Dunham would like to see what the fees were before the changes were added to the fee schedule presented. Most of the items were doubled in price. Further discussion amongst the Selectboard regarding the fee changes of the transfer station. Mr. Dyer to get changes posted for the public and to record any feedback regarding the changes he receives. **Vote 3 to 2**, opposed by Mr. Curtis and Mr. Dunham.

Motion made by Mr. Curtis to extend the meeting until 9:30 pm, **Second** by Mrs. Sammons. **Vote 4 to 1**, opposed by Mr. Bourgoine.

- **16-100 – Set the date for a volunteer appreciation event**

- Mr. Dyer explained that this is a great way to say thank you to Board and Committee volunteers and mingle, serve light refreshments, low key event. Looking into a date in May. Tabled for further discussion and to set a date.

- **16-101 – Discussion of a possible Charter Commission Warrant Article**

- **Motion** made by Mr. Bourgoine to table item 16-101 until the next meeting, **Second** by Mr. Dunham. **Vote 4 to 1**, opposed by Mr. Curtis. Mr. Dyer to put together a packet of information he has so far as a supplement until further discussion.

- **16-102 – 4th Draft of Budget presented**

- Mr. Dyer went over the 4th Draft of the Budget information as presented in the packet. Still more work to do with Board and Committees. Division summary expenses and revenues of the budget. Suggestion by Mr. Curtis to balance revenues and expenses. All information is available on the town website. Everyone is very pleased with the graphs and charts that are presented in the budget drafts completed by Mr. Dyer.

- **16-103 – Other**

- None

Motion made by Mr. Bourgoine to adjourn the meeting at 9:32 pm, **Second** by Mrs. Sammons. **Vote 4 to 1**, opposed by Mr. Curtis.

Minutes recorded by Kristin Parks, Board Secretary

COMMUNICATIONS

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

LIBRARY BOARD MEETING
FEBRUARY 3, 2016

The meeting was called to order at 6:35 pm by Chair, Deb Peale.

Those present were: Deb Peale, Chairperson, Brenda Lake, Beverly Monsulick, Pam Mitchell, Jan Tarbuck, Cricket Blouin, Betty Peterson, and Nancy O'Toole Meservier, Librarian. Excused were: Lori Clark and Donna Witherill.

Secretary's Report: The January report was read. A motion was made to accept the report. All approved.

Treasurer's Report: The Treasurer's report was presented. A motion was made to accept the report. All approved.

Librarian's Report:

- The new Town Maintenance Worker did a walkthrough of the Library and is making a list of concerns.
 - Annual Report is completed and has been submitted to the Maine State Library.
 - What's Readfield Reading List is an ongoing project.
 - Winter Book Sale/Help. Gwen Mohlar of the Middle School will be bringing a few students to the Library on Thursday, Feb. 25, to help set up for the book sale.
 - Nancy has been asked to speak at the Senior Café on March 21.
 - The Maine Humanities Council is presenting a Let's Talk About it Book Group series on "Refreshing the Whodunit." This series will begin on Wednesday, March 23. More details will be available at the time of the book sale.
 - Summer Reading Program manual has arrived. Nancy is working on this project.
- The Librarian's report was accepted.

Old Business:

- Winter Book Sale is set for Saturday, February 27 from 10 to 1. Deb, Brenda, Betty, Jan and Cricket will help set up on Thursday, Feb. 25. Pam, Betty, Cricket, Lori and Donna will help the day of the sale.
- The Library has purchased an eight foot table and it will be used for the book sale.
- The Trail sign has been placed beneath the Readfield Library sign.
- The Little Free Library project is ongoing.
- Nancy and Deb are presenting a new program for the Library. It will be a craft project (making a carry bag from grocery or plastic bags). It will be presented to the community around Earth Day.

New Business:

- Deb asked us to be thinking about ways we can sell or donate the books we have left from the summer book sale.
- Summer Reading Program Kickoff: We talked about ways we could incorporate the theme for this year "On Your Mark, Get Set..... Read" into our kickoff day. After

some discussion, a mini Olympics theme seemed to be a good theme since this is an Olympic year. We will discuss more next month.

- The Library Board approved Nancy's request to attend a Reading Roundup program in Portland sometime in April.
- Donna, Betty and Cricket's term expire this year. They need to fill out reappointment papers at the Town Hall by the end of May.

Next meeting will be March 2 at 6:30 p.m. at the High School

Meeting adjourned at 8:00.

Respectfully submitted,

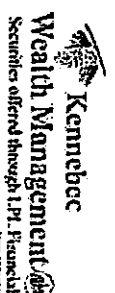
Betty Peterson

UNFINISHED BUSINESS

Portfolio Appraisal By Asset Class

Town of Readfield

Valuation Period: Inception - March 1, 2016
Prepared by: Samuel Tippet



Account Summary

Loc	Account Name	LPL Account #	Sponsor Account #	Description	Market Value(\$) on 2/8/2010	Market Value(\$) on 3/1/2016	2/8/2010-to-3/1/2016 Total % Annualized % (IRR)	Annualized Return% (IRR)
LPL	Town of Readfield	5744-6107		Brokerage - Non-retirement	0.00	223,833.30	28.58	4.24
Report Totals:					\$0.00	\$223,833.30	28.58%	4.24%

Notes: meeting Monday Jan 14, 2013 - went over account with Selectboard. Recommended investing some of excess cash into the equity market. Will meet with Town Manager to decide which and how much.

LG - Large Cap U.S. Growth Equity

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPTFX	OPPENHEIMER CAP APRC CLA	328.8230	49.46	03/01/16	16,263.59	7.27	82.48	10.44
Totals:							16,263.59	7.27	82.48	10.44

LBL - Large Cap U.S. Blend Equity

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	BXMX	NUVEEN S&P 500 BUY WRITE INCOME FUND	303.0000	12.40	03/01/16	3,757.20	1.88	7.27	6.07
LPL	57446107	FFA	FIRST TRUST ENHANCED EQUITY INCOME FUND	310.0000	12.45	03/01/16	3,859.50	1.72	83.23	10.51
LPL	57446107	MSIGX	OPPENHEIMER MAIN STREET CLA	502.0980	42.11	03/01/16	21,143.35	9.45	103.36	12.43
Totals:							28,760.05	12.85	93.42	11.50

SBL - Small Cap U.S. Blend Equity

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPMSX	OPPENHEIMER MAIN ST MID CAP CLA	750.7380	23.56	03/01/16	17,687.39	7.90	20.41	6.24
Totals:							17,687.39	7.90	20.41	6.24

LGS - Large Capitalization Global Stock

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	ETW	EATON VANCE TAX MANAGED GLOBAL BUY WRITE OPPORTUNITIES FUND	300.0000	10.20	03/01/16	3,060.00	1.37	58.49	7.90
LPL	57446107	EXG	EATON VANCE TAX MANAGED GLBL DIVERSIFIED EQUITY INCOME FUND	600.0000	8.33	03/01/16	4,998.00	2.23	40.04	5.72
LPL	57446107	OPPAX	OPPENHEIMER GLOBAL CLA	339.3540	67.97	03/01/16	23,065.89	10.30	61.81	8.27
Totals:							31,123.89	13.90	56.39	7.66

ILB - Intermediate/Long-Term High-Quality U.S. Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPIGX	OPPENHEIMER CORE BOND CLA	2,782.6490	6.78	03/01/16	18,866.36	8.43	27.61	4.11
Totals:							18,866.36	8.43	27.61	4.11

SIB - Short/Intermediate-Term High-Quality U.S. Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	ESAXX	WELLS FARGO ADJUSTABLE RATE GOVT CLA	1,466.9530	9.02	03/01/16	13,231.92	5.91	5.47	0.95
Totals:							13,231.92	5.91	5.47	0.95

SI - Strategic Income

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OPRSIX	OPPENHEIMER GLOBAL STRAT INCOME CL A	2,929,7020	3.75	03/01/16	10,986.38	4.91	(5.82)	(1.94)
Totals:							10,986.38	4.91	(5.82)	(1.94)

STM - Short-Term Municipal Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	542430GE7	LONG BCH CAREDEV AGY NORTH LONG BCH B BABS REV B/E TXBL CPN 6.386% DUE 08/01/17 DTD 05/12/10 FC 08/01/10 NEW YORK CITY EDL CONSTR FUND REV SER A BABS B/E TXBL OID @98.937 4.51% CPN 4.500% DUE 04/01/17 DTD 04/28/10 FC 10/01/10	10,000.0000	105.33	03/01/16	10,532.50	4.71	41.25	6.15
LPL	57446107	649670KA3		10,000.0000	102.69	03/01/16	10,268.80	4.59	26.43	4.10
LPL	57446107	691610AG4	OXFORD MI CNTY SCHS TXBL SCH BLDG & SITE SER A/B/E BABS OSBLF CPN 4.500% DUE 05/01/17 DTD 04/14/10 FC 11/01/10	10,000.0000	103.53	03/01/16	10,362.70	4.63	26.87	4.16
Totals:							31,154.00	13.92	31.54	4.80

CASH - Cash and Equivalents

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	9999775	MONEY FUND JPS	36,745,5500	1.00	03/01/16	36,745.55	16.42	0.07	0.01
Totals:							36,745.55	16.42	6.74	1.08

ITB - Intermediate-Term Bond

Loc	Account #	Security ID	Description	Quantity	Price (\$)	Price As Of	Market Value (\$)	% of Port	Return % (IRR)	Annualized Return% (IRR)
LPL	57446107	OFIAX	OPENHEIMER CORPORATE BOND CL A	1,838.8960	10.34	03/01/16	19,014.18	8.49	(4.96)	(3.66)
Totals:							19,014.18	8.49	(4.96)	(3.66)
Grand Totals:							\$223,833.30	100.00%	28.58%	4.24%

Performance to Benchmark Summary

Asset Class	Return % (IRR)	Annual %	Benchmark	Benchmark Rtn % (SRR)	Annual %	Your Account	Return % (IRR)	Annual %
CASH - Cash and Equivalents	6.74	1.08	Citigroup 3-Month Treasury Bill	0.42	0.07	Benchmark	28.58	4.24
ILB - Intermediate/Long-Term High-Quality U.S. Bond	27.61	4.11	Barclays Capital U.S. Aggregate Bond Index	25.07	3.76	Dow Jones Industrial Average	99.06	12.03
ITB - Intermediate-Term Bond	(4.96)	(3.66)	Russell 1000 Index	112.79	13.27	NASDAQ Composite Index	120.58	13.95
LBL - Large Cap U.S. Blend Equity	93.42	11.50	Russell 1000 Growth Index	125.03	14.32	S&P 500 Total Return Index	112.89	13.28
LG - Large Cap U.S. Growth Equity	82.48	10.44						
LGS - Large Capitalization Global Stock	56.39	7.66						
SBL - Small Cap U.S. Blend Equity	20.41	6.24	Russell 2000 Index	21.02	6.42			
SI - Strategic Income	(5.82)	(1.94)	Barclays Capital 1-3 Year Government Bond Index	4.89	0.85			
SIB - Short/Intermediate-Term High-Quality U.S. Bond	6.45	1.12	Barclays Capital 3 Year Municipal Bond Index	11.59	1.89			
STM - Short-Term Municipal Bond	31.54	4.80						

Returns for asset classes and their corresponding benchmarks are weighted on the time that the asset class was held during the report period, which may be less than the time that the group or account was held during the report period.

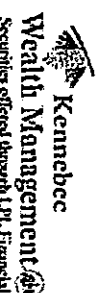
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Portfolio Appraisal By Asset Class
Town of Readfield

LPL Financial
Member FINRA/SIPC

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Consolidated Report By Asset Class



Securities offered through LPL Financial

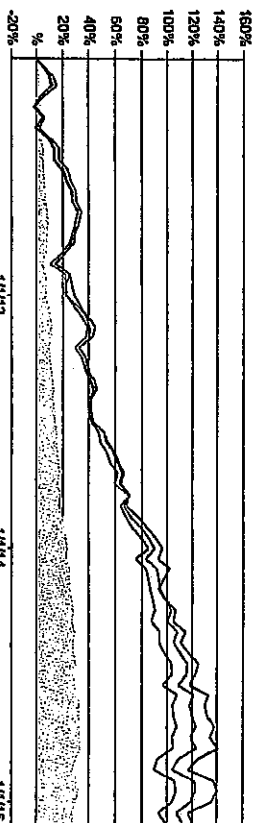
Town of Readfield

Valuation Period: Inception - 03/01/16
Prepared by: Samuel Tippet

Portfolio

Since 02/08/10	
Previous Portfolio Value:	\$0.00
Contributions:	\$194,489.38
Withdrawals:	\$23,532.64
Net Invested:	\$170,956.74
Net Change:	\$52,876.57
Total Portfolio Value:	\$223,833.30
Portfolio Return (IRR)	28.58%
Annualized Portfolio Return (IRR)	4.24%

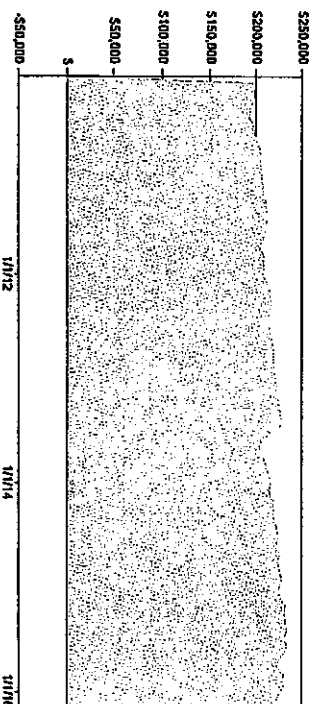
Performance Return



■ Your Performance (IRR) ■ Dow Jones Industrial Average ■ NASDAQ Composite Index (SRR) ■ S&P 500 Total Return Index (SRR)

Portfolio Composition	
■ CASH Cash and Equivalents	16.42%
■ STM Short-Term Municipal Bond	13.92%
■ LGS Large Capitalization Global Stock	13.90%
■ LBL Large Cap U.S. Blend Equity	12.85%
■ ITB Intermediate-Term Bond	8.49%
■ ILB Intermediate/Long-Term High-Qu...	8.43%
■ SBL Small Cap U.S. Blend Equity	7.90%
■ LG Large Cap U.S. Growth Equity	7.27%
■ Other Other	10.82%

Portfolio Value



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LPL Brokerage - Non-retirement #57446107 | Town of Readfield

Account Info

TOWN OF READFIELD
A CORPORATION

Account Notes:

meeting Monday Jan 14, 2013 - went over account with Selectboard. Recommended investing some of excess cash into the equity market. Will meet with Town Manager to decide which and how much.

Since Inception: 02/08/10 - 03/01/16

Contributions:	\$194,489.38
Transfers In:	\$0.00
Transfers Out:	\$0.00
Withdrawals:	\$23,532.64
Net Invested:	\$170,956.74
Total Account Value:	\$223,833.30
Performance Return (IRR)	28.58%
Annualized Performance Return (IRR)	4.24%

Account Positions

Security ID	Description	Quantity	Price	Portfolio Value
542430GET	LONG BCH:CA REDEV AGY NORTH LONG BCH B:BABS REV B/E TXBL CPN 6.386% DUE 08/01/17 DTD 05/12/10 FC 08/01/10	10,000.0000	\$105.33	\$10,532.50
649670KA3	NEW YORK CITY EDL CONSTR FUND REV SER A BABS B/E TXBL OID @99.937 4.51% CPN 4.500% DUE 04/01/17 DTD 04/28/10 FC 10/01/10	10,000.0000	\$102.69	\$10,268.80
691610AG4	OXFORD M:CMUNITY SCHS TXBL SCH BLDG & SITE SER A B/E BABS OSBLF CPN 4.500% DUE 05/01/17 DTD 04/14/10 FC 11/01/10	10,000.0000	\$103.53	\$10,352.70
9999775	MONEY FUND JPS	36,745.5500	\$1.00	\$36,745.55
BXMX	NUVEEN S&P 500 BUY WRITE INCOME FUND	303.0000	\$12.40	\$3,757.20
ESAX	WELLS FARGO ADJUSTABLE RATE GOVT CL A	1,466.9530	\$9.02	\$13,231.92
ETW	EATON VANCE TAX MANAGED GLOBAL BUY WRITE OPPORTUNITIES FUND	300.0000	\$10.20	\$3,060.00
EXG	EATON VANCE TAX MANAGED GBL DIVERSIFIED EQUITY INCOME FUND	600.0000	\$8.33	\$4,998.00
FFA	FIRST TRUST ENHANCED EQUITY INCOME FUND	310.0000	\$12.45	\$3,859.50
MSIGX	OPPENHEIMER MAIN STREET CL A	502.0980	\$42.11	\$21,143.35
CFIAX	OPPENHEIMER CORPORATE BOND CL A	1,838.8960	\$10.34	\$19,014.18
OPIGX	OPPENHEIMER CORE BOND CL A	2,782.6490	\$6.78	\$18,866.36
OPIMSX	OPPENHEIMER MAIN ST MID CAP CL A	750.7380	\$23.56	\$17,687.39
OPPAX	OPPENHEIMER GLOBAL CL A	339.3540	\$67.97	\$23,065.89
OPSIK	OPPENHEIMER GLOBAL STRAT INCOME CL A	2,929.7020	\$3.75	\$10,986.38
OPTFX	OPPENHEIMER CAP APRC CL A	328.8230	\$49.46	\$16,263.59

Portfolio Total: \$223,833.30

Transaction Detail

Date	Type	Security	Description	Quantity	Price	Amount
07/23/13	Withdrawal	Cash	CHECK ISSUED: CHECK ISSUED: CHK ISS #R C 103610218			(\$23,532.64)
02/11/10	Contribution	Cash	TRANSFER AC - TRANSFER CASH BALANCE			\$0.39
02/09/10	Contribution	EXG	TRANSFER AC - EATON VANCE TAX MANAGED GBL DIVERSIFIED EQUITY INCOME FUND	600.0000	\$11.79	\$7,074.00
02/09/10	Contribution	ETW	TRANSFER AC - EATON VANCE TAX MANAGED GLOBAL BUY WRITE OPPORTUNITIES FUND	300.0000	\$12.53	\$3,759.00
02/09/10	Contribution	ESAX	TRANSFER AC - EVERGREEN ADJ RATE FD CL A	1,368.7960	\$9.04	\$12,373.92
02/09/10	Contribution	FFA	TRANSFER AC - FIRST TRUST ENHANCED EQUITY INCOME FUND	310.0000	\$10.87	\$3,369.70
02/09/10	Contribution	JSN	TRANSFER AC - NUVEEN EQUITY PREMIUM OPPORTUNITY FUND	310.0000	\$12.54	\$3,887.40
02/09/10	Contribution	OPTFX	TRANSFER AC - OPPENHEIMER CAP APPRECFD CL A	236.8660	\$37.64	\$8,915.64
02/09/10	Contribution	OPIGX	TRANSFER AC - OPPENHEIMER FUND CORE BOND FUND CLASS A	1,127.4610	\$6.21	\$7,001.53
02/09/10	Contribution	683924104	TRANSFER AC - OPPENHEIMER GLOBAL FUND CLASS A	280.5080	\$50.83	\$14,258.22
02/09/10	Contribution	MSIGX	TRANSFER AC - OPPENHEIMER MAIN STR FD CL A	384.1020	\$27.08	\$10,401.48
02/09/10	Contribution	Cash	TRANSFER AC - TRANSFER CASH BALANCE			\$39,172.47
02/09/10	Contribution	912820F19	TRANSFER AC - U.S. TREAS NOTE STRIPPED, PRIN PMT 5.75% 10DUE 08/15/10 DTD 08/15/00	10,000.0000	\$99.90	\$9,989.50
02/09/10	Contribution	912833JU5	TRANSFER AC - U.S. TREAS SEC STRIPPED GENERIC TINT PMT DUE 05/15/10 DTD 10/15/85	10,000.0000	\$99.98	\$9,997.90
02/09/10	Contribution	912833DA5	TRANSFER AC - U.S. TREAS SEC STRIPPED, GENERIC TINT PMT DUE 08/15/11 DTD 02/15/85	5,000.0000	\$99.17	\$4,958.60
02/09/10	Contribution	912833DC1	TRANSFER AC - U.S. TREAS SEC STRIPPED GENERIC TINT PMT DUE 08/15/12	5,000.0000	\$97.21	\$4,860.50
02/09/10	Contribution	912833DE7	TRANSFER AC - U.S. TREAS SEC STRIPPED, GENERIC TINT PMT DUE 08/15/13	10,000.0000	\$94.23	\$9,423.20
02/09/10	Contribution	912828BD1	TRANSFER AC - U.S. TREASURY INFLATION INDEX NOTE CPN 1.875% DUE 07/15/13 DTD 07/15/03 FC 01/15/04	10,000.0000	\$106.52	\$12,540.53
02/09/10	Contribution	912828BA7	TRANSFER AC - U.S. TREASURY NOTE CPN 3.625% DUE 05/15/13 DTD 05/15/03 FC 11/15/03	10,000.0000	\$106.91	\$10,690.60
02/09/10	Contribution	912828DV9	TRANSFER AC - U.S. TREASURY NOTE CPN 4.125% DUE 05/15/15 DTD 05/15/05 FC 11/15/05	10,000.0000	\$108.54	\$10,853.90
02/09/10	Contribution	912828CT5	TRANSFER AC - U.S. TREASURY NOTE CPN 4.250% DUE 08/15/14 DTD 08/15/04 FC 02/15/05	10,000.0000	\$109.61	\$10,960.90

Disclosures

Performance Calculations Performance return figures are expressed as a percentage and include the impact of the deduction of any advisory fees and transaction charges. Unless otherwise stated, performance returns are cumulative. Two different methods, time-weighted and money-weighted, are displayed on reports. The return method used on these reports is clearly labeled and can be elected by your Financial Advisor. The time-weighted method is used to depict an account's relative rate of return, is not sensitive to contributions and withdrawals into and out of the account, and, as compared to the money-weighted method, allows clients to better compare performance against other money managers. The money-weighted return method is used to depict an account's personal rate of return, accounts for all contributions and withdrawals into and out of the account, and, as compared to the time-weighted method, better represents the client's actual investment experience during the evaluation period. On your performance reports, money-weighted returns are denoted with IRR while time-weighted returns are denoted with TVM. Below is an example to clarify the difference of these two methods:

Example: Two investors begin by buying 100 shares at the end of the year's price (\$10), starting off with \$1,000. The first investor makes two subsequent purchases of 100 shares each, one at the end of May (\$14) and the other at the end of August (\$15). The second investor also makes two additional purchases of 100 shares each, but hers are at the end of April (\$8) and September (\$9). The price of the security at the end of the year is \$11, meaning the security is up 10%. The first investor shows a loss of \$600, while the second shows a gain of \$600. The time-weighted return for each investor is 10%. The money-weighted return for the first investor is -24.86% and the second investor is +35.16%.

	Investor 1	Investor 2
	Dec: 100 shares @ \$10/s	Dec: 100 shares @ \$10/s
	May: 100 shares @ \$14/s	Apr: 100 shares @ \$8/s
	Aug: 100 shares @ \$15/s	Sept: 100 shares @ \$9/s
Net Invested	\$3,900	\$2,700
Ending Value	\$3,300	\$3,300
Net Change	-\$600	\$600
Time Weighted (TVM)	10.00%	10.00%
Money Weighted (IRR)	-24.86%	35.16%

Holdings Sources Positions held in your LPL account(s) are indicated with "LPL." The terms "Outside", "CST", "TMP" or a "sponsor's name" refer to securities held or by an investment sponsor or custodian that has agreed to electronically provide information to LPL about your holdings. The source of all price information for these tracked positions is one or more third party vendors and may include the use of substitute prices for prices that are not readily available. For certain securities such as illiquid securities, pink sheet stocks, bulletin board stocks, and fixed income positions, substitute prices used in calculating performance and displayed on the report may be prices based on trades occurring prior to the date of the missing prices. The source of all quantity information for these holdings is LPL, the prior custodian or the investment sponsor carrying your account. "TMP" represents accounts managed by an investment firm other than LPL as part of a third party advisory program. TMP accounts are held away from LPL and are not covered by LPL's SIPC insurance. For TMP accounts, LPL's role is limited to a referral to the third party investment firm and LPL does not serve as broker-dealer. TMP accounts have not been verified by LPL. The source of all price information is the third party investment firm, [a custodian]

or a third party vendor. "CST" represents accounts held by an outside custodian and not held or verified by LPL nor covered by LPL's SIPC insurance. LPL is not an investment advisor or broker-dealer to CST accounts and is not responsible for the holdings or management of the CST account. The source of all price information is the custodian or a third party vendor. In addition, data from "Outside", "sponsor's name", "CST" and "TMP" accounts may also display historical data. Please be aware that you have the obligation to verify the accuracy of third party advisory programs (TMP), outside custodians (CST) through reliable written documents from the custodian holding the assets.

Outside Positions Outside positions are securities held directly by an outside sponsor rather than in an LPL account. They include positions held in accounts identified by a three letter code on the left side of account headers with a code other than "LPL." There may be differences in the way each outside position is reflected based on these various data sources used. If available, market value may be reflected for these outside positions. Performance may not be calculated for all outside positions. Information regarding outside positions may be limited because it is provided by a third party source.

Pre-June 2000 Data Not Available for Performance Performance for LPL accounts is not available at the account, position, asset class, or security level prior to June 2000. Generally, performance for assets held directly with the sponsor is not available prior to May of 2010.

Direct Participation Programs and Alternative Investments Direct participation program securities (e.g. partnerships, limited liability companies, fund of hedge funds, managed futures, and real estate investment trusts that are not listed on a national exchange or NASDAQ) are generally illiquid and you may not be able to liquidate. Securities prices may vary from actual liquidation value and should not be relied upon. The values for these securities generally are provided by the management of the program and represent the management's estimate of the investor's interest in the net assets of the program.

Indices and Benchmarks Indices and benchmarks are unmanaged and cannot be invested into directly. For additional information regarding the indices that may be displayed, please contact your Financial Advisor. Benchmark returns may not correspond exactly to the benchmark returns displayed on LPL advisory performance reports or statements.

If returns shown in a report are calculated according to the time-weighted method, returns for the benchmark will be shown based on the simple method. The simple method tracks the return of the benchmark during the reporting period without regard to the timing and value of any additions or withdrawals from your account.

If returns shown in a report are calculated according to the money-weighted method, returns for the benchmark may be shown either based on the simple method or the money-weighted method. A money-weighted benchmark return generally seeks to represent how a hypothetical investment in the benchmark would have performed based on the cash flows in your account. Because money-weighted benchmarks are based on the cash flows in your account, the benchmark returns shown in the report are not likely to be comparable to the published returns for the same benchmark.

Disclosures

LPL Benchmarks. The LPL benchmarks are calculated using a weighted average of indices. The LPL benchmarks may represent the benchmark for the current investment objective for the account or a benchmark assigned to your account(s) or group(s) of accounts by your Financial Advisor. Please keep in mind that the investment objective for the account(s) or group(s) may have changed over time.

Money Market Funds. Money market fund investments are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the funds seek to preserve a value of \$1.00 per share, it is possible to lose money in money market funds.

Late Data. Data for outside positions may or may not be up to date. Market Values for these positions are derived from the most recent available data. Please refer to the sponsor or custodian statement for comparison purposes.

Securities and advisory services offered through LPL Financial, member FINRA/SIPC. Insurance products offered through LPL Financial or its licensed affiliates.

To the extent you are receiving investment advice from a separately registered independent investment advisor, please note that LPL Financial is not an affiliate of and makes no representation with respect to such entity.

3593463



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield@roadrunner.com

Request for Bids

Medium Duty Truck Cab & Chassis, and Equipment

The Town of Readfield is accepting bids for a medium duty, 4x4, diesel, regular cab truck and chassis. We are also accepting bids for accessory equipment, to be bid separately.

Instructions to Bidders

1. Interested bidders should send a completed Bid Form to Town Manager Eric Dyer using the email address readfield.tmgr@roadrunner.com prior to noon on Wednesday, March 16, 2016. The email Heading / Subject line must read "Readfield 2016 Medium Duty Truck Bid". Hard copies of bids will also be accepted as above.
2. The Select Board will announce their decision within 30 days after bids are received and opened. The public bid reading will take place on Wednesday, March 16, 2016 at 2:00pm at the Town Office. The Town will be the sole judge of the acceptability of the bids, and may reject any or all bids or waive any informalities or defects in bids if it is judged to be in the Town's best interest.
3. It is the responsibility of the prospective bidder to examine the bid specifications to ensure that he/she fully understands the bid requirements. Any questions regarding the bid should be directed to Town Manager Eric Dyer at (207) 685-4939 well before the bid opening.
4. Any errors or omissions detected by prospective bidders should be brought to the attention of the Town Manager well before the bid opening.
5. The entire unit and all equipment must be thoroughly inspected, serviced and ready for use upon delivery to the Town at the time stated on the bid. All work performed must meet established industry standards of quality and be acceptable to the Town Manager.
6. Alternate specifications will be considered, subject to Town approval. This includes GMC and other makes not specifically identified. Any alternate specifications proposed must be shown on the Bid Form under "Exceptions and Comments", and a complete manufacturer's description must be attached to the bid.
7. Any unacceptable work must be corrected before the Town will issue payment on the vehicle. Once accepted by the Town, payment will be made within thirty (30) days of receipt of invoice.
8. The bid award will be based on the quality and performance of the vehicle and equipment, the availability of vehicle, prior history or experience with the bidder, and prior history or experience with the vehicle offered.

[End of Instructions to Bidders]

[Bid Specifications on Next Page]

Bid Specifications

The intent of these specifications is to describe the minimum requirements for a truck and chassis, and accessory equipment. All items must be new, unused and meet or exceed the criteria below.

	Make	Ford		
	Series	550	450	350
	Year	2015 or 2016	2015 or 2016	2015 or 2016
Truck Chassis:		Ford F-550 4x4 SD DRW Reg. Cab 141" WB 60" CA XL (F5H)	Ford F-450 4x4 SD DRW Reg. Cab 141" WB 60" CA XL (F4H)	Ford F-350 4x4 SD DRW Reg. Cab 141" WB 60" CA XL (F3H)
Engine		6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	6.7L OHV Power Stroke Turbo Diesel V8 B20	6.7L 4V OHV PowerStroke Turbo Diesel V8 B20
Transmission		Torqshift 6-speed auto	Torqshift 6-speed auto	Torqshift 6- speed auto
Axle Ratio		4.88 limited slip	4.10 limited slip	4.10 limited slip
GVWR / Payload		Max. - Please Specify	Max. - Please Specify	Max. - Please Specify
Tires		225/70RX19.5G BSW Max Traction	225/70RX19.5G BSW Max Traction	LT245/75RX17E BSW AT
Color		N/A	N/A	N/A
Seats		Steel, Cloth 40/20/40	Steel, Cloth 40/20/40	Steel, Cloth 40/20/40
Power Equipment Option		Yes	Yes	Yes
Snow Plow Prep Package		Yes	Yes	Yes
Engine Block Heater		Yes	Yes	Yes
Trailer Brake Controller		Yes	Yes	Yes
Upfitters		Yes	Yes	Yes
Warranty		Please detail separately	Please detail separately	Please detail separately
	Make	Dodge		
	Series	5500	4500	3500
	Year	2015 or 2016	2015 or 2016	2015 or 2016
Truck Chassis:		Ram 5500 Tradesman Chassis Reg. Cab 4X4 144.5" WB	Ram 4500 Tradesman Chassis Reg. Cab 4X4 144.5" WB	Ram 3500 Tradesman Chassis Reg. Cab 4X4 144.5" WB
Engine		6.7L I6 Cummins Turbo Diesel B20	6.7L I6 Cummins Turbo Diesel B20	6.7L I6 Cummins Turbo Diesel B20
Transmission		Aisin HD 6-speed auto	Aisin HD 6-speed auto	Aisin HD 6-speed auto
Axle Ratio		4.88 limited slip	4.44 rear axle	3.73 rear axle
GVWR / Payload		Max. - Please Specify	Max. - Please Specify	Max. - Please Specify
Tires		225/70R19.5G All Position Tires	225/70R19.5G All Position Tires	LT235/80R17E BSW All Season
Color		N/A	N/A	N/A
Seats		Vinyl HD 40/20/40	Vinyl HD 40/20/40	Vinyl HD 40/20/40
Power Equipment Option		max. tow package	max. tow package	max. tow package
Snow Plow Prep Package		Yes	Yes	Yes
Engine Block Heater		Yes	Yes	Yes
Trailer Brake Controller		Yes	Yes	Yes
Upfitters		Yes	Yes	Yes
Warranty		Please detail separately	Please detail separately	Please detail separately
Dump Body & Hoist		3-4 yard, steel, electric over hydraulic (2-3 yard for 350/3500 series) - installed price		
Plow & Hitch		9 foot municipal, electric over hydraulic - installed price		

Detailed specifications are encouraged to be submitted with the Bid Form. Please note areas where extra detail and specification are requested.

[End of Bid Specifications]

[Bid Form on Next Page]

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 _____	_____	Delivered By _____	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): _____

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: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____

COMPANY NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

1-Ton Truck Bid Specifications

5 messages

Eric Dyer <ericdyer79@gmail.com>
To: MTCMA-Members@mmaaffl.org

Wed, Feb 24, 2016 at 1:28 PM

Hello,

I'm looking for a bid specification for a "1-ton" maintenance vehicle. We need something with a plow package and dump body but those components don't necessarily need to be in the truck specification. I remember this showing up on the list-serve in the past but I'm having trouble accessing the list-serve archives at the moment, so with my apologies, I'm asking if anyone has something handy that they could please forward along to me...
readfield.tmgr@roadrunner.com

Thanks,

Eric

Eric Dyer, Town Manager

Town of Readfield, ME

Office – 207-685-4939

Direct Line – 207-685-1818

Cell – 207-242-5437

mitcheil berkowitz <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Wed, Feb 24, 2016 at 2:50 PM

Good Day Eric,

Many towns go with a one ton truck and plow. Some also step up to the 3500 and 5500 series to allow for a sand spreader. The small profiles allow them to access small back roads etc. Beefed up leaf springs etc are a must!

Steve LaVallee PWD director for the Town of Gray follows this approach and you might reach him thru the town offices and their Manager Deb Cabana...657-3339. The truck options might be limited but seek stainless steel where possible as well as annual fluid film undercoating after pressure washing each spring.....or at least at the time of delivery.

Happy Purchasing...

Mitch B. Ambassador
[Quoted text hidden]

Charlie Noonan <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Wed, Feb 24, 2016 at 3:12 PM

We have had 2 F550 Fords over the last 10 years equipped with plows, wings and sanders. Works well for parking lots, small areas, intersections, etc. and as a large parts pickup. We have also used it to sand behind our grader which of course has no sanding unit.

From: MTCMA-Members-owner@mmaaffl.org [mailto:MTCMA-Members-owner@mmaaffl.org] **On Behalf Of** Eric Dyer
Sent: Wednesday, February 24, 2016 1:28 PM
To: MTCMA-Members@mmaaffl.org
Subject: 1-Ton Truck Bid Specifications

[Quoted text hidden]

Tom Goulette <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Wed, Feb 24, 2016 at 3:26 PM

Eric;
If you look at a GMC 3500 series, ask a lot of questions. We have a dump body (no sander) and a plow. When the frame broke in two places just behind the cab, the warranty would not cover it as they claimed it was plowing with weight in the truck that caused it to fold up like origami. I had two problems with that answer; we only carried less than half a yard of sand for traction and occasional spot sanding in the body and it was after all a work truck, and secondly, we knew of four others of like make and model that broke in the same place. About \$7000.00 later, I have purchased my last *Government Motors Corp*, ton truck.

Tom

— Original Message —

From: Eric Dyer
To: MTCMA-Members@mmaaffl.org
Sent: Wednesday, February 24, 2016 1:28 PM
Subject: 1-Ton Truck Bid Specifications

[Quoted text hidden]

Dana Reed <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: ListServe MTCMA <mtcma-members@mmaaffl.org>

Thu, Feb 25, 2016 at 8:59 PM

Hi Eric,

We just replaced an F450 with an F550, it being our feeling that the 450 was a little light for the 3 yard sander we've been using.

I've attached those specs, but you'll note that they include only the cab and chassis, since we transferred the stainless steel dump body from the 450 to the 550.

For what it's worth,
Dana

Dana J. Reed
Tremont Town Manager

Eric Dyer

From: Dave Cyr <Manager@marshallto.com>
Sent: Wednesday, February 24, 2016 1:45 PM
To: readfield.tmgr@roadrunner.com
Subject: one ton truck

Eric,

When you specify a "one ton truck", everybody assumes a Ford F-350, Chevy 3500 or a Dodge 3500. My advice is to stay away from that size truck, and go with a 1 1/4 or 1 1/2 ton truck, a Ford F-450 or F-550 . The one ton truck is a heavy 3/4 ton truck with dual rears. The running gear components on a 1 1/4 or 1 1/2 ton truck is much heavier. Many towns, including ours have gone with a 1 ton truck, and after spending a great deal of money in repairs usually the transmission, particularly with a plow have all gone to the 1 1/4 or 1 1/2 ton models. Greg Dore at the Skowhegan Highway Department would be a good reach out. I believe they quickly went through (3) 1 tons, and then to a Ford F-550, and much more satisfied with it.

Everybody thinks that these one tons with a dump body and plow can be loaded like the wheeler that it sits next to in the shop and can plow the same amount of snow. Doesn't work that way for very long.

Dave Cyr
Mars Hill

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 $\frac{3}{4}$ 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

685-3420

ATTN Bruce

CUSTOMER #: 2108939

743014

INVOICE



QUIRK FORD OF AUGUSTA

7 Water Street, Hallowell, ME 04347
 P.O. Box 1056, Augusta, ME 04332-1056
 PH: (207) 430-1800
 Service Direct: (207) 430-1640
 Toll Free: (800) 342-5757
 PLEASE VISIT OUR WEB SITE AT
 WWW.QUIRKAUTO.COM

TOWN OF READFIELD
 9 OLD KENTS HILL RD
 READFIELD, ME 04355-4126

PAGE 1

HOME: 207-685-4939 CONT: 207-685-4939

BUS: 207-751-4924 CELL: 242-5473

SERVICE ADVISOR: 3249 KENNETH C LEGERE

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/OUT	TAG	
RED	07	FORD F550	1FDAF57P17EB11393	420193	54836/54836	T1723	
REG. DATE	PROD. DATE	WARRANTY	PROMISED	CO. NO.	RATE	PAYMENT	INV. DATE
16OCT06 IS							
16OCT06 DE		14OCT2012	17:30 20JAN16			CASH	12FEB16
REG. OPENED	READY	OPTIONS: W-COMP:W ENG:6.0L DIESEL					
05:38 20JAN16	07:59 12FEB16	1) STK#-FG1230/AUTO 9) 10					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

A VEH BEING TOWED IN ATTN KEN CONTACT BRUCE @751 4924

01 CONVERSION

3050 C

2 BXT*65*850 BATTERY

CORE CHARGE C

2 BT BATTERY TAX

-2 BXT*65*850 CORE RETURN

PARTS:	238.00	LABOR:	252.78	OTHER:	2.00	TOTAL LINE A:	492.78
--------	--------	--------	--------	--------	------	---------------	--------

B** CUSTOMER WOULD LIKE A COMPLETE MULTI POINT INSPECTION

01 MPI

3050 C

PARTS:	0.00	LABOR:	0.00	OTHER:	0.00	TOTAL LINE B:	0.00
--------	------	--------	------	--------	------	---------------	------

REC FRONT AND REAR BRAKES PADS AND ROTORS VERY RUSTY FROM SETTING

C** CUSTOMER STATES TRANS MISSION IS SLIPPING THEY KEEP ADDING FLUID

01 DIAG

3050 C

PARTS:	0.00	LABOR:	0.00	OTHER:	0.00	TOTAL LINE C:	0.00
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VERIFIED TRANS SLIPPING FOUND FLUID BURNED FLUID WAS VERY LOW FOUND
 TRANS LINES LEAKING, WOULD NEED TRANSMISSION TEAR DOWN TIME TO FIND
 OUT IF IT CAN BE OVERHAULED REC REPLACING TRANS AND LINES

D** CHECK CHARGING SYSTEM BATTERY WONT STAY CHARGED

01 CHARGING SYSTEM DIAG

3050 C

PARTS:	0.00	LABOR:	0.00	OTHER:	0.00	TOTAL LINE D:	0.00
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BATTERIES IN TRUCK ARE DEAD UNABLE TO TEST CHARGING SYSTEM REPLACED
 BATTERIES TESTED CHARGING SYSTEM SYSTEM PASSED CHARGING AT CORRECT
 VOLTS

E** CUSTOMER WOULD LIKE QUOTE ON OIL PAN

01 DIAG

3050 C

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THANK YOU FOR YOUR PATRONAGE!
 ATTENTION CUSTOMERS: QUIRK AUTO
 RECOMMENDS RETORQUING THE LUG
 NUTS ON WHEEL RIMS AFTER 25 MILES OR
 24 HOURS TO ALLOW FOR PROPER RIM
 SEATING. THIS SERVICE IS PROVIDED FREE
 OF CHARGE TO OUR CUSTOMERS AFTER
 ANY WHEEL SERVICE.

INITIAL	MENU
()	CASH
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()	CREDIT CARD
()	A/R #

I agree that a late charge of 1 1/2%
 per month (A.P.R. 18%) will be
 added to all delinquent accounts
 along with any court costs, attorney
 fees and costs of collection the seller
 may incur in enforcing the terms of
 this agreement. If legal action
 becomes necessary by either seller or
 buyer, it is also agreed that this or
 any contemporaneous or subsequent
 agreement will be governed as to
 validity, interpretation, construction,
 effect, and in all other respects by
 the laws of the State of Maine.

DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
YOUR SAVINGS TODAY	
SALES TAX	
PLEASE PAY THIS AMOUNT	

NOTE: THE WARRANTY ON FORD PARTS IS 24 MONTHS UNLIMITED MILES (PARTS
 AND LABOR), UNLESS OTHERWISE STATED. NO WARRANTY ON AFTERMARKET
 PARTS. SEE YOUR SERVICE ADVISOR FOR DETAILS.

CUSTOMER SIGNATURE

CUSTOMER #: 2108939

743014

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 TOWN OF READFIELD
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 READFIELD, ME 04355-4126

PAGE 2

HOME: 207-685-4939 CONT: 207-685-4939

BUS: 207-751-4924 CELL: 242-5473

SERVICE ADVISOR: 3249 KENNETH C LEGERE

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RED	07	FORD F550	1FDAF57P17EB11393	420193	54836/54836	T1723

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 NUTS ON WHEEL RIMS AFTER 25 MILES OR
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INITIAL	MENU
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()	CREDIT CARD
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 I agree that a late charge of 1 1/2%
 per month (A.P.R. 18%) will be
 added to all delinquent accounts
 along with any court costs, attorney
 fees and costs of collection the seller
 may incur in enforcing the terms of
 this agreement. If legal action
 becomes necessary by either seller or
 buyer, it is also agreed that this or
 any contemporaneous or subsequent
 agreement will be governed as to
 validity, interpretation, construction,
 effect, and in all other respects by
 the laws of the State of Maine.

DESCRIPTION	TOTALS
LABOR AMOUNT	252.78
PARTS AMOUNT	238.00
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
MISC. CHARGES	21.95
TOTAL CHARGES	512.73
YOUR SAVINGS TODAY	0.00
SALES TAX	0.00
PLEASE PAY THIS AMOUNT	512.73

 NOTE: THE WARRANTY ON FORD PARTS IS 24 MONTHS UNLIMITED MILES (PARTS
 AND LABOR), UNLESS OTHERWISE STATED. NO WARRANTY ON AFTERMARKET
 PARTS. SEE YOUR SERVICE ADVISOR FOR DETAILS.

CUSTOMER SIGNATURE

Municipal Charters: A comparative analysis of 75 Maine charters

(from *Maine Townsman*, August 1992)

by Geoffrey Herman

Readfield Board of Selectmen

March 7, 2016

Item # 16-101

This Maine Municipal Association publication is presented for "Classroom Use Only." Its intended use is to stimulate and aid in discussion and role playing within a classroom setting.

The significance of a municipal charter, at least for the 75 towns and cities in Maine that have adopted one, can hardly be exaggerated. A charter is the municipal equivalent of a state or federal constitution, and it is within the municipal charter where such essential questions as the structure of government, the distribution of powers within the government, and a citizen's access to government are more or less completely answered. A municipal charter is a primary document; a taproot expression of local control: Home Rule authority congealed.

On the one hand, there is the observation that a charter can give powerful definition to a municipal government. On the other hand, the authority given to Maine towns and cities by statute to adopt internally regulating codes by ordinance make the questions "why have a charter?" or "why have more in your charter than absolutely necessary?" not entirely absurd.

By way of background, the municipal authority to enact a charter flows from the Maine Constitution, which at Article VIII Part Second, Section 1 reads:

"The inhabitants of any municipality shall have the power to alter and amend their charters on all matters, not prohibited by Constitution or general law, which are local and municipal in character. The Legislature shall prescribe the procedure by which the municipality shall so act."

The Home Rule implementation language regarding charters is found at 30-A MRSA §§ 2101-2109. These nine sections of law establish the statutory charter adoption, revision and amendment procedures. It was the enactment of this legislation, effective in 1970, that allowed municipalities to create, amend and revise their charters without first going to the Legislature for approval by means of a Private and Special Act. Despite the fact that municipalities can now create, amend and revise their charters on their own, charter maintenance is by no means a simple process. Charters can only be created or changed by secret ballot election, and charter adoption or revision is accomplished under the statutory process only by means of a specially created charter commission. Where ordinances are merely written on paper, charter provisions are etched in stone.

A related statutory home rule authority is established at 30-A MRSA § 3001. This statute authorizes municipalities to enact ordinances or bylaws governing any municipal activity to the extent such municipal authority is not expressly preempted by state or federal law or regulation. Because town meeting municipalities are able to accomplish so much in the way of describing and designating powers, duties and procedures by means of municipal ordinance, it is not automatically clear what advantages exist or are perceived to exist in going the charter route.

There are, to be sure, some compelling legal reasons to have a charter. One such reason is found at 30-A MRSA § 3007(1), which reads:

"No change in the composition, mode of election or terms of office of the municipal legislative body, the mayor or the manager of any municipality may be accomplished by bylaw or ordinance."

And indeed, the primary reason to create a charter is to accomplish what is denied to ordinance authority - the vesting of legislative authority, in whole or in part, to some body other than the open town meeting. There must be more to charters than simply this accomplishment, however, because of the 75 municipal charters in effect in Maine, only 57 create some form of representative government.

Another statutory provision, 30-A MRSA § 2602, yields another technical answer to the question "why have a charter?". This section of law deals with the way that vacancies in a municipal office are created and filled. Vacancies under this section of law are defined as non-acceptance, resignation, death, removal from the municipality, permanent disability or incompetency, failure to qualify within 10 days of written notice to do so, or failure to be elected. The law further states that:

Under its home rule authority, a municipality may apply different provisions governing the existence of vacancies in municipal office and the method of filling those vacancies as follows:

- A. Any change in the provision of this section relating to municipal officers or a school committee must be accomplished by charter; and
- B. Any change in the provisions of this section relating to any other municipal office may be accomplished by charter or ordinance.

There is therefore a technical reason to establish a charter if the municipality wishes to adopt a procedure by which municipal officers (i.e., selectmen, councilors) and/or school committee members may be recalled from office by the electorate or may otherwise forfeit their elected position for reasons beyond the statutory vacancies. In fact, just less than half of the existing municipal charters in Maine have recall provisions, and a similar percentage of existing charters create a vacancy in office when an elected official is convicted of a crime or repeatedly fails to attend regularly scheduled meetings.

And there is yet a third legal reason to adopt a charter. 30-A MRSA § 2501, a section of law that sets forth the basic interrelationship among Title 30-A election laws, municipal charters, and the state election laws in Title 21-A, opens with the following clarification:

Except as otherwise provided by this Title (30-A) or by charter, the method of voting and the conduct of a municipal election are governed by Title 21-A.

In other words, the Maine Legislature has specifically recognized that municipalities may exercise their constitutional home rule powers to adopt a charter that contains provisions for municipal elections which differ from those set forth in Maine law.

But even taken together, these technical reasons to adopt a charter--to create a representative form of government and/or modify the statutory election and de-election processes--do not fully address the question of "why create a charter?" In the last 22 years since municipalities were able to write and adopt charters on their own, at least 16 municipal charters have been created where they did not before exist, some of them for none of the technical reasons just cited. Charter maintenance work has been even more active. Half of all municipal charters have been significantly amended or revised in the last three years alone. On a weekly basis, news reports of charter problems or charter efforts bubble to the surface of local press accounts across the state as local governments and the citizens they serve strive to work and rework their charters to better suit their needs.

There must be more to the municipal charter than meets the eye.

The purpose of this article is to provide an overview of the 75 municipal charters in Maine; review both quantitatively and substantively those charter provisions that create municipal authorities not otherwise

available under general municipal statutes; review those charter provisions that stand out as being unique methods of dealing with common municipal problems; and generally take a snapshot of the direction in which municipal charters are going.

Structure of Local Government

One way to categorize municipal charters is with regard to the structure of local government the charter creates. There are roughly four such categories:

Pure Town Meeting Charters: As mentioned above, some municipalities in Maine have adopted charters even though the charter vests no legislative authority with the board of selectmen or town council. One fourth of the charters in Maine are of this "pure town meeting" type. The range of population in the municipalities governed by this type of charter runs from about 1,000-8,000 inhabitants. Only one of these pure town meeting charters (Wales) describes the structure of a selectmen/town meeting government with no designated municipal manager or administrator. The remaining 17 pure town meeting charters describe a selectmen (or council)/town meeting/manager form of government. Less than one third of the existing charters in this category represent remnants of council/manager charters created by Private and Special Acts of the Legislature prior to the enactment of the Town Manager Plan, now found at 30-A MRSA § § 2631 et seq. The majority of charters in this category were first adopted after the inception of the Town Manager Plan, leaving alive the question of why these municipalities created a charter.

A most unique charter with regard to the structure of government is Sanford's approach, a Private and Special Act charter that establishes a representative town meeting form of government. The Sanford system was designed in 1935 to retain as much of a direct form of government as possible in the face of a growing population.

Revised in 1980, the Sanford charter retained its representative town meeting form of government while adding a town administrator position to its governmental structure. The Sanford system is no different than a pure town meeting form of government, except only elected representatives are allowed to participate at the town meeting. The current number of elected representatives to the Sanford town meeting is 147.

Limited Town Meeting Charters: Aside from the Sanford charter, the first type of charter creating a representative form of municipal government is a council/manager/town meeting charter where the council possesses some but not all of the legislative authority in the town. Generally, the council is authorized under these charters to make any municipal decision and take any municipal action by order, resolve or ordinance except that the town meeting retains full authority to raise through taxation or borrowing all funds necessary to run the government. There are 13 charters (17%) in Maine of this type, covering towns with populations from 1,000-13,000 inhabitants. Over half of these limited town meeting charters take on a decidedly transitional characteristic where they contain within them an express and typically simple petition procedure to abolish the town meeting altogether; an action that automatically shifts the town meeting's budget enactment authority to the council with little or nothing in the way of further charter amendment.

Council/Manager Charters: The essential characteristic of the third type of charter is that all legislative authority is vested in the town or city council. 33 (44%) of the 75 municipal charters in Maine are of this type, governing municipalities with a population range from 1,700-65,000 inhabitants. A few charters of this type create the office of mayor, but the mayor under this structure is chosen by the council rather than elected by the voters at large, and such mayors possess few powers or responsibilities not routinely given to council chairs. It is typical for charters of this kind to include relatively detailed provisions

describing the town or city manager's responsibilities, express separation of powers language sharply limiting the council's authority to interfere in the day-to-day administrative responsibilities of the city manager as well as the budget adoption and bonding approval processes to which the council must adhere.

Council/Mayor Charters: The final charter type with regard to the overall structure of municipal government is the council/mayor or "strong mayor" charter. Some characteristics of a strong mayor system are:

1. the mayor is elected by the full electorate rather than simply chosen by the council;
2. the mayor is given the power of veto and, in some cases, budget line-item veto; and
3. the mayor is given considerable appointive powers.

Strong mayors are vested with some executive and administrative responsibilities typically given to city managers under council/manager charters, and to underscore the mayor's special role, the purely management figure under a strong mayor charter is commonly described as an administrator rather than a manager, or even "assistant to the mayor". The powers of appointment, veto and budget creation given to the elected mayor under a strong mayor charter closely resemble the authorities vested in the governor on the state level. There are 11 municipal charters in Maine that create the position of elected mayor. While most of the 11 elected mayor charters give some special authority to the office of mayor, some mayor charters are "stronger" than others. The strongest mayor charters have been adopted by cities with populations from 15,000-40,000 (Waterville, Saco, Biddeford, and Westbrook).

In 1978, the TOWNSMAN published a profile of municipal charters in Maine that was prepared by the Bureau of Public Administration at Orono. A comparison of the data in that report with current data shows a larger proportion today of pure town meeting charters and mayor/council charters than was the case 15 years ago.

Any charter, regardless of the particular structure of local government it sets out to describe, can be reviewed with regard to the manner it accomplishes three primary goals: a description of the qualifications and duties of the municipal officials, primarily the municipal officers, a description of the municipal budgeting and borrowing procedures; and an articulation of the policies and procedures governing citizen access to municipal government.

Qualifications and Duties of Municipal Officials

Council size/term length: As has been noted, any change in composition, mode of election or term of office of the municipal legislative body can only be accomplished by charter (30-A MRSA § 3007(1)). This should not be confused with the size or term length for boards of selectmen possessing no legislative authority, which can be adjusted by town meeting vote (30-A MRSA §2526(4)).

The size of the boards of municipal officers described or created by charter provisions in Maine run from one three-member board of selectmen in a pure town meeting charter (Wales) to an eleven-member council with an additional elected mayor (Biddeford). With only a few exceptions, the municipal charters evenly split between creating five-member councils and seven member councils. It is most typically the 7-member council that has an elected mayor in addition to the council. Only four municipalities have nine-member councils (Bath, Brunswick, Bangor and Portland).

By far, the favored term length designated by charter is 3 years. 80% of all charters create a three-year term for a municipal officer; the remainder designate a 2-year term length.

Term limits: As the debate continues on the state and federal level as to whether constitutional

amendments should be considered establishing term limits for elected representatives, eight municipal charters in Maine have already created council term limits. Three charters impose term limits on the office of school board member and/or positions on appointed boards. One charter places a term limit on the office of mayor. The favorite term limit for a council seat is two consecutive terms, although three-term and four-term limits are also designated.

Vacancies - attendance and forfeiture of office: Nearly every charter contains some express language describing how a municipal officer's position shall become vacant. As discussed above, municipalities can by ordinance expand on the statutory vacancy standards for municipal officials, other than municipal officers, but the creation of special vacancy provisions for the municipal officers must be accomplished by charter (30-A MRSA § 2602). Typically, a charter will list the standard, statutory causes of vacancy (death, resignation, failure to qualify, failure to be elected, removal from the municipality, removal from the election district, etc.), but 80% of existing charters go on from there to add special forfeiture of office provisions.

Beyond the normal definitions of vacancy, the forfeiture standards are typically three: violation of an express charter prohibition, conviction of a felony or "misdemeanor involving moral turpitude", and unexcused failures to attend council meetings. Over half the charters in Maine consider poor attendance, as defined in the charter, as cause for forfeiture. The most often-used attendance standard is failure to attend three consecutive council meetings. Less commonly employed charter provisions require the annual municipal report to include all council members' attendance records. A few charters automatically forfeit a councilor's quarterly pay if attendance levels fall below 50%-or some other percentage-of-scheduled meetings for the quarter. At least five charters in Maine create the same attendance standards for other municipal boards, such as the school committee.

Several charters establish a qualifying age of 21 for any elected official. In the absence of express charter language, the age of majority, 18 years, would apply as the qualifying age.

Prohibited acts: Nearly every municipal charter has a list of four or five express prohibitions that apply to all municipal officers, officials and employees. The standard list prohibits: discriminatory appointment or removal on the basis of race, gender, ethnicity, religion, or age; the making of false statements or perpetration of fraud; the acceptance of bribes; the solicitation of favors or special privileges; and interference in any person's rights to political activity and expression.

In addition to merely prohibiting such activity, and in addition to making such activity the grounds for forfeiture of elected office, 16 charters include language that disqualifies from office for a number of years an elected official who performs a prohibited act. The disqualification period is typically five years.

Judge of qualifications/subpoena powers: Nearly every town or city council, by charter, is granted the express authority to judge the qualifications of its members. Very few charters go into any detail beyond the boilerplate language to describe any disqualification procedures, such as a councilperson's right to hearing, counsel, cross examination of witnesses, or any other form of due process. Even without process language, however, the authorization of council to judge its members' qualifications would appear to be an important charter provision, particularly when special forfeiture or vacancy standards have been established in the charter. Without the council having an express first determination of a member's qualifications pursuant to a special charter qualification standard, a qualification dispute would likely have to begin-rather than merely end-in the courts.

It is also the case that nearly every town and city charter grants the council a power of subpoena. This authority of the council to compel attendance comes in two forms. Under older Private and Special Act language, several municipalities can secure the issuance of a subpoena from a Superior or the Supreme

Judicial Courts. Apparently this type of authority was typically granted by the Legislature under the pre-1970 charter creation process, and unless expressly repealed in the course of a subsequent charter revision, the council's authority to have a subpoena issued by the courts, even in the absence of any related litigation, would appear to still exist.

The less-archaic subpoena or compulsory attendance language does not reference the courts, and the subpoena would apparently be issued by the council itself, served at the direction of the council, and if unsuccessful in achieving attendance from the desired party, the basis of an action enforcement of the charter's subpoena provision.

Filling vacancies: Unless designated by charter, state law does not allow a council to fill a vacancy on the council by appointment. A special election must be called. Approximately a third of the existing charters take advantage of their charter authority by allowing the council to appoint a person to fill a vacancy created on the council until the next election. Half of those charter-created authorities, however, are limited to the filling of short-term vacancies only. Only 18 councils in Maine are given the right to fill council vacancies by appointment for a period of more than six months. Unless otherwise amended by charter, school committees are authorized by statute to fill vacancies by appointment (20-A MRSA § 2305(4)). At least eight municipal charters shift that appointment authority to the council.

Required meeting minutes/ agenda: With almost no exception, every charter requires the board of selectmen or council to keep a record of all business conducted; that is, minutes of their meetings. One charter requires all meetings of the municipal officers to be electronically recorded and transcribed. Several charters require the board or council minutes to be posted at the town office or the locations where municipal warrants are generally posted. Orrington's charter, which describes a limited town meeting structure of government, requires that minutes be kept of the town meeting as well as the meetings of the selectmen.

Five charters expressly require the municipal officers to develop a written agenda for every regularly scheduled meeting and either post that agenda for a prescribed period of time before the meeting, or publish the agenda in a timely manner in the local newspaper.

Unless imposed by charter, there is no legal requirement to keep full minutes of meetings of the selectmen or council, nor does state law require the use of agendas.

Quorum: There are two issues surrounding the question of quorum. The first issue to resolve is the number of councilors or selectmen that must be in attendance at any meeting so that the council can potentially take action. All charters but one employ a simple quorum requirement of a majority of the council or board. One charter requires a majority-plus-one to do business.

The second quorum issue that comes up from time to time concerns the number of affirmative or negative votes necessary to take action; is it a majority (or super majority) of the full council, or merely a majority of the councilors present as long as a quorum has been achieved? About a third of the existing charters are silent on this point. Of the 50 charters that address the issue squarely, only five allow the majority of the quorum to take action. The vast majority requires a simple majority of the full council. Several charters require super majorities for certain types of actions, such as ordinance enactment or bonding approval. Nearly all charters require super majorities for the passage of emergency ordinances.

Ordinance enactment process: Nearly all council-type charters require the council to act only by order, resolution or ordinance. Although only three charters define the practical difference between these types of action, most charters specify what must be accomplished by ordinance. Typically, actions requiring an ordinance include: adopting or amending any local code, providing for a fine or penalty or establishing

any rule which could result in a fine or penalty if violated; granting or extending a franchise; conveying or leasing property of the town excepting tax acquired property; or amending any previously-adopted ordinance. Sometimes charters invoke the ordinance process for budget or borrowing authorization as well, but financial actions are more typically accomplished by resolution, with separate and express public notice or public hearing standards.

Not all charters establish a public hearing process before an ordinance is adopted by the council. Over 20% of the non-town meeting charters make no mention of a public hearing process. For the charters that do establish a public hearing prior to a council vote, there are two approaches. Slightly more than half of those 40-odd charters create a strong public hearing process whereby no ordinance can be enacted after an initial public hearing if the draft ordinance has been significantly amended as a result of the first hearing. To enact such an ordinance, the council must hold a subsequent public hearing to air those amendments. The remaining 20-odd charters contain a weaker, one-time-only public hearing process.

Three charters require a super majority (majority of the full council plus one) to enact any ordinance. Almost all charters require a super majority to enact an emergency ordinance; i.e., an immediately effective ordinance that can be enacted without the normal notice/hearing requirements.

With unique sunset language, the Calais charter automatically repeals all ordinances ten years after their adoption; a provision that would appear to have the obvious effect of achieving regular ordinance maintenance.

Abstention: Many charters require roll call voting by the council - yeas or nays - for action by ordinance or resolution. A councilor must declare a vote on the record either for or against. Three charters (e.g., Bar Harbor) go beyond this implication by discouraging or prohibiting an abstention from voting unless a bona fide conflict of interest is declared. This anti-abstention language usually requires that an unfounded abstention be recorded as a positive vote. One charter contains anti-abstention language such as this for the school board only.

Conflict of interest: 30-A MRSA § 2605 establishes a minimum standard governing conflict of interest. That statute makes "voidable and actionable" decisions made by municipal agencies, authorities, boards, commissions and offices when those decisions could involve the financial interests of the decision-makers. Under the statutory standard, a municipal official with a 10% or greater interest in a business or economic entity is automatically considered to be financially interested in that business. When such an official is expected to make a decision affecting a business in which the official is interested, the remedy is declaring the financial interest and removing him or herself from the decision making process.

Half the municipal charters in Maine take on the issue of conflict of interest; half are silent on the subject. It is typical for a charter's conflict-of-interest language to extend the prohibition to all municipal officials and employees. Beyond that, the difference in strategies focuses on the threshold of financial interest that invokes the prohibition. The most often-used threshold throws the 10% standard out the window and replaces it with the strict "any financial interest". Following that in use is the somewhat vague "substantial financial interest". A handful of charters simply adopt the 10% standard of Title 30-A, and one charter defines financial interest as a 5% financial interest in the affected business, economic entity or contract holder. Five charters contain language apparently from the Private and Special Act era that establishes a strict-standard prohibition but fails to include a remedy; that is, the charter flatly prohibits a municipal transaction where any conflict of interest exists.

Anti-nepotism/incompatibility of office: Nearly every charter contains express language prohibiting a municipal officer from holding any other elected or appointed municipal office or position of employment during the term of office which he or she was elected. Also, most charters, simplifying and

strengthening the prohibited appointments statute at 30-A MRSA §2606, prohibit a former councilor from holding any compensated appointive position or employment until one year after the expiration of the term for which he or she was elected.

Beyond these near-boilerplate charter provisions, few charters further define automatic or per se incompatible positions.

A handful of charters, with what appears to be some old Private and Special Act language, expressly prohibit "a teacher" from being on the council. These anti-teacher provisions do not take into account whether the teacher is employed by local or distant school districts, or even whether the teacher is employed by a public school system at all. One charter does not allow anyone to be appointed to any municipal board whose spouse is a municipal employee.

Less than five charters contain any express anti-nepotism language. Auburn recently clarified its anti-nepotism provision to read:

"The mayor, the members of the city council, city manager, deputy city manager, members of the school committee, and the superintendent of schools shall not be interested directly or indirectly in any contract of the City nor shall their spouses be gainfully employed as city employees. Once the foregoing appointed or elected officials have assumed their positions, their children may not thereafter be hired as city employees."

The Old Orchard Beach charter prohibits the appointment of a councilor's spouse to any compensated town office position or departmental employment under the council's control, except that spouses employed previously to the councilor's election may maintain their employment but must forgo any salary increase while their spouse is on the council.

Appointment authority: Charters generally designate which municipal offices are filled by council appointment and which positions are appointed by the manager. The variations are too numerous to detail here. The council or board of selectmen always appoint the manager except that in most elected-mayor municipalities the council's role is to confirm the mayor's nomination. As well as the manager, the council typically appoints the municipal attorney, treasurer, clerk and assessor. The council also appoints membership (or confirms the mayor's nominations) to all municipal boards, commissions or trustee positions, with the exception of the elected school board. Two charters appoint one council member onto the otherwise elected school board, and the Biddeford charter makes the mayor the ex officio chair of the school board.

By charter language, municipal managers are typically given the authority to appoint the tax collector and the various department heads, such as the fire and police chief, the director of public works, the welfare director, and so on. In some cases the manager fills practically all offices by appointment, except municipal board membership, and with the further exception that final say on the municipal attorney is generally granted to the council.

At least two charters include as their centerpiece a clear diagram of the structure of the municipal government, an example of which is reproduced here.

Personnel system: Well over half of the existing municipal charters establish some form of personnel management system. As a rule, the municipal manager is designated the personnel director and assigned the task of promulgating personnel rules. Some charters go into considerable detail with regard to what policies and practices such rules will cover. Nearly half of the 40 charters that establish a personnel system also create a personnel board to assist in the rule-making process, advise the council on issues of

personnel management, and act as an appeals or grievance board.

Several town charters (e.g., Linconville, Veazie) adopt an affirmative action policy. Fairfield's charter contains a provision that favors the municipality's employment of Fairfield residents when competing candidates for employment are otherwise equally qualified.

Budgeting and Appropriations

Fiscal year: A third of all charters are silent as to the municipal fiscal many charters that describe a fiscal year also grant to the council in the same breath the authority to change the fiscal year at its discretion. Over 30 charters align their fiscal year with the state's (July 1-June 30); half that number designate the calendar year as the fiscal year.

Budget adoption process: 80% of the existing charters create a more or less explicit budget adoption process. The essential order of the process is relatively standard. The process begins at a designated date before the beginning of the fiscal year- typically 35 or 60 days but in some cases as many as 120. It is usually before that designated date that the school board is required to submit its budget to the town or city manager or administrator. No later than the designated day, the manager presents his or her total budget to the council or board of selectmen. The municipal officers review the budget and amend it as the board or council feels necessary. A public hearing is then scheduled and held on the budget as proposed. After making any changes the board or council feels appropriate in light of the public hearing, the budget is either adopted by the council or-where the council lacks authority-advanced to the town meeting. Several charters, even where the council adopts the budget, make no provision for a public hearing. A few charters lean in the opposite direction by paying special attention to the budget's public hearing process. The Town of Orrington, for example which enacts its budget in open town meeting, has a charter provision that requires that the notice of the pre-enactment public hearing be delivered to every house in town.

The dozen or so variations on the general budget adoption process are found in the charters that establish budget committees. The review by the budget committee necessarily adds at least one additional step in the process, but there is considerable variation as to when in the process the budget committee review occurs. Some charters orchestrate the budget committee review to occur simultaneously with the council's review and schedule joint meetings among the council, the school committee and the budget committee prior to, or as part of, the public hearing process. Some charters give the proposed budget to the budget committee for recommendation even before the budget is ever submitted to the council. Some charters schedule the budget committees review only after the budget has been first worked over by all the other players.

Under York's charter, it is the budget committee that actually crafts the budget; the school committee and municipal officers are only allowed to make recommendations on the budget committee's product to the town meeting. A Superior Court recently vacated those provisions as a result of its findings that the charter impermissibly reversed the respective roles of the school and budget committee.

Expenditure limits: Although a number of municipalities have imposed upon themselves expenditure limits over the past few years, currently only Bath's charter contains such a provision. After carving out a number of special revenues and expenditures, the charter caps expenditure appropriations at the level of the previous fiscal year as adjusted by the national Consumer Price Index.

Budget and Finance Committees: There are 18 budget committees and three finance committees created by charter. The budget committees created by charter serve towns with populations ranging from less than 1,000 to 10,000 inhabitants. A third of the budget committees are entirely appointed by the

council or board of selectmen; a third are entirely elected by the voters at large; and a third are filled by a mixture of appointment and election. The finance committees created by charter serve larger, non-town meeting municipalities (Biddeford, Lewiston and Orono) and tend to be subsets of the council. With only one exception, budget committees (as opposed to finance committees) have been created by charter for town meeting municipalities.

Budget committees tend to be large for municipal committees. A 15-member budget committee is common, and membership goes as high as 25 elected members. Budget committees are commonly granted special and early access to the budget documents and supporting material, the manager's and council's attention, and a privileged status during the public input and hearing processes. Beyond that, the budget committee's role as designated by charter goes no further than making formal recommendations to the legislative body with regard to each appropriation proposed in the municipal and school budget.

Form of budget: It would be impossible to categorize in any simple way the wealth of charter language governing the actual form of the appropriation resolve. Some charters list the several specific departments around which the budget must be organized. Other charters require budgeting around "cost centers" or "program centers" in an attempt to encourage an outcome-based rather than bureau-based budgeting process. Many charters, as might be expected, require an itemized budgeting format. Under this system, the final adoption of the budget constitutes an appropriation by line item which has ramifications with regard to overdraft prohibitions, supplemental appropriation authorities, and account transfer authorities. At least a dozen charters, following a different strategy, require a line item budget but then carefully distinguish the form of the budget from the form of the appropriation resolve by expressly authorizing the council to enact only gross budget appropriations per department, office, or agency. The Freeport charter, as another example, obliges the council to adopt the school budget as a gross appropriation, and subsequently obliges the school committee to certify back to the council a plan for the appropriation expenditure by line-item.

Virtually all charters that create a procedure of budgeting expressly require a budget that is balanced between appropriations and revenues. Several charters carefully limit the authority of the council to play games with revenue projections. The most common method of so-limiting the council is to require its reliance on the manager's revenue projections. Under South Portland's charter the city manager is required to formally certify to the council the specific evidence supporting all projected increase in any miscellaneous revenue line compared to revenue actually received in that line in past years. In another apparent attempt to secure a reasonably reliable revenue projection, Hampden's charter calls for the calculation of revenue on the basis of the last quarter of the existing fiscal year and only the first three quarters of the upcoming fiscal year.

Many charters split the budget into a school and non-school component. Bath's charter joins several others that break the budget into multiple, separate, stand-alone components, for example, the operating budget, school budget, sewer budget and CIP budget.

Orrington's charter attempts to throw light on all program expansion intentions by requiring the budget to identify all projected program costs with virtually no change to existing program design, and then compare those figures in a side-by-side against total program appropriation requests.

At least a half dozen of the town meeting charters prohibit the town meeting from increasing any appropriation, either at open town meeting or by petition, over amounts recommended by the selectmen or council in the budget.

Several charters require at least 2% of the total budget to be set aside in a sinking fund if there exists any outstanding debt. Other charters create similarly funded reserve accounts that serve to accept year-end

surplus, re-fund overdrafted accounts to zero-balance, top-off the sinking fund to its charter-required levels, before lapsing any into surplus.

Work programs: Roughly half of all existing charters share nearly identical language requiring the various municipal departments to submit to the manager detailed work programs as part of either the budget development or budget administration process. Presumably, the work program requirement is of a piece with an overall program budget method.

Capital programs: Nearly half of all charters also require the annual adoption of a capital program (a.k.a., capital investment/improvement program, or CIP). A dozen town meeting charters require the development of a CIP and half of those delegate the job in whole or in part to the planning board. Typically, the capital program document, which projects out for at least five years all major capital improvement expenditures, is presented to the council or selectmen by the manager or planning board a month or two before the budget process begins. Many of these charters require the development and adoption of the School Committee's CIP as well. Under council/manager charters, the council holds a public hearing on the proposal, tinkers with it as the council sees fit, and adopts the CIP. Under town meeting communities, the CIP is often merely an advisory document or a required part of the town report, rather than a formally adopted plan. In either case, to what extent a CIP is binding on the budget it is often unclear by the charter language. At least one charter (Brunswick) expressly establishes the CIP's status as non-binding. By the terms of Van Buren's charter, on the other hand, the current year's CIP allotment must be included in the annual budget and the annual CIP appropriation must not be less than at least 4% of the total budget raised by property taxes.

Continuing resolution: 90% of the non-town meeting charters address the issue of continuing resolution; that is, to what degree can the council appropriate money in an existing fiscal year without an adopted budget. Over half of those charters grant the council an unlimited "continuing resolution" authority. Sixteen charters limit this practice in a variety of ways. A mere handful of charters prohibit it completely by simply establishing a date certain when the budget must be adopted. The more typical approach is to automatically adopt-by the strength of the charter language alone - the manager's proposed budget if the council has failed to adopt an alternative budget by the date established. One charter allows for continuing resolutions, but only up to one third of the budget appropriated for the last fiscal year.

Transfers: There are a variety of charter strategies covering the authority of the manager and/or council to permit the transfer of funds during the fiscal year from one account to another or from one department to another. A charter's transfer authority language is largely dependent on the form of the appropriation resolve or the town meeting warrant where appropriations were enacted. Where gross appropriations were enacted, the legislative body is essentially permitting transfer within the appropriation. Where appropriation is accomplished by line, an unauthorized transfer could be a real problem. With regard to the need for special transfer authority, several charters appear poorly coordinated inasmuch as they establish gross appropriations to departments but require council approval for transfers within those appropriations. None of the pure town meeting charters permit the board of selectmen to transfer funds between general classification accounts or departments, although several expressly authorize within-department transfers by the municipal officers.

There are a variety of approaches to transfer authority. Typically, transfers are only authorized in the last three months of the fiscal year. The favorite approach (excepting the pure town meeting charters) authorizes only the council or selectmen to transfer funds, upon the recommendation of the manager, either within a department or between departments. The next, most often used approach allows the manager to transfer within a department, but council/selectmen approval is required between departments. Another common approach prohibits transfers but establishes a reserve fund to collect unspent appropriations at the close of the fiscal year from which overdrafted accounts are refunded. A

few charters permit transfers only by a super majority vote of the council. Two charters (Oakland and Mechanic Falls) cap the amount of money transferred at a certain percentage of the total budget.

Lapse: Nearly every charter that speaks to the issue requires every account to be lapsed into surplus at the close of the fiscal year, to the extent the account has not been encumbered, with the universal exception of capital accounts. With regard to capital accounts, most charters go on to require the lapsing of any capital account that has been idle for three years. Beyond the general language allowing for the carryover of "encumbered" accounts, some charters create reserve accounts for specific purposes and block all surplus in those accounts from reverting to the general fund. Portland's charter, for example, creates a reserve fund for the purpose of the city's self-insurance program.

Citizen Access

Initiative and Referendum: Provisions of municipal law in Title 30-A provide methods by which citizens can petition to have the legislative body of the municipality consider a proposed action (initiative), or review an action taken body by bringing that action back to a direct vote of the entire electorate (referendum). In the absence of any charter provision to the contrary, these Title 30-A methods (sections 2522 for initiative, and 2528(5) for referendum) would be available. The statutory law generally does not limit the substance of the initiated or referred action, although there is case law that allows the municipal officers to refuse petitions in certain very limited circumstances.

The initiation of either of these procedures under statutory law, unless the municipal officers order the initiative or referendum election on their own authority, requires a petition to be signed by at least 10% of the number of voters who voted at the last gubernatorial election. By charter, the method of petitioning for initiative or referendum can be made more or less difficult than the statutory standard, or even eliminated entirely if the electorate ever would adopt such a self-limiting charter provision.

Slightly less than half of all existing charters limit to some degree the substance of initiated or referred questions. Thirty charters, all with generally the same language, prohibit initiative or referendum petitions that would appropriate money, adjust the budget, levy taxes, force an official's appointment or removal, or adjust salaries. The 45 remaining charters, either expressly or by their silence, do not limit the substance of an initiative or referendum petition.

With regard to the number of petition signatures necessary to bring an initiated or referred question to an election, about half of the existing charters require a larger percentage of voter signatures than is required by state law. About 30 charters are silent on the matter, refer to the state law or parallel the state law standard. Half a dozen charters establish a fixed number of signatures-between 125 and 500-rather than a certain percentage of the electorate. The remaining charters tend to establish a petition standard of from 5-20% of all registered voters rather than merely the number of those voting in the last gubernatorial election.

After the certification of the petition's sufficiency, there remains the issue of scheduling the election. Approximately one third the charters require that the election be called after thirty days but no later than one year from the certification of petition sufficiency. The majority of charters, in apparent alignment with the 60-day language in the Title 30-A initiative statute, require the election to be called within 60 days, unless a regularly scheduled election will occur within 90 days.

A couple of charters establish a quorum requirement of 20% of all registered voters at any initiative or referendum election.

Seven charters establish a "cooling off" period of either 120 or 180 days before an initiative or

referendum petition can again be accepted on the same issue after an initiative or referred question fails at election. One charter establishes a one-year cooling off period.

There is, finally, an issue regarding the distribution of petitions. 30-A MRSA §2504 is a section of law that allows for the free circulation of a local initiative petition as an alternative to a system established in many charters where the town clerk holds the petition for signing at the municipal office only. This section of law, enacted in 1989, expressly overrides any charter provision to the contrary, and there are a number of charters which have yet to amend their charters into conformance with the law.

Recall: As indicated above, to establish a process by which the municipal officers or school committee members can be recalled by the voters the wording of state law requires the adoption of a charter provision. There are 35 charters with recall provisions. The number of petition signatures necessary to initiate a recall election varies widely. Two charters require a fixed number of signatures (500 and 3000) on a recall petition, the remainder require a certain percentage of the registered voters ranging from 10% of the voters at the last gubernatorial election to 25% of the total number of registered voters.

Ten of the recalls establish a cooling off period of 120-180 days if the recall petition drive results in an insufficient petition or the recall election fails to oust the councilor. Two charters establish quorum requirements at recall elections, one of which is very substantial (40% of qualified voters). Many charters require the recall petition to indicate a reason why the councilor or selectman should be recalled, and as many as three charter provisions require that recall petitions can be initiated only "for cause" although it is very unclear how "cause" is established or whether a showing of cause is, indeed, a burden for the petitioners to meet.

One charter refers to the recall standards in state law, of which there are none. Another charter prohibits a successfully recalled elected officer from being appointed to any position in the municipality for a period of two years. At least one charter does not accept recall petitions if the municipal officer's term expires in less than a year.

Nominations and Elections: Although partisan election practices on the municipal level may have been more common in the past, there are now only three charters that establish a partisan contest for the position of elected municipal office.

Beyond those exceptions, it would be impossible and especially unhelpful to detail the myriad insubstantial and arcane differences between the nomination and election procedures described by charter versus those procedures as detailed in Titles 30-A and 21-A. Suffice it to say that even though Maine law allows municipalities to establish unique nomination and election procedures by charter, few municipalities that have recently created or revised their charters are taking on the task. A moving away from unique election procedures can be seen as a trend in charter development.

Given that it is becoming more common for municipal charters to simply reference statutory election procedures, one caution should be noted. There are municipal election procedures in Title 30-A and state election procedures in Title 21-A, and within Title 30-A there are cross-references to applicable Title 21-A procedures. Some of the election procedures in Title 21-A, however are not at all applicable on the local level. For this reason, a blanket charter statement establishing a conformance to the nomination and election procedures established by Titles 30-A and 21-A would be an overly broad reference and could conceivably come back to haunt the municipality. A more targeted reference would establish a conformance to the nomination and election procedures established in Title 30-A, and such additional procedures established in Title 21-A that are expressly or reasonably applicable to municipal elections.

Bonding authority and required referendums: Of the 44 charters in Maine that establish the council as

the municipality's sole legislative body, 16 place a limit on the council's authority to issue bonds without ratification by the voters at large. These bond-limiting charters with only one exception establish a bond value threshold before the bond referendum requirement kicks in. Most of those threshold levels are straightforward dollar figures per single-issue bond and/or aggregate bonds, ranging from \$25,000 to \$500,000. Alternative thresholds established by charter include 10% of the last fiscal budget, 15% of the present fiscal year tax levy, or .0007 of the municipality's last state valuation.

Right to Know: Most every charter establishes an open meeting, notice of meeting, and executive session policy by either referencing the Freedom of Information Act law at 1 MRSA § § 401 *et seq.* or by actually including in the charter substantially the same "right to know" requirements.

The one area where all but two charters coordinate poorly with the state's right to know law is with regard to the town or city manager's removal process. With almost no exception, the charter process of manager removal provides the manager a right to a single public hearing, if he or she so desires, before the council or board of selectmen takes action. Indeed, this right to a public hearing is also part of the statutory town manager plan at 30-A MRSA § 2633, and there is nothing illegal or inappropriate about this charter language on its face. Maine's Freedom of Information Act, however, also creates a right for a municipal employee to have his or her performance evaluated in executive session, and it is clear that should any manager request executive session deliberations prior to a board's removal action, that manager would be entitled to a behind-closed-doors review. It is only the charters of Bath and Lincolnville that expressly coordinate the Right to Know law with the manager's removal process.

Charter amendment procedures: By statute, a charter must be created, revised (i.e., fundamentally changed) or amended according to the procedures of 30-A MRSA §2101 *et seq.* It is not entirely clear to what degree alternative charter amendment procedures may be established by charter. To create or revise a charter by the statutory procedure, the voters of the municipality must first vote to create a charter commission to draft the charter. The municipal officers can place that question before the voters on their own, or they can be forced to do so by a petition signed by qualified voters in number at least equal to 20% of those voting in the last gubernatorial election. To simply amend an existing charter, the process is the same except a charter commission is not required merely a public hearing. (The distinction between a charter amendment and a charter revision is not simply described. For guidance, refer to a May 1982 TOWNSMAN Legal note on the subject.) All votes regarding a municipal charter must be accomplished by secret ballot.

At least a dozen charters incorporate some charter amendment language, although no bold deviations from the statutory design are attempted. The amendment procedures that charters contemplate for themselves do not become embroiled in the subtle distinction between charter amendment or revision, preferring instead to focus on amendment procedure only. Also, the favorite charter petition requirement is 20% of the currently registered voters rather than just 20% of the number of voters at the last gubernatorial contest. Beyond these flirtations, the charter amendment language in the municipal charters in the state is perfectly aligned with the statutory process.

With a burst of energy, two charters call for an automatic, periodic (five year or ten year) formation of a charter commission to review the charter and make recommendations, either in the form of revision or amendment, as deemed appropriate. On the other side of the coin, at least one charter still details the procedure to petition the Legislature for a charter amendment, fully 22 years after such a procedure became extinct.

Conclusion

Behind a charter's stuffy boilerplate language, and just underneath the tedious legalistic detailing, there

appears to exist at least three related tensions at work that serve to give energy to municipal charter development in Maine.

One such tension is the ever-present contest between Home Rule authority and the dictates of state law. The York charter, for example, ran abruptly into the preemptive force of state law when it attempted to create in its Budget Committee essentially a third body of municipal officers. Looking beyond the issues associated with the York charter, it would generally appear that when a charter imposes stricter standards on local government than established by state law, the charter authority will go unchecked. Examples of this type of charter activity would include attendance requirements, ethical codes, recall procedures, term limits and budgeting constraints. What is less clear entirely is the degree to which charter provisions that act to improve administrative efficiencies can be enforced or may otherwise face preemption by the Legislature. Just three years ago, the Legislature saw fit to preempt charter authority over a very narrow, local choice, petition process issue.

Another tension simmering below the otherwise placid surface of municipal charters concerns who within the community controls charter maintenance and development. In most cases, the fundamental purpose of the charter is to vest powerful decision-making and policy-making authority in a representative body rather than the electorate at large. It is not possible on the other hand to suppress the observation that charter amendment and revision activity in recent years has been promoted and adopted precisely for the purpose of checking the authority previously granted to the electors' representatives. It is these often-competing interests of the voters to simultaneously establish both efficiency and accountability in their local government that drives the evolution of municipal charters.

Perhaps the underlying dynamic that seems to drive charter development concerns the fundamental purpose of the charter. Is it intended to be a process document--a mere guidebook to municipal procedure for the benefit of municipal officials and citizens--or is it the intention of the community to create by charter an abiding policy document that delegates the administrative detailing to less entrenched and more easily maintained administrative codes? Specific administrative detailing within a charter yields clarity, but often at the price of flexibility. Policy-rich charters, on the other hand, provide more definition and personality to the municipality and tend not to hamstring the local government when a unique local circumstance demands a certain municipal reaction or an abrupt change to the state's general statutes make a charter provision non-conforming with law.

Municipal charters, in short, are a juggling act that never rests. State law and local control; the interests of the municipal government and the sometimes competing interests of the voters at large; the policy goals versus the procedural purposes of the actual document, these are all driving forces working at a constant interplay behind the charter. It would almost seem that as solid and impregnable and verbally stuffy as the charter document may appear, it is more actually a snapshot of the moving municipality in a peculiar instant of repose.

Some Advice on Charters
(from *Maine Townsman*, August 1992)
By Jo Josephson

This Maine Municipal Association publication is presented for "Classroom Use Only." Its intended use is to stimulate and aid in discussion and role playing within a classroom setting.

They should be tailored to the community

Municipal charters. They are often seen as the "blueprints" for governing a community and as such they are often called the "constitutions" of local government.

They are often also seen as a vehicle for those seeking to change local government and as such they are often also a source of fear for those fearing change.

Which is to say, they are also adding fuel to fan the flames of the factions within a community. Which is to say, once in a very rare while, a charter causes such dissension within a community, it is challenged in court.

Consider for a minute, the Town of York's controversial charter, which was adopted by its residents last November. It has not only produced a sharply worded "minority report" from dissenting members of the charter commission, it has also produced two lawsuits pitting the town, the school committee and the charter commission against each other.

For those unfamiliar with the highly publicized case, the residents of York, after numerous failed attempts over the years to switch from an open town meeting to a representative council form of government, adopted their first charter on November 5, 1992 by a vote of 2,427 to 1,758.

What they adopted was a charter that kept the town meeting-selectman-manager form of government and added to it a system of secret ballot voting on all issues and a budget committee with broad powers, including the final authority to determine the dollar amount for each article in the school budget.

To date, York County Superior Court Justice William S. Broderick has ruled that those portions of the charter dealing with the school budget are in violation of state law, "usurping" the authority of the school committee. He has also, at the request of the selectmen, put a temporary restraining order on certain provisions in the charter.

The case went back to the York County Superior Court this month; some predict it will eventually wind up in the State's Supreme Court as a test case.

But this article is not about the pros and cons of the controversial York charter. It is noted here merely to underline the fact that the road to charter creation, adoption, revision, or amendment is underlain with potential land mines, both legal and political.

What this article is about is the sharing of some seasoned advice on charters from four towns which have been through the charter process both successfully and unsuccessfully. But first a bit of background on charters in general. (For detailed information consult the references listed in the sidebar).

A Brief History of Charters in Maine

To begin with, it should be understood that when the term "charter" is used in this article, it is not referring to the act of the legislature by which a town or city is incorporated or "chartered". Under this definition, all towns and cities in Maine are "chartered".

When the term charter is used in this article, it refers to the document that serves as a local "constitution", spelling out the distribution of power between the legislative, executive and administrative branches of government. Under this definition, approximately 75 towns and cities in Maine have charters.

That said, municipalities are not required to have the so-called constitutional-type charters, but by adopting such a charter, a municipality can custom design its form of government to fit its particular needs.

Drawn up by a citizens committee (charter commission) and approved by the vote of the residents of the municipality, the charter reflects the needs and values of a community. As such, no two charters should be exactly alike.

While there are numerous reasons to adopt a charter, there are at least three things a municipality cannot do unless it has adopted a charter:

1. It cannot change its legislative body,
2. It cannot recall a municipal officer (selectmen, council member, mayor) or school committee member, and
3. It cannot establish a different method of selecting its school committee members,
4. nor can it alter their terms as set forth in Title 20 M.R.S.A. Section 2301.

As noted above only 75 Maine municipalities have such charters. Auburn was the first Maine municipality in 1917 to adopt a council-manager form of government. To do so, its charter had to be approved by the State Legislature before its residents could adopt it.

In 1969, the Legislature pulled out of the charter process, with the adoption of the "home rule amendment" to the Maine Constitution. Among other things, the enabling legislation that went into effect in May 1970, gave municipalities the power to adopt or amend municipal charters without the involvement of the Legislature and spelled out in detail the procedures for adopting or amending those charters. (see 30-A M.R.S.A., sections 2101-2109).

Since then, approximately 16 Maine communities have adopted a charter under the powers of home rule.

A Brief Charter History of Four Municipalities

Two of the towns interviewed by the TOWNSMAN were successful in their charter efforts; two were not. Their history follows, setting the stage for their advice.

Lisbon. Population: 9,457. Lisbon has tried three times, each unsuccessfully, to adopt a charter. The first time, in 1983, a charter calling for a council form of government with a town meeting override was defeated by 50 votes. The last two attempts to create a charter commission in 1987 and 1991 were defeated.

Wales. Population: 1,223. Wales adopted its first charter on November 5, 1991 by a vote of 222 to 116; it was the third attempt at a vote on the charter due to the fact that at two previous meetings the proposed charter could not be voted upon for lack of the required voters. The charter does not change the town meeting form of government in Wales; it merely sets down in one place the procedures currently used to run the town.

Fairfield. Population: 6,718. Fairfield adopted its town meeting-council-manager form of government in 1979. An attempt to amend the charter to do away with town meeting in 1989 failed. An attempt to amend the charter in 1991 to, among other things, appoint the town manager and department heads on a one-year basis and to limit the public's right to overrule actions of the council was defeated by a vote of 912-782.

Gray. Population: 5,904. Gray's council-manager charter was adopted in 1969. Since then it has been amended four times. In November of 1990 residents voted overwhelmingly 1,598 to 791 in favor of several amendments to the charter, including one that made provisions for the recall of elected municipal officials.

Some Advice on Charters

Every town has its own political history; pay attention to it.

"Every town has its own issues; there is no one solution; look at your own community," says Lisbon Selectman David Bowie, who chaired Lisbon's one and only charter commission.

MMA's staff attorney William Livengood couldn't agree with Bowie more. When asked by charter commissions for copies of the charters of other towns, he advises them to look at the issues in their own town first; to look at what is working and what is not working in their town.

"Don't adopt something just because other towns are doing it; if it doesn't fit your political history it might pass, but it probably won't stick," says Livengood.

Charters usually mean change; make sure there is a compelling reason for making the changes.

Apparently it was not enough that there was abysmally low attendance at town meeting in Lisbon or that the meeting sometimes lasted four nights.

Apparently it was not enough that the vague wording in the Fairfield charter had resulted in several lawsuits.

"You succeed when you respond to genuine concerns in the community, when the residents can relate the change to real issues," says Gail Walker, who served on Gray's Charter Commission as a representative of the town council. Above all, "the change should not be frivolous or transitory," says Walker.

Walker notes that what sparked the formation of the charter commission in Gray was a lawsuit filed against the town by a member of the council and his real estate partner challenging the legality of a mobile home park moratorium the council had imposed until it

developed a state-mandated mobile home park ordinance.

The suit prompted some questions about a possible conflict of interest. "While there is nothing in the state statutes that forbids a councilor from suing the town, the situation made people realize that they had no provision in their charter to recall this councilor or any other one if they wished to," says John Welch, a member of the Gray Town Council, who spearheaded the move to add a recall provision to the town's charter.

Welch stresses the fact that "the recall amendment itself was not targeted at any one individual" but was introduced to fill what he called "a glaring void" in the charter, a glaring void brought to their attention by the lawsuit.

Charters should not be political tools.

Fairfield's proposed charter limited the terms of the town manager and the department heads to one year. It was defeated.

York's charter created a budget committee with broad powers, including the final say on the school budget before it went to the voters. It was adopted by the residents but that portion of the charter dealing with the budget committee has been contested by the school committee and overruled by the court.

The most common reasons for adopting a charter are to change the legislative body and/or to give citizens the power to recall a municipal official.

You do not have to nor should you change your form of government because you are having problems with a particular individual. "There are other ways of dealing with personnel issues, than changing your form of government," says Livengood.

Nor should you use the charter to usurp the authority of another body, as in York, where Superior Court Justice William Broderick has ruled "that the Budget Committee created by the York Charter, in its present form, illegally usurps power and authority reserved to the School Committee."

As noted above, York's charter created a budget committee with broad powers. A budget committee that had the power over not only the municipal budget but the school budget as well. A budget committee that had the last say on the budget before it went to the voters, who in turn had no recourse but to accept or reject it by secret ballot.

In his ruling Broderick argued that "the Legislature has never expressly authorized the establishment of municipal budget committees with the authority to overrule school committees."

Politics aside, it should also be noted here that it is a misconception that a charter is needed when a town wishes to adopt a town-manager form of government, advises MMA's Livengood. If you switch to a town manager form of government you might want to consider the state's so-called "town manager plan" and bypass the need for a charter. Livengood sees the plan as a "prepackaged charter."

While there was no "legal" need for a charter in Wales, the town went ahead with one anyway, as a matter of codifying its structure. Another good, but not necessarily compelling, reason for adopting a charter.

The terms of the selectmen had been increased, but there was no formal record of it, explains George Gustin, who chaired the charter commission in Wales. "It made for a real hectic mess trying to figure out whose term expired when," he says. The charter was seen as a document that would take care of all that.

It was also seen as a document to attract young blood in the running of the town, explains Richard Wells, who served as the charter commission's secretary. "If we were going to attract new people, we needed something to show them how the town was run," he says. The charter would take care of that.

MMA's Livengood notes there are other ways other than through the adoption of a charter to codify a town's structure: through an administrative code or through ordinance.

You have got to prove that the democratic process is not being lost but is being refined.

The retention of town meeting appears to have been a key factor in the passage of York's controversial charter. They had tried to do away with it before and failed; this time they retained it and won. In Lisbon, they tried to do away with it and lost. In Wales, they retained the town meeting and won. In Fairfield, they tried to cut the people's right to overrule the council and lost.

"Town meeting is pure democracy; there is no purer form of democracy," says Ed Wall, who was the only member of the Lisbon Board of Selectmen to oppose putting the question of forming a charter commission on the Lisbon ballot last year.

Wall also contends that town meeting is a 'cleansing process'. How many times has he heard his colleagues say: "Town meeting will never go for that... It's amazing how many bad ideas are shelved before they get to town meeting," says Wall.

Wall believes that people (the town meeting) are a better gauge of the issues than the elected officials. "The minute someone gets elected to an office they are brought into the fold and become very timid," says Wall.

He also believes that those who want to change to the council form of government have the attitude "that people don't have the intelligence to govern themselves."

"It's a political power game," says Wall of the whole charter process in Lisbon; "it's trying to consolidate power in the hands of a few."

Lisbon's Bob Berube, also a member of the board of selectmen, disagrees with his colleague, saying that from an opponent's perspective "it is easy to promote scare tactics, arguing that by eliminating town meeting you are putting power in the hands of the few."

He says he has seen this argument used in many small towns, but he questions whether Lisbon is a small town any more, with its population of 9,000 plus.

"It's a real paradox," says Berube. "In theory and in small towns the argument about town meeting as a form of pure democracy is true. But it's not true in Lisbon, where there are 6,500 registered voters and only 2 percent to 3 percent of them vote."

Berube speculates that if the Lisbon Charter Commission had been approved, it might have been successful in getting a council-manager charter approved, if it had retained some form

of the town meeting where the town meeting vote was required for expenditures over a certain amount and for bonded indebtedness.

"Perhaps this would have allayed the fear of losing control," says Berube.

When Wales wrote its first charter last year, to underscore the fact they were not doing away with town meeting, they included the following sentence: "The legislative authority of the Town of Wales shall continue to be vested in the Inhabitants of the Town acting by means of the Town meetings."

So why did they adopt a charter? According to George Gustin, who chaired the Wales Charter Commission, Wales merely wanted a single document that would formalize what it was already doing and to use that document to increase public participation by attracting "young blood" to the governing process.

The original mandate in Fairfield had been to clean up the wording of the charter, to make it less ambiguous and less susceptible to lawsuits, in other words to make it more workable, says Fairfield Councilor Dawnalyce Clifford who initiated the charter commission.

The final product limited the terms of the town manager and department heads, and equally important in the minds of the opponents limited the public right to overrule actions of the council, a right they had previously held. The charter was defeated.

Assess the mood for change in your community.

There has got to be some "restlessness in town," say the folks in Lisbon. Listen to the "talk on the street." Read the letters to the editor of your local paper, advise the officials in Gray.

Gray Selectman, John Welch says, "From the outset there was a feeling that a great majority of the residents were in favor of the proposed change in the charter."

Both Donnell Carroll, who chaired the Gray Charter Commission, and commission member Gail Walker concur. They note "the talk on the street" and the "number of letters to the editor" that appeared in the local paper on the conflict of interest-recall issue, well before the council's initiative to establish a charter commission.

They also note that a lot of people wanted to be on the charter commission, indicating an active interest in the project. "More people ran than there were slots for," says Walker. According to law, three members are appointed and six are elected.

Carroll also notes there was a sense of change in the air: the town had just hired a new manager; it had also just changed its fiscal year.

David Bowie, Lisbon's charter commission veteran, suggests another way of assessing/testing the municipal mood for change is to present an article at the May town meeting, asking for money to support a future charter commission.

"If there is no support for the article, then it may well indicate that there will be no support for the charter commission and the charter it produces; if there is support then put the question of a charter commission on the November ballot," says Bowie.

Lisbon's Jean Harris, who was on the Lisbon Board of Selectmen for seven years, in addition

to serving on its one and only charter commission, says another way of assessing the mood of the people is to conduct a survey.

Ask them if they attend town meeting. Ask them if they are satisfied with how their local government is run. Ask them if they think they are well represented. Ask them if they think the town would be better represented by a council form of government.

Then analyze the results. If it appears that a change is desired, then and only then ask to form a charter commission, says Harris.

As Lisbon's Berube phrases it, there has got to be a "restlessness with how town government is going. The people have got to want a more efficient government, if you are going to successfully switch to a representative form of government," says Berube.

In hindsight, there were signs that Fairfield might not have been in the mood for change long before the vote of the proposed changes occurred, recalls Fairfield Charter Commission Chair Clifford Clark.

Not only was the idea for a charter commission proposed by the council, rather than by a citizen's petition, the vote (149 to 148) to establish the commission was lukewarm at best.

But that was not the only indicator: of the six elected positions to the commission only one person, Clark, openly ran for a seat on the commission; the rest were write-ins. The final vote on the proposed charter (584 to 892) was a resounding no!

Do some up front public education.

Lisbon's Harris suggests that before broaching the idea of a charter commission it would be a good idea to hold public meetings-but not your traditional public meeting.

"Go to the many organizations in town. Go to the Chamber of Commerce. Go to the senior citizens groups. Explain to them the basis for a charter and what the intent of the current movement is. Be up front and anticipate their fears. Be sure to explain that the intent is not to take away their rights."

"Change and charters are an emotional issue, especially for the older generation," says Harris.

"Make sure the people understand the difference between a charter and a charter commission," says Lisbon's Bowie, who feels that one of the reasons for the defeat of the recent attempt to form a charter commission was the confusion in some people's minds as to what they were voting for. Some believed that by voting for the commission they were in fact voting to change their form of government, says Bowie, adding that while you are at it, educate the community about the whole process.

Survey and public meetings aside, Wales provides another approach to the charter process. "We took our time; we worked slowly, we worked informally at first," is how Richard Wells describes the charter process in Wales.

It started with an invitational meeting to all residents in town to attend a meeting to learn how the committees in town were organized and what they did in an effort to attract new blood.

"Our little ad hoc group of eleven or twelve people served a good purpose; it got people to thinking," says Wells.

"Out of that meeting arose the idea that maybe we ought to get it down on paper. We considered the idea of having each committee adopt bylaws. But we agreed we wanted the whole picture on one piece of paper and that meant a charter," recalls Wells.

The rest is history. Two and a half years later, Wales had its first charter.

Charters are not created in isolation; check your timing.

"When times are (economically) bad, people are not going to want to relinquish control," says Lisbon Selectman Ed Wall.

David Bowie agrees with Wall that the timing on this last attempt to form a charter commission in Lisbon was poor.

"I would not have chosen this year for the charter; we've come through a period of tremendous upheavals, people are sick of government; they don't want to hear anything about government," says Bowie, referring to the S & L crisis at the national level and the state budget crisis here in Maine.

While Wall argues that "town meeting is the highest form of democracy," Bowie puts a twist on the phrase and says "people perceive that town meeting is the highest form of control" and adds "this time 'round people did not want to change that."

Poor timing appears to have plagued Lisbon in all three of its attempts to adopt a charter. Bowie surmises it was the cause of the failed attempt to form a charter commission in 1986. "It was too soon after the last vote (in 1983)," says Bowie.

And of the 1983 vote, the only time there was an actual charter to vote upon, timing played a major role in the defeat of the proposed charter.

While that charter made provisions for a council form of government, it also included what Bowie calls a "popular measure," a provision that allowed voters to override the council's action. The provision called for a petition signed by 10 percent of the voters in the last gubernatorial election, followed by a special town meeting attended by no less than 500 voters.

Both Bowie and Harris believe that charter would have passed, had not the vote followed and been "complicated by another issue."

That issue was a \$1 million federally funded Community Development Block Grant. The town was required to hold a special meeting to accept the grant. But only 50 people showed up and it was rejected 20 to 18. "In the best interest of the town, I decided we should hold another special town meeting," says Bowie, who was on the board of selectmen at the time.

The second meeting attracted 250 residents, but the issue was no longer the acceptance of the grant, but whether the meeting should have been held. As Bowie recalls, the sentiment was: "Are you going to keep holding meetings until you get the answer you want?"

Not only did the grant go down to defeat but the issue generated enough anti-government

feeling to defeat the charter a few months later, recalls Bowie.

"I feel certain if the grant issue hadn't occurred, it (the charter) would have passed. As it was, it was defeated by 50 votes."

Timing was a key issue in the defeat of the proposed charter in Fairfield, according to former Fairfield Councilor William Croce.

Not only had the voters turned down an attempt by the council to do away with town meeting, the council had more recently refused to reappoint the town manager, who in turn was in the process of suing the town for damages.

One member of the council was reported (Central Maine Morning Sentinel 2/21/90) to have said as the council considered the establishment of a new charter commission that he didn't think the timing was right and argued that the town should wait another year. "Things need to calm down," he was quoted. Needless to say his advice went unheeded.

If the past upheavals weren't enough, following the establishment of the charter commission, the town council underwent its own major upheaval, including a recall of three of its members and a new election.

While the old council, which had voted not to reappoint the town manager, was in favor of changes to the charter, according to Croce, members of the new council, including Croce, were not.

In fact, just prior to the vote on the proposed charter, three members of the council adopted a resolution against the charter, saying the proposed charter did not serve the best interests of the town, charging that not enough input had been gathered from the town in preparing it.

More important, they disagreed with a major provision in the proposed charter which would limit the terms of the town manager and department heads.

Timing. The proper timing. It's crucial.

Make sure the charter commission knows what it is doing.

State statutes spell out very clearly the requirements for establishing charter commissions, holding public hearing on the proposed charter, even the number of residents who cast their vote on the proposed charter.

Lisbon's Bob Berube says you'd better be more than familiar with those requirements. "You have got to know what you are doing; if you falter, the opposition will have ammunition for shooting you down," he says.

Berube ought to know. He thinks that the fact that there was an insufficient number of signatures on a petition calling for a vote to establish the charter commission in Lisbon last fall was a factor in its defeat.

State law requires that the petition calling for the vote be signed by a number equal to 20 percent of the voters in the last gubernatorial election. In Lisbon, the town clerk told those circulating the petition they only needed 10 percent, which is the number required on all other types of petitions.

As Berube describes it, it was an honest mistake but there was insufficient time to collect the remaining signatures: they had set their goal to have the vote during the November election to attract a large number of voters.

So the board of selectmen, to help facilitate the process, agreed, although not unanimously, to put the question on the ballot.

The confusion fueled the opposition and caused opponents of the charter commission to charge that the lack of signatures indicated that the question did not have the full support of the community, says Berube.

MMA's Livengood draws attention to another requirement under the law: the requirement that an attorney certify that the proposed charter does not contain any provision prohibited by the federal or state constitution or the general laws.

His remark is a timely one, given Justice Broderick's recent ruling on the York charter's controversial budget committee provision claiming it usurps the authority of the school committee.

Strive for a balanced charter commission.

You don't want all the town radicals on the charter commission. But you don't want people without opinions, either. Invite the opposition to join you, advise the veterans.

Donnell Carroll, who chaired the Gray Charter Commission, says he worked hard to keep the politics out of the charter commission's work. He did so by making sure the process was an open one. While individuals may have joined the commission hoping to press their own personal narrow agenda, Carroll says it was important that all of those issues were laid on the table, up front, from the start.

"If they aren't expressed openly and argued, the subcurrents will drown you," says Carroll, adding that his goal was to reach 100 percent on every issue; that meant compromise. "But, then, I wanted to come out with a unanimous report," says Carroll. He did.

Lisbon's David Bowie admits that in every community there are a number of influential and conflicting viewpoints. "There will always be those opposed," says Bowie.

"If possible involve both sides," says Bowie, adding that it is hard to do because those who are opposed often won't join. "Try to channel their energies," says Bowie, who suggests you "acknowledge their opposition and invite them to share it as a member of the commission."

Bowie notes that by law the board of selectmen or council has the responsibility to appoint three people to the nine-member commission (the voters elect six).

"Use those three slots to balance out the commission," he advises.

Wales Charter Commission member Richard Wells concurs with Bowie, saying often times it is the old guard that does not want to make changes so it is very important to get the old guard involved and represented on the charter commission.

Give yourself enough time and money.

State statutes spell out clearly when the charter commission is to hold its first public hearing- within 30 days after its organization meeting- and when the draft should be presented to the public, and how many voters must participate in the referendum.

They also note that under specified conditions, the municipal officers may extend the time limit from 12 to 24 months. They also note that the municipality is required to credit a minimum of \$100 to the charter commission's account.

One of the charges the opponents to the charter in Fairfield raised against the charter was there had not been enough public input into the process; that if people did not attend the public hearings, the commission should have gone to the people; that a promised second public hearing on the final draft was not held.

Fairfield Charter Commission Chair Clifford Clark would be the first to agree that the commission needed more time to do its work and should have sought an extension. Under the law, within 12 months after it is elected, the commission must submit a final report.

Clark said they needed more time in order to hold a promised second public hearing on the final draft and should have sought an extension but didn't feel it would be granted by the voters who opposed the charter.

The commission was behind schedule from the start, says Clifford, due in part to the loss of three of its members: one member resigned, another dropped out for personal reasons and a third died. We had to replace three members, recalls Clifford, who was the only member who ran actively for a seat on the commission.

The fact that they only had \$500 also hampered their progress, says Clifford, forcing them to do a lot of their own legal research, slowing them down.

Fairfield Councilor William Croce, a strong critic of the charter commission, says the input process is definitely flawed in that the statutes require only one public hearing. Clifford agrees, saying "we should have brought it to a second public hearing."

Croce argues there was not enough effort to get local input. "If no one shows up at the hearings, then look for other ways to get input from the public," says Croce, who also acknowledges that "the best efforts could be for naught, because people don't get involved until the 11th hour."

Charter Resources

MMA Information Packet: Municipal Charters

This packet of materials available from the MMA's Legal Department contains a four-page summary on municipal charters that was prepared by MMA's legal staff in 1991. Among other things, the review includes the procedures that must be followed in adopting a charter and the role of the commission. The packet also contains a copy of the home rule statute, 30-A M.R.S.A. sections 2101-2109. It also contains two articles on charters appearing in the MAINE TOWNSMAN. "Town Manager Plan by Charter or Statute," MAINE TOWNSMAN April 1977; "Charter Revision or Charter Amendment," MAINE TOWNSMAN May 1982.

Maine Municipal Government: Charter Study Series

This series of five booklets on charters was prepared by the Bureau of Public Administration at the University of Maine in 1971. "Introduction to the Charter Drafting Process" and "Guidelines for Charter Drafting" are two of the five titles in the series.

May 13 2013 Public Hearing Info

Readfield

Information for May 13, 2013 Public Hearing on Ballot Question: Shall a Charter Commission be established for the Purpose of creating a New Municipal Charter?

What a Charter is:

- A legal constitution that spells out all the powers of the legislative, executive and administrative branches of municipal government.
- A quick reference guide on how Town government is organized for operation and shall work.
- There are three primary goals of a charter:
 - Describe the qualifications and duties of municipal officers.
 - Describe the municipal budget and the borrowing procedures.
 - Specify the policies and procedures governing citizen access to municipal government.

What a Charter can do:

- Distribute powers within the government.
- Establish efficiency and accountability in local government by creating structure.
- Include a conflict of interest provision and a recall provision.
- Set mode of elections.
- Set terms of office.
- Change the form of town government, including establishing a town council and doing away with Town Meeting.

Things to consider about a charter:

- Charter commission needs to be created for a charter creation and all major revisions.
- First step is permission to form a charter commission. (This is the referendum ballot question for 6-11-13.)
- An election must be held to form the charter commission. (If the referendum passes on 6-11-13, an election most likely would be in September 2013.)
- The charter commission drafts a charter that must go to Town Meeting to be voted in.
- All votes on charters at Town Meeting must have a quorum of at least 30% of the number of voters from the last gubernatorial election - not just a simple

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majority of who turns out to vote. The total amount of voters must meet the noted threshold.

- Charters are time intensive documents to create.
- Leeway for changes is limited to annual reviews and vote at Town Meeting.
- Charter maintenance is a process that can be short for minor revisions or time intensive for major revisions. (Who decides whether changes would be minor or major, and if a full charter commission process would be required? Can "minor" charter changes be made using the same approach as an ordinance revision?) This is a real unknown to all—even MMA SR
- Legal review of all charter contents, amendments, additions, and deletions is necessary and has a financial cost.
- Public hearings must be held for all charter revisions (with advertising costs).
- Charters can only be voted on by secret referendum ballot (as opposed to a secret ballot during an on-floor Town Meeting).
- Charters, and all subsequent revisions, must be filed and recorded with the Secretary of State, the Law Library and the Town Clerk.
- Charter creation can cause unity or dissention within a community.
- Most charters are unclear as to who decides what to revise and when to revise.

Recommendations from many sources about a charter:

- Keep in mind the political history of your town.
- Charter should not be a political tool.
- Upheavals within a community make residents sick of hearing about the government.
- The vote on formation of a charter commission is a good indication of likely support for a possible charter.
- No two charters are alike. Be sure to look at the issues within your town for what is not working, don't go by other town's issues.
- Make sure that you prove to the people the democratic process is not being lost but revised.

The following lists under what authority Readfield currently operates.

All operations are under state statute, many by local policy or procedure, & a few
by local ordinance.

Note: Policy and ordinance must follow State Statute but can be more detailed.

S = MRSA Title 30-A Part 2: Municipalities **P** = Policy or procedure **O** = Ordinance

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Typical components of a town charter

- Incorporation and powers of the town **S**
 - Form of government **O-1967**
 - Powers of the town
 - Intergovernmental relations
 - Fiscal year **P**
- Nominations and elections - General **S**
 - Eligibility **P**
 - Nomination procedure
 - Election procedure and secret ballot
 - Compensation
 - Vacancy of office **P**
- Town Meeting **S**
 - Moderator
 - Annual meetings
 - Special meetings
 - Conduct of municipal elections and town meetings
 - When action of town meeting is required
- Enactment of Ordinances **S**
- Municipal officers - Select Board or Council **S**
 - Eligibility **P**
 - Composition and term of office **P**
 - Compensation
 - Induction, organizational meeting, and election of officers **P**
 - Quorum
 - General powers and duties **P**
 - Authority **P**
 - Meeting Procedure **P**
 - Non-interference **P**
 - Filling of vacancies **P**
 - Enumeration of responsibilities
- Town Manager **S**
 - Qualifications
 - Contract and salary
 - Powers and duties
 - Absence of the town manager
 - Resignation or removal
- Town Clerk **S**
 - Qualifications
 - Duties
 - Compensation
 - General
- Assessors' Agent **S**
 - Qualifications
 - Duties
 - Compensation
- Appointed Officers/Officials **S**
 - Animal Control Officer
 - Code Enforcement Officer
 - Election Officials
- Boards, Committees, Commissions, and Departments **S, P**
 - Board of Appeals
 - Board of Assessment
 - Appointments and vacancies **P**
 - Powers and duties
 - Budget Committee
 - Elections and vacancies **P**

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- Organizational meetings
 - Duties
 - Planning Board
 - Cemetery Maintenance
 - Road Committee
 - Fire Department
 - Conservation Commission
- Budget preparation **S, P**
 - Fiscal Year
 - Preparation and submission of budget **P**
 - Budget review
 - Transfer of appropriations
 - Lapse of funds
- Tax administration **S, P**
- Independent annual audit **S, P**
- Initiative and referendum **S, P**
 - General authority
 - Process and petition
 - Post filing procedure
 - Results of vote
- General provisions **S**
 - Oath of office **P**
 - Bonding of officials
 - Conflict of interest **P, O-pending 2013**
 - Recall of elected officials **O-pending 2013**
 - Forfeiture of office
 - Holding other office **O-pending 2013**
 - Amendment of charter
 - Amendment of state statutes
 - Transition provisions of charter enactment: administrative officers, existing contracts, ordinances
 - State and municipal laws
 - Severability
 - Repealing clause
 - Ratification
 - Effective date

Other options available:

1. Creation of ordinances versus policies
 - a) Costs less than a charter, would still need legal review
 - b) Addresses what the public is looking for
 - c) Has to be voted upon at Town Meeting
 - d) Ad hoc committee could be set up to propose ordinance
 - e) Still gives the flexibility needed for the Town Officials to carry out duties
2. Administrative Ordinance
 - a) How our Town currently operates can be voted upon to create an Administrative Ordinance
 - b) Only can be changed at Town Meeting
 - c) Costs less than a charter, would still need legal review

Maine Revised Statutes

Title 30-A: MUNICIPALITIES AND COUNTIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 2: ORGANIZATION AND INTERLOCAL COOPERATION HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2101. Purpose

The purpose of this chapter is to implement the home rule powers granted to municipalities by the Constitution of Maine, Article VIII, Part Second. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

1987, c. 737, §2A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§8,10 (AMD).

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Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2102. Charter revisions, adoptions, procedure

1. Municipal officers. The municipal officers may determine that the revision of the municipal charter be considered or that adoption of a new municipal charter be considered and, by order, provide for the establishment of a charter commission to carry out that purpose as provided in this chapter.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Petition by voters. On the written petition of a number of voters equal to at least 20% of the number of votes cast in the municipality at the last gubernatorial election, but in no case less than 10, the municipal officers, by order, shall provide for the establishment of a charter commission for the revision of the municipal charter or the preparation of a new municipal charter as provided in this chapter.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Petition procedure. The following procedure shall be used in the alternative method set out in subsection 2.

A. Any 5 voters of the municipality may file an affidavit with the municipal clerk stating:

- (1) That the 5 voters will constitute the petitioners' committee;
- (2) The names and addresses of the 5 voters;
- (3) The address to which all notices to the committee are to be sent; and

(4) That the 5 voters will circulate the petition and file it in proper form.

The petitioners' committee may designate additional voters of the municipality, who are not members of the committee, to circulate the petition.

Promptly after the affidavit is filed, the clerk shall issue petition blanks to the committee. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. The municipal clerk shall prepare the petition forms at the municipality's expense. The petition forms shall be printed on paper of uniform size and may consist of as many individual sheets as are reasonably necessary.

(1) Petition forms shall carry the following legend in bold lettering at the top of the face of each form.

"Municipality of"

"Each of the undersigned voters respectfully requests the municipal officers to establish a Charter Commission for the purpose of revising the Municipal Charter or preparing a New Municipal Charter."

Each signature to a petition must be in ink or other indelible instrument and must be followed by the residence of the voter with street and number, if any. No petition may contain any party or political designation.

(2) The clerk shall note the date of each petition form issued. All petitions must be filed within 120 days of the date of issue or they are void.

(3) Each petition form shall have printed on its back an affidavit to be executed by the circulator, stating:

(a) That the circulator personally circulated the form;

(b) The number of signatures on the form;

(c) That all the signatures were signed in the circulator's presence;

(d) That the circulator believes them to be genuine signatures of the persons whose names they purport to be;

(e) That each signer has signed no more than one petition; and

(f) That each signer had an opportunity to read the petition before signing.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Petition forms shall be assembled as one instrument and filed at one time with the clerk. The clerk shall note the date of filing on the forms. [1987, c. 737, Pt. A, §2

(NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

4. Procedure after filing. Within 20 days after the petition is filed, the clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars which render it defective. The clerk shall promptly send a copy of the certificate to the petitioners' committee by mail and shall file a copy with the municipal officers.

A. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within 2 days after receiving the copy of the clerk's certificate.

Within 10 days after this notice of intention is filed, the committee may file a supplementary petition to correct the deficiencies in the original. This supplementary petition, in form and content, must comply with the requirements for an original petition under subsection 3. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

B. Within 5 days after a supplementary petition is filed, the clerk shall complete and file a certificate as to its sufficiency in the manner provided for an original petition. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

C. When an original or supplementary petition has been certified insufficient, the committee, within 2 days after receiving the copy of the clerk's certificate, may file a request with the municipal officers for review.

The municipal officers shall inspect the petitions in substantially the same form and manner as a recount under section 2531-B and shall make due certificate of that inspection. The municipal officers shall file a copy of that certificate with the municipal clerk and mail a copy to the committee. The certificate of the municipal officers is a final determination of the sufficiency of the petitions. [2011, c. 255, §1 (AMD) .]

D. Any petition finally determined to be insufficient is void. The clerk shall stamp the petition void and seal and retain it in the manner required for secret ballots. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

[2011, c. 255, §1 (AMD) .]

5. Election procedure. Within 30 days after the adoption of an order under subsection 1 or the receipt of a certificate or final determination of sufficiency under subsection 4, the municipal officers shall by order submit the question for the establishment of a charter commission to the voters at the next regular or special municipal election held at least 90 days

after this order.

A. The question to be submitted to the voters shall be in substance as follows:

"Shall a Charter Commission be established for the purpose of revising the Municipal Charter or establishing a New Municipal Charter?"

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, Pt. A, §2 (NEW). 1987, c. 737, Pt. C, §106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, Pt. C, §§8, 10 (AMD). 1993, c. 608, §4 (AMD). 2011, c. 255, §1 (AMD).

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Subpart 2: ORGANIZATION AND INTERLOCAL COOPERATION HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2103. Charter commission, membership, procedure

1. Membership. The charter commission shall consist of several voters in the municipality, elected under paragraph A, and 3 members appointed by the municipal officers under paragraph B.

A. Voter members must be elected by one of the following methods:

- (1) Six voter members are elected in the same manner as the municipal officers, except that they must be elected at-large and without party designations;
- (2) One voter member is elected from each voting district or ward in the same manner as municipal officers, except that the voter member must be elected without party designation; or
- (3) Voter members are elected both at-large and by district or ward, as long as the number of voter members is the same as the number of municipal officers on the board or council of that municipality and the voter members are elected in the same manner as the municipal officers, except that they must be elected without party designation.

Election of voter members may be held either at the same municipal election as the referendum for the charter commission or at the next scheduled regular or special municipal or state election. The names of the candidates on the ballot must be arranged alphabetically by last name. If the elections are held at the same time, the names of the candidates must appear immediately below the question relating to the charter commission. [2009, c. 52, §1 (AMD); 2009, c. 52, §2 (AFF).]

B. Appointive members need not be residents of the municipality, but only one may be a municipal officer. The municipal officers shall make the appointments in accordance with municipal custom or bylaws within 30 days after the election approving the establishment of the charter commission. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[2009, c. 52, §1 (AMD); 2009, c. 52, §2 (AFF) .]

2. Organization. Immediately after receiving notice of the appointment of the members by the municipal officers, the municipal clerk shall notify the appointed and elected members of the charter commission of the date, time and place of the charter commission's organizational meeting. The clerk shall set the date, time and place of the meeting and give at least 7 days' notice of the meeting.

The charter commission shall organize by electing from its members a chairman, vice-chairman and a secretary and shall file notice of these elections with the municipal clerk. Vacancies occurring on the commission shall be filled by vote of the commission from the voters of the municipality, except that a vacancy among appointive members shall be promptly filled by the municipal officers. Members shall serve without compensation, but shall be reimbursed from the commission's account for expenses lawfully incurred by them in the performance of their duties.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Regulations, staff. The charter commission may adopt regulations governing the conduct of its meetings and proceedings and may employ any necessary legal, research, clerical or other employees and consultants within the limits of its budget.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

4. Funding. A municipality shall provide its charter commission, free of charge, with suitable office space and with reasonable access to facilities for holding public hearings, may contribute clerical and other assistance to the commission and shall permit it to consult with and obtain advice and information from municipal officers, officials and employees during ordinary working hours. Within 20 days after the members of a charter commission are elected and appointed, the municipal officers shall credit \$100 to the charter commission account. A municipality, from time to time, may appropriate additional funds to the charter commission account. These funds may be raised by taxation, borrowed or transferred from surplus.

A. In addition to funds made available by a municipality, the charter commission account may receive funds from any other source, public or private, except that no contribution of more than \$5 may be accepted from any source other than the municipality, unless the name and address of the person or agency making the contribution and the amount of the

contribution are disclosed in writing filed with the clerk. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Prior to its termination, the charter commission shall file with the clerk a complete account of all its receipts and expenditures for public inspection. Any balance remaining in its account shall be credited to the municipality's surplus account. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

5. Hearings, reports, time limits. The following requirements regarding hearings, reports and time limits apply to a charter commission.

A. Within 30 days after its organizational meeting, the charter commission shall hold a public meeting to receive information, views, comments and other material relating to its functions. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. The charter commission shall hold its public hearings within the municipality at the times and places set by the commission. At least 10 days before a hearing, the charter commission shall publish the date, time and place of the hearing in a notice in a newspaper having general circulation in the municipality. Hearings may be adjourned from time to time without further published notice. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Within 9 months after its election, the charter commission shall:

(1) Prepare a preliminary report including the text of the charter or charter revision which the commission intends to submit to the voters and any explanatory information the commission considers desirable;

(2) Have the report printed and circulated throughout the municipality; and

(3) Provide sufficient copies of the preliminary report to the municipal clerk to permit its distribution to each voter requesting a copy. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. Within 12 months after its election, the charter commission shall submit its final report to the municipal officers. This report must include:

(1) The full text and an explanation of the proposed new charter or charter revision;

(2) Any comments that the commission considers desirable;

(3) An indication of the major differences between the current and proposed

charters; and

(4) A written opinion by an attorney admitted to the bar of this State that the proposed charter or charter revision does not contain any provision prohibited by the United States Constitution, the Constitution of Maine or the general laws.

Minority reports if filed may not exceed 1,000 words. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

E. The municipal officers may extend the time limits for the preparation and submission of preliminary and final reports of the charter commission for up to 24 months after the election of the commission if the extension is necessary to:

(1) Properly complete the reports;

(2) Have them printed or circulated; or

(3) Obtain the written opinion of an attorney. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

6. Election. When the final report is filed, the municipal officers shall order the proposed new charter or charter revision to be submitted to the voters at the next regular or special municipal election held at least 35 days after the final report is filed.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

7. Charter modification summaries. When a proposed charter revision is submitted to the voters in separate questions as charter modifications under section 2105, subsection 1, paragraph A, and the municipal officers, with the advice of an attorney, determine that it is not practical to print the proposed charter modification on the ballot and that a summary would not misrepresent the subject matter of the proposed modification, a summary of the modification may be substituted for the text of the proposed modification in the same manner as a summary is substituted for a proposed amendment under section 2104, subsection 6.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

8. Termination. Except as provided in paragraph A, the charter commission shall continue in existence for 30 days after submitting its final report to the municipal officers for the purpose of winding up its affairs.

A. If judicial review is sought under section 2108, the charter commission shall continue in existence until that review and any appeals are finally completed for the purpose of intervening in those proceedings. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt.

C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, §2A, C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§8, 10 (AMD). 2007, c. 495, §1 (AMD). 2009, c. 52, §1 (AMD). 2009, c. 52, §2 (AFF).

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Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2104. Charter amendments; procedure

1. Municipal officers. The municipal officers may determine that amendments to the municipal charter should be considered and, by order, provide for notice and hearing on them in the same manner as provided in subsection 5, paragraph A. Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election held at least 30 days after the order is passed; or they may order a special election to be held at least 30 days from the date of the order for the purpose of voting on the proposed amendments.

A. Each amendment shall be limited to a single subject, but more than one section of the charter may be amended as long as it is germane to that subject. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Alternative statements of a single amendment are prohibited. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Petition by voters. On the written petition of a number of voters equal to at least 20% of the number of votes cast in a municipality at the last gubernatorial election, but in no case less than 10, the municipal officers, by order, shall provide that proposed amendments to the municipal charter be placed on a ballot in accordance with paragraphs A and B.

A. Each amendment shall be limited to a single subject, but more than one section of the charter may be amended as long as it is germane to that subject. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Alternative statements of a single amendment are prohibited. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Petition procedure. The petition forms shall carry the following legend in bold lettering at the top of the face of each form.

"Municipality of"

"Each of the undersigned voters respectfully requests the municipal officers to provide for the amendment of the municipal charter as set out below."

No more than one subject may be included in a petition.

In all other respects, the form, content and procedures governing amendment petitions shall be the same as provided for charter revision and adoption petitions under section 2102, including procedures relating to filing, sufficiency and amendments.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

4. Amendment constituting revision. At the request of the petitioners' committee, the petition form shall also contain the following language:

"Each of the undersigned voters further requests that if the municipal officers determine that the amendment set out below would, if adopted, constitute a revision of the charter, then this petition shall be treated as a request for a charter commission."

Upon receipt of a petition containing this language, the municipal officers, if they determine with the advice of an attorney that the proposed amendment would constitute a revision of the charter, shall treat the petition as a request for a charter commission and follow the procedures applicable to such a request.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

5. Action on petition. The following procedures shall be followed upon receipt of a petition certified to be sufficient.

A. Within 10 days after a petition is determined to be sufficient, the municipal officers, by order, shall provide for a public hearing on the proposed amendment. At least 7 days before the hearing, they shall publish a notice of the hearing in a newspaper having general circulation in the municipality. The notice must contain the text of the proposed amendment and a brief explanation. The hearing shall be conducted by the municipal officers or a committee appointed by them. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Within 7 days after the public hearing, the municipal officers or the committee appointed by them shall file with the municipal clerk a report containing the final draft of the proposed amendment and a written opinion by an attorney admitted to the bar of this State that the proposed amendment does not contain any provision prohibited by the general laws, the United States Constitution or the Constitution of Maine. In the case of a committee report, a copy shall also be filed with the municipal officers. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. On all petitions filed more than 120 days before the end of the current municipal year, the municipal officers shall order the proposed amendment to be submitted to the voters at the next regular or special municipal election held within that year after the final report is filed. If no such election will be held before the end of the current municipal year, the municipal officers shall order a special election to be held before the end of the current municipal year for the purpose of voting on the proposed amendment. Unrelated charter amendments shall be submitted to the voters as separate questions. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

6. Summary of amendment. When the municipal officers determine that it is not practical to print the proposed amendment on the ballot and that a summary would not misrepresent the subject matter of the proposed amendment, the municipal officers shall include in their order a summary of the proposed amendment, prepared subject to the requirements of section 2105, subsection 3, paragraph C, and instruction to the clerk to include the summary on the ballot instead of the text of the proposed amendment.

[1991, c. 622, Pt. X, §10 (AMD) .]

SECTION HISTORY

1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD). 1991, c. 622, §X10 (AMD).

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Part 2: MUNICIPALITIES **HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**

Subpart 2: ORGANIZATION AND INTERLOCAL COOPERATION **HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**

Chapter 111: HOME RULE **HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**

§2105. Submission to voters

The method of voting at municipal elections, when a question relating to a charter adoption, a charter revision, a charter modification or a charter amendment is involved, shall be in the manner prescribed for municipal elections under sections 2528 to 2532, even if the municipality has not accepted the provisions of section 2528. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Charter revision or adoption. Except as provided in paragraph A, in the case of a charter revision or a charter adoption, the question to be submitted to the voters shall be in substance as follows:

"Shall the municipality approve the (charter revision) (new charter) recommended by the charter commission?"

A. If the charter commission, in its final report under section 2103, subsection 5, recommends that the present charter continue in force with only minor modifications, those modifications may be submitted to the voters in as many separate questions as the commission finds practicable. The determination to submit the charter revision in separate questions under this paragraph and the number and content of these questions must be made by a majority of the charter commission.

(1) If a charter commission decides to submit the charter revision in separate questions under this paragraph, each question to be submitted to the voters shall be in substance as follows:

"Shall the municipality approve the charter modification recommended by the charter commission and reprinted (summarized) below?"

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Charter amendment. In the case of a charter amendment the question to be submitted to the voters shall be in substance as follows:

"Shall the municipality approve the charter amendment reprinted (summarized) below?"

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Voter information. Reports shall be made available and summaries prepared and made available as follows.

A. In the case of a charter revision or charter adoption, at least 2 weeks before the election, the municipal officers shall:

- (1) Have the final report of the charter commission printed;
- (2) Make copies of the report available to the voters in the clerk's office; and
- (3) Post the report in the same manner that proposed ordinances are posted. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. In the case of a charter amendment, at least 2 weeks before the election, the municipal officers shall:

- (1) Have the proposed amendment and any summary of the amendment prepared under this section printed;
- (2) Make copies available to the voters in the clerk's office; and
- (3) Post the amendment and any summary of that amendment in the same manner that proposed ordinances are posted. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Any summary must fairly describe the content of the proposed amendment and may not contain information designed to promote or oppose the amendment. [1991, c. 622, Pt. X, §11 (AMD).]

[1991, c. 622, Pt. X, §11 (AMD) .]

4. Effective date. If a majority of the ballots cast on any question under subsection 1 or 2 favor acceptance, the new charter, charter revision, charter modification or charter amendment becomes effective as provided in this subsection, provided the total number of

votes cast for and against the question equals or exceeds 30% of the total votes cast in the municipality at the last gubernatorial election.

A. Except as provided in subparagraph (1), new charters, charter revisions or charter modifications adopted by the voters take effect on the first day of the next succeeding municipal year.

(1) New charters, charter revisions or charter modifications take effect immediately for the purpose of conducting any elections required by the new provisions. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Charter amendments adopted by the voters take effect on the date determined by the municipal officers, but not later than the first day of the next municipal year. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD). 1991, c. 622, §X11 (AMD).

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Maine Revised Statutes

Title 30-A: MUNICIPALITIES AND COUNTIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 2: ORGANIZATION AND INTERLOCAL COOPERATION HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2106. Recording

Within 3 days after the results of the election have been declared, the municipal clerk shall prepare and sign 3 identical certificates setting forth any charter that has been adopted or revised and any charter modification or amendment approved. The clerk shall send one certificate to each of the following: [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Secretary of State. The office of the Secretary of State, to be recorded;

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Law library. The Law and Legislative Reference Library; and

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Clerk's office. The office of the municipal clerk.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, §2A, C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§8, 10 (AMD).

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Maine Revised Statutes

Title 30-A: MUNICIPALITIES AND COUNTIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

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Subpart 2: ORGANIZATION AND INTERLOCAL COOPERATION HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2107. Effect of private and special laws

Private and special laws applying to a municipality remain in effect until repealed or amended by a charter revision, adoption, modification or amendment under this chapter. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD).

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Subpart 2: ORGANIZATION AND INTERLOCAL COOPERATION HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2108. Judicial review

1. Petition. The Superior Court, upon petition of 10 voters of the municipality or on petition of the Attorney General, may enforce this chapter. The charter commission may intervene as a party in any such proceeding.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Declaratory judgment. A petition for declaratory relief under Title 14, chapter 707, may be brought on behalf of the public by the Attorney General or, by leave of the court, by 10 voters of the municipality. The charter commission shall be served with notice of the petition for declaratory judgment.

A. If 10 voters petition for declaratory relief, they shall serve the Attorney General and the charter commission with notice of the preliminary petition for leave. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

B. The Attorney General or the charter commission may intervene as a party at any stage of the proceedings. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

C. The petitioners are liable for costs. However, the court has discretion to award costs and reasonable attorney fees to the petitioners. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD);

1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Judicial review. Any 10 voters of the municipality, by petition, may obtain judicial review to determine the validity of the procedures under which a charter was adopted, revised, modified or amended. The petition must be brought within 30 days after the election at which the charter, revision, modification or amendment is approved. If no such petition is filed within this period, compliance with all the procedures required by this chapter and the validity of the manner in which the charter adoption, revision, modification or amendment was approved is conclusively presumed. No charter adoption, revision, modification or amendment may be found invalid because of any procedural error or omission unless it is shown that the error or omission materially and substantially affected the adoption, revision, modification or amendment.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

4. Resubmission upon judicial invalidation for procedural error. If the court finds that the procedures under which any charter was adopted, revised, modified or amended are invalid, the Superior Court, on its own motion or the motion of any party, may order the resubmission of the charter adoption, revision, modification or amendment to the voters. This order shall require only the minimum procedures on resubmission to the voters that are necessary to cure the material and substantial errors or omissions. The Superior Court may also recommend or order other curative procedures to provide for valid charter adoption, revision, modification or amendment.

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

SECTION HISTORY

1987, c. 737, §SA2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §SC8,10 (AMD).

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Chapter 111: HOME RULE HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§2109. Liberal construction

This chapter, being necessary for the welfare of the municipalities and their inhabitants, shall be liberally construed to accomplish its purposes. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

1987, c. 737, §SA2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD).

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NEW BUSINESS



to engage individuals, businesses and communities in protecting and improving the lakes, ponds and streams of the Cobbossee Watershed."

PO Box 5003 · Augusta, ME 04332-5003
www.watershedfriends.com (207) 621-4100

March 3, 2016

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

Readfield Board of Selectmen
March 7, 2016
Item # 16-106

Dear Mr. Dyer and Select Board,

This letter is for consideration of a request of \$ 2,250 towards our prevention efforts in battling invasive Variable Leaf Milfoil in Readfield water ways. This request is made by the Friends of the Cobbossee Watershed on behalf of the Maranacook Lake Association and the Torsey Lake Property Owner's Association as follows:

\$1,500 to Maranacook Lake Association to support Courtesy Boat Inspections at the Route 41 Public Boat Launch on Maranacook Lake.

\$750 to the Torsey Lake Property Owner's Association to support Courtesy Boat Inspections at the Torsey Pond Public Boat Launch.

We respectfully submit this request for funding to the Town Manager, the Readfield Select Board and the residents of Readfield. This year's request represents the same amount requested and approved in 2013, 2014 and 2015.

The following pages presents information for your consideration, including the need for funding, the benefits to Readfield residents and the sources of funding that make our efforts possible. I look forward to working with you to protect our lakes, ponds and streams!

Sincerely,

Tamara Whitmore
Executive Director, Friends of the Cobbossee Watershed

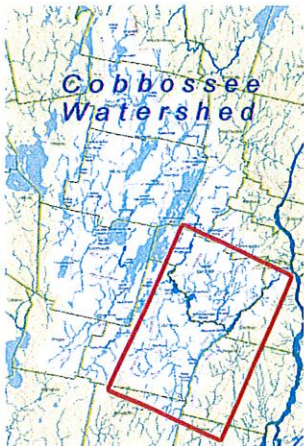
Cc: Anne Schmidt, Secretary – Maranacook Lake Association
Andy Zuorski – Torsey Lake Property Owner's Association

Friends of the Cobbossee Watershed

Mil-Foiler Program: Prevention, Early Detection and Control of the Variable-leaf Milfoil Infestation in the Cobbossee Watershed



Problem: Variable Water Milfoil (VWM) is an invasive aquatic plant that is not native to Maine and out-competes native water vegetation when exposed to our local lakes and ponds. Introduced by means such as boats, trailers and fishing equipment, the plant can reproduce quickly, can alter the freshwater ecosystem and can have drastic effects on wildlife, recreation and property values.



Infestation: Five bodies of water within the Cobbossee Watershed: Pleasant Pond, Cobbossee Stream, Horseshoe Pond, Purgatory Stream and Annabessacook Lake.

1. Prevention = Courtesy Boat Inspections – On weekends & holidays throughout the summer, trained inspectors check boats, trailers and related equipment going in to and out of the lake for any plants – and collecting those that are “suspicious” of being an invasive. **Although the Cobbossee Watershed contains just 10 of the 156 staffed public boat launches in the state, our inspectors are routinely responsible for over 13% of the states total yearly inspections; with a record 11,325 inspections done in the Cobbossee Watershed in 2015!** This shows the high density of boating activity in our area and the need for educating and assisting our residents and visitor to check their boat for plants when entering and leaving the water.

2. Early Detection = Plant Patrol - Specially trained staff members and volunteers identify and document locations and levels of invasive plant infestations in our waters. This data is then used to create a comprehensive map that will show the location and level of infestation of variable water milfoil so that we can determine the best harvesting locations for maximum impact.

3. Plant Control = Managing existing infestations of invasive aquatic plants, to aide in recreation, wildlife habitat and protection of shoreline property values.

The Friends Diver Assisted Suction Harvester (DASH) is a converted 24' pontoon boat fitted with a special water pumping system that utilizes a scuba diver to remove variable leaf milfoil plants from the pond bottom. In 2015, the three person removal team – Captain, Diver & Tender - worked a total of 40 days and harvested 22,755 gallons of milfoil from Pleasant Pond, Cobbossee Stream and Purgatory Stream, surpassing our goal of 20,000 by 2,755 gallons!

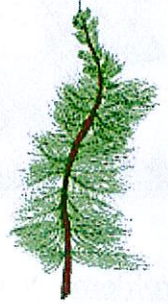


In just the past 3 years, we have removed over **67,272** gallons of invasive plants!

Barrels filled with invasive milfoil...ready to be unloaded at the Hickey's wood lot in West Gardiner.

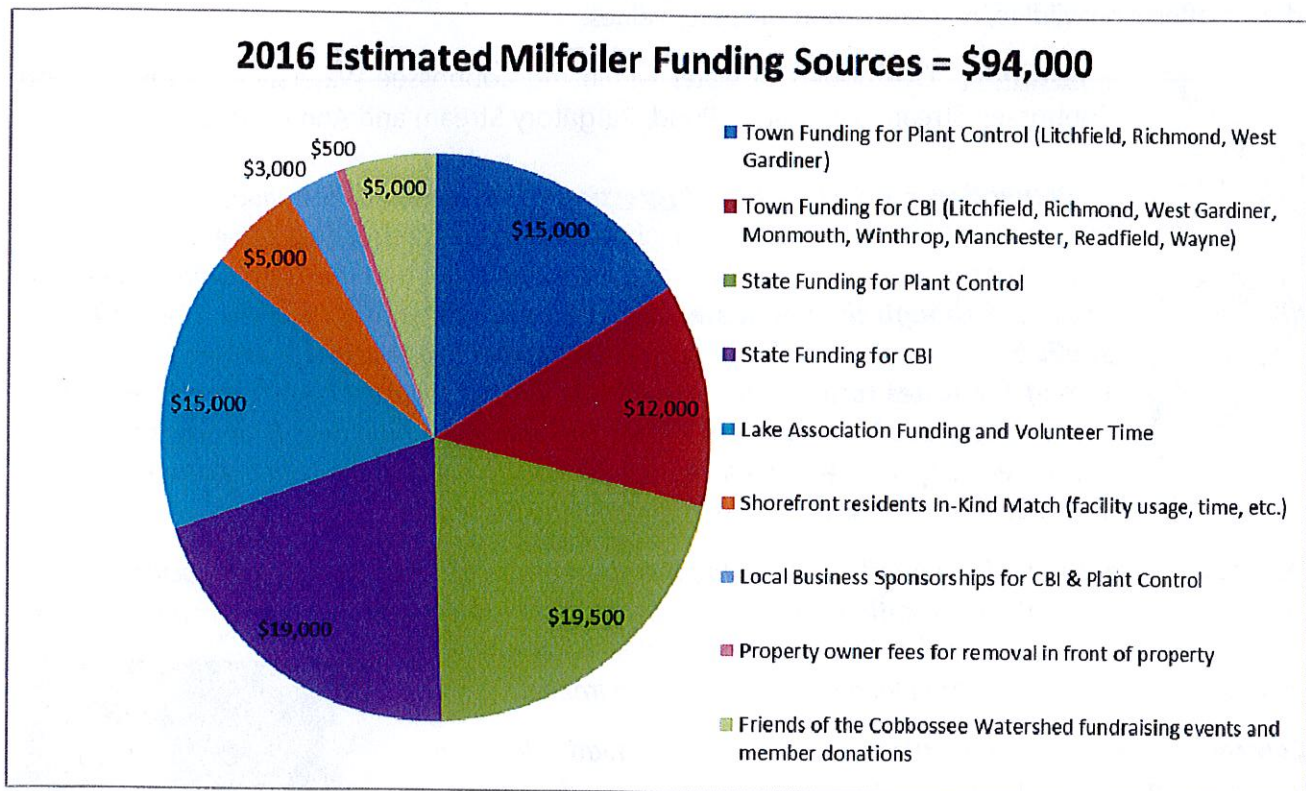
What will 2016 funding go towards? How will Readfield benefit?

- FOCW will plan 40 days of plant removal this summer, **focusing on the highly infested channel areas of Cobbossee Stream, Horseshoe Pond and Pleasant Pond**. An estimated 20,000 + gallons of plants will be removed from these critical areas. In addition, FOCW is seeking additional grant monies to pay for an outside contractor to enhance removal of targeted large patches of milfoil.
- Courtesy Boat Inspectors will be on duty at least 8 hours at all ten Cobbossee Watershed public boat launches every weekend and holiday, from Memorial Weekend to Labor Day Weekend.
- FOCW is happy to serve as a resource to Readfield officials and local residents in the area of water quality and invasive plants. We welcome questions and ideas and are here to help property owners protect our valuable water resource.



Where does the funding come from?

The Friends of the Cobbossee Watershed invasive plant work costs over \$90,000 annually. The 2016 funding for this work is estimated as follows:



THANK YOU READFIELD! We appreciate Readfield's continual support of the Courtesy Boat Inspection Program! Preventing the spread of invasive plants is essential to protecting our shorefront property values on our lakes. In 2016, we look forward to partnering with lake associations, local businesses, state and other agencies and you, the taxpayer and resident, in our fight against invasive plants!

To learn more, or find out how you can get involved, please contact:

Tamara Whitmore, **Executive Director** tamara@watershedfriends.com Office: 621-4100
www.watershedfriends.com

FOCW Mission: To engage individuals, businesses and communities in protecting and improving the lakes, ponds and streams of the Cobbossee Watershed.

**Friends of the
Cobbossee
Watershed**



March 2, 2016

From: Wendy Dennis, Maranacook Lake Outlet Dam Committee Chair

Readfield Budget Proposal for Maranacook Lake Dam FY 16/17 (as of 3/2/16)

Budget development:

This was developed from the cost estimates in the "Maranacook Lake Outlet Dam Preliminary Engineering Study" submitted by GEI Consultants and Northstar Hydro for repair and reconstruction of the Maranacook Lake Outlet Dam. Those estimates were reviewed and adjusted downward slightly by the Maranacook Lake Outlet Dam Committee (MLODC) in January. Budgeting for the costs was done in consultation with Town Manager Eric Dyer and presented by Wendy Dennis to the Readfield Budget Committee on 2/2/16. The budget was further revised by the Budget Committee 3/1/16. It may be revised again as the budget process continues.

Cost-sharing:

The Town of Readfield and the Town of Winthrop co-own the dam and share costs at a rate of 53.3% Readfield and 46.7% Winthrop, based on shore frontage, per an Inter-Local Agreement signed by the two towns in 2006, and again in 2014.

Costs and timeline:

The estimated cost for the dam project is \$101,270 for Readfield and \$88,730 for Winthrop.

The projected timeline is that the project will begin in FY 16/17 with pre-construction engineering, and construction will be completed in FY 17/18, before the end of calendar year 2017. The costs have been spread over the two fiscal years. Although it is anticipated that a larger proportion of the funds may be expended in the first year, due to a balance in Readfield's reserve fund for the dam, the amount of additional money to be raised for the project is similar in each of the two years (\$36,000+).

Budget:

Appropriate \$64,975 in FY 16/17 for the Capital Improvements for the Maranacook Dam budget category, for pre-construction and construction costs. \$28,000 in reserve will be utilized, and \$36,975 will be raised.

Raise and appropriate \$36,295 in FY 17/18 for the Capital Improvements for the Maranacook Dam budget category for construction costs.

Note: Winthrop has approximately \$21,000 in a Maranacook Lake Dam Capital Improvements account. Per the schedule set by Winthrop's Town Manager, MLODC Chair will give the Winthrop Town Council an overview of the project and costs on March 7th, and present the appropriate FY 16/17 and FY 17/18 budget figures for Winthrop's share of the project to the Town Manager by March 9th. The Winthrop Town Council begins the municipal budget process in April.

Construction Planning Process:

Copies of the “**Maranacook Lake Outlet Dam Preliminary Engineering Study**”, submitted to the MLODC by GEI Consultants and Northstar Hydro, January 21, 2016, have been procured for the Select Board.

As described in the Executive Summary on page iii, **six dam modification options were explored for accomplishing water level control, and structural and operational feasibility. Based on that analysis, two dam modification options were selected for preliminary design and cost estimates:** Alternative 3 on page 8, and Alternative 6 on page 10. (These then became Alternatives A and B). The MLODC worked with the consultants to select the six options to be analyzed, and then to select the two final alternatives for design and cost evaluation.

After reviewing the findings in the report, the MLODC then selected one option, Alternative A, to recommend to the Towns of Readfield and Winthrop to proceed with engineering design and construction. Alternative A is further described on pages 25 and 26 in the report, and the design is drawing C3 in Appendix C. **Alternative A was selected because it cost substantially less than Alternative B, yet provided as much flood control as Alternative B.**

The cost estimates, shown on page 33, indicate an estimate of \$213,000 for Alternative A. The MLODC thought this could be reduced to **\$190,000 for Alternative A**, primarily by lowering the contingency estimate. (As indicated on the previous page, this cost would be shared, at a rate of \$101,000 from Readfield and \$89,000 from Winthrop.) A final cost estimate will be obtained after the final engineering design is completed and the construction project goes out to bid. (Additional cost details of the two alternatives appear in Appendix D.)

The next step, pending Towns’ approvals, will be to contract with an engineering firm to design the project to the detailed level required for construction, and to obtain the necessary permits. This should be done in 2016. These are the “pre-construction” activities referred to in the budget.

The following step will be to hire a construction firm, through the appropriate bid process, to repair and reconstruct the dam in 2017.

Wendy Dennis, Cobbossee Watershed District, MLODC Chair

Readfield MLODC members:

Larry Perkins

Bill Buck

Shelly Gerstein



Geotechnical
Environmental and
Water Resources
Engineering

Maranacook Lake Outlet Dam Preliminary Engineering Study

Winthrop, Maine

Submitted to:

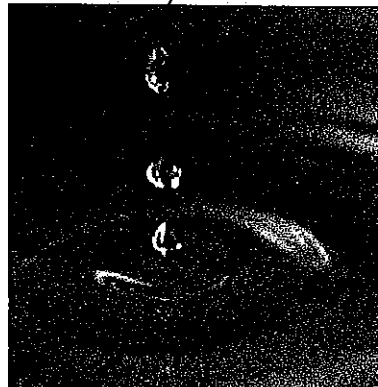
Maranacook Lake Outlet Dam Committee.
Winthrop Town Office
17 Highland Avenue
Winthrop, ME 04364

Submitted by:

GEI Consultants, Inc.
400 Unicorn Park Drive
Woburn, MA 01801

Northstar Hydro, Inc.
8 Go Way
Winthrop, ME 04364

January 21, 2016
Project 151289-0



Charles B. Grant
GEI Consultants, Inc.

Ellen K. O'Brien, P.E., C.G.
Northstar Hydro, Inc.

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Executive Summary

Maranacook Lake Outlet Dam is a concrete gravity dam located in Winthrop, Maine. The dam in its current configuration cannot discharge a sufficient amount of water to maintain acceptable headwater elevations in Maranacook Lake. A hydrologic study was completed by Northstar Hydro, Inc. in February 2015.

This preliminary engineering study was performed to:

- Explore potential dam modification options in consultation with the Maranacook Lake Outlet Dam Committee.
- Obtain new optical survey data related to structures downstream of Maranacook Lake (Main Street Bridge and Winthrop Commerce Center Dam).
- Refine the hydrologic model of Maranacook Lake Outlet Dam.
- Perform hydrologic and hydraulic analyses of selected dam modification options to determine whether they would improve the performance of the dam.
- Select two dam modification alternatives for preliminary engineering design.
- Perform preliminary engineering design, prepare concept-level engineering drawings, and estimate construction costs for the two selected alternatives.

A total of six dam modification options were analyzed. Based on their hydraulic performance, two options were selected for preliminary engineering design:

- Alternative A: New 20-foot wide Obermeyer gate with sill at El. 208.0 feet.
- Alternative B: New 10-foot wide mechanical crest gate with sill at El. 206.5 feet.

The two alternatives exhibit very similar hydraulic performance. Both alternatives limit the increase in headwater elevation for the 10-year storm to about 0.6 to 0.7 feet and drain the lake to its starting elevation within four days. The Spring 2012 storm would have had a likely headwater elevation increase of 0.5 feet rather than 2.0 feet with either option in place.

The estimated design and construction costs are \$213,000 for Alternative A and \$333,000 for Alternative B. Alternative B, while more expensive, provides a lower sill elevation and therefore greater ultimate drawdown capability Alternative A.

The Preliminary Engineering Study Team recommends that the Maranacook Lake Outlet Dam Committee and the Towns of Readfield and Winthrop proceed with considering modification of the dam in a measured and deliberate fashion.

1. Introduction

1.1 Project Team

The following firms and key personnel were members of the project team that performed the preliminary engineering study and prepared this report:

- GEI Consultants, Inc. - Dam Structural Designer, Project Manager, and Prime Contractor (Charles B. Grant, P.E., S.E.)
- Northstar Hydro, Inc. - Hydraulics & Hydrology Consultant (Ellen K. O'Brien, P.E. and Nicole Buck, P.E.)
- Main-Land Development Consultants, Inc. - Surveyor (Timothy J. Gallant, PLS)

1.2 Background

Maranacook Lake Outlet Dam is a concrete gravity dam located in Winthrop, Maine. It was reconstructed in 1995, replacing an old mill dam at the same location. The dam impounds Maranacook Lake in Readfield and Winthrop, Maine, with a surface area of approximately 1,700 acres, and discharges into Mill Stream.

The dam is approximately 10 feet high at the maximum section, and extends about 65 feet between abutments. The left-most third of the dam is a gate structure with a single hand-operated rectangular lift gate and two small outlet pipes. The middle third of the dam is an uncontrolled broad-crested concrete weir. The right-most third of the dam is a small concrete sill on shallow rock with provisions for stoplogs, although the stoplogs are not typically used. A large concrete pier separates the right-most and the middle thirds of the dam.

The dam in its current configuration cannot discharge a sufficient amount of water to maintain acceptable headwater elevations in Maranacook Lake. The water is typically higher than the target elevations, despite the fact that the lift gate is left fully open. Additionally, flow through the existing lift gate causes excessive erosion of the streambank below the left abutment.

A hydrologic study by Northstar Hydro, Inc., completed in February 2015, modeled flow through the Maranacook Lake watershed, evaluated the hydraulic capacity of the existing dam and the Bowdoin Street bridge (located immediately upstream of the dam), and provided preliminary analysis of possible dam modifications.

1.3 Scope of Services

Our scope of services was to:

1. Review background material, gather relevant documents, and identify and resolve any requirements for additional information.
2. Meet with the Committee to explore the full range of potentially feasible dam modification options, including enlargement or modification of the existing lift gate, modification of the existing uncontrolled broad-crested weir or stoplog sill, installation of one or more new gates, and other alternatives. At this meeting, select four (4) potentially feasible dam modification options for formal engineering evaluation.
3. Perform an optical field survey of the Main Street Bridge over Mill Stream and the dam at the Winthrop Commerce Center building.
4. Perform hydraulic, hydrologic, and other engineering studies to determine the extent to which the selected potentially feasible dam modification options will achieve the design objectives. Perform the hydraulic and hydrological analyses by refining the existing Northstar Hydro models to include the new downstream survey information and the geometry of the proposed modifications. Select lake elevations for model runs in consultation with CWD/dam committee. Specifically, code up to four (4) dam modification options into the hydraulic model HECRAS. In the models, account for information gathered about the Commerce Center Dam. Employ the newest version of HECRAS, version 5.0, for model runs. From the HECRAS model results, provide rating curves for input to hydrologic model HECHMS. For up to four (4) options, use HECHMS to simulate up to three (3) selected storm events selected in consultation with the dam committee. Provide model results including lake levels and duration of lake level rise.
5. Meet with the Committee to review the results of the analyses of the dam modification options. At this meeting, select two alternatives to be carried forward to preliminary design.
6. Prepare engineering drawings and construction cost estimates for the two selected alternatives.
7. Submit the following deliverables on or before January 21, 2016:
 - A surveyed site plan depicting the Main Street Bridge over Mill Stream and the dam at the Winthrop Commerce Center building.

- A written report describing the full range of potentially feasible dam modification options identified, the four options selected for formal engineering evaluation, the results of the hydraulic, hydrologic, and other engineering studies, and the rationale for selecting the two alternatives advanced to preliminary design; providing the specific data from the hydrologic and hydraulic studies; summarizing the benefits, limitations, and expected construction costs for the two selected alternatives; and providing recommendations to the Committee regarding modifications to the dam.
- Preliminary engineering drawings for the two selected final alternatives, including site plans, elevations, cross-sections, and relevant details to facilitate further evaluation and development of final engineering drawings.

1.4 Authorization

This work was authorized by the Services Agreement for the Maranacook Lake Dam Renovation Preliminary Engineering Study between the Towns of Readfield and Winthrop, Maine, and GEI Consultants, Inc., dated September 21, 2015.

2. Dam Modification Options

The engineering study project team met with the Committee at the Winthrop Town Office on October 15, 2015 to discuss dam modification options. Four potentially feasible dam modification options were identified for formal engineering evaluation, as described in the following paragraphs. Subsequently, two additional options were identified for consideration and included in the study.

Please note that all elevations provided in this report and the supporting analyses are referenced to the North American Vertical Datum of 1988 (NAVD 88). Also please note that the terms “alternatives” and “options” are used interchangeably in this report.

2.1 Objectives

The October 15, 2015 meeting began with a review of the objectives of modifying Maranacook Lake Outlet Dam. These objectives included:

- Provide the ability to regulate the headwater elevation.
- Maintain the ability to safely pass large floods.
- Meet requirements for dam safety and stability.
- Prevent streambank erosion.
- Address the issue of leaves and debris clogging the outlet works.
- Provide the ability to meet minimum flow requirements.
- Be easy and economical to operate and maintain.
- Be readily constructible within a reasonable budget.

2.2 Review of Prior Analyses

The meeting continued with a review of the prior hydraulic and hydrologic analyses performed by Northstar Hydro, Inc. As described in the February 2015 Maranacook Dam Hydrologic Study Report by Northstar Hydro, Inc. for CWD and the Towns of Readfield and Winthrop, ME (Phase I report).

2.3 General Modification Approaches

The project team and Committee discussed several potential approaches to dam modification, and explored the various considerations pertinent to each. Those approaches and considerations are discussed in the following sections.

2.3.1 *Enlargement or modification of existing lift gate.*

The existing gate is hydraulically inadequate in that it is too small to rapidly discharge flood flows and is situated too high to draw the lake down to acceptable elevations during most periods of the year. A wider, deeper gate could potentially address these hydraulic capacity issues.

The dam is founded on bedrock that is shallowest at the right abutment and deepest at the left abutment. Construction of a deeper gate at the location of the existing gate structure, i.e., adjacent to the left abutment, would potentially require less rock excavation than might be required elsewhere.

The concrete supporting the gate is in an advanced state of deterioration and will need to be repaired within the next few years. Work involved in enlarging the existing gate would include extensive repair and replacement of the concrete, providing a durable structure that would not require additional maintenance for an extended time.

The trashrack upstream of the existing gate frequently clogs with leaves and other small debris. A new, larger gate could be configured so as not to need a trashrack, eliminating this problem.

Discharge through the existing gate causes streambank erosion on the left bank downstream of the dam. A new, larger gate in the same location would exacerbate this problem, so extensive erosion-control measures would be required as part of the project.

2.3.2 *Modification of the existing uncontrolled broad-crested weir.*

The existing uncontrolled broad-crested weir is located in the center portion of the dam and river channel. No water flows over the weir at normal headwater elevations. The concrete is in relatively good condition.

Modification of the weir could involve lowering all or a portion of its width to a point below the desired headwater elevation. It would continue to function as an uncontrolled overflow structure, and stoplogs could be installed to maintain the lake elevation in dry conditions. Normal regulation of headwater would have to be provided by a separate gate.

Alternatively, a new gate could be installed at the center weir location. The gate could occupy all or part of the 20-foot width. The existing gate could be retained to provide additional discharge capacity, or it could be removed and bulkheaded.

Work at the center weir could potentially involve rock excavation. At the downstream side of the existing weir, bedrock is visible and is relatively shallow at the right side and somewhat deeper at the left side. The elevation of the upstream bedrock is not known, nor is the configuration of the concrete at the upstream side of the weir.

2.3.3 Modification of the existing stoplog sill.

The existing stoplog sill is located at the left side of the dam and river channel, adjacent to the left abutment. Bedrock is high at this location, so any work performed to lower the sill elevation or install a gate would require extensive rock excavation.

The project team and Committee observed that any new features considered for the stoplog sill location could more readily be constructed at the center weir, as the bedrock is deeper there. Consequently, further consideration of modification of the existing stoplog sill was tabled.

2.3.4 Installation of one or more new gates.

While some of the dam modification alternatives discussed could include uncontrolled overflow structures as part of the solution, one or more new gates would likely be required to maintain positive control of the lake elevation. The Committee and project team considered the following types of spillway gates:

2.3.4.1 Vertical Lift Gates

Vertical lift gates consist of a rectangular steel, cast iron, or aluminum panel installed in slots or a guide bracket. The panel is moved up or down within the slots or guides to regulate the flow of water. Vertical lift gates can be of the sluice type, in which the gate rises and water discharges below the gate panel, or of the weir type, in which the gate drops into a recess and water flows above the gate panel. (The existing gate is a weir-type vertical lift gate.) Small vertical lift gates of the size appropriate for Maranacook Lake Outlet Dam are typically operated by hand- or electrically-driven screw stem operators.

2.3.4.2 Mechanical Crest Gates

Mechanical crest gates consist of a rectangular steel panel that is hinged at the bottom and installed between two piers. Water flows over the top of the panel, which is raised or lowered to regulate the discharge and headwater elevation. Mechanical crest gates are typically operated by hydraulic rams or wire rope cable hoists attached at the top of the panel. Mechanical crest gates are generally relatively tall in comparison to their width.

2.3.4.3 Pneumatic Crest Gates

Pneumatic crest gates consist of a series of steel panels hinged at the bottom and installed between two piers. They are supported and operated by inflatable rubber bladders located below the panels on the downstream side. Water flows over the top of the panels, and the bladders are inflated or deflated to regulate the discharge and headwater elevation. Pneumatic crest gates are relatively wide in comparison to their height.

2.4 Observation of Dam Site

Following the discussions at the Winthrop Town Office, the meeting adjourned to the dam site. There, the various features of the dam and modification options were discussed in further detail. With these observations in mind, the meeting reconvened at the Town Office.

2.5 Selected Alternatives

The project team and Committee members formulated specific dam modification alternatives. As specified in the Scope of Work, four potentially feasible dam modification options were selected for formal engineering evaluation. The alternatives were developed in sufficient detail to permit an engineering evaluation of their hydraulic performance, the next phase of this study.

2.5.1 Alternative No. 1: New Gate in Existing Location

Remove existing gate. Demolish and remove deteriorated concrete supporting existing gate, including pier, sill, and left abutment. Construct new concrete sill, abutment, and pier. Install new 10-foot-wide, 6-foot-high gate with El. 208 sill.

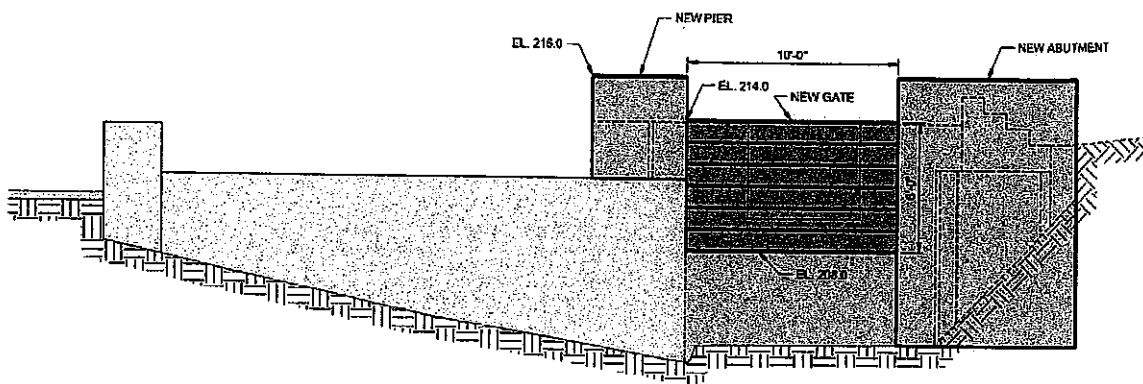


Fig. 1 - Alternative No. 1

2.5.2 Alternative No. 2: New Gate in Center Weir

Demolish left portion of existing center weir down to bedrock. Construct two new piers; tie into existing concrete. Construct new sill. Install new 10-foot-wide, 6-foot-high gate with El. 208 sill. Remove existing gate, perform local concrete repairs, and bulkhead existing gate area with cast-in-place concrete.

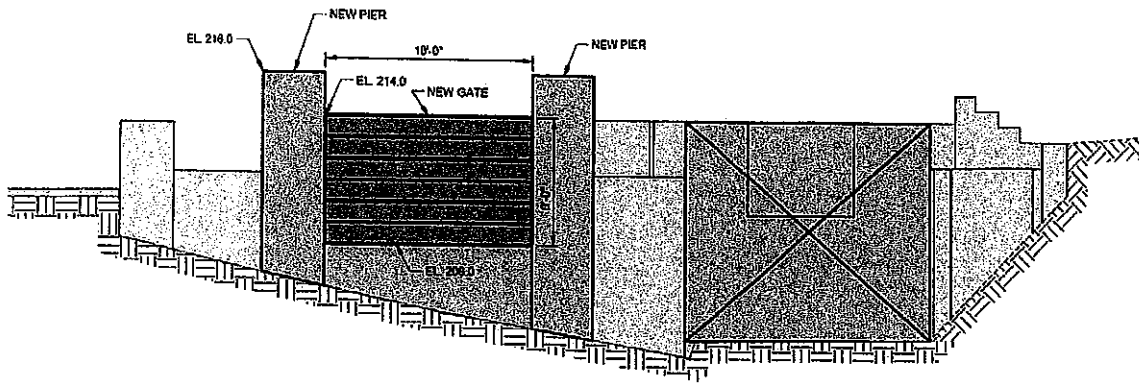


Fig. 2 - Alternative No. 2

2.5.3 Alternative No. 3: New Full-Width Crest Gate in Center Weir

Demolish existing center weir down to El. 208. Perform local concrete repairs. Install new 20-foot-wide, 4-foot-high gate with El. 208 sill. Remove existing gate, perform local concrete repairs, and bulkhead existing gate area with cast-in-place concrete.

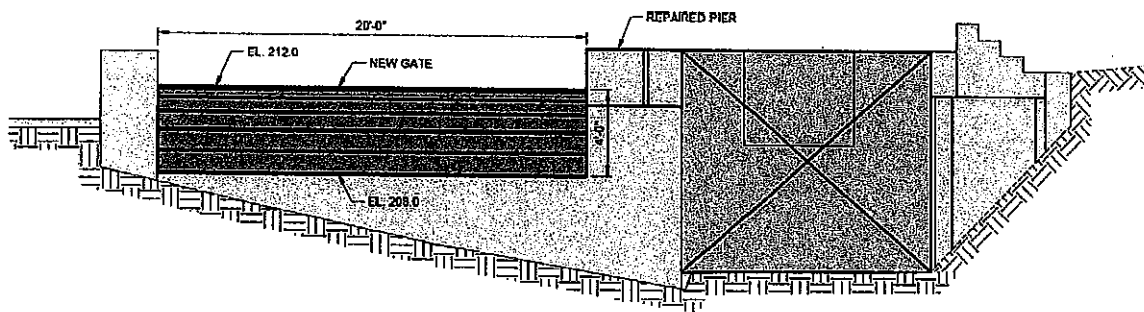


Fig. 3 - Alternative No. 3

2.5.4 Alternative No. 4: New Gate in Center Weir; Retain Existing Gate

Same as Alternative No. 2, except retain existing gate. Perform concrete repairs at existing gate as required to ensure serviceability and maintain gate function.

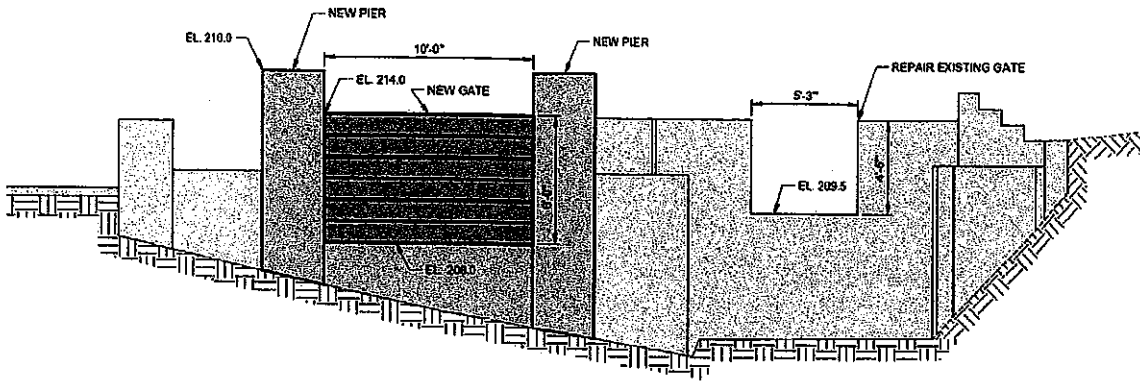


Fig. 4 - Alternative No. 4

2.6 Additional Alternatives

Two additional alternatives were developed during subsequent phases of the engineering study. They are described here for ease of reference.

2.6.1 Alternative No. 5: New Deep Gate in Center Weir; Retain Existing Gate

Same as Alternative No. 4, except lower sill elevation 1'-6" to EL. 206.5. Install new 10-foot-wide, 7.5-foot-high gate. This alternative was identified and evaluated during the hydraulic and hydrologic analyses to determine if the spillway discharge could be maximized by lowering the sill as much as practicable.

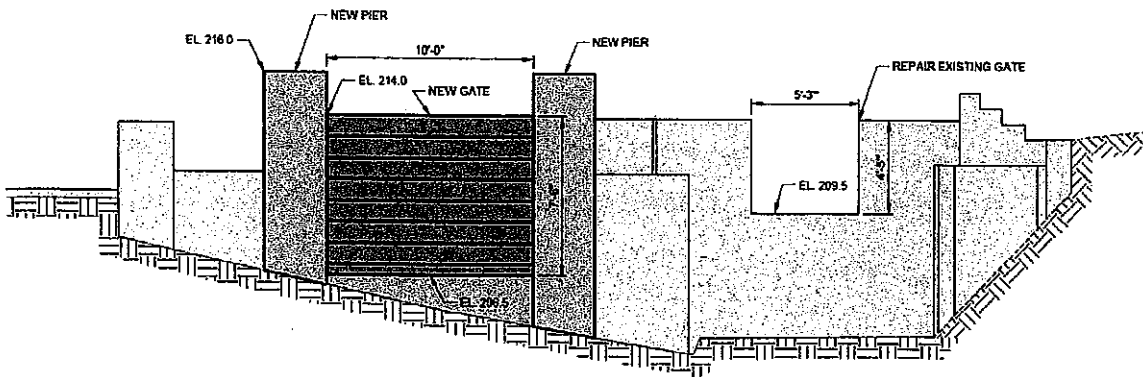


Fig. 5 - Alternative No. 5

2.6.2 Alternative No. 6: New Deep Gate in Center Weir; Bulkhead Existing Gate

Same as Alternative No. 5, except bulkhead existing gate. This alternative was identified for consideration after it was determined during Meeting No. 2 (discussed below), by examining the relative hydraulic performance of Alternatives No. 2 and 4, that retaining and rehabilitating the existing gate provided negligible benefit.

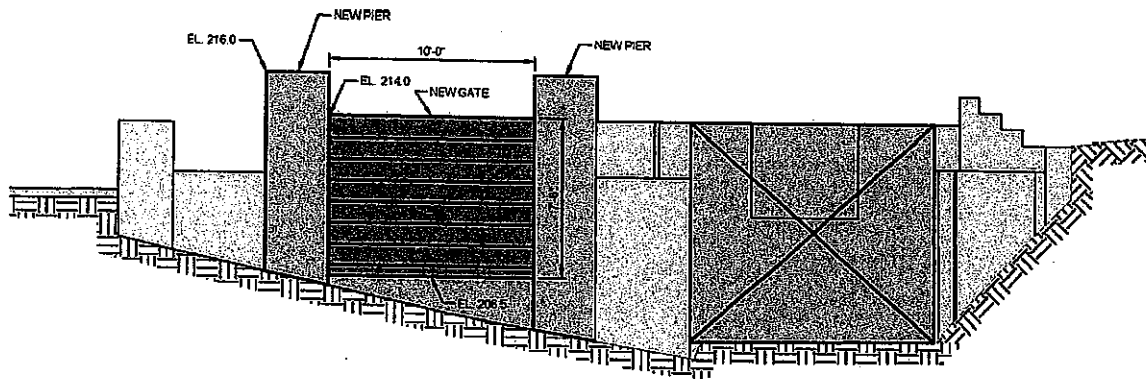


Fig. 6 - Alternative No. 6

3. Hydraulic & Hydrologic Evaluation of Dam Modification Options

3.1 Hydrologic and Hydraulic Models

Hydrologic and hydraulic models were developed during the Phase I study of the Maranacook Dam completed in January 2015 by NHI. During this Preliminary Design phase study of dam alternatives, improvements were made to the model to

- include the downstream Commerce Center Dam and Main Street Bridge,
- better model the impacts of the Bowdoin Street Bridge,
- create a dry conditions model to investigate the historic September 2015 storm.

3.1.1 Summary of Existing Models

The hydrologic model of the Maranacook Lake watershed was designed in Phase I to model storm rainfall and runoff throughout the watershed, including storage of runoff within the lake itself. The phase I model was used to simulate a number of recorded rainfall events and to predict the effects of selected theoretical storm events such as at 10- and 100-year flood. The hydrologic model, models the Maranacook Basin as six sub-basins. Full description of this model, using HECHMS and modeling results were included in the Phase I report.

The hydrologic model does not include the capability for detailed modeling of structures. Therefore, the hydraulic model was also developed within phase I to simulate detailed impacts of flow through Bowdoin Street and over the Maranacook Dam and dam options. Flow/elevation data or "rating curves" for the dam and Bowdoin Street Bridge area are required for input into the hydrologic model. The model can then simulate the entire watershed, including rainfall/runoff through the watershed, the lake and the outlet structures. The Phase I hydraulic model simulated flow from just upstream of the Bowdoin Street Bridge to just downstream of the Maranacook Dam. The rating curve from the hydraulic model was entered into the hydrologic model as the dam control at the outlet to the Maranacook basin. The hydraulic model, using HECRAS is described in detail in the Phase I report.

In phase I, the combined hydraulic/hydrologic models were calibrated to multiple historic storms using data provided by CWD. Full details of model development can be found in the February 2015 Maranacook Dam Hydrologic Study Report by Northstar Hydro, Inc. for CWD and the Towns of Readfield and Winthrop, ME (Phase I report).

3.1.2 Model Modifications

Three general modifications were made to the February 2015 model of existing conditions:

- 1) The hydraulic model was modified to include Mill Stream from the outlet of the Maranacook Dam to below Main Street including the Winthrop Commerce Center Dam,
- 2) The hydraulic model of the Bowdoin Street Bridge was updated to more accurately model bridge alignment and thus hydraulic impacts, and
- 3) Precipitation totals for the SCS 24-hour storms were updated to the most recent Northeast Regional Climate Center Extreme Precipitation estimates for Winthrop, ME.
- 4) Multiple dam geometries were simulated at the Maranacook dam for evaluation of each dam modification option.

Specific modifications to the hydraulic model for this phase of design include:

- The dam at Main Street, or Commerce Center Dam was surveyed to the extent possible. No plans were found for this dam, so survey was added to the project to gather as much detail as possible about this structure. Survey plans are included in the appendix. Dam section is shown in Figure 7 below.
- The Main Street Bridge was surveyed and added to the hydraulic model. Survey plans are included in the appendix. The bridge section is shown below in Figure 8.
- Model geometry for Mill Stream was estimated based on 2' contours on land above normal water level obtained from MEGIS and estimated stream bottom. Stream distance was measured on air photos using GIS based tools. Figure 9 shows the hydraulic model for Mill Stream with Main Street and the Commerce Center dam and estimated stream cross sections. Note that no additional survey of Mill Stream was conducted for this study.

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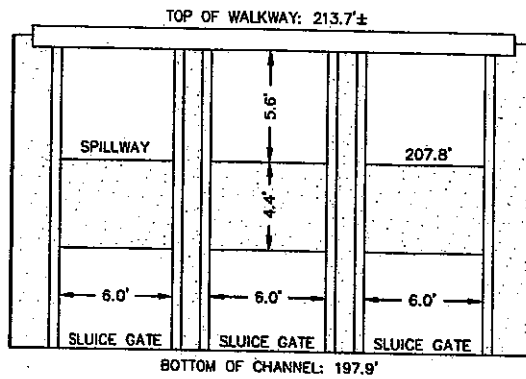


Fig. 7 - Available surveyed detail of Commerce Center dam, looking downstream. Note that the "spillway" elevation may vary across the dam, and may need additional measurements if work is proposed for this dam.

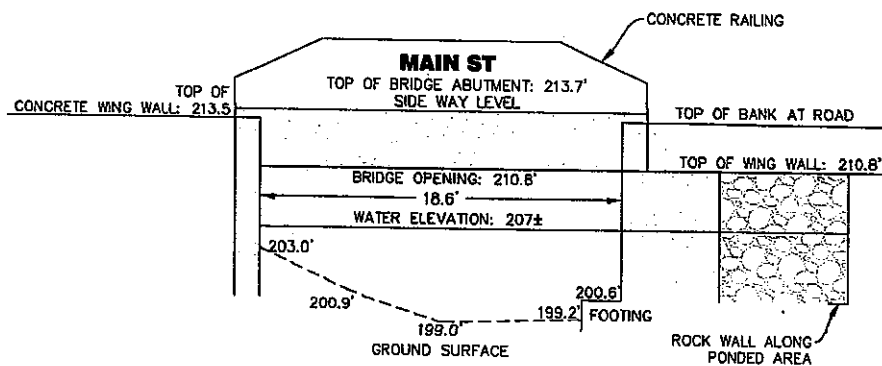


Fig. 8 - Main Street Bridge section, facing downstream.

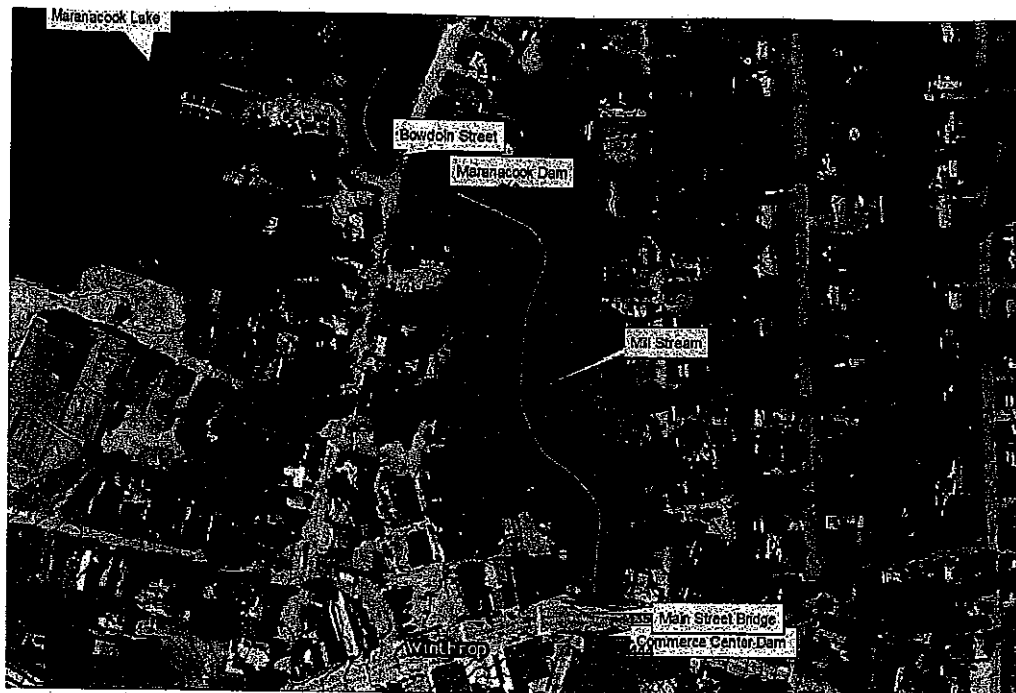


Fig. 9 - Mill Stream cross sections for Preliminary Design HECRAS model.

- The Phase I model of Bowdoin Street was adjusted to better simulate flow through the bridge, moving channel bank station locations and adding a skewed aspect to the bridge. These additions did not substantively change model results, but are a better reflection of flow through the bridge.
- Precipitation totals used in the predictive hydrologic model were updated to reflect current research on climate change and extreme precipitation events.

Storm Frequency, Years	Preliminary Design	Phase I Model	Change, inches
	24-hr total, inches	24-hr total, inches	
1	2.35	2.4	-0.05
2	2.84	3	-0.16
5	3.53	3.8	-0.27
10	4.16	4.4	-0.24
25	5.18	5.1	0.08
50	6.11	5.6	0.51
100	7.22	6.1	1.12
200	8.53		
500	10.64	7.2	3.44

Table 1 - Updated theoretical storm totals for 24-hour storms in Winthrop, Maine. Based on Northeast Regional Climatic Center Extreme Precipitation Forecasts, Extreme Precipitation in New York and New England Interactive Web Tool.

3.1.3 Calibration Check

The Preliminary Design model was compared to the Phase I hydrologic model using the May-June Calibration storm. Figure 10 shows that the Preliminary Design model (January 2016) is almost identical to the calibrated Phase I model (February 2015), thus the proposed dam modification options will be analyzed using this revised model.

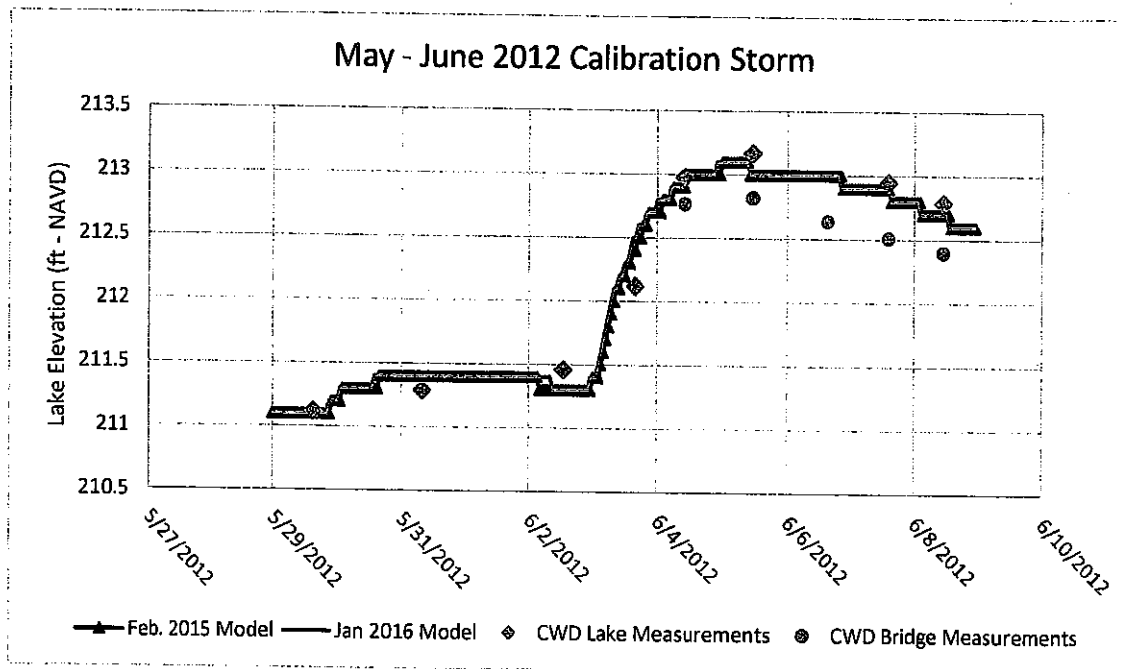


Fig. 10 - Calibration check of improved January 2016 model using the May-June 2012 storm. Note that the model rating curve corresponds to the CWD "Lake" measurements.

3.1.4 Model Capabilities

The combined models could be used in the future to assist in evaluating conditions in the watershed and potential lake level impacts for many conditions. Hydrologic model watershed conditions can be changed, storm rainfall can be changed, dam or bridge geometry can be changed. Each modification does reflect time and effort as both models must be modified, run and evaluated. However, at this stage, the two models accurately reflect watershed and dam/Mill Stream conditions with the following settings:

- Average antecedent moisture conditions
- Non-frozen ground with no snowpack
- Baseflow from wetland and soil storage
- Commerce Center Dam with all gates fully open (6'WX5'H)
- Commerce Center Dam trash rack not clogged with debris
- Bowdoin Street Bridge in current condition

As an example of changes that can be made to the models, on September 29, 2015, a 24-hour storm dropped 5.22 inches on Winthrop, ME as recorded by the Cobbossee Watershed District (CWD). Prior to the storm, conditions in the area had been dry with several weeks of little to no rain. Because this was not part of the study scope, but in order to understand site conditions, this isolated event was run through the models and provided an opportunity to test the CWD Maranacook Phase I watershed hydrologic model. A full description of the analysis is included in Appendix A. Although "dry conditions" were not added to the model as this time, for the unusual conditions, the model accurately reflected the time to peak elevation and general shape of the hydrograph thus providing additional confidence in the model.

A second storm occurred in January of 2016 and with rain and snowmelt representing about 3" of precipitation. Mill Stream was running very high already due to clogged trash racks. The models provided insight into this storm condition, showing that the high water levels at the Maranacook Dam (Figure 11) were likely due primarily to clogged trash racks at the Commerce Center dam. While this storm was not modeled, it provided an excellent check on the hydraulic model and how Mill Stream and the two dams interact. This storm would need to be run with a frozen ground starting condition and the Commerce Center Dam configuration would need to be revised within the model.

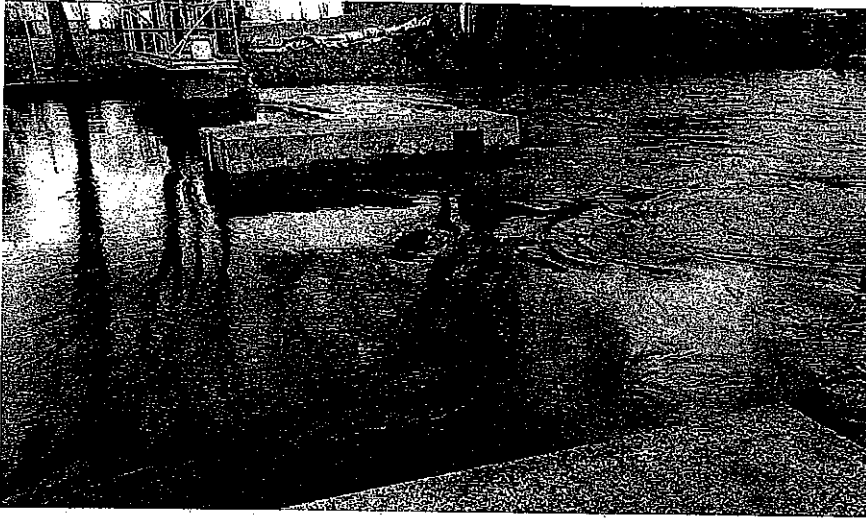


Fig. 11. January 11, 2016 at Maranacook Dam. Note that dam is nearly submerged. Trash racks at this dam are cleared, but trash racks at Commerce Center Dam held back several feet of water.

3.2 Preliminary Alternatives Analysis

3.2.1 Evaluating Site constraints

The hydraulic model was used to evaluate flow from upstream of Bowdoin Street to downstream of the Commerce Center Dam. This evaluation was done to check on limitations for flow through the Maranacook Lake Dam such that the reconstructed dam will not exceed the flow capacity of adjacent structures.

The Bowdoin Street Bridge is only 18' wide and is skewed to flow. At high flows, this bridge exerts significant impact on how much water can flow out of Maranacook Lake. This impact is mitigated once the bridge is overtopped. Limitations include stream bottom elevation of 206.0 to 206.5 and an overtopping elevation of 215.3. Lowering the dam below 206.5 will do little to improve flow capacity at the dam. . The bridge skew to flow makes the actual flow section closer to 16'. Overtopping of the bridge is clearly not a desirable flow condition.

Mill Stream exerts little limitation to flow compared to the dams. Rock elevation just downstream of the dam appears to be about 207.0 at the middle spillway. At the existing gate, channel base is lower, and was surveyed at 203.0, but flow in this side of the channel is likely causing some erosion to adjacent property. The stream is generally wide and deep enough to pass whatever flow is passed through the dam.

Main Street Bridge exerts some influence on flow as well. This bridge is 19' wide with a base elevation of 199'. The lowest chord of this bridge is at elevation 210.8, which is only 0.5' above

the level of the rock spillway at the Maranacook Dam. This bridge is aligned reasonably well to flow.

The Commerce Center Dam can exert significant impact on flow elevation in Mill Stream and at the Maranacook Dam. Note that survey was difficult at this location as access was limited to some parts of the dam and gates. Based on available data, with the gates fully open, this dam can pass 1500 cfs without causing submergence of the Main Street Bridge or Maranacook Dam. 100-year outflow is expected to be 600-800 cfs from the Lake depending on final dam configuration. However, this dam has trash racks that can cause several feet of water to back up to approximately elevation 210.5. In addition, if the gates are not fully open, flow is significantly decreased. Management of this dam will have to be part of the plan for rehabilitation of the Maranacook Lake Dam to assure success in water level and flow management. The base of the gates at this dam was measured at approximately 197.9.

No data has been collected on the geometry for the stream that passes under the Commerce Center. This study assumes adequate capacity and open flow through this segment of stream. It is recommended that this channel be checked for final design to check for allowable flow rate.

Appendix B shows a profile of flow through the Main Street and Commerce Center Dam and from the Dam to Bowdoin Street. Figure 12 shows rating curves as generated by the existing condition HECRAS model for Maranacook Lake, based on fully open gates and trash racks at the Commerce Center Dam and Maranacook Dam.

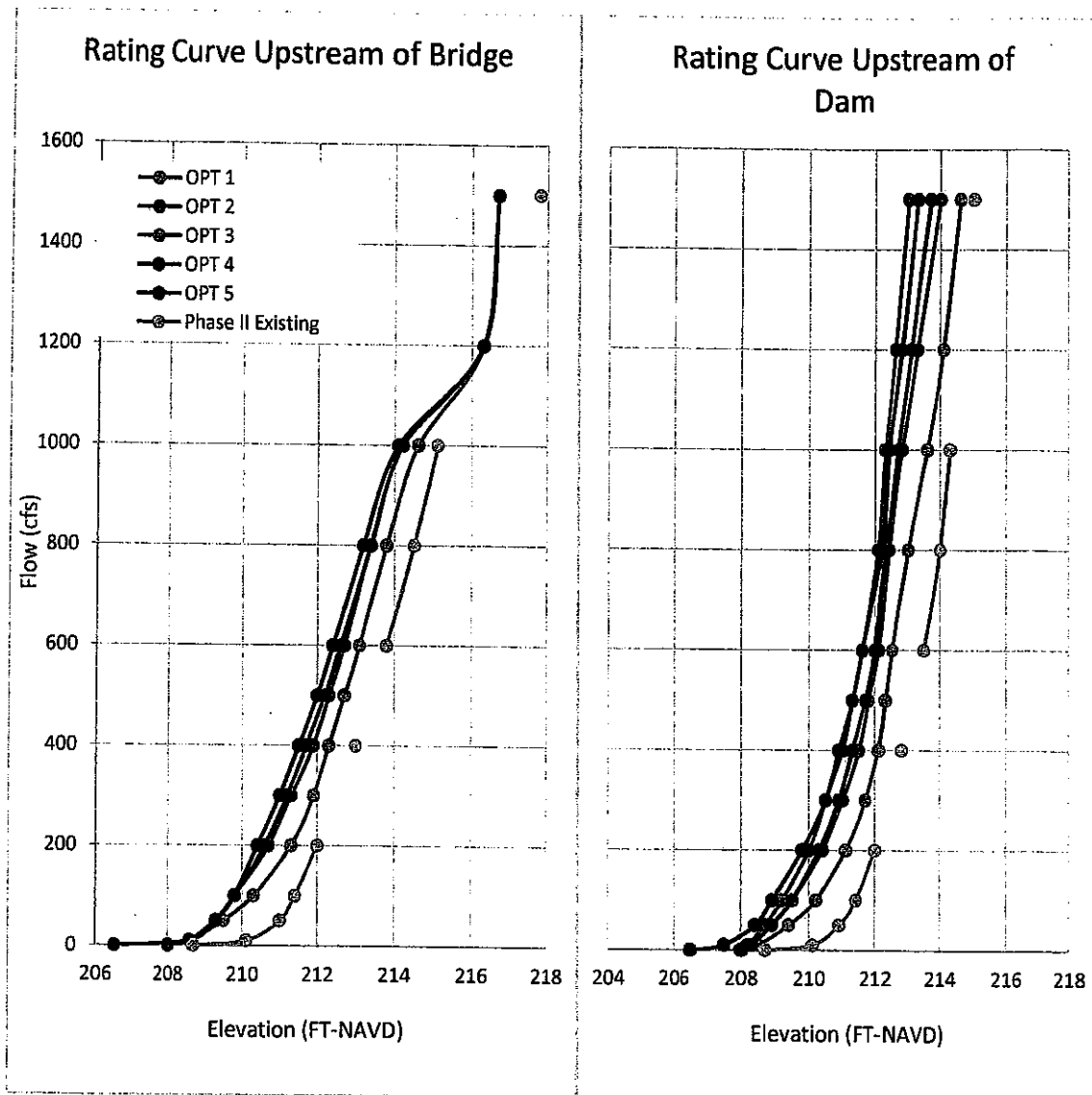


Fig. 12 - Rating curves created in HECRAS and used to model the bridge/dam outlet in the hydrology model. Note that above lake elevation 212 feet, the Bowdoin Street Bridge becomes the limiting flow constraint.

3.2.2 Model Runs

Preliminary model runs were compiled to evaluate each of the alternatives discussed in section 2.0. The hydraulic (HECRAS) model was run to create a rating curve for the lake for each option. The hydrology model was then run with each rating curve. All rating curves assume that the gates at the Commerce Center Dam are fully open and that trash racks at both dams are free of debris. Debris can cause significant issues at both dams.

The hydrology model was run using the 10- and 100-year SCS 24-hour storms to analyze each of the five options. The initial lake level was set to be the CWD's target summer maximum of 210.0 feet to simulate a worst case scenario. As seen in Figures 13 and 14, all five options provide significant improvement over the existing dam configuration. Options 3 and 5 provide the best control in lower lake levels. These options have nearly identical rating curves upstream of the bridge and thus have nearly identical hydrographs. Prior to modeling the options, CWD had set a goal of a 0.5-foot rise in lake level for the 10-year storm. None of the proposed options can meet this goal. Options 3 and 5 come closest with a 0.8-foot rise in lake level, 0.4 feet less than the existing dam. Moreover, Options 3 and 5 are over the summer maximum for 4.5 days whereas the existing dam configuration does not lower the summer maximum within the modeled timeframe of 10.5 days.

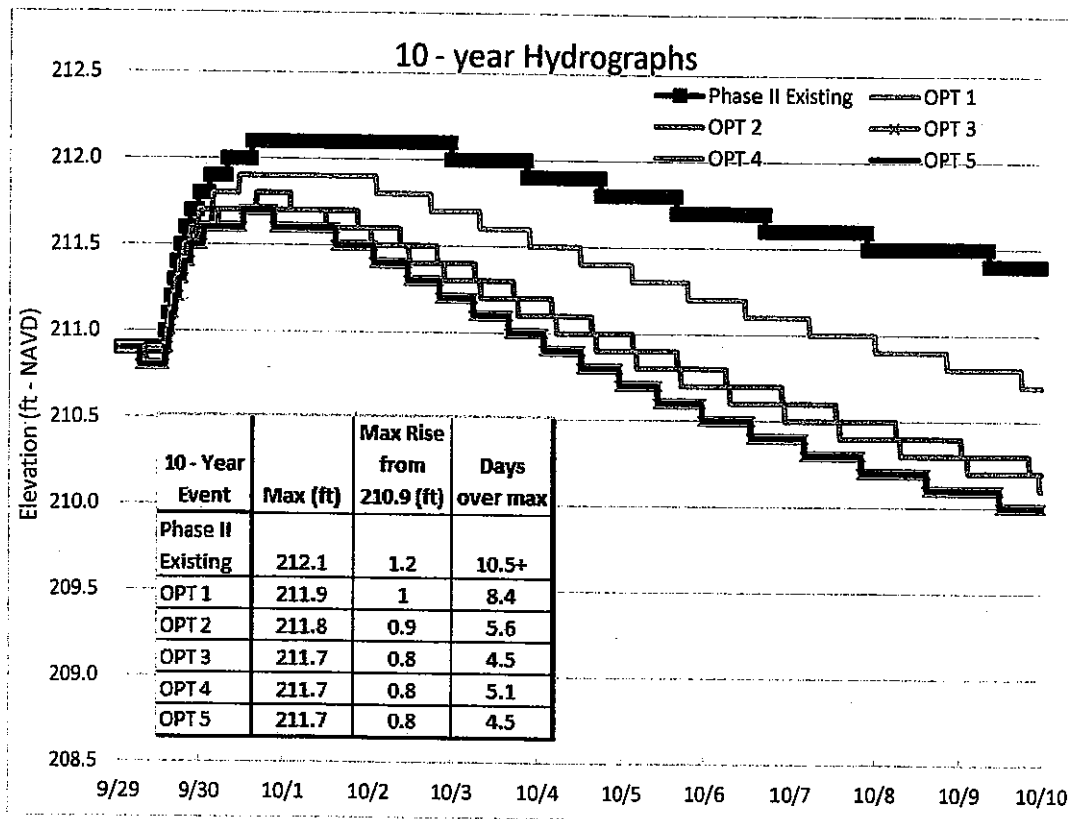


Fig. 13 - 10-year Hydrographs for existing conditions and the five preliminary options.

For the 100-year storm, all options provide improvement over existing conditions, but again Options 3 and 5 provide the most improvement: lowering the maximum lake level by 0.6-feet from existing conditions and bringing lake levels back down to the summer maximum in 8.7 days.

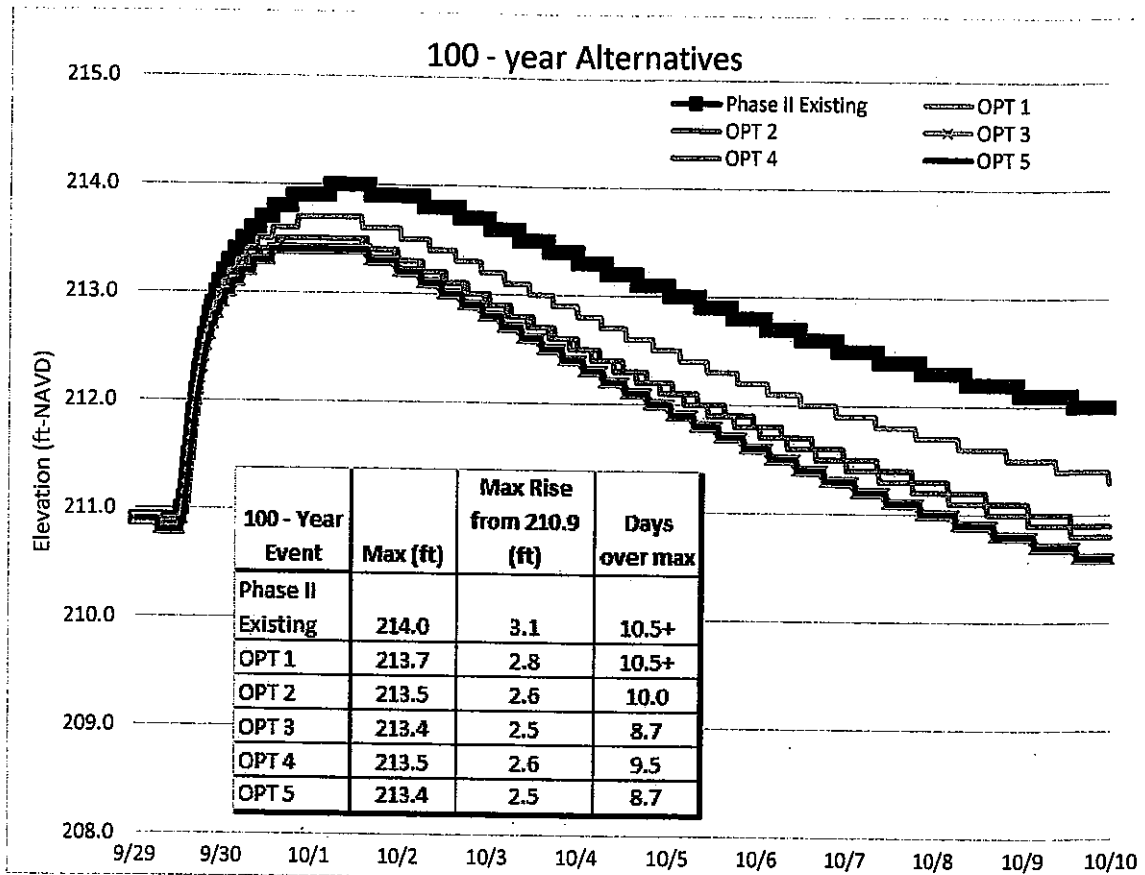


Fig. 14 - 100-year Hydrographs for existing conditions and the five preliminary options.

Table 2 summarizes lake elevations, rise in water level and outflow for each option for the 10- and 100-year storm.

Existing Condition Models Assume trash rack w/no leaves at Maranacook Dam	10 - year Flood (4.2 in.)			100 - year Flood (7.2 in.)		
	Max Elev., NAVD	Increase, ft	Outflow, cfs	100-yr flood, NAVD	Increase, ft	Outflow, cfs
CWD Target Elevations						
Summer Max	210.9		0.5 ft rise for 10-yr	210.9		1.0 ft rise for 50-yr
Spring Max	211.9			211.9		
Starting water levels (Summer Max.)	210.9			210.9		
Existing Design,						
Mill Stream Dam gates open	212.2	1.3	230	214.0	3.1	646
Proposed Dam Options						
Proposed Option 1, Replace Ex gate, 10'WX4'H gate elev 208.0	211.9	1.0	306	213.7	2.8	767
Proposed Option 2, Delete Ex gate, Add 10'WX4'H gate - SW 2 elev 208.0	211.8	0.9	376	213.5	2.6	831
Proposed Option 3, Delete Ex gate, Add 20'WX4'H gate - SW 2 elev 208.0	211.7	0.8	431	213.4	2.5	853
Proposed Option 4, Repair Ex gate, Add 10'WX4'H gate - SW 2 elev 208.0	211.7	0.8	403	213.5	2.6	827
Proposed Option 5, Repair Ex gate, Add 10'WX4'H gate - SW 2 elev 206.5	211.7	0.8	431	213.4	2.5	853

Table 2 - Results of H&H Analysis of Alternatives

4. Conceptual Design

The engineering study project team met with the Committee at the Winthrop Town Office on December 14, 2015 to review the results of the updated hydraulic and hydrologic analyses. Following this review and a discussion of the general cost, constructability, and other considerations relevant to the proposed modification of Maranacook Lake Outlet Dam, two of the dam modification options were selected for preliminary design.

4.1 Selection of Two Final Alternatives

4.1.1 *Rationale for Selection*

The alternatives are described in the table on the following page. The benefits and limitations of each alternative are noted, the deciding considerations for each alternative are underlined, and the outcomes of the selection process are indicated.

Alternative	Benefits	Limitations	Outcome
1: New Gate in Existing Location	<ul style="list-style-type: none"> • Relatively low cost. • Includes repair of existing concrete. 	<ul style="list-style-type: none"> • <u>Inadequate hydraulic performance.</u> • <u>Does not move flow away from left bank.</u> 	Eliminated.
2: New Gate in Center Weir (10', El. 208)	<ul style="list-style-type: none"> • Moves flow away from left bank. • <u>Inadequate hydraulic performance.</u> 	<ul style="list-style-type: none"> • <u>Inadequate hydraulic performance.</u> 	Eliminated.
3: New Full-Width Crest Gate in Center Weir	<ul style="list-style-type: none"> • Moves flow away from left bank. • <u>Adequate hydraulic performance.</u> • <u>Relatively low cost.</u> 	<ul style="list-style-type: none"> • Less ultimate drawdown capability (vs. Alt. 6/B). 	Selected as "Alternative A."
4: New Gate in Center Weir (10', El. 208); Retain Existing Gate	<ul style="list-style-type: none"> • Adequate hydraulic performance. 	<ul style="list-style-type: none"> • <u>Negligible benefit over Alt. 2.</u> • <u>Higher cost than Alt. 2.</u> • <u>Inadequate hydraulic performance.</u> 	Eliminated.
5: New Deep Gate in Center Weir; Retain Existing Gate	<ul style="list-style-type: none"> • Adequate hydraulic performance. 	<ul style="list-style-type: none"> • Retention of existing gate provides negligible hydraulic benefit. • <u>Superseded by Alt. 6.</u> 	Eliminated.
6: New Deep Gate in Center Weir; Bulkhead Existing Gate	<ul style="list-style-type: none"> • <u>Adequate hydraulic performance.</u> • <u>Deeper sill allows greater drawdown (vs. Alt. 3/A).</u> 	<ul style="list-style-type: none"> • Potentially higher cost. 	Selected as "Alternative B."

Table 3 - Evaluation of Dam Modification Alternatives

4.2 Conceptual Design Narrative

Engineering drawings showing the existing conditions and proposed plans, elevations, and cross-sections for the two alternatives advanced to the conceptual design stage are provided in Appendix C. The alternatives are described below.

4.2.1 Alternative A

Alternative A is the installation of a new crest gate in the existing center weir. The proposed crest gate is of the pneumatic (Obermeyer) type, with a sill elevation of El. 208 and a nominal height of 4 feet, for a crest elevation of El. 212. The gate is 20 feet wide, occupying the full width of the existing center weir.

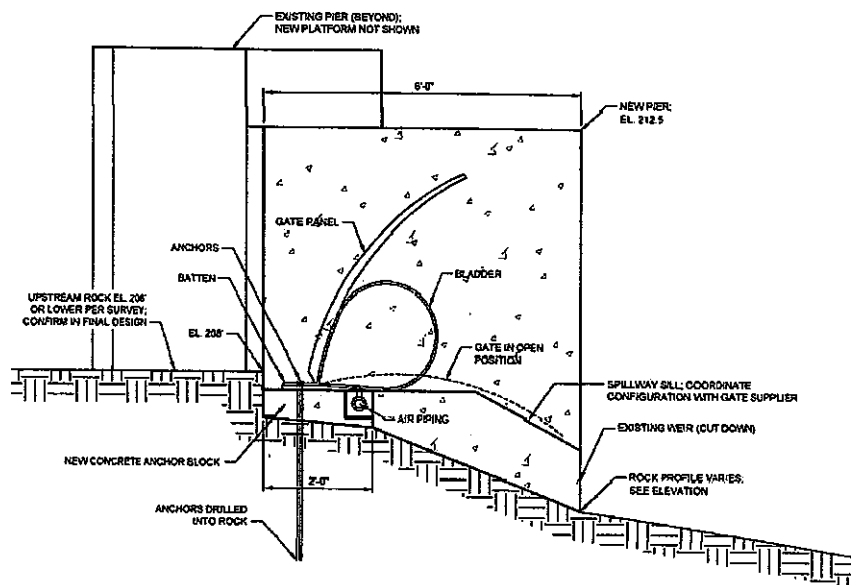


Fig. 15 - Alternative A

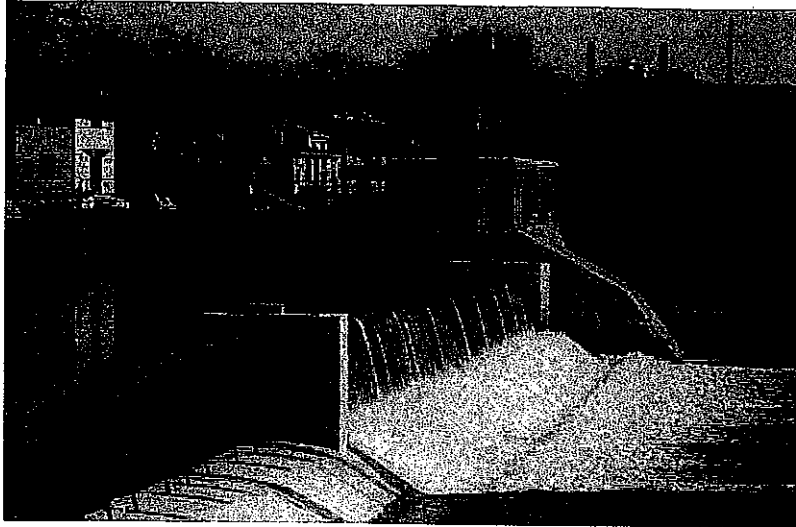


Fig. 16 - Example Obermeyer Gate

The gate consists of two separate 10-foot-wide panels. The panels are hinged at the bottom and anchored to the sill. A pneumatic bladder on the downstream side of each panel is inflated or deflated to raise or lower the gate. In an emergency, the gates can be lowered without electric power, but power is required to inflate the bladders and close the gates. The gate control system can be programmed to attempt to maintain a desired headwater elevation.

Concrete demolition is required to remove the existing center weir down to and below the new gate sill elevation. Minimal rock excavation is required. Rock anchors are required along the length of the new gate to anchor the upstream end of the gate panels.

The existing pier at the right side of the new gate is re-used, while a new pier is constructed at the left side of the gate where it abuts the existing gate structure. Some new concrete work is required on the gate sill to embed mechanical components of the gate and protect or restore the existing concrete.

4.2.2 Alternative B

Alternative B is the installation of a new, deeper crest gate in the existing center weir. The proposed crest gate is of the bottom-hinged mechanical type, with a sill elevation of El. 206.5 and a nominal height of 5.5 feet, for a crest elevation of El. 212. The gate is 10 feet wide, occupying the left portion of the existing center weir.

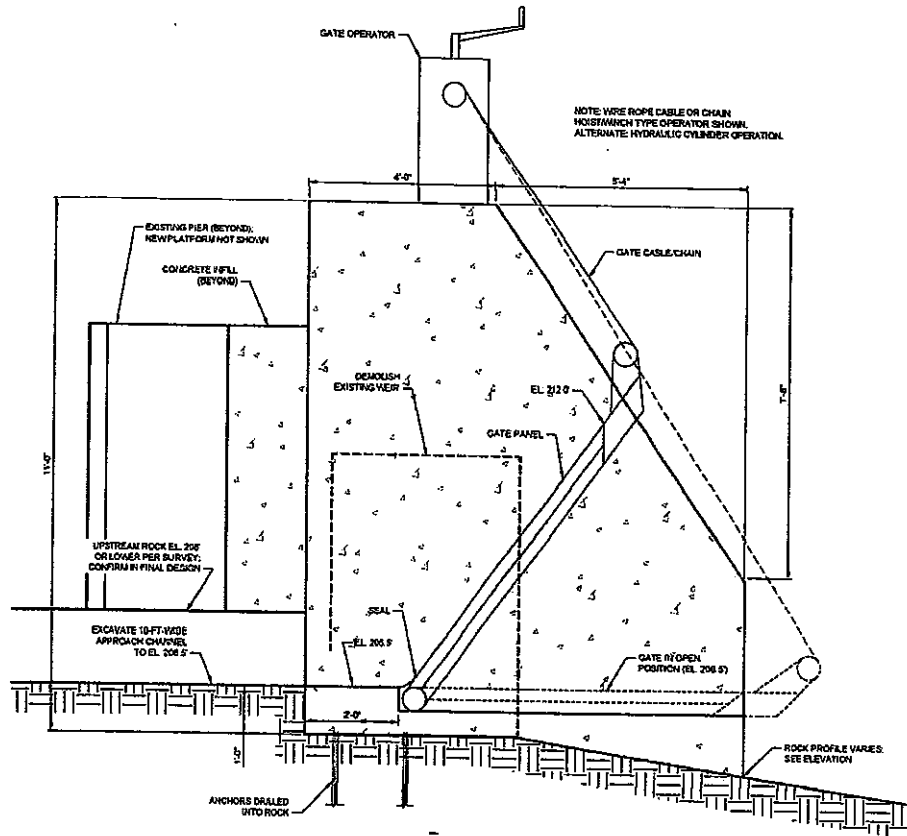


Fig. 17 - Alternative B



Fig. 18 - Example Hydraulically-Operated Crest Gate

The gate consists of a single 10-foot-wide panel. The panel is hinged at the bottom and supported by the piers. Operation can be by means of one or more hydraulic rams or by wire rope cable hoists attached at the top of the panel. (The latter is shown conceptually in Fig. 16.) The advantages of hydraulic operation are cost and simplicity. The advantage of wire rope cable operation is that the gate can be closed without electric power by means of a hand crank. With either option, the gates can be lowered without electric power. The gate control system can be programmed to attempt to maintain a desired headwater elevation.

Concrete demolition is required to remove the existing center weir down to bedrock. Additional rock excavation is required for an approach channel to meet the lower sill elevation. Rock anchors are required at the upstream ends of the piers.

New piers are built on both sides of the new gate. The pier on the left side of the new gate abuts the existing gate structure. A new concrete sill is constructed on bedrock.

4.2.3 Features Common to Both Alternatives

Alternatives A and B both involve additional improvements to the dam and surrounding area. The existing gate is decommissioned, damaged concrete removed, and the gate area is infilled with new concrete. The existing operating platform is removed and modified or replaced to accommodate the new gate configuration.

Electric service is provided to the dam site, and a gate control station is situated in a convenient location. (The location of this equipment may require coordination with abutting landowners.)

The plunge pool downstream of the dam is filled. The left bank of the river downstream of the dam is protected from erosion by the placement of rip-rap.

4.3 Modeling of Preferred Options

Both the hydraulic and hydrologic models were updated to simulate the Preferred Options to project potential lake levels, outflow and time of high water.

The hydraulic model was revised only at the Maranacook Dam. All other geometries and settings modeled in the existing condition model were retained within the option A and B models.

Simulations assumed each gate was fully open. The HECRAS model only allows variable gate conditions for unsteady flow simulations, an option that could be used for final design and water level management strategies.

Similar to the preliminary options, Options A and B were run through the hydrology model using the 10- and 100-year SCS 24-hour storm with a starting elevation at the summer maximum

(210.9-ft). Additionally, the options were run using the 2012 May-June storm for a comparison to historical events.

As shown in Figure 19, for the 10-year storm Options A and B are quite similar with Option A draining the lake slightly faster. Both options provide significant improvement over the existing dam configuration and preliminary Options 1-5. Option A comes closest to meeting CWD's goal of a 0.5-ft lake level rise for the 10-year storm with a projected rise of 0.6 ft. Both options bring lake level back to the summer maximum in approximately 3.5 days.

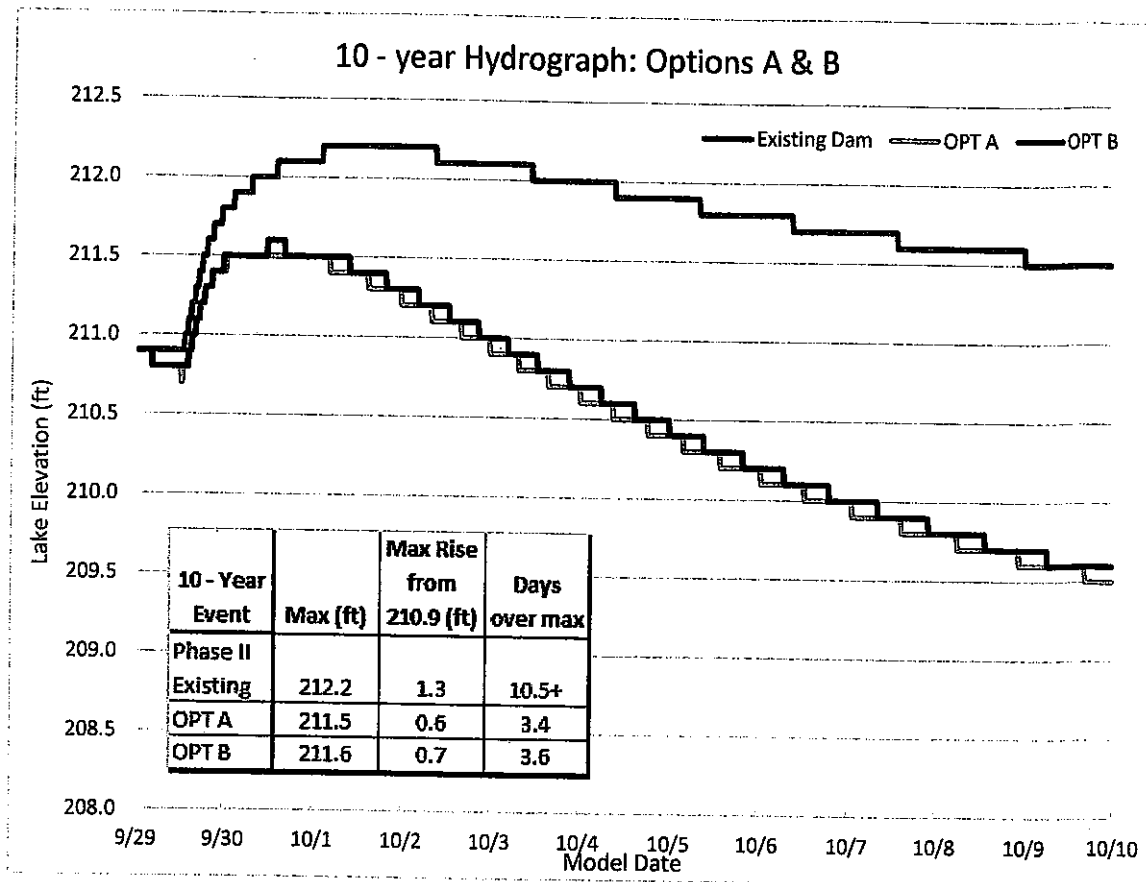


Fig. 19 - 10-year Hydrograph of existing conditions and proposed Options A and B.

Options A and B perform similarly for the 100-year storm, the only difference being that Option A drains back to summer maximum approximately 7 hours more quickly than Option B.

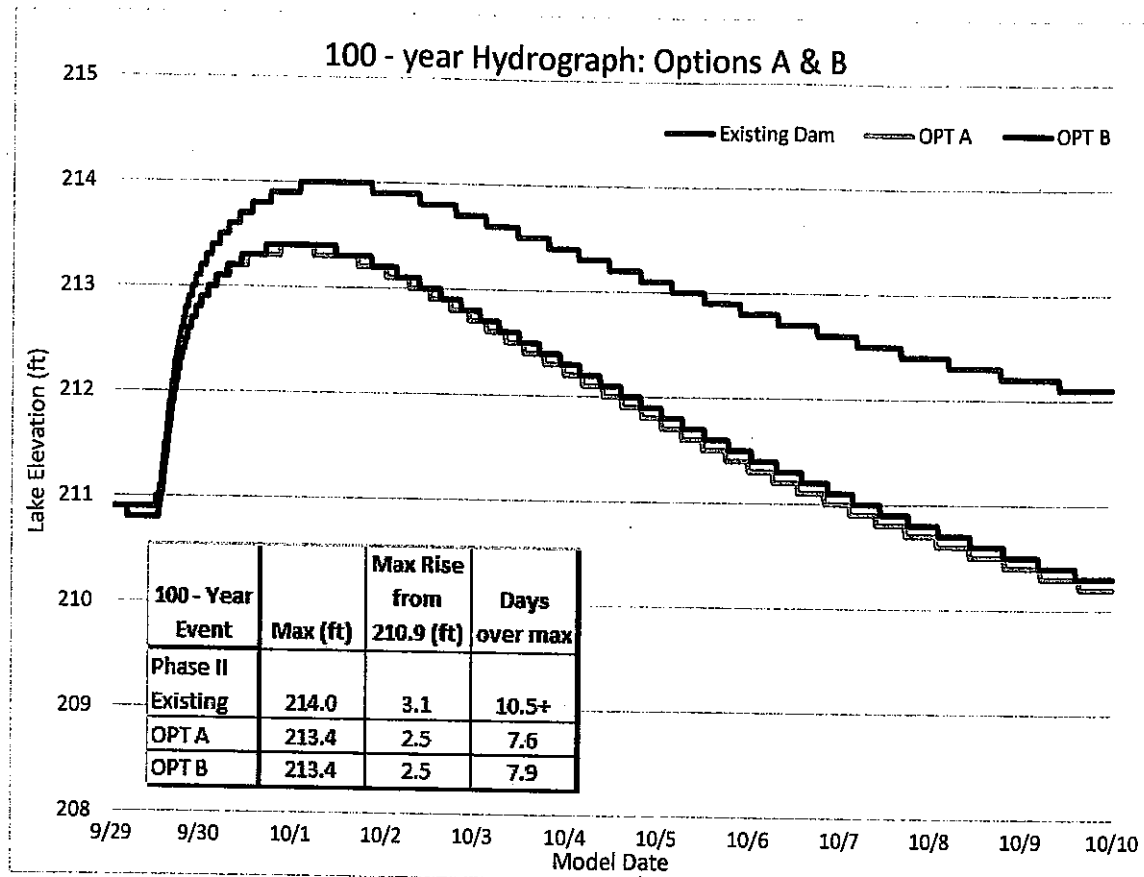


Fig. 20 - 100-year Hydrograph of existing conditions and proposed Options A and B.

The well-documented May-June 2012 storms provides a realistic glimpse into the improved flow capabilities of Options A and B. Under the existing dam configuration, lake levels from initial 2.3 inch storm do not begin to lower until approximately 4.5 days after the beginning of the first event. Lake levels are already high when the second 4.9 inch storm begins. Under Options A and B, the Lake is able to drain by a full foot prior to the beginning of the second storm. Thus the maximum Lake level as a result of these two events is 1.5 feet lower for Options A and B than under the existing dam configuration. Under these proposed options, Lake levels are above the initial Lake elevation for approximately 4 days.

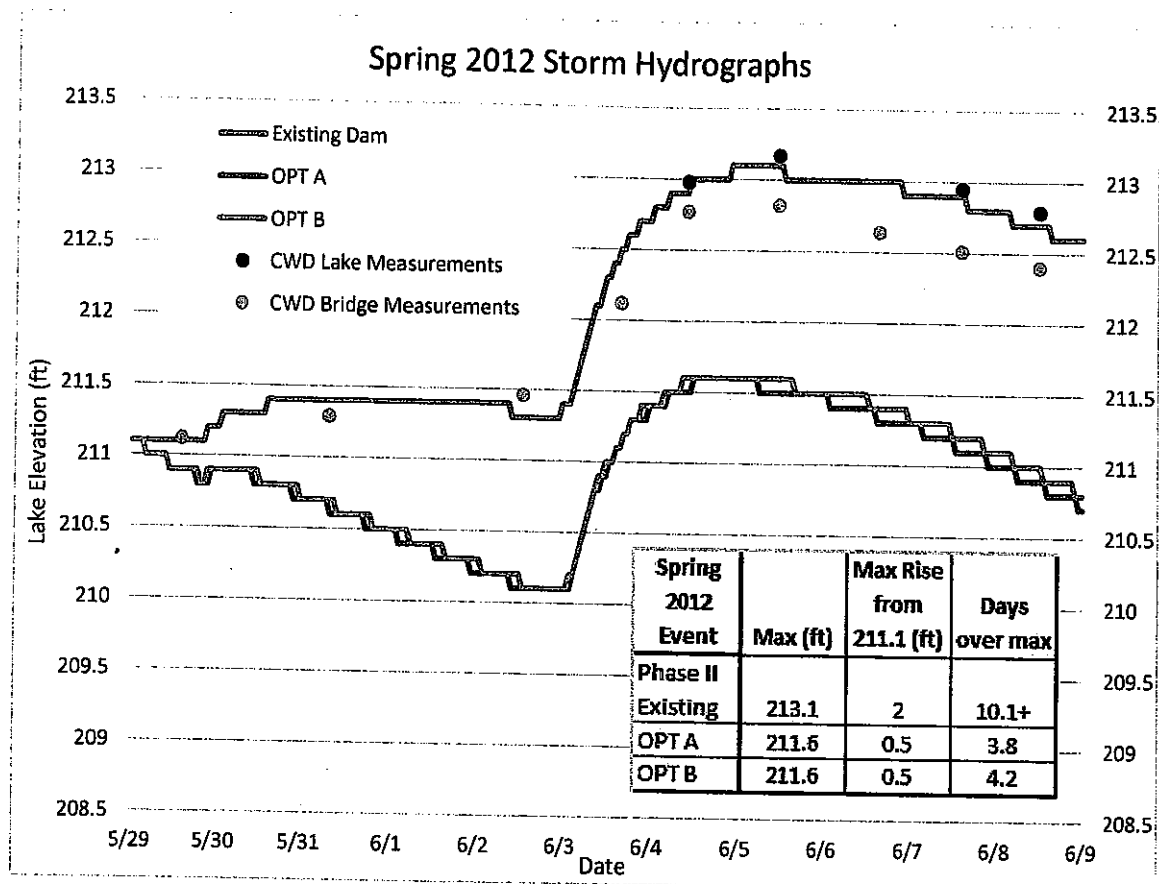


Fig. 21 - Options A and B hydrographs for the historical May-June 2012 storm.

Condition	10-year flood, NAVD	increase, ft	Outflow, cfs	100- year flood, NAVD	increase, ft	Outflow, cfs	2012 Spring Flood, NAVD	increase from min, ft	Outflow, cfs
CWD Target Elevations									
Summer Max	210.9	0.5 ft rise for 10- yr		210.9	1.0 ft rise for 50- yr				
Spring Max	211.9			211.9					
Starting water levels	210.9	summer max		210.9	summer max		211.1	Actual	
Dam Condition									
Existing Dam, trash rack clear	212.2	1.3	215	214	3.1	636	213.1	2.0	400
Proposed Alt. A	211.5	0.6	497	213.4	2.5	851	211.6	1.5	508
Proposed Alt. B	211.6	0.7	475	213.4	2.5	841	211.6	1.5	488
Option A: Remove Existing Gate, 20'X5' hinge gate at SW2, Elev. 208.0									
Option B: Remove Existing Gate, 10'X7.5' hinge gate at SW2, Elev. 206.5									

Table 4 - Summary of Model Results, Preliminary Design

4.4 Estimates of Expected Construction Cost

Cost estimates were prepared for both alternatives. The estimates include engineering design, demolition, sitework, purchase of manufactured gates, installation, and other improvements. The cost estimates assume that the Towns will provide their own construction management. The costs estimates are summarized in Table 5, below. Details are provided in Appendix D.

	Alternative A	Alternative B
Engineering, Permitting, & Bidding	\$ 31,000	\$ 31,000
Manufactured Gates	\$ 88,000	\$ 165,000
Construction (excluding purchase of gates)	\$ 52,000	\$ 67,000
Contingency	\$ 42,000	\$ 70,000
Total	\$ 213,000	\$ 333,000

Table 5 - Summary of Cost Estimates

The costs for the manufactured gates have been determined in consultation with gate manufacturers. The budgetary quotes from the manufacturers include the gates, operating equipment, controls, and delivery to the site, but do not include installation or sitework. These costs are for budgeting purposes only, and should not be considered a "firm and final" or exact not-to-exceed price. The following contact information is provided for the gate manufacturers:

Obermeyer Hydro, Inc. (Obermeyer Gates)
Robert Eckman, Vice President
P.O. Box 668
Fort Collins, CO 80522
(970) 568-9844

Steel-Fab, Inc. (Crest Gates)
Louis (Louie) Bartolini, Vice President
552 Oak Hill Road
Fitchburg, MA 01420
(978) 345-0035

A thirty percent contingency is applied to the construction costs to account for additional work (such as minor modifications of the Winthrop Commerce Center Dam gates), change orders, and other items that may be encountered during final design and construction. This contingency can be reduced in the final design phase as the extent of the work is refined in greater detail, but some variation from both the final preconstruction cost estimate and the contractor's bid price should be expected.

5. Conclusions & Recommendations

5.1 Conclusions

- The Phase I study identified dam components that limited outflow and caused higher water levels than desirable. Key issues include inadequate capacity of the existing gate, clogging and damage to the trash racks, erosion of the downstream embankment, and geometry of the Bowdoin Street Bridge.
- The existing gate is undersized. The trash rack easily clogs with leaves and causes higher water levels, the structure is seriously deteriorated and high flows through this gate cause downstream erosion.
- The middle concrete weir provides the best potential for a new gate structure.
- The stoplog sill provides limited options for increased flow due to shallow bedrock.
- Based on survey that was obtainable and hydraulic model results, the Commerce Center Dam and Main Street Bridge can likely pass most flow from the Maranacook Lake Dam without causing backwater in Mill Stream if the gates are fully open.
- The existing condition H+H models were rechecked using the storm that occurred in May-June 2012 and were found to agree well with recorded water level and rainfall data.
- Not all hydrologic or hydraulic conditions were modeled but the H+H models have the capability to simulate many watershed and dam conditions and can provide a tool for water level management in the final design process.
- A January 2016 rainstorm showed the impact of clogged trash racks at the Commerce Center Dam with the Maranacook Dam being inundated with backwater.
- The Bowdoin Street Bridge was found to limit dam outflow once water levels reach about elevation 212.
- Adding a 20'W X 4'H gate or a 10'W X 7.5'H gate in the center weir provides an expected rise of 0.8' for a 10-year storm and drains the lake in about 4.5 days. Under existing conditions, a rise of 1.2' can be expected and can take over 10 days to drain. These options would drain a 100-year storm in about 9 days and the lake level would be about 0.6' lower than under current conditions.

- A 20' wide gate with a base elevation of 208.0' and a 10' wide gate with a base elevation of 206.5' function very similarly hydraulically with the narrower gate providing the option of lower lake levels. Both options provide an expected 10-year rise of 0.6-0.7' and drain the lake within 4 days. The Spring 2012 storm would have had a likely rise of 0.5' rather than 2' with either option in place.
- An Obermeyer gate is feasible alternative for a 20-foot-wide crest gate with a sill elevation of El. 208.0'.
- A bottom-hinged mechanical crest gate is a feasible alternative for a 10-foot-wide crest gate with a will elevation of El. 206.5'.
- The Obermeyer gate has a lower estimated cost than the mechanical crest gate.

5.2 Recommendations

We recommend that the Maranacook Lake Outlet Dam Committee and the Towns of Readfield and Winthrop proceed with considering modification of Maranacook Lake Outlet Dam in a deliberate fashion. We recommend the following course of action:

1. Consider the potential benefits of modification of the dam, and the costs of the modifications, as detailed in this report. Decide whether to proceed with modification, and if so, select one of the two alternatives presented.
2. Consider operational changes or minor modifications to Maranacook Lake Outlet Dam and/or the Winthrop Commerce Center Dam that may provide interim improvements to the water elevations in Maranacook Lake.
3. Consider adding survey points below the Commerce Center Dam and complete the survey of this dam at a time of very low flow. Review potential impacts of additional flow in Mill Stream. (not included in cost estimates for final design).
4. Begin the process of appropriating the funds necessary to make the modifications.
5. Contract with an engineering design firm to perform detailed design of the dam modifications and provide permitting and bidding assistance.
6. Advertise for bids and select a construction contractor.
7. Modify Maranacook Lake Outlet Dam and install the new gates.

TOWN OF REAFIELD
TOWN MANAGER- PERFORMANCE EVALUATION ASSESSMENT - 6 MONTH
October 2015 through March 2016

This form is to be completed by the Select Board to evaluate his performance in each of the areas noted below. Performance levels should be noted based on the following scale:

1 = NEEDS IMPROVEMENT: Consistently falls short of performance standards.

2 = BELOW EXPECTATIONS: Sometimes meets the performance standards. Seldom exceeds or falls short of desired results. Performance has declined significantly, or has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

3 = MEETS EXPECTATIONS: Meets all relevant performance standards.

4 = EXCEEDS EXPECTATIONS: Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

5 = EXCEPTIONAL: Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work.

PERSONAL

- _____ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- _____ Exercises good judgment.
- _____ Is enthusiastic, cooperative and is willing to adapt.
- _____ Is a "self-starter," and possesses the necessary mental and physical stamina.
- _____ Composure, appearance and attitude are fitting for an individual in this position. Is able to separate personal feelings from the advancement of the town's interests.
- _____ Effectively uses time through being well organized and meets deadlines
- _____ Displays a positive attitude and enthusiasm for work.

COMMENTS:

BEHAVIOR FLEXIBILITY

- _____ Exerts self-control.
- _____ Receptive to change.
- _____ Deals successfully and appropriately with stressful situations.
- _____ Displays self confidence.
- _____ Is objective.
- _____ Has the respect due the Town Manager position.
- _____ Delegates work to others.

COMMENTS:

PROFESSIONAL SKILLS AND STATUS

- _____ Knowledgeable of current developments affecting the local government management field.
- _____ Respected in the management profession.
- _____ Demonstrates a capacity for innovation and creativity.
- _____ Anticipates problems and develops effective approaches for solving them.
- _____ Willing to try new ideas proposed by Select Board members and/or staff.
- _____ Skilled in preparing and monitoring grants.

COMMENTS:

RELATIONS WITH MEMBERS OF THE SELECT BOARD

- _____ Carries out the directives of the Select Board as a whole, rather than those of any one member of the Board.
- _____ Assists Select Board members to resolve problems at the administrative level in a manner that avoids unnecessary board action.
- _____ Assists the Select Board in establishing policy, while acknowledging the ultimate authority of the Board.
- _____ Responds to requests for information or assistance by the Select Board.
- _____ Informs the Select Board of current issues and administrative developments in a timely manner.
- _____ Receptive to constructive criticism and advice.

_____ Information is disseminated equally and completely to members of the Select Board.

COMMENTS:

POLICY EXECUTION

- _____ Implements Select Board actions in accordance with the intent of the board.
- _____ Supports the actions of the Select Board after a decision has been reached, both inside and outside the organization.
- _____ Understands the local government's laws, policies and ordinances and properly manages and enforces them.
- _____ Reviews ordinance and policy procedures periodically to improve their effectiveness.
- _____ Offers workable alternatives to the Select Board for changes in law or policy when an existing policy or ordinance is impractical.

COMMENTS:

COMMUNICATION

- _____ Provides the Select Board with reports concerning matters of importance to the local government.
- _____ Reports produced are accurate, comprehensive, concise and written to their intended audience.
- _____ Reports are generally produced through your initiative rather than when requested by the Select Board.
- _____ Prepares a usable, accurate and realistic agenda which prevents trivial administrative matters from being reviewed by the Select Board.
- _____ Documentation produced conveys that affairs of the town are fully open to public scrutiny.

COMMENTS:

RESIDENT RELATIONS

- _____ Responsive to complaints from citizens.
- _____ Is dedicated to the community and its citizens.
- _____ Skillful in dealing with the news media, avoiding partisan political positions.
- _____ Has the capacity to listen to others and to recognize their interests/needs
- _____ Works well with others.
- _____ Willing to meet with members of the community to discuss their concerns.
- _____ Generally, citizens are satisfied with our Town Manager's performance.

COMMENTS:

STAFFING

- _____ Recruits and retains competent personnel for open staff positions.
- _____ Aware of weak or indifferent personnel and works to improve their performance.
- _____ Informed and concerned about employee relations within the working environment.
- _____ Treats all employees equally.

COMMENTS:

SUPERVISION

- _____ Instills confidence and encourages subordinates with emphasize on being supportive rather than restrictive in regards to their positions.
- _____ Has developed a friendly and informal relationship with the staff and work force as a whole, yet maintains the prestige and respect of the Town Manager's office.
- _____ Evaluates personnel periodically and points out employees weaknesses and strengths.
- _____ Manages and evaluates key personnel primarily by setting performance goals and objectives.
- _____ Assesses progress toward goals and objectives at least annually.
- _____ Ensures the town's staff works as a team and seeks ways to be innovative and oriented toward effective problem-solving.
- _____ Delegates responsibility effectively and provides the right amount of communication to staff during the course of the year.

_____ Properly controls the town's operational and functional activities and motivates others to maximum performance.

COMMENTS:

FISCAL MANAGEMENT

_____ Possesses awareness of the importance of financial planning and accounting controls.
_____ Prepares a balanced budget to provide services at a level directed by the Select Board.
_____ Makes the best possible use of available funds, and is conscious of the need to operate the local government efficiently and effectively.
_____ The prepared/recommended budget is in a workable and usable and accessible format.

COMMENTS:

COMMUNITY

_____ Difficult issues facing the town are addressed and steps taken to avoid unnecessary controversy.
_____ Cooperates with neighboring communities.
_____ Helps the Select Board address future needs and develops adequate plans anticipating long term trends.
_____ Cooperates with other local governments, state and federal government and units in the region such as the school district, regional and special purposes governments.

COMMENTS:

NARRATIVE EVALUATION

What would you identify as the Manager's strengths, expressed in terms of principal results achieved during the evaluation period?

Performance areas you would identify as needing improvement are...

Other Comments

SCORING

Total Score from the values assigned to all categories: _____

Signature: _____

Date: _____

Select Board Meeting

Monday, March 07, 2016

Budget Documents

Expenses

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10 - Administration									
	10 Administration	305,069.58	296,129.00	307,199.48	299,370.00	166,267.44	302,202.00	2832.00	0.95%
	12 Insurance	21,771.07	21,250.00	24,077.70	24,650.00	27,226.15	38,606.00	13956.00	56.62%
	15 Office Equipment	2,628.80	3,955.00	2,509.47	3,505.00	2,995.03	3,650.00	145.00	4.14%
	20 Assessing	27,535.29	31,975.00	26,198.79	21,400.00	13,119.63	22,000.00	600.00	2.80%
	30 Code Enforcement	19,632.43	21,745.00	27,083.53	28,746.00	19,061.59	29,472.00	726.00	2.53%
	40 Boundaries	2,240.00	1,000.00	0.00	2,500.00	0.00	0.00	(2500.00)	-100.00%
	50 Municipal Maintenance	67,242.82	70,466.00	61,049.20	74,905.00	26,779.25	72,240.00	(2665.00)	-3.56%
	60 Grant Writing & Planning	0.00	2,500.00	0.00	2,500.00	0.00	3,500.00	1000.00	40.00%
	70 Heating Assistance	889.83	1,500.00	1,452.16	1,500.00	371.00	1,500.00	0.00	.00%
10 - Administration		\$ 447,009.82	\$ 450,520.00	\$ 449,570.33	\$ 459,076.00	\$ 255,820.09	\$ 473,170.00	\$ 14,094.00	3.07%
15 - Boards & Commissions									
	10 Board of Appeals	327.00	607.00	3.38	407.00	0.00	410.00	3.00	0.74%
	15 Conservation Committee	2,701.44	5,760.00	3,425.68	4,365.00	539.90	2,245.00	(2120.00)	-48.57%
	30 Planning Board	2,602.49	2,773.00	819.43	2,773.00	842.57	2,705.00	(68.00)	-2.45%
15 - Boards & Commissions		\$ 5,630.93	\$ 9,140.00	\$ 4,248.49	\$ 7,545.00	\$ 1,382.47	\$ 5,360.00	\$ (2,185.00)	-28.96%
20 - Town Buildings									
	10 Fire Station	9,884.68	10,980.00	7,865.42	10,700.00	5,619.22	9,800.00	(900.00)	- 8.41%
	20 Gile Hall	17,694.10	21,818.00	17,854.00	18,122.00	8,027.65	18,042.00	(80.00)	- 0.44%
	30 Library	9,910.77	16,079.00	9,597.16	5,386.00	1,701.51	5,332.00	(54.00)	- 1.00%
	40 Maintenance	1,350.29	1,500.00	577.72	1,500.00	0.00	1,500.00	0.00	0.00%
20 - Town Buildings		\$ 38,839.84	\$ 50,377.00	\$ 35,894.30	\$ 35,708.00	\$ 15,348.38	\$ 34,674.00	\$ (1,034.00)	-2.90%
25 - Community Services									
	10 Animal Control	17,379.76	16,040.00	15,032.49	16,622.00	8,075.98	13,905.00	(2717.00)	-16.35%
	20 Kennebec Land Trust	0.00	250.00	0.00	250.00	0.00	250.00	0.00	0.00%
	25 Kennebec Valley COG	0.00	0.00	0.00	4,345.00	4,325.00	4,325.00	(20.00)	-0.46%
	40 Library	27,266.95	26,159.00	27,410.26	26,438.00	16,972.18	26,956.00	518.00	1.96%
	50 Readfield Public Access TV	4,442.22	6,165.00	5,175.60	5,717.00	3,402.05	7,435.00	1718.00	30.05%
	60 Street Lights	5,135.84	6,000.00	5760.69	5,500.00	3834.14	6,500.00	1000.00	18.18%
	90 Maranacook Lake Dam	0.00	250.00	0.00	250.00	0.00	250.00	0.00	0.00%
25 - Community Services		\$ 54,224.77	\$ 54,864.00	\$ 53,379.04	\$ 59,122.00	\$ 36,609.35	\$ 59,621.00	\$ 499.00	0.01
30 - Recreation									
	10 Beach	9,071.26	9,099.00	6,945.47	9,060.00	6,134.73	9,130.00	70.00	0.77%
	20 Recreation Board	8,931.75	9,922.00	6,505.20	9,006.00	2,657.51	10,071.00	1065.00	11.83%
	25 Heritage Days	9,401.40	5,000.00	0.00	10,000.00	10,106.85	5,000.00	(5000.00)	-50.00%
	50 Open Space Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
	60 Community Park	266.10	306.00	139.18	306.00	242.63	301.00	(5.00)	-1.63%
	70 Trails	0.00	0.00	0.00	2,700.00	1578.74	2,467.00	(233.00)	-8.63%

Expenses

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
30 - Recreation, Parks, & Activities		\$	\$	\$	\$	\$	\$	\$	%
40 - Protection									
	10 Fire Department	73,712.44	74,815.00	53,675.72	80,790.00	41,232.95	74,025.00	(6765.00)	-8.37%
	15 Fire Equipment	0.00	5,000.00	30,506.00	13,500.00	9,206.63	8,000.00	(5500.00)	-40.74%
	20 Ambulance	19,485.00	20,600.00	10,392.00	22,000.00	10,716.75	22,300.00	300.00	1.36%
	30 Water Holes	670.29	500.00	30.00	500.00	0.00	500.00	0.00	0.00%
	35 Tower Sites	0.00	1,500.00	1,249.24	2,000.00	447.83	2,000.00	0.00	0.00%
	40 Dispatching	21,877.75	26,302.00	25,066.00	28,000.00	23,520.29	28,740.00	740.00	2.64%
	50 Physicals	0.00	125.00	0.00	125.00	0.00	125.00	0.00	0.00%
	60 Personal Protective Gear	0.00	2,000.00	0.00	2,000.00	3,750.00	2,000.00	0.00	0.00%
	70 Emergency Operations	5,621.38	2,500.00	161.20	250.00	0.00	0.00	(250.00)	-100.00%
40 - Protection		\$	\$	\$	\$	\$	\$	\$	%
		121,366.86	133,342.00	121,080.16	149,165.00	88,874.45	137,690.00	(11,475.00)	-7.69%
50 - Cemeteries									
	10 Town Cemeteries	31,810.74	31,003.00	27,902.67	29,110.00	18,262.43	31,906.00	2796.00	10%
	20 Living Fence	0.00	0.00	231.96	7,000.00	2,720.00	0.00	(7000.00)	-100%
50 - Cemeteries		\$	\$	\$	\$	\$	\$	\$	%
		31,810.74	31,003.00	28,134.63	36,110.00	20,982.43	31,906.00	(4,204.00)	-11.64%
60 - Roads & Drainage									
	10 Road Maintenance	95,387.81	290,950.00	267,379.99	247,950.00	213,503.44	331,050.00	83100.00	33.51%
	40 Winter Maintenance	248,423.92	255,940.00	255,817.97	260,500.00	173,485.10	261,100.00	600.00	.23%
	60 Vehicle Maintenance	12,562.53	10,400.00	12,483.16	18,000.00	1,525.70	11,500.00	(6500.00)	-36.11%
	70 Interlocal Work	951.26	2,504.00	2,388.95	2,388.00	5,291.21	6,435.00	4047.00	169.47%
60 - Roads & Drainage		\$	\$	\$	\$	\$	\$	\$	%
		357,325.52	559,794.00	538,070.07	528,838.00	393,805.45	610,085.00	81,247.00	15.36%
65 - Capital Improvements									
	1 Admin. Technology	3,731.00	0.00	1,777.72	0.00	0.00	0.00	0.00	0%
	10 Fire Station Improvement	15,795.40	0.00	0.00	0.00	0.00	0.00	0.00	0%
	20 Gile Hall	20,027.10	3,500.00	0.00	0.00	0.00	0.00	0.00	0%
	25 Ballfield	16,567.20	31,160.00	12,918.26	8,645.00	0.00	7,200.00	(1445.00)	-17%
	30 Library Building	809.15	0.00	0.00	0.00	0.00	10,000.00	10000.00	100%
	40 Cemetery	0.00	10,000.00	1,100.00	0.00	0.00	0.00	0.00	0%
	65 Equipment	0.00	4,000.00	0.00	7,200.00	4,000.00	7,956.00	756.00	11%
	70 Transfer Station	0.00	2,000.00	1,665.00	38,000.00	14,729.59	60,000.00	22000.00	58%
	90 Maranacook Lake Dam	0.00	13,500.00	5,330.00	28,000.00	7,995.00	64,975.00	36975.00	132%
65 - Capital Improvements		\$	\$	\$	\$	\$	\$	\$	%
		56,929.85	64,160.00	22,790.98	81,845.00	26,724.59	150,131.00	68,286.00	83.43%
70 - Solid Waste									
	10 Transfer Station	237,554.08	250,585.00	227,637.45	253,595.00	150,172.38	252,416.00	(1179.00)	-0.46%
	50 Backhoe	6,920.33	2,600.00	1,274.26	2,600.00	2,410.70	4,600.00	2000.00	76.92%
70 - Solid Waste		\$	\$	\$	\$	\$	\$	\$	%
		244,474.41	253,185.00	228,911.71	256,195.00	152,583.08	257,016.00	821.00	.32%

Expenses

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
75 - Education									
	10 RSU #38	3,112,703.00	3,163,541.00	3,163,541.00	3,324,451.00	2,216,300.64	3,523,918.00	199,467.00	6.00%
75 - Education		\$ 3,112,703.00	\$ 3,163,541.00	\$ 3,163,541.00	\$ 3,324,451.00	\$ 2,216,300.64	\$ 3,523,918.00	\$ 199,467.00	6.00%
80 - Regional Organizations									
	10 Cobbossee Watershed District	17,978.00	18,877.00	18,877.00	19,825.00	13,214.00	20,816.00	991.00	5.00%
	20 Kennebec County Tax	276,913.46	282,293.00	277,640.27	260,000.00	256,103.35	270,400.00	10400.00	4.00%
	40 First Park	25,997.57	26,105.00	25,843.50	26,105.00	12,565.02	26,105.00	0.00	0.00%
80 - Regional Organizations		\$ 320,889.03	\$ 327,275.00	\$ 322,360.77	\$ 305,930.00	\$ 281,882.37	\$ 317,321.00	\$ 11,391.00	3.72%
85 - Debt Service									
	10 Fire Truck (2023 payoff)	34,720.00	34,721.00	34,720.00	0.00	0.00	68,634.00	68634.00	100.00%
	25 2013 Road Bond (2021 payoff)	0.00	109,117.00	109,116.65	109,117.00	109,116.65	109,118.00	1.00	0.00%
	70 2008 Road Bond (2019 payoff)	187,333.37	180,825.00	181,064.75	176,000.00	174,934.00	168,550.00	(7450.00)	-4.23%
85 - Debt Service		\$ 222,053.37	\$ 324,663.00	\$ 324,901.40	\$ 285,117.00	\$ 284,050.65	\$ 346,302.00	\$ 61,185.00	21.46%
90 - Unclassified									
	10 Abateements / Overlay	25,259.10	0.00	14,655.94	14,595.00	13,444.68	15,000.00	405.00	2.77%
	20 Non-profit Agencies	4,930.50	7,144.00	7,143.30	7,144.00	6,144.00	6,832.00	(312.00)	-4.37%
	40 Contingency	0.00	50,000.00	0.00	50,000.00	0.00	25,000.00	(25000.00)	-50.00%
	50 Snowmobiling	1,052.00	1,231.00	1,231.00	1,436.00	1,436.00	1,489.00	53.00	3.69%
	60 Readfield Enterprise Fund	49,500.00	5,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.00%
	90 Revaluation	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00%
90 - Unclassified		\$ 80,741.60	\$ 68,375.00	\$ 23,030.24	\$ 88,175.00	\$ 21,024.68	\$ 63,321.00	\$ (24,854.00)	-28.19%
95 - General Assistance									
	10 General Assistance	2,628.99	4,705.00	1,439.10	4,710.00	1.01	4,710.00	0.00	0.00%
95 - General Assistance		\$ 2,628.99	\$ 4,705.00	\$ 1,439.10	\$ 4,710.00	\$ 1.01	\$ 4,710.00	\$ -	.00%
TOTAL		\$ 5,124,299.24	\$ 5,519,271.00	\$ 5,330,942.07	\$ 5,653,059.00	\$ 3,816,110.10	\$ 6,042,194.00	\$ 389,135.00	6.9%

Expenses

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
DEPARTMENT		2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
95 - General Assistance		\$ 2,629	\$ 4,705	\$ 1,439	\$ 4,710	\$ 1	\$ 4,710	\$ -	0.0%
90 - Unclassified		\$ 80,742	\$ 68,375	\$ 23,030	\$ 88,175	\$ 21,025	\$ 63,321	\$ (24,854)	-28.2%
85 - Debt Service		\$ 222,053	\$ 324,663	\$ 324,901	\$ 285,117	\$ 284,051	\$ 346,302	\$ 61,185	21.5%
80 - Regional Organizations		\$ 320,889	\$ 327,275	\$ 322,361	\$ 305,930	\$ 281,882	\$ 317,321	\$ 11,391	3.7%
75 - Education		\$ 3,112,703	\$ 3,163,541	\$ 3,163,541	\$ 3,324,451	\$ 2,216,301	\$ 3,523,918	\$ 199,467	6.0%
70 - Solid Waste		\$ 244,474	\$ 253,185	\$ 228,912	\$ 256,195	\$ 152,583	\$ 257,016	\$ 821	0.3%
65 - Capital Improvements		\$ 56,930	\$ 64,160	\$ 22,791	\$ 81,845	\$ 26,725	\$ 150,131	\$ 68,286	83.4%
60 - Roads & Drainage		\$ 357,326	\$ 559,794	\$ 538,070	\$ 528,838	\$ 393,805	\$ 610,085	\$ 81,247	15.4%
50 - Cemeteries		\$ 31,811	\$ 31,003	\$ 28,135	\$ 36,110	\$ 20,982	\$ 31,906	\$ (4,204)	-11.6%
40 - Protection		\$ 121,367	\$ 133,342	\$ 121,080	\$ 149,165	\$ 88,874	\$ 137,690	\$ (11,475)	-7.7%
30 - Recreation, Parks, & Activities		\$ 27,671	\$ 24,327	\$ 13,590	\$ 31,072	\$ 20,720	\$ 26,969	\$ (4,103)	-13.2%
25 - Community Services		\$ 54,225	\$ 54,864	\$ 53,379	\$ 59,122	\$ 36,609	\$ 59,621	\$ 499	0.8%
20 - Town Buildings		\$ 38,840	\$ 50,377	\$ 35,894	\$ 35,708	\$ 15,348	\$ 34,674	\$ (1,034)	-2.9%
15 - Boards & Commissions		\$ 5,631	\$ 9,140	\$ 4,248	\$ 7,545	\$ 1,382	\$ 5,360	\$ (2,185)	-29.0%
10 - Administration		\$ 447,010	\$ 450,520	\$ 449,570	\$ 459,076	\$ 255,820	\$ 473,170	\$ 14,094	3.1%
TOTAL		\$ 5,124,299	\$ 5,519,271	\$ 5,330,942	\$ 5,653,059	\$ 3,816,110	\$ 6,042,194	\$ 389,135	6.9%

DEPARTMENT

DIVISION

2014 ACTUAL

2015 BUDGET

2015 ACTUAL

2016 BUDGET

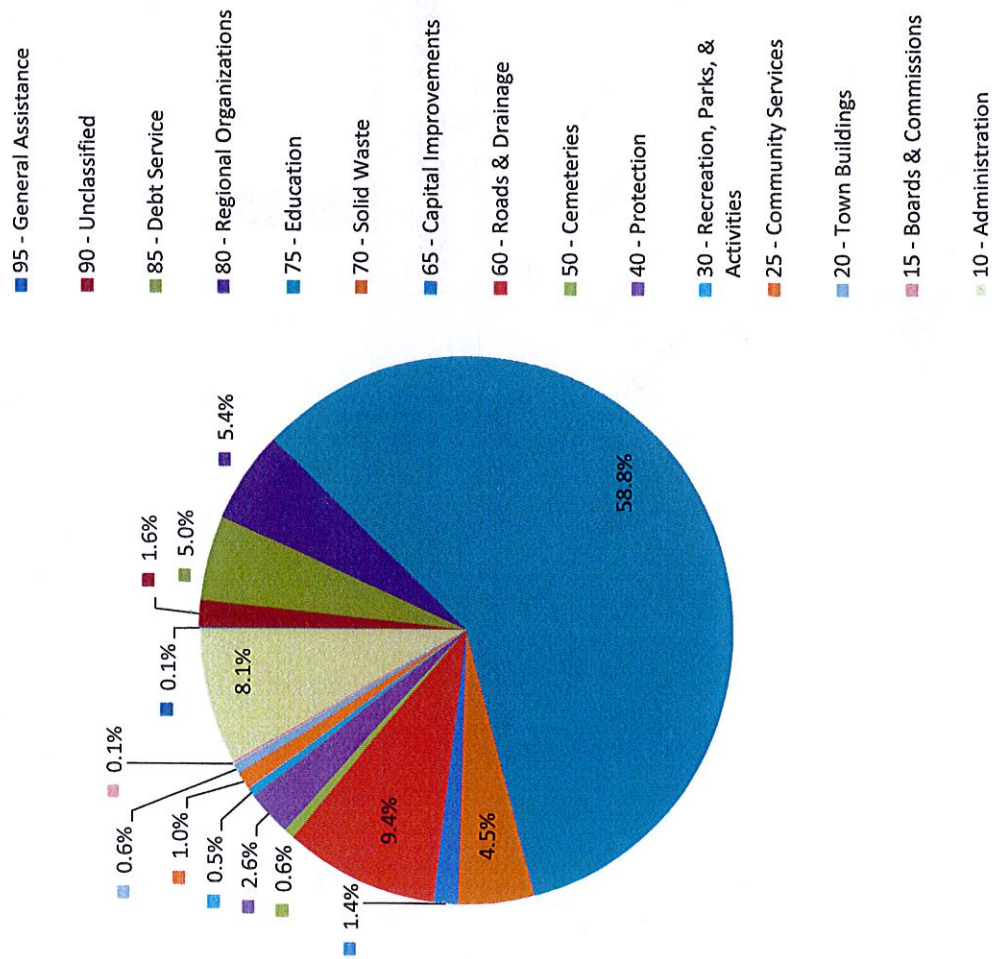
2016 YTD

2017 BUDGET

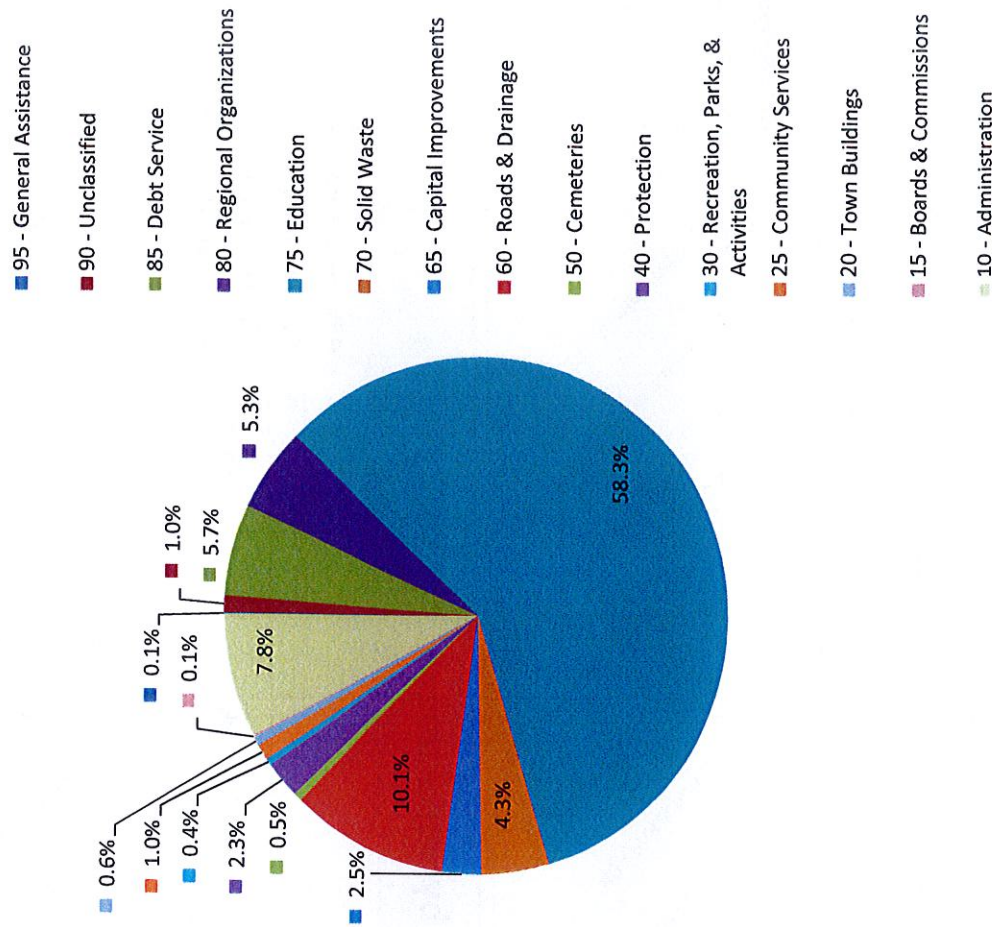
2016-2017 \$

2016-2017 %

2016 Budget Expenses by Department

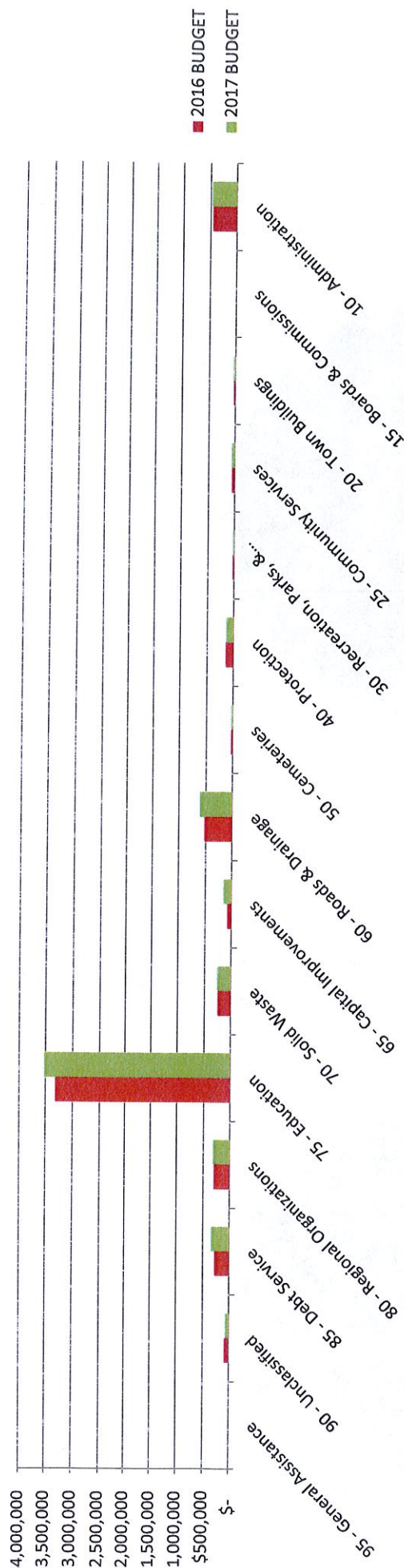


2017 Budget Expenses by Department

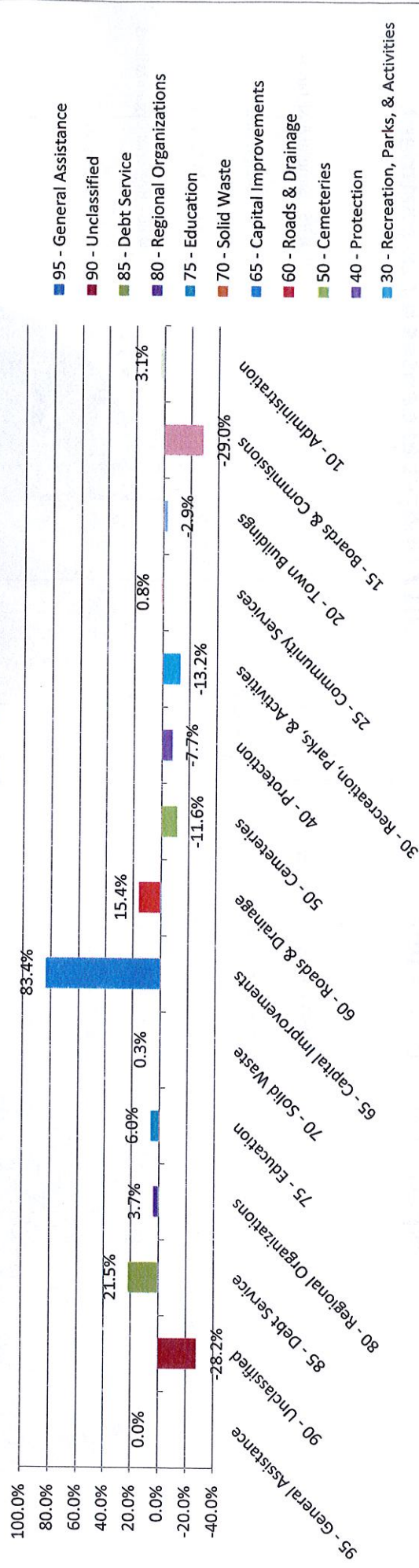


DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
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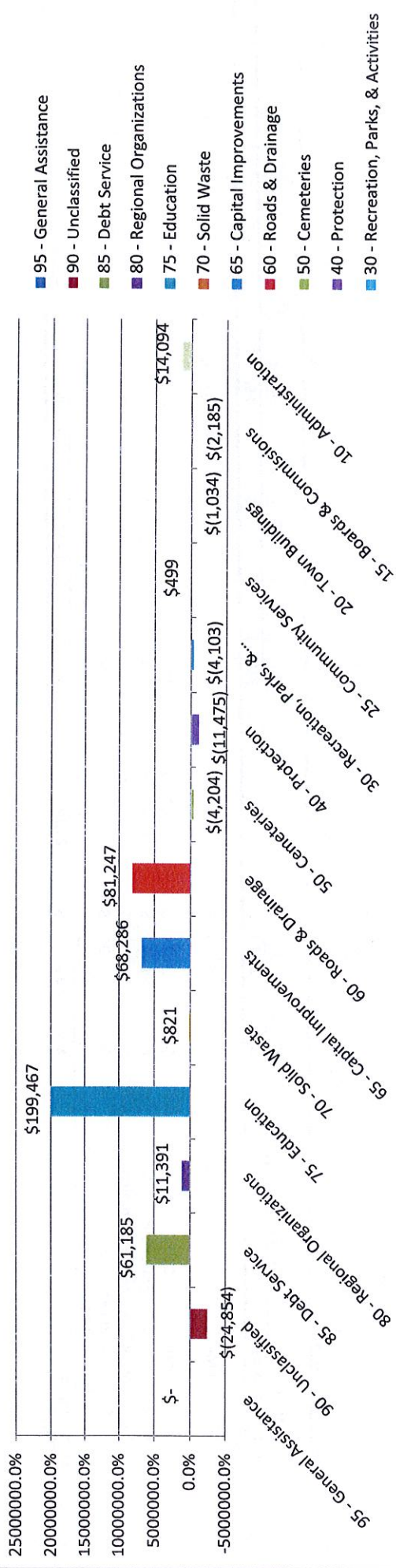
2016-2017 Totals by Department



2016-2017 % Change by Department



2016-2017 \$ Change by Department



Revenues

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10- ADMINISTRATION									
1011	REAL ESTATE PROPERTY TAX	\$ 4,299,496	\$ 4,376,604	\$ 4,401,599	\$ 4,293,829	\$ 4,295,461	\$ 4,613,136	\$ 319,307	7.4%
1012	PERSONAL PROPERTY TAX	\$ 45,268	\$ 43,583	\$ 43,648	\$ 36,855	\$ 36,855	\$ 36,855	\$ -	0.0%
1013	STATE REVENUE SHARING	\$ 120,093	\$ 110,000	\$ 114,861	\$ 110,000	\$ 80,914	\$ 110,000	\$ -	0.0%
1014	INTEREST ON TAXES	\$ 20,585	\$ 16,000	\$ 20,971	\$ 16,000	\$ 17,370	\$ 18,000	\$ 2,000	12.5%
1021	INVESTMENT INCOME	\$ 2,677	\$ 2,500	\$ 3,265	\$ 2,500	\$ 1,592	\$ 2,500	\$ -	0.0%
1031	VETERANS EXEMPTION	\$ 3,312	\$ 3,000	\$ 3,830	\$ 3,000	\$ 3,284	\$ 3,200	\$ 200	6.7%
1032	HOMESTEAD EXEMPTION	\$ 65,793	\$ 73,164	\$ 77,252	\$ 70,783	\$ 73,154	\$ 113,484	\$ 42,701	60.3%
1033	TREE GROWTH REIMBURSEMENT	\$ 8,662	\$ 8,000	\$ 9,948	\$ 9,000	\$ 10,892	\$ 10,000	\$ 1,000	11.1%
1034	BETE REIMBURSEMENT	\$ 9,793	\$ 4,134	\$ 4,158	\$ 7,746	\$ 7,746	\$ 8,381	\$ 635	8.2%
1051	BOAT EXCISE TAXES	\$ 7,946	\$ 6,000	\$ 7,945	\$ 6,000	\$ 1,473	\$ 7,500	\$ 1,500	25.0%
1052	MOTOR VEHICLE TAXES	\$ 458,998	\$ 400,000	\$ 466,037	\$ 420,000	\$ 288,456	\$ 460,000	\$ 40,000	9.5%
1053	AGENT FEE	\$ 10,699	\$ 8,600	\$ 10,441	\$ 8,600	\$ 6,108	\$ 10,000	\$ 1,400	16.3%
1054	NEWSLETTER ADS	\$ 316	\$ -	\$ 204	\$ 100	\$ 100	\$ 100	\$ -	0.0%
1060	LICENSE FEES	\$ 38	\$ -	\$ 10	\$ -	\$ 10	\$ -	\$ -	0.0%
1065	CERTIFIED COPY FEES	\$ 1,411	\$ 1,250	\$ 1,224	\$ 1,250	\$ 1,010	\$ 1,250	\$ -	0.0%
1080	REFLECTIONS	\$ 21	\$ -	\$ 4	\$ -	\$ 4	\$ -	\$ -	0.0%
1090	OTHER INCOME	\$ 6,525	\$ 2,000	\$ 14,262	\$ 2,000	\$ 7,904	\$ 2,500	\$ 500	25.0%
1095	Heating Assistance	\$ 995	\$ 1,500	\$ 847	\$ 1,500	\$ 500	\$ 1,000	\$ (500)	-33.3%
3010	PLUMBING FEES	\$ 2,363	\$ 3,000	\$ 4,078	\$ 3,000	\$ 3,215	\$ 4,000	\$ 1,000	33.3%
3020	LAND USE FEES	\$ 3,428	\$ 2,000	\$ 5,415	\$ 3,000	\$ 4,749	\$ 5,000	\$ 2,000	66.7%
5000	Use of Undesignated Funds	\$ -	\$ 133,210	\$ -	\$ 300,183	\$ -	\$ 200,000	\$ (100,183)	-33.4%
5001	Use of Carry Forward	\$ -	\$ 125,080	\$ -	\$ 74,865	\$ -	\$ 170,275	\$ 95,410	127.4%
10- ADMINISTRATION		\$ 5,068,419	\$ 5,319,625	\$ 5,189,999	\$ 5,370,211	\$ 4,840,797	\$ 5,777,181	\$ 406,970	7.6%
15- BOARDS & COMMISSIONS									
3015	Conservation Donations	\$ 18,960	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	-
3020	STATE PARK FEES	\$ 382	\$ -	\$ 597	\$ -	\$ -	\$ -	\$ -	-
3050	Trails Donations	\$ 450	\$ -	\$ 125	\$ -	\$ 2,700	\$ -	\$ -	-
15- BOARDS & COMMISSIONS		\$ 19,792	\$ -	\$ 726	\$ -	\$ 2,700	\$ -	\$ -	-
20- TOWN BUILDINGS O&M									
2010	GILE HALL DONATIONS	\$ 2,213	\$ -	\$ 919	\$ -	\$ 25	\$ -	\$ -	-
20- TOWN BUILDINGS O&M		\$ 2,213	\$ -	\$ 919	\$ -	\$ 25	\$ -	\$ -	-
25 COMMUNITY SERVICES									
1010	ANIMAL CONTROL DOG LICENSE FEE	\$ 4,423	\$ 3,500	\$ 1,804	\$ 3,500	\$ 1,099	\$ 1,800	\$ (1,700)	-48.6%
4001	LIBRARY STATE AID	\$ -	\$ -	\$ 27	\$ -	\$ -	\$ -	\$ -	-
4005	LIBRARY DONATIONS	\$ 2,728	\$ 700	\$ (8,152)	\$ 700	\$ 2,480	\$ 650	\$ (50)	-7.1%
4010	LIBRARY SALE PROCEEDS	\$ 1,443	\$ 1,000	\$ 1,655	\$ 1,000	\$ 1,218	\$ 1,000	\$ -	0.0%
4015	Library Front Desk Contributions	\$ 311	\$ 375	\$ 281	\$ 375	\$ 336	\$ 375	\$ -	0.0%
4020	Library Non Res Patrons	\$ 25	\$ -	\$ 75	\$ -	\$ 50	\$ 50	\$ 50	-
5010	CABLE TV FRANCHISE FEES	\$ 24,915	\$ 24,000	\$ 25,981	\$ 24,000	\$ 26,066	\$ 26,000	\$ 2,000	8.3%
25 COMMUNITY SERVICES		\$ 33,845	\$ 29,575	\$ 21,671	\$ 29,575	\$ 31,250	\$ 29,875	\$ 300	1.0%
30 RECREATION, PARKS,& ACTIVITIES									
1010	BEACH INCOME	\$ 8,401	\$ 9,099	\$ 7,085	\$ 9,060	\$ 3,034	\$ 9,130	\$ 70	0.8%
1020	Beach Playground	\$ 80	\$ -	\$ -	\$ -	\$ 8	\$ -	\$ -	-
2021	REC BOARD - BASEBALL	\$ 2,117	\$ 2,432	\$ 2,723	\$ 2,426	\$ -	\$ 2,966	\$ 540	22.3%
2022	REC BOARD - SOCCER	\$ 1,607	\$ 1,850	\$ 2,200	\$ 1,850	\$ 2,083	\$ 2,100	\$ 250	13.5%
2023	REC BOARD - SWIMMING	\$ 610	\$ 1,650	\$ 35	\$ 1,250	\$ -	\$ 900	\$ (350)	-28.0%

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
	2024 REC BOARD - Basketball	\$ 2,002	\$ 1,750	\$ 1,764	\$ 1,750	\$ 2,890	\$ 2,375	\$ 625	35.7
	2025 REC BOARD - OTHER RECREATION	\$ 92	\$ 1,100	\$ 299	\$ 600	\$ 142	\$ 600	\$ -	0.0
	2026 Rec Board - Softball	\$ 1,140	\$ 1,140	\$ 900	\$ 1,130	\$ -	\$ 1,130	\$ -	0.0
	2073 HD - MERCHANDISE SALES	\$ 1,828	\$ -	\$ 12	\$ -	\$ 1,265	\$ -	\$ -	0.0
	2077 HD OTHER FEES	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	7010 Trails	\$ -	\$ -	\$ -	\$ 2,700	\$ -	\$ -	\$ (2,700)	-100.0
30 RECREATION, PARKS & ACTIVITIES		\$ 18,176	\$ 19,021	\$ 15,018	\$ 20,766	\$ 9,421	\$ 19,201	\$ (1,565)	-7.5
40 PROTECTION									
	1010 FIRE DEPARTMENT DONATIONS	\$ 8,555	\$ -	\$ 4,260	\$ -	\$ 26	\$ -	\$ -	0.0
	1025 Adm Asst Regional Employee	\$ 8,429	\$ 4,000	\$ 3,244	\$ 5,580	\$ 5,773	\$ 5,580	\$ -	0.0
	1035 FD Burn Permits online	\$ -	\$ -	\$ -	\$ -	\$ 238	\$ -	\$ -	0.0
	3500 Tower Sites	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,600	\$ -	\$ -	0.0
	4050 FD Safety Grant	\$ 784	\$ -	\$ 8,675	\$ -	\$ -	\$ -	\$ -	0.0
	4070 Emergency Operations	\$ 2,933	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
40 PROTECTION		\$ 20,700	\$ 4,000	\$ 18,179	\$ 5,580	\$ 8,637	\$ 5,580	\$ -	0.0
50 CEMETERIES									
	5010 Fuel Tax Reimbursement	\$ 38	\$ -	\$ -	\$ -	\$ 37	\$ -	\$ -	0.0
	5020 Donations	\$ 2,766	\$ -	\$ 200	\$ 7,000	\$ -	\$ -	\$ (7,000)	-100.0
50 CEMETERIES		\$ 2,804	\$ -	\$ 200	\$ 7,000	\$ 37	\$ -	\$ (7,000)	-100.0
60 Roads & Drainage									
	2010 LOCAL ROAD ASSISTANCE	\$ 38,340	\$ 34,000	\$ 35,160	\$ 35,000	\$ 35,524	\$ 35,000	\$ -	0.0
	2020 HIGHWAY INCOME	\$ 700,000	\$ -	\$ 9,160	\$ -	\$ -	\$ -	\$ -	0.0
	2030 STREET SIGNS	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	6040 Sale of Equipment	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	0.0
	7010 Interlocal	\$ 4,867	\$ 2,504	\$ 4,066	\$ 2,388	\$ 8,970	\$ 6,435	\$ 4,047	169.5
60 Roads & Drainage		\$ 743,407	\$ 36,504	\$ 48,986	\$ 37,388	\$ 44,494	\$ 41,435	\$ 4,047	10.8
65 CAPITAL IMPROVEMENTS									
	6520 Gile Hall	\$ 10,695	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	6525 Ballfields	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	6550 Sidewalks	\$ 199,602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	6570 Transfer Station	\$ -	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ (19,000)	-100.0
65 CAPITAL IMPROVEMENTS		\$ 235,297	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ (19,000)	-100.0
70 SOLID WASTE									
	7010 TRANSFER STATION FEES	\$ 22,613	\$ 25,000	\$ 20,972	\$ 25,000	\$ 19,109	\$ 21,000	\$ (4,000)	-16.0
	7020 TS REDEMPTIONS	\$ 1,418	\$ 1,800	\$ 1,445	\$ 1,800	\$ 1,050	\$ 1,400	\$ (400)	-22.2
	7023 TS RECYCLABLES - METAL	\$ 8,949	\$ 10,000	\$ 19,049	\$ 10,000	\$ 4,816	\$ 9,000	\$ (1,000)	-10.0
	7025 TS RECYCLABLES - OTHER	\$ 584	\$ 500	\$ 904	\$ 500	\$ 365	\$ 500	\$ -	0.0
	7030 TS BACKHOE	\$ 3,040	\$ -	\$ 3,812	\$ -	\$ 934	\$ -	\$ -	0.0
	7040 Commercial Haulers Permits	\$ 300	\$ 300	\$ 300	\$ 300	\$ 375	\$ 300	\$ -	0.0
	7050 TS GRANTS	\$ 390	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	0.0
	7090 TS REVENUES - WAYNES SHARE	\$ 83,604	\$ 106,492	\$ 101,716	\$ 107,998	\$ 63,965	\$ 112,878	\$ 4,880	4.5
70 SOLID WASTE		\$ 120,898	\$ 144,092	\$ 148,218	\$ 145,598	\$ 90,613	\$ 145,078	\$ (520)	-0.4
90 UNCLASSIFIED									
	1250 First Park Revenue	\$ 20,680	\$ 9,500	\$ 10,298	\$ 9,500	\$ -	\$ 10,000	\$ 500	5.3
	3010 Snowmobile Fees	\$ 1,231	\$ 1,231	\$ 1,437	\$ 1,436	\$ 1,490	\$ 1,489	\$ 53	3.7
	4010 Readfield Enterprise Fund	\$ 5,750	\$ 5,000	\$ 8,466	\$ 10,000	\$ 6,716	\$ 10,000	\$ -	0.0
90 UNCLASSIFIED		\$ 27,661	\$ 15,731	\$ 20,200	\$ 20,936	\$ 8,206	\$ 21,489	\$ 553	2.6

Revenues

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
95 GENERAL ASSISTANCE	1010 GENERAL ASSIST-STATE REVENUE	\$ 2,778	\$ 2,100	\$ 269	\$ 2,100	\$ 2,100	\$ 2,355	\$ 255	12.1%
95 GENERAL ASSISTANCE		\$ 2,778	\$ 2,100	\$ 269	\$ 2,100	\$ 2,100	\$ 2,355	\$ 255	12.1%
TOTAL		\$ 6,295,991	\$ 5,570,648	\$ 5,464,383	\$ 5,658,154	\$ 5,036,180	\$ 6,042,194	\$ 384,040	6.8%

DEPARTMENT	DIVISION	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
DEPARTMENT		2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016 YTD	2017 BUDGET	2016-2017 \$	2016-2017 %
10- ADMINISTRATION		\$ 5,068,419	\$ 5,319,625	\$ 5,189,999	\$ 5,370,211	\$ 4,840,797	\$ 5,777,181	\$ 406,970	7.6
15 - BOARDS & COMMISSIONS		\$ 19,792	\$ -	\$ 726	\$ -	\$ 2,700	\$ -	\$ -	-
20 - TOWN BUILDINGS O&M		\$ 2,213	\$ -	\$ 919	\$ -	\$ 25	\$ -	\$ -	-
25 COMMUNITY SERVICES		\$ 33,845	\$ 29,575	\$ 21,671	\$ 29,575	\$ 31,250	\$ 29,875	\$ 300	1.0
30 RECREATION, PARKS, & ACTIVITIES		\$ 18,176	\$ 19,021	\$ 15,018	\$ 20,766	\$ 9,421	\$ 19,201	\$ (1,565)	-7.5
40 PROTECTION		\$ 20,700	\$ 4,000	\$ 18,179	\$ 5,580	\$ 8,637	\$ 5,580	\$ -	0.0
50 CEMETERIES		\$ 2,804	\$ -	\$ 200	\$ 7,000	\$ 37	\$ -	\$ (7,000)	-100.0
60 Roads & Drainage		\$ 743,407	\$ 36,504	\$ 48,986	\$ 37,388	\$ 44,494	\$ 41,435	\$ 4,047	10.8
65 CAPITAL IMPROVEMENTS		\$ 235,297	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ (19,000)	-100.0
70 SOLID WASTE		\$ 120,898	\$ 144,092	\$ 148,218	\$ 145,598	\$ 90,613	\$ 145,078	\$ (520)	-0.4
90 UNCLASSIFIED		\$ 27,661	\$ 15,731	\$ 20,200	\$ 20,936	\$ 8,206	\$ 21,489	\$ 553	2.6
95 GENERAL ASSISTANCE		\$ 2,778	\$ 2,100	\$ 269	\$ 2,100	\$ -	\$ 2,355	\$ 255	12.1
TOTAL		\$ 6,295,991	\$ 5,570,648	\$ 5,464,383	\$ 5,658,154	\$ 5,036,180	\$ 6,042,194	\$ 384,040	6.8

DEPARTMENT

DIVISION

2014 ACTUAL

2015 BUDGET

2015 ACTUAL

2016 BUDGET

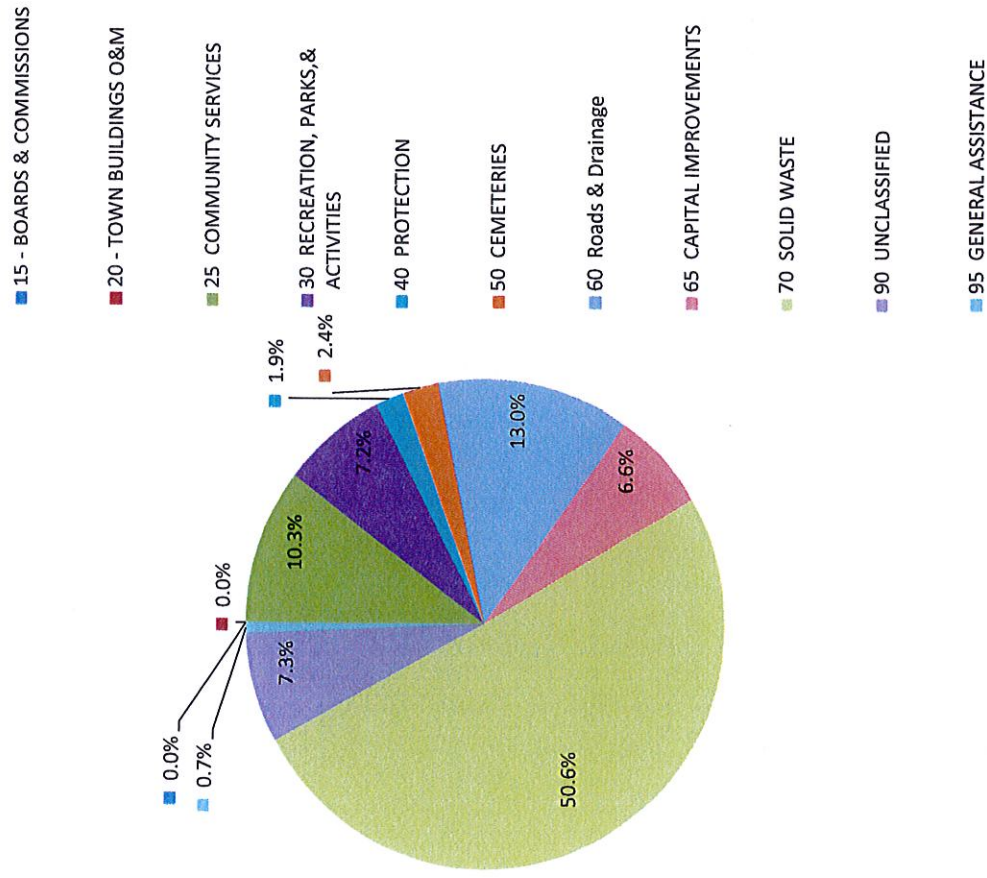
2016 YTD

2017 BUDGET

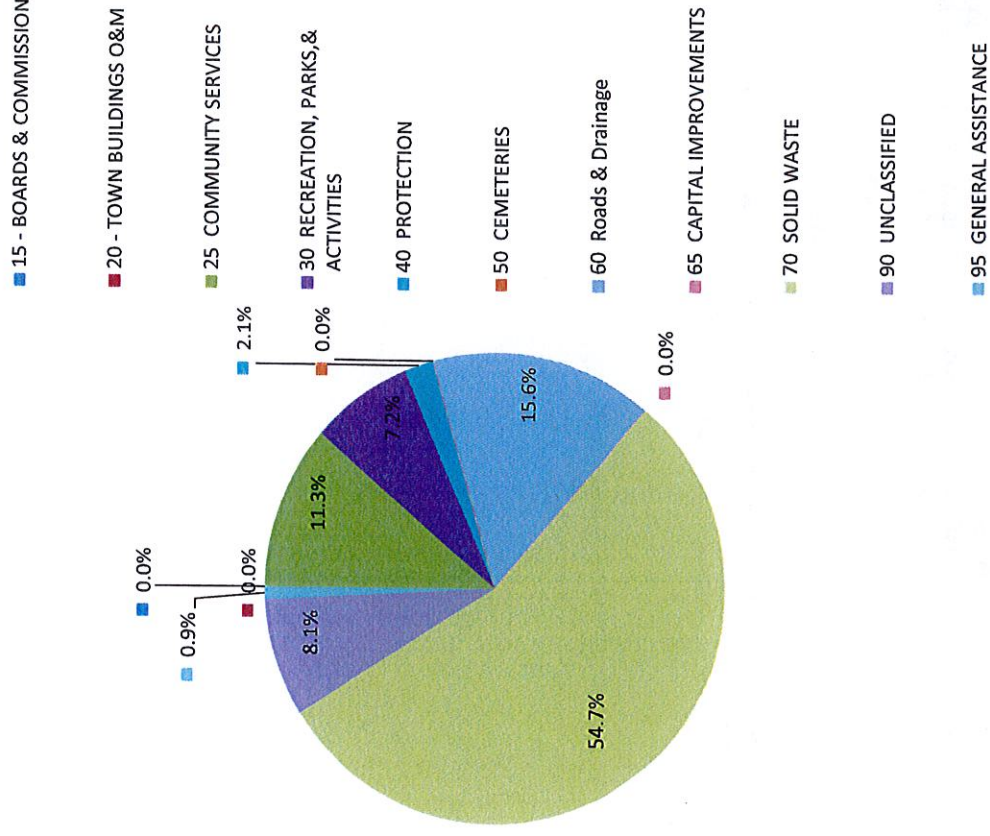
2016-2017 \$

2016-2017 %

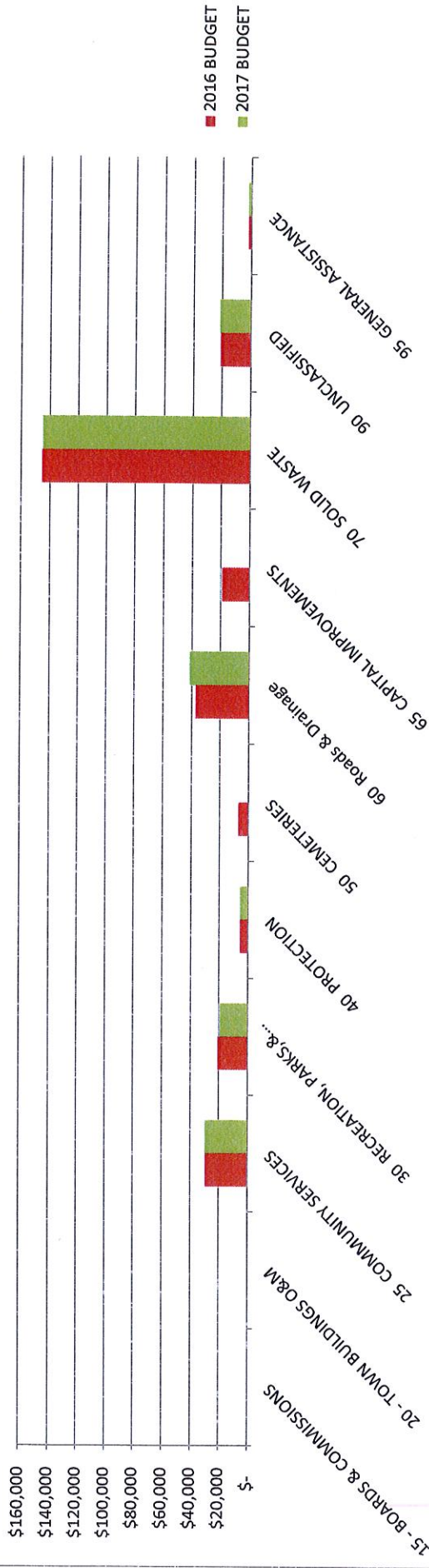
2016 Budget Revenue by Department (excluding administration)



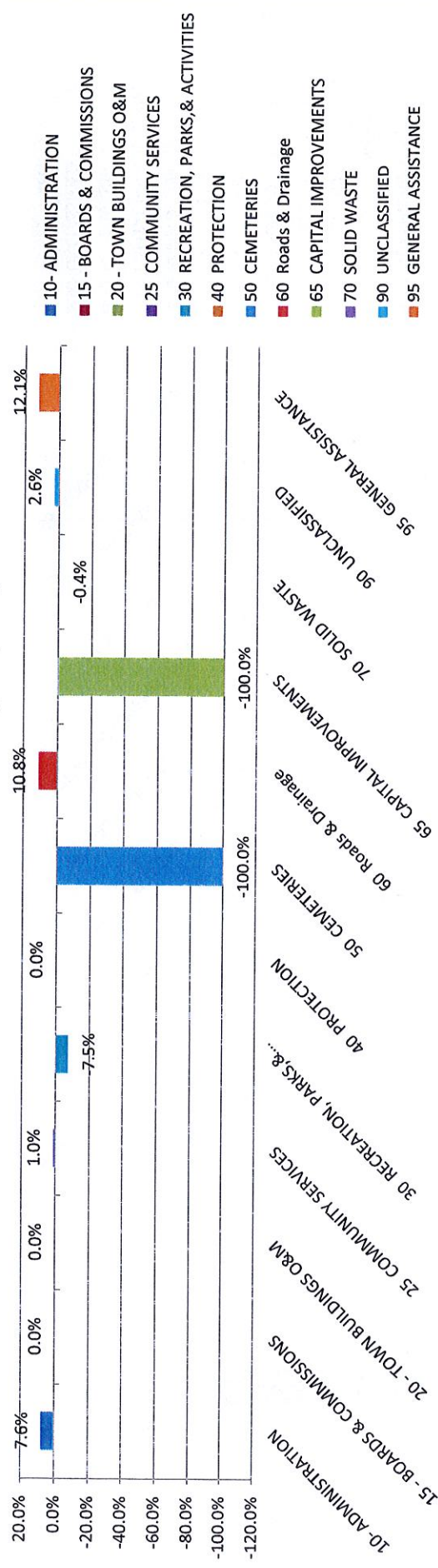
2017 Budget Revenue by Department (excluding administration)



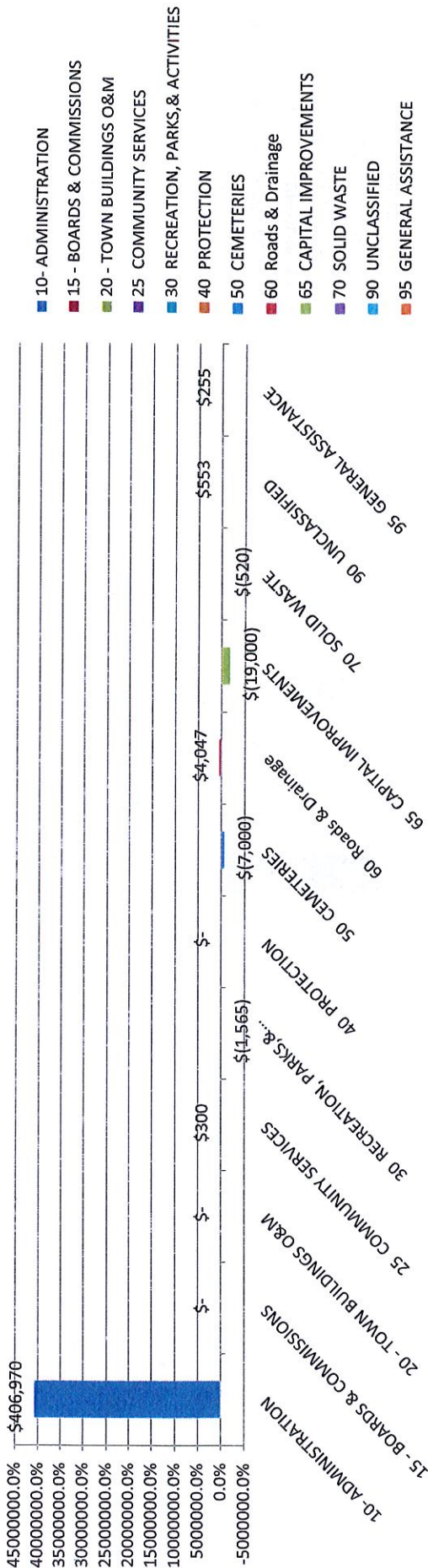
2016-2017 Revenue Totals by Department (excluding administration)



2016-2017 Revenue % Change by Department



2016-2017 Revenue \$ Change by Department



DEPARTMENT

DIVISION

2014 ACTUAL

2015 BUDGET

2015 ACTUAL

2016 BUDGET

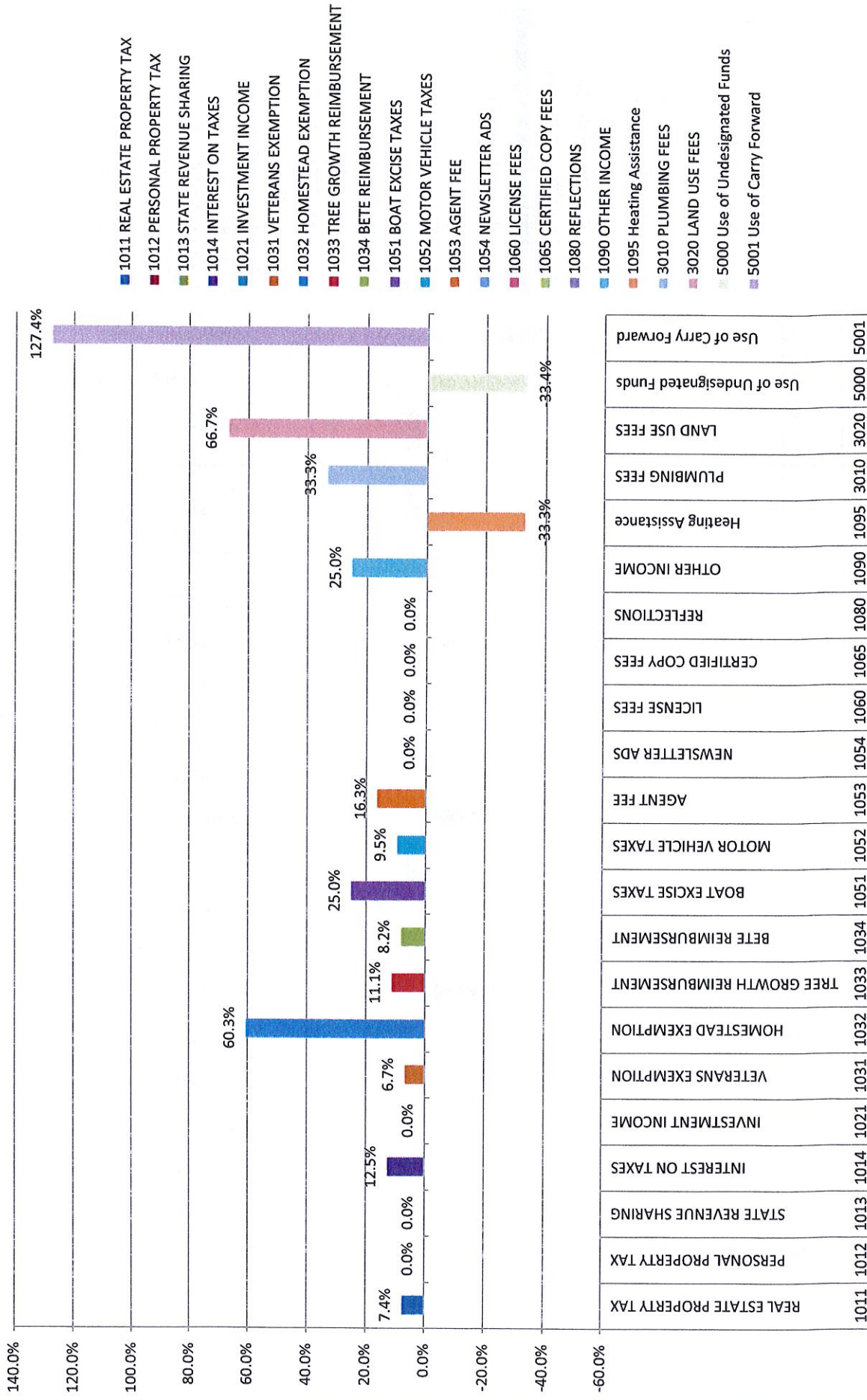
2016 YTD

2017 BUDGET

2016-2017 \$

2016-2017 %

2016-2017 Revenue % Change - Administration by Division



DEPARTMENT

DIVISION

2014 ACTUAL

2015 BUDGET

2015 ACTUAL

2016 BUDGET

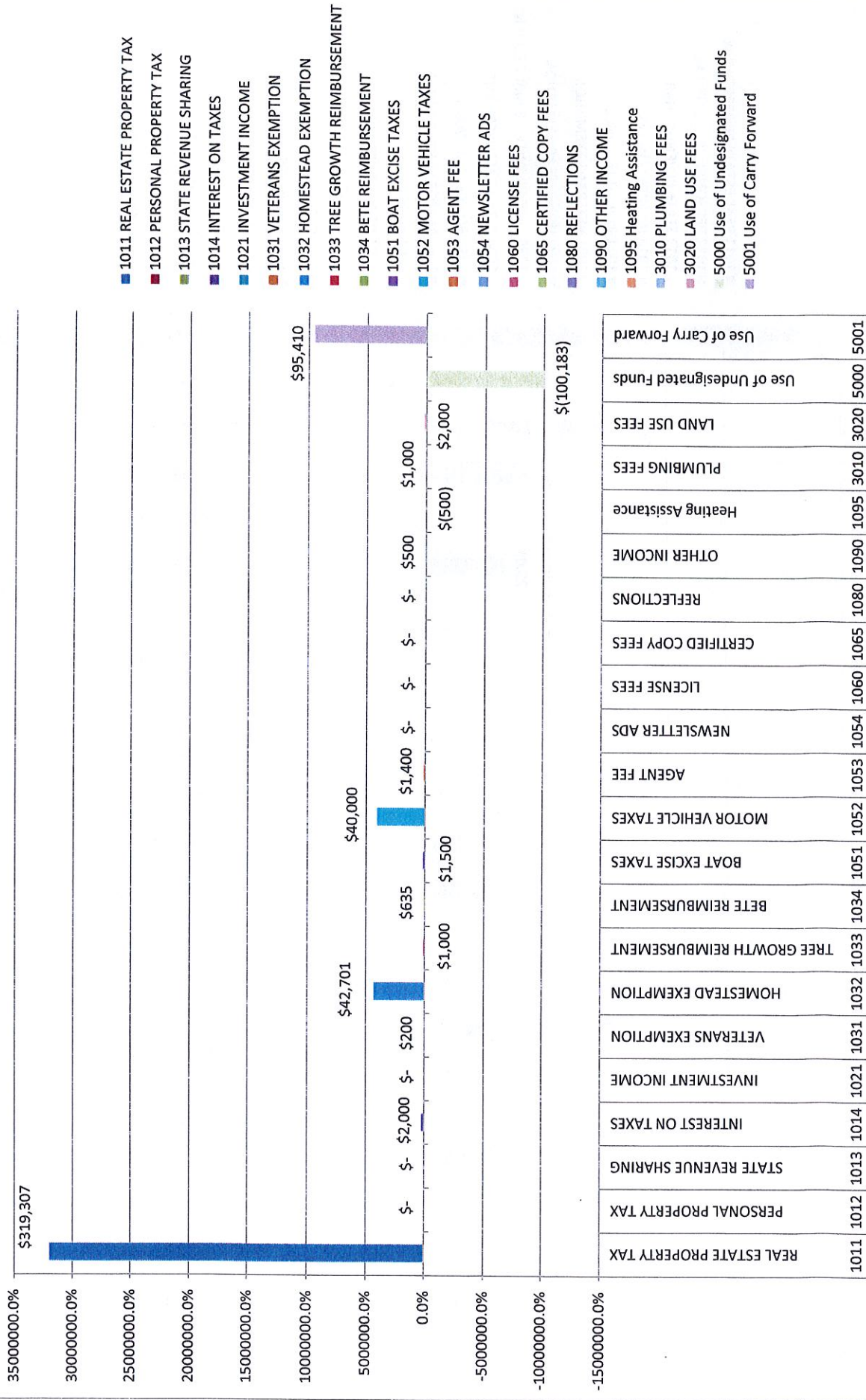
2016 YTD

2017 BUDGET

2016-2017 \$

2016-2017 %

2016-2017 Revenue \$ Change - Administration by Division



Pre Commitment - ESTIMATE
Town of Readfield
FY 2017 MUNICIPAL TAX RATE CALCULATION FORM

1. Local Taxable Real Estate Valuation.....	233,782,954	
2. Local Taxable Personal Property Valuation.....	\$2,035,042	
3. Total Taxable Valuation (Line 1 plus line 2).....		\$235,817,996
4. a) Total of Homestead Exemption Valuation.....	\$11,602,300	
4. b) Homestead exemption reimbursement value.....	\$5,801,150	
5. a) Total of BETE Exempt Property.....	\$856,840	
5. b) BETE exemption reimbursement value.....	\$428,420	
6. Valuation Base (Line 3 plus lines 4b and 5b).....		\$242,047,566

APPROPRIATIONS

DRAFT

7. County Tax.....	\$270,400	
8. Municipal Appropriation.....	\$2,232,876	
9. TIF Financing Plan Amounts.....	\$0	
10. School/Educational Appropriations.....	\$3,523,918	
(Adjusted to Municipal Fiscal Year)		
11. Total Appropriations (Add lines 7 through 10).....		\$6,027,194

ALLOWABLE DEDUCTIONS

12. State Municipal Revenue Sharing.....	\$110,000	
13. Other Revenues: (Revenues not accounted for in Municipal Appropriation which are to be used to reduce the commitment such as Tree Growth and Veterans reimbursement, trust fund income, etc.)	\$1,197,193	
14. Total Deductions (Line 12 plus line 13).....		\$1,307,193
15. Net to be raised by local property tax rate (Line 11 minus line 14)		\$4,720,001

16.	$\frac{\$4,720,001.00}{\text{(Amount from line 15)}}$	×	1.05	=	<u>\$4,956,001.05</u>	Maximum Allowable Tax
-----	---	---	------	---	-----------------------	-----------------------

17.	$\frac{\$4,720,001.00}{\text{(Amount from line 15)}}$	÷	$\frac{\$242,047,566}{\text{(Amount from line 5)}}$	=	<u>0.01950</u>	Minimum Tax Rate
-----	---	---	---	---	----------------	------------------

18.	$\frac{\$4,956,001.05}{\text{(Amount from line 16)}}$	÷	$\frac{\$242,047,566}{\text{(Amount from line 5)}}$	=	<u>0.02048</u>	Maximum Tax Rate
-----	---	---	---	---	----------------	------------------

19.	$\frac{\$235,817,996}{\text{(Amount from line 3)}}$	×	<div style="background-color: red; color: white; padding: 2px; text-align: center;">19.5622750 (MILL RATE)</div>	=	<div style="background-color: yellow; padding: 2px;">\$4,613,136.49</div>	<u>MILL RATE</u> <u>TO BE DETERMINED</u>
-----	---	---	--	---	---	---

20.	$\frac{\$4,720,001.00}{\text{(Amount from line 15)}}$	×	0.05	=	<u>\$236,000.05</u>	Maximum Overlay
-----	---	---	------	---	---------------------	-----------------

21.	$\frac{\$5,801,150}{\text{(Amount from line 4b)}}$	×	$\frac{0.01956}{\text{(Selected Rate)}}$	=	<u>\$113,483.69</u>	Homestead Reimbursement (Enter on line 8, Assessment Warrant)
-----	--	---	--	---	---------------------	--

22.	$\frac{\$428,420}{\text{(Amount from line 5b)}}$	×	$\frac{0.01956}{\text{(Selected Rate)}}$	=	<u>\$8,380.87</u>	BETE Reimbursement (Enter on line 9, Assessment Warrant)
-----	--	---	--	---	-------------------	---

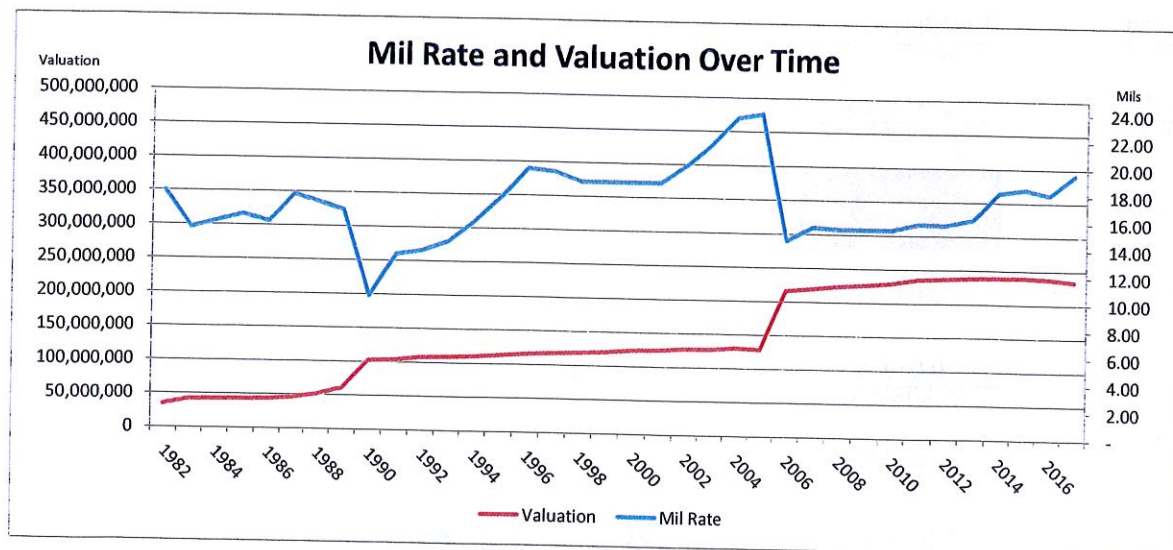
23.	$\frac{\$4,735,001.05}{\text{(Line 19 plus line 21)}}$	-	$\frac{\$4,720,001.00}{\text{(Amount from line 15)}}$	=	<div style="background-color: blue; color: white; padding: 2px;">\$15,000.05</div>	Overlay (Enter on line 5, Assessment Warrant)
-----	--	---	---	---	--	--

(If Line 22 exceeds Line 20 select a lower tax rate.)

Valuation and Mil Rate Over Time									
Fiscal Year		Mil Rate		Valuation		CPI	General Tax Information		
FY		Mil Rate	% Change *	Valuation	% Change *	CPI % Change	Interest	Commit. Date	Notes
1981	1982	17.50		33,525,000		8.9%			
1982	1983	14.80	-18.2%	41,411,207	19.0%	3.8%			Revaluation
1983	1984	15.30	3.3%	41,847,108	1.0%	3.8%			
1984	1985	15.80	3.2%	42,237,514	0.9%	3.9%			
1985	1986	15.30	-3.3%	42,801,844	1.3%	3.8%			
1986	1987	17.30	11.6%	45,425,772	5.8%	1.1%	13.50%		
1987	1988	16.80	-3.0%	50,623,696	10.3%	4.4%	11%		
1988	1989	16.20	-3.7%	59,762,345	15.3%	4.4%	11%		
1989	1990	9.90	-63.6%	101,779,380	41.3%	4.6%	12%		Revaluation
1990	1991	13.00	23.8%	103,218,225	1.4%	6.1%	12%		
1991	1992	13.30	2.3%	107,159,315	3.7%	3.1%	12%		
1992	1993	14.00	5.0%	108,440,600	1.2%	2.9%	12%		
1993	1994	15.50	9.7%	109,711,840	1.2%	2.7%	10%	9/20/1993	
1994	1995	17.30	10.4%	111,963,640	2.0%	2.7%	10%	9/6/1994	
1995	1996	19.50	11.3%	114,804,040	2.5%	2.5%	10.75%	9/7/1995	
1996	1997	19.30	-1.0%	116,831,218	1.7%	3.3%	10.75%	9/3/1996	
1997	1998	18.60	-3.8%	118,260,542	1.2%	1.7%	10.50%	9/8/1997	
1998	1999	18.60	0.0%	119,793,570	1.3%	1.6%	10.75%	9/8/1998	
1999	2000	18.60	0.0%	123,049,000	2.6%	2.7%	10%	9/7/1999	
2000	2001	18.60	0.0%	123,652,330	0.5%	3.4%	10.75%	9/18/2000	
2001	2002	19.90	6.5%	126,062,740	1.9%	1.6%	11.50%	8/20/2001	
2002	2003	21.50	7.4%	126,102,370	0.0%	2.4%	8.75%	8/21/2002	
2003	2004	23.50	8.5%	128,931,635	2.2%	1.9%	7%	8/19/2003	
2004	2005	23.80	1.3%	127,886,052	-0.8%	3.3%	6.50%	9/15/2004	
2005	2006	14.50	-64.1%	215,140,662	40.6%	3.4%	7%	9/8/2005	Revaluation
2006	2007	15.50	6.5%	218,471,667	1.5%	2.5%	7%	8/24/2006	
2007	2008	15.40	-0.6%	222,832,062	2.0%	4.1%	10%	7/23/2007	
2008	2009	15.40	0.0%	225,088,075	1.0%	0.1%	8%	7/17/2008	
2009	2010	15.40	0.0%	228,590,495	1.5%	2.7%	6%	8/11/2009	
2010	2011	15.85	2.8%	234,687,157	2.6%	1.5%	4%	8/19/2010	
2011	2012	15.80	-0.3%	235,984,354	0.5%	3.0%	4%	9/30/2011	
2012	2013	16.20	2.5%	237,595,654	0.7%	1.7%	4%	7/17/2012	
2013	2014	18.20	11.0%	238,389,551	0.3%	1.5%	4%	7/30/2013	
2014	2015	18.50	1.6%	238,928,998	0.2%	0.8%	4%	7/28/2014	
2015	2016	18.08	-2.3%	237,490,554	-0.6%	0.7%	4%	9/2/2015	
2016	2017	19.56	7.6%	233,782,954	-1.6%				

AVERAGE 17.01 3.6% *** 2.2% 2.9% 9% ***

* Excludes Revaluation Years



Notes:

Committed and Unassigned Fund Balances and Use of Funds by Fiscal Year

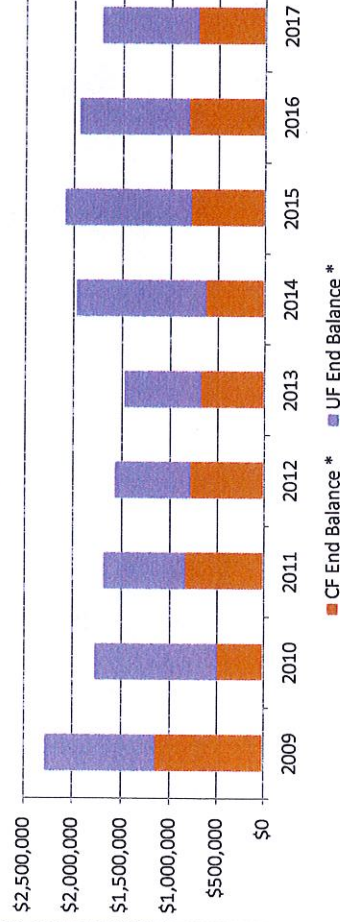
Fiscal Year	Committed Fund Balances			Unassigned Fund Balances			UF End Balance *	Combined Fund Balance
	Initial Balance	Use of Funds	New Funds	Initial Balance	Use of Funds	New Funds		
2008								
2009	\$ 1,144,584	\$ 511,444	\$ (141,769)	\$ 1,134,437	\$ 150,000	\$ 292,238	\$ 1,134,437	\$ 2,279,021
2010	\$ 491,371	\$ 11,315	\$ 352,391	\$ 1,276,675	\$ 208,719	\$ (216,500)	\$ 1,276,675	\$ 1,768,046
2011	\$ 832,447	\$ 66,828	\$ 17,955	\$ 851,456	\$ 87,415	\$ 24,652	\$ 851,456	\$ 1,683,903
2012	\$ 783,574	\$ 264,864	\$ 156,313	\$ 788,693	\$ 250,000	\$ 262,477	\$ 788,693	\$ 1,572,267
2013	\$ 675,023	\$ 139,024	\$ 86,620	\$ 801,170	\$ -	\$ 540,674	\$ 801,170	\$ 1,476,193
2014	\$ 622,619	\$ 125,080	\$ 285,853	\$ 1,341,844	\$ 133,210	\$ 99,108	\$ 1,341,844	\$ 1,964,463
2015	\$ 783,392	\$ 74,865	\$ 100,000	\$ 1,307,742	\$ 300,183	\$ 125,000	\$ 1,132,559	\$ 2,091,134
2016	\$ 808,527	\$ 170,275	\$ 75,000	\$ 1,132,559	\$ 200,000	\$ 75,000	\$ 1,007,559	\$ 1,941,086
2017								\$ 1,720,811

AVERAGE	\$ 761,859	\$ 170,489	\$ 122,480	\$ 1,071,717	\$ 161,361	\$ 161,093	\$ 1,071,448	\$ 1,785,299
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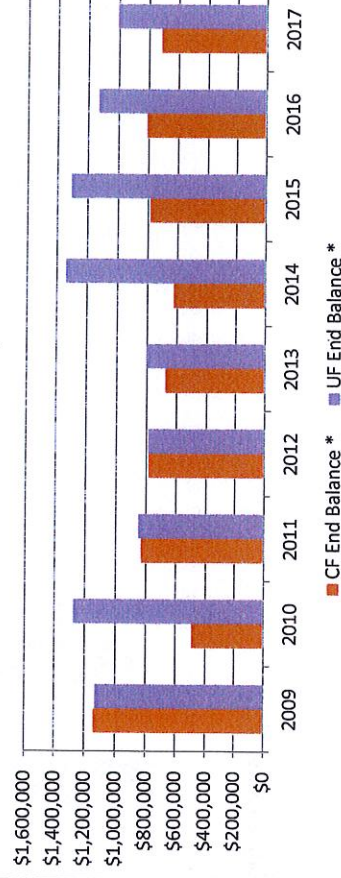
UF Minimum Allowable Balance \$ 1,009,046
 Budgeted UF Ending Balance \$ 1,007,559
 Deficit / Surplus \$ (1,487.40)

* Audited End Balances were used through FY15
 Estimated Value

Fund End Balances By Fiscal Year

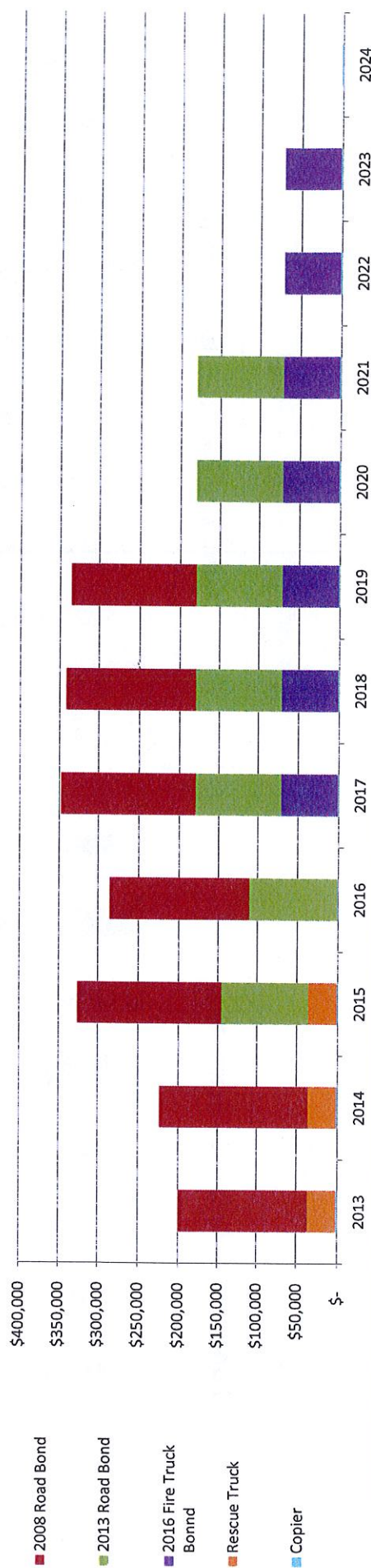


Fund End Balances by Fiscal Year



Long-Term Debt by Fiscal Year												
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
BONDS:												
2008 Road Bond	\$ 163,273	\$ 186,990	\$ 180,825	\$ 174,660	\$ 168,546	\$ 162,330	\$ 156,165					
2013 Road Bond			\$ 109,117	\$ 109,117	\$ 109,117	\$ 109,117	\$ 109,117	\$ 109,117	\$ 109,117			
2016 Fire Truck Bond					\$ 68,634	\$ 68,634	\$ 68,634	\$ 68,634	\$ 68,634	\$ 68,634		
LEASES:												
Rescue Truck	\$ 34,720	\$ 34,720	\$ 34,720									
Copier	\$ 1,928	\$ 1,928	\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
TOTAL	\$ 199,921	\$ 223,638	\$ 326,498	\$ 285,613	\$ 348,133	\$ 341,917	\$ 335,752	\$ 179,651	\$ 179,651	\$ 70,534	\$ 70,534	\$ 1,900

Long-Term Debt by Fiscal Year



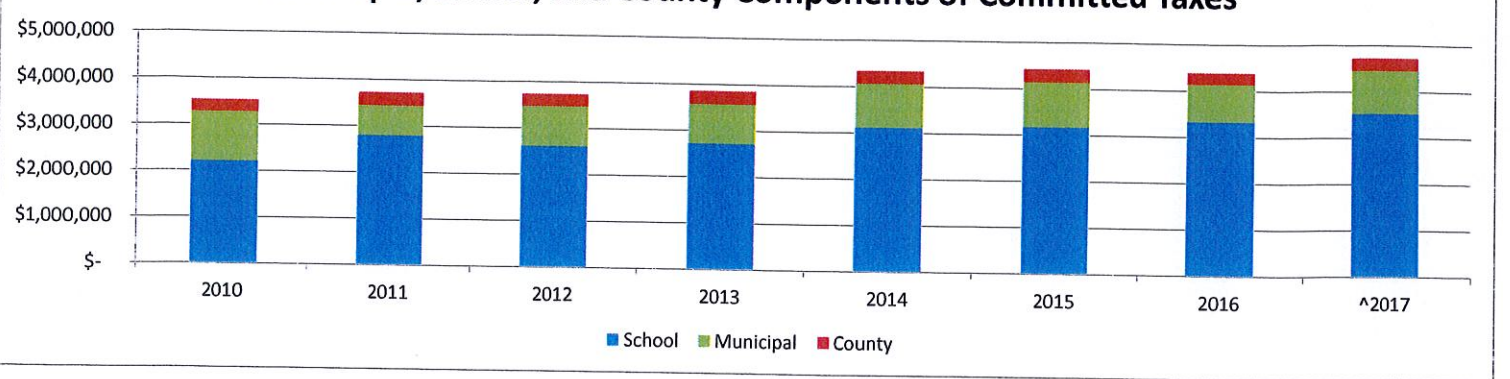
Notes:

Municipal, School, and County Components of Committed Taxes Over Time

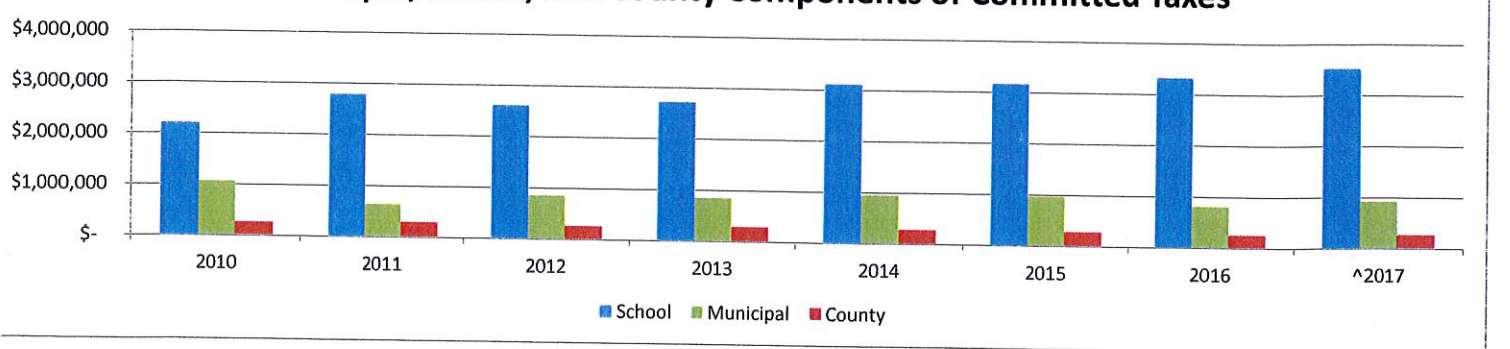
Fiscal Year FY	Base Numbers		School			County			Municipal		
	Mil Rate	Property Tax Revenue	School	%	Mils	County	%	Mils	Municipal	%	Mils
2009 2010	15.40	\$ 3,520,294	\$ 2,200,058	62.5%	9.62	\$ 258,197	7.3%	1.13	\$ 1,062,039	30.2%	4.65
2010 2011	15.85	\$ 3,719,791	\$ 2,788,184	75.0%	11.88	\$ 289,515	7.8%	1.23	\$ 642,092	17.3%	2.74
2011 2012	15.80	\$ 3,728,553	\$ 2,609,446	70.0%	11.06	\$ 262,678	7.0%	1.11	\$ 856,429	23.0%	3.63
2012 2013	16.20	\$ 3,849,050	\$ 2,715,243	70.5%	11.43	\$ 286,596	7.4%	1.21	\$ 847,211	22.0%	3.57
2013 2014	18.20	\$ 4,338,690	\$ 3,112,703	71.7%	13.06	\$ 276,805	6.4%	1.16	\$ 949,182	21.9%	3.98
2014 2015	18.50	\$ 4,420,187	\$ 3,163,541	71.6%	13.24	\$ 282,293	6.4%	1.18	\$ 974,353	22.0%	4.08
2015 2016	18.08	\$ 4,390,618	\$ 3,324,451	75.7%	13.69	\$ 256,103	5.8%	1.05	\$ 810,064	18.4%	3.34
2016 ^2017	19.56	\$ 4,720,001	\$ 3,523,918	74.7%	14.61	\$ 270,400	5.7%	1.12	\$ 925,683	19.6%	3.84
AVERAGE		***	***	71.5%		***	6.7%		***	21.8%	

2017 numbers are estimates

Municipal, School, and County Components of Committed Taxes



Municipal, School, and County Components of Committed Taxes



FUTURE AGENDA ITEMS

Appendix A

Future Agenda Items

Next Meeting (March 21, 2016):

1st Reading of amended Conflict of Interest & Recall Process Ordinance - 20 minutes
Tax Acquired Property
Business and Personal Property Mailings
Solid Waste Proposal - Fayette

April 4, 2016

Draft Town Meeting Warrant Review

April 19, 2016

Executive Session - Town Manager Review

Future Meetings:

Appeal / Hearing process workshop
Establish staggered terms for the Readfield Solid Waste and Recycling Committee
Revision to SWRC Interlocal Agreement
Spirit of America Award Recipient
Brush Grinding RFP
Ditching and Shoulder RFP
Snow Plowing RFP
Striping RFP
Financing RFPs
Old Kents Hill Culvert RFP
Engineering RFQ
Technology Plan
Potential Parks / Town Property Committee
Liquor licenses