

**Readfield Select Board
Meeting Agendas
April 19, 2017, Readfield Town Office**

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

Pledge of Allegiance

Regular Meeting - 10 minutes

17-173 - Minutes: Select Board meeting minutes of April 3, 2017. - 5 minutes

17-174 - Warrants: #43 & #44. - 5 minutes

Communications - 30 minutes

Select Board communications. - 5 minutes

Town Manager's Report - 5 minutes

Treasurer's Report (March) - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Library Board minutes of March 1, 2017

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

New Business - 60 minutes

17-175 - Emergency Operations Plan Tabletop exercise

Short Break - 5 minutes

Old Business - 40 minutes

17-161 - Review of Draft Ordinances / Ordinance Amendments - 10 minutes

- Board of Appeals Ordinance - proposed new - second reading

17-169 - Final Budget & Warrant Approval - 30 minutes

Future Agenda Items - 5 minutes

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – April 3, 2017 – *Unapproved*

Readfield Select Board
April 19, 2017
Item # 17-173

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Matthew Curtis, Sandra Rourke

Regular Meeting

Mr. Bourgoine called the meeting to order at 6:31 pm followed by The Pledge of Allegiance.

John Moran spoke on behalf of the Golden Guys and Gals group and gave a brief description of their organization. Pearl Peterson introduced all those present and presented the Town of Readfield Giles Hall a brand new microwave.

- **17-165 – Minutes: Select Board Executive Session meeting minutes of March 6 & March 13, 2017 and regular meeting minutes of March 20, 2017**
 - **Motion** made by Mrs. Woodsum to approve the Executive Session minutes of the March 6 & March 13, 2017 meetings and the regular meeting minutes of March 20, 2017 as amended, **second** by Mr. Parent. **Vote** 5-0 in favor.
- **17-166 – Warrants #41 & #42**
 - Mr. Bourgoine reviewed Warrants #41 & #42.
 - **Motion** made by Mr. Bourgoine to approve Warrants #41 & #42 in the amount of \$347,775.08, **second** by Mr. Parent. **Discussion:** Concerns on the warrant materials being removed from the building. Mr. Dyer to check in and see when the Cushing Construction snow contract ends. **Vote** 4-1, opposed by Mr. Dunham due to not being able to fully review the warrants.

Communications

- **Select Board Communications**
 - Mrs. Sammons met with the Veterans committee and are going to get the 3rd Maine Drum and Fife Marching Band for the Veterans Day celebration this year. Also met with the Friends of the Library and how the funds would be received for any fundraisers that they do.
 - Mr. Dunham spoke regarding the tree at the cemetery that was cut down and left. Have heard from a few people that it bothers them. The town is in the process of getting it removed this week by having Stevenson Solutions complete the job. Also asked if there should be a plan in place to start replanting trees as they are being cut down. Mr. Dyer shared that the cemetery committee has been working on that process.
 - Mr. Dunham also mentioned that the April Messenger has a sentence in it that bothers him.
 - Discussion amongst the Selectboard regarding having an informational sheet available by April 12th for the Selectboard/Budget Committee informational meeting.
 - Mr. Dunham feels it would be a good time to set the date for the ending of his term as a Selectboard member so there is no confusion when the time comes up.
- **Town Manager's Report**
 - Mr. Dyer went over his Town Managers Report dated April 3, 2017.

Readfield Select Board
Regular Meeting Minutes – April 3, 2017 – *Unapproved*

- **Boards, Committees, Commissions & Departments**
 - Age Friendly minutes of January 25, 2017
 - Conservation Commission minutes of February 14, 2017
 - Trail Committee minutes of February 28, 2017
 - *Thank you all for submitting your minutes.*
- **Public Communications - Members of the public may address the Select Board on any topic**
 - Matthew Curtis spoke in regards to the ordinances and the he is concerned in having an appeals process for any violation. Asking the board to step back and take a more thorough look.

Old Business:

- **17-161 – Review of Draft Ordinances/Ordinance Amendments**
 - Property Assessed Clean Energy (PACE) Ordinance – proposed new – second reading
 - No changes to the PACE Ordinance
 - The residents would not be able to have access to this program without the ordinance in place.
 - **Motion** made by Mrs. Sammons that we accept the PACE Ordinance to go on the June Ballot as written, **Second** by Mr. Parent. **Discussion:** Mrs. Woodsum feels it may be useful to have information from Efficiency Maine available and links on website so there's information for residents. **Vote** 5-0 in favor.
 - Administration Ordinance – proposed changes to existing – second reading
 - One change to have the purpose more directive such as "Purpose: The Selectboard shall have the authority to manage the following items:"
 - This is the same ordinance that is currently in place. Two copies supplied with the changes for review.
 - **Motion** made by Mrs. Woodsum to accept the Administrative Ordinance as presented from the clean copy, with the exception of adding the word purpose at the beginning of the document for the Selectboard directive, **Second** by Mr. Parent. **Discussion:** Brief discussion regarding item 1.7: Increase Budget Item by 5% in the ordinance regarding funds and emergencies. **Vote** 4-1, opposed by Mr. Dunham
 - Other – Board of Appeals Ordinance would be one that the Selectboard feels should be on the June ballot. The LUO Ordinance comes from the Planning Board and will also be on the June ballot. The other five ordinances: Traffic, Vehicles and Parking; Fire Department; Special Amusement; Dog Control; Streets, Sidewalks and Public Places may be placed on a possible November ballot.
 - Matthew Curtis would like to encourage the Selectboard that the Board of Appeals ordinance covers more items than just LUO issues.
- **17-167 – Letter to the School Board**
 - Mr. Bourgoine went over the draft letter written to the RSU #38 School Board regarding the assignment of any additional funds received from the State of Maine.
 - **Motion** made by Mrs. Woodsum to approve the letter as presented to the School Board, **Second** by Mr. Parent. **Discussion:** Hoping for the funds to be put back to the tax payers. **Vote** 5-0 in favor.

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New Business:

• **17-168 – Pre-sale considerations for 1111 Main Street**

- Mr. Dyer went over the information regarding the pre-sale of 1111 Main Street and information presented in the packet. Looking for the board to consider the long term cost for the up keep of the property before title is clear and a sale can go through and looking for \$5000.00 in upkeep costs to come from the contingency account. Sale of the property would go into the General Fund. Minimal upkeep to the property, little things to make the property look better for sale.
- Matthew Curtis spoke that he feels a quick cash sale is a better option than a preferred buyer sale.
- Discussion amongst the Selectboard regarding the sale of the property and the condition the property looks to be in.
- **Motion** made by Mrs. Woodsum to authorize the Town Manager to order a home inspection so that we know the status at 1111 Main Street and not to exceed \$1000.00 for the inspection. **Second** Mrs. Sammons. **Discussion:** Matthew Curtis asked if we should use the Town CEO as part of the inspection process. Mr. Dyer spoke that Gary has visited the property and has been a part of the process to date. **Vote** 5-0 in favor.

• **17-169 – Final Draft Budget & Warrant Review**

- Mr. Dyer went over the draft budget and warrant review document as presented in the packet with the changes that were made. Some changes include Article 30 – waiting for legal input to not have individual sale of plots in article. Article 8 – General Maintenance was added to Municipal Maintenance instead of on its own. Article 11 – Move Conservation from Article 9 to Article 11. Article 16 – backhoe was combined into the Transfer Station line.

Motion made by Mrs. Woodsum to extend the meeting to 8:45 pm, **Second** by Mr. Parent. **Vote** 5-0 in favor

- Discussion amongst the Selectboard regarding changes to the draft document presented. Article 41 to alternate every other year regarding the wording. Town Manager to work on the wording regarding Article 41 and bring back to Selectboard.

Motion made by Mr. Parent to extend the meeting to 9:00 pm, **Second** by Mrs. Sammons. **Vote** 5-0 in favor

• **17-170 – Municipal Solid Waste RFP**

- Mr. Dyer went over the information as presented in the packet. Recommendation that we go with Waste Management, Triano and CRPC.
- **Motion** made by Mrs. Woodsum that we award contracts to Waste Management for tipping and hauling of mainstream solid waste, construction demolition and can rental, hauling from Triano for our shingles and CRPC as the shingle tipping and no change to the recycling tipping or hauling, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

• **17-171 – Kent's Hill School Special Event Liquor Licenses**

- **Motion** made by Mr. Dunham that we approve the two Kent's Hills School special event liquor licenses and the Weathervane yearly liquor license for renewal, **Second** by Mr. Bourgoine. **Discussion:** Weathervane doesn't need a Public Hearing. **Vote** 5-0 in favor.

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- **17-172 – Weathervane Liquor License Renewal**
 - Combined motion and vote in Item 17-171

Future Agenda Items:

- Received a letter from residences of Harmony Hills. Town Manager encouraged to speak with the RSU regarding Harmony Hills and the speed from the school bus. Keep as future agenda item.

Motion made by Mrs. Sammons to adjourn the meeting at 8:56 pm, **second** by Mr. Parent. **Vote** 5-0 in favor.

DRAFT

COMMUNICATIONS

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

READFIELD COMMUNITY LIBRARY BOARD MEETING
MARCH 1, 2017

The meeting was called to order at 6:35

Those present were: Deb Peale, Beverly Monsulick, Donna Witherill, Pam Mitchell, Cricket Blouin, Betty Peterson and Nancy O'Toole Meservier, Librarian.

Those excused: Brenda Lake, Lori Clark, Jan Tarbuck

February Secretary Report: The minutes of the February meeting were accepted with a minor name correction.

February Treasurer's Report: Accepted.

Librarian's Report:

- Children's Bookmaking: Program was held on February 9 hosted by Ellen Bowman.
- Annual Report: Annual Report is completed and sent in, thanks to the help from Beverly Monsulick.
- Let's Talk About it: We are currently one month into our five month book club program with the Maine Humanities Council. First meeting was very successful with 11 people attending. Next book will be The Scarlet Letter and will be discussed on March 15.
- Snowshoes: Snowshoes have circulated more in February than in January. Also adult snowshoes are circulating better than children's. We received two new patrons as a result of hearing about the snowshoes in the Advertiser.
- Elementary School Literacy Night: Literacy night is Thursday, March 2, from 5:45 to 7:00 and we have been invited to have a table at this program. Nancy and a couple of Trustees will attend this event.
- Book sale: Winter Book Sale is set for Saturday, March 4 from 10 – 1. Gwen Mohlar will be coming in on Thursday with about half dozen middle school children to help set up. Library Trustees will also help out on Thursday and Saturday.
- Cloud Library Class: As of March 1st we have switched over to Cloud Library for our e book and downloadable audio book service. Nancy will hold a walk-in class for anyone who wants to learn how to use it, probably end of March or early April.
- Reading Round Up program: Nancy would like to attend this worthwhile program. Registration is April 1st and cost is \$75.00. Trustees think this is a great idea.
- Summer Reading Program: Manual has arrived for this program and Nancy will be focusing on this the month of March.
- Read ME: This summer, the Maine Humanities Council will be holding the state wide equivalent of a capital read. Everyone will be reading two books by Maine authors (Unknown Caller by Debra Spark and The Moth-50 True Stories by Various). The Trustees think this is a great idea and it will include our summer residents.

Librarian's Report was approved.

Old Business:

- Winter Book Sale: Discussed under Librarian's report.
- Spring clean up (upstairs): This will take place in April.
- Game Day: Game Day sponsored by the Readfield Library on Sunday, February 26 was a success. As a result of it, we are offering a game day at the library on April 5 from 2:30 to 4:30.

New Business:

- Summer Reading Program: Discussed under Librarian's report.
- Board members terms expiring on June 30:

Lori Clark

Brenda Lake

Pam Mitchell

Need to fill out papers at Town Hall by May 31,2017, if interested in serving again.

Next meeting will be held on April 5 at 6:30 at the Library

The meeting was adjourned at 7:35.

Respectfully submitted,

Betty Peterson

NEW BUSINESS

Town of Readfield

Emergency Operations Plan

Updated for November 14, 2016

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1. Plan 1 Scope and Acceptance

This plan will be used during disastrous situations where the Town's populace is affected and will need police, fire, emergency medical, transportation (if deemed necessary), feeding, and sheltering support. It will bring the user to the point of knowing what is to be done, and who will do it. It will not detail how these activities will be performed.

Signed:

Select Board Chair _____

Select Board Member _____

Select Board Member _____

Select Board Member _____

Select Board Member _____

2. Revision Sheet

Date of Revision _____, 20__

The Emergency Operations Plan for the Town of Readfield has been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list as the Revision Log to your copy of the plan.

Plan Component

Remove Pages Numbered

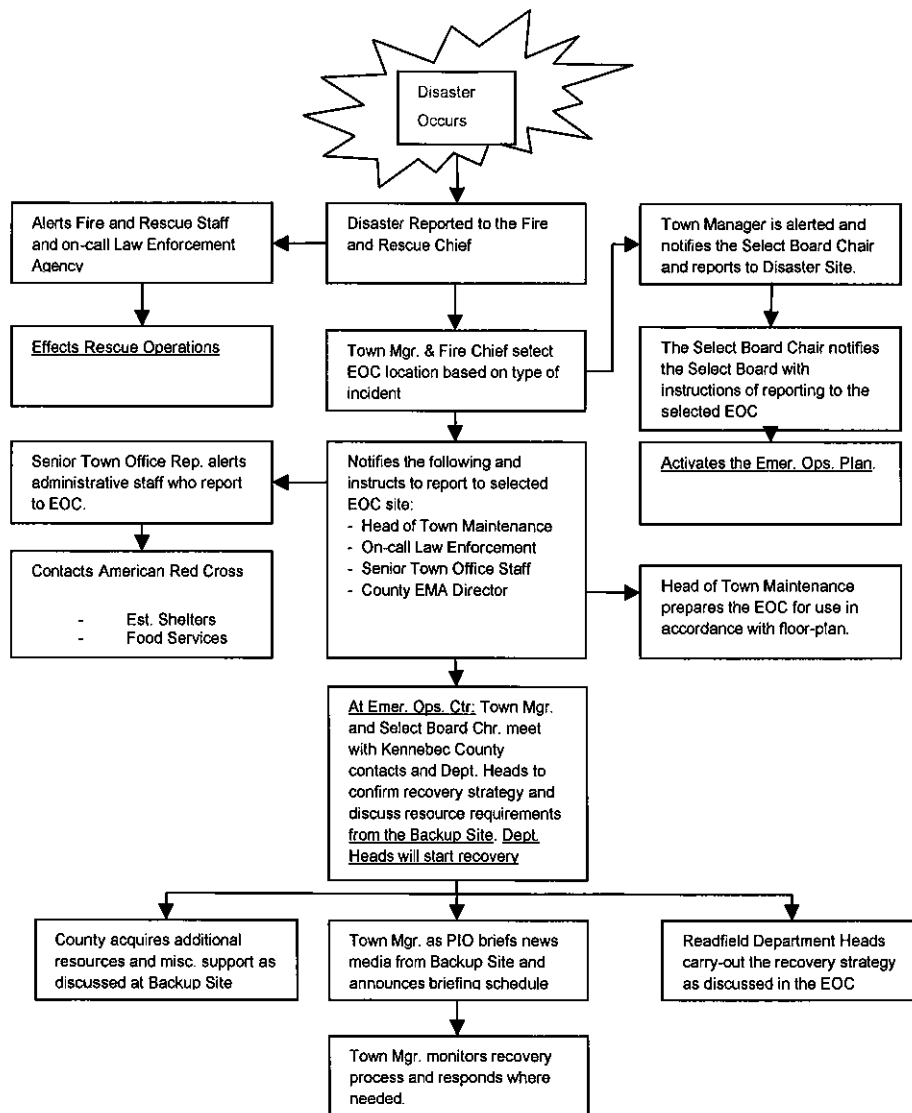
Insert Pages Numbered

Date Revisions Posted _____, 20__.

Revisions Developed By _____, 20__

Revisions Approved By: _____, 20__

3. Recovery Flowchart



4. Readfield's Emergency Organization and Response

It is the intent in developing the Town of Readfield's Emergency Operations Plan (the "Plan") that the Plan will fully comply with the standards and practices stated in the National Incident Management System (NIMS). In case of any conflict between this Plan and any NIMS policy, the NIMS policy should have priority and the Plan should be adjusted accordingly.

This Plan is intended to be an overview of functions to be performed during an emergency. The Plan does not give detail on how any particular function will be performed. It is presumed in this Plan that the emergency response providers named in this Plan will already have developed, and will be well practiced in, execution of their responsibilities during an emergency.

Implementation of this Plan must be as self-triggering as possible. This is accomplished through ongoing familiarization of the Plan by all Town employees and through periodic testing. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, or other non-governmental agency.

The following is a breakdown of responsibilities organized by groups and/or Emergency Titles.

4.1 Select Board:

Select Board members will be required to complete NIMS Incident Command System (ICS) courses 100 and 700.

1. The Select Board will assume a leadership role during emergency operations and will be responsible for:
 - The Select Board Chair is responsible for alerting other members of the Select Board
 - Activation of the Emergency Operations Plan
 - Activation of the Emergency Operations Center (Backup Site)
 - Monitoring progress of the Emergency Operations Plan through to completion
 - Coordinate support from the Kennebec County Emergency Management Agency.
 - Working with the designated Readfield Emergency Management Director and Town Manager to provide general support.
 - Chairing all Emergency Management ongoing internal status briefings.
 - Authorizing activation of shelters through the American Red Cross
 - Authorizing request for assistance with decontamination procedures to the County EMA Director.
 - Authorizing necessary emergency funding requests.

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2. Activate and monitor progress of the Emergency Operations Plan which commences when the Readfield Select Board Chair and Emergency Management Director/Fire Chief determine that the severity or length of the situation warrants plan implementation to reduce the threat to life and property to a minimum.
3. Activate the Town Emergency Operations Center. This center will provide centralized control to direct rescue and recovery operations. The Emergency Operations Center could be located at either the Readfield Fire Station or the Town Office, depending on the situation.
4. Alert the Kennebec County Emergency Management Agency (KCEMA), and authorize its assistance during a Town emergency.

Other Responsibilities (when deemed appropriate):

1. Authorize the alert and order the mobilization of the Town through Emergency Management functions by arranging for the evacuation of threatened areas through the Emergency Management Director/Fire Chief.
2. Authorize the notification of local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

4.2 Emergency Management Director

The Emergency Management Director/Fire Chief, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the disaster site.

The Emergency Management Director/Fire Chief will have completed NIMS ICS courses 100, 700, 701, 702 and 704.

Specific responsibilities include:

1. Reports to the disaster site and determines the recovery strategy that should be used.
2. Determines the capability of the Town to respond to the situation and whether outside assistance is needed. This will be confirmed when the briefing is conducted at the Emergency Operations Center.
3. Develops and maintains a Town situation map identifying problem areas and deployment of responders at the Emergency Operations Center.
4. Reports to the Emergency Operations Center (Readfield Fire Station or Town Office) and conducts a briefing of the recovery strategy to be used and resource

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requirements with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director.

5. Prepares for disaster briefings with the Select Board, Department Heads, and the Town Manager.
6. Ensures all Department Heads have communications capabilities, especially in the field.
7. Assigns duties to Town Departments that shall be the same or similar to their normal duties.
8. Monitors the rescue and recovery processes and responds where needed.

4.3 Town Manager

The Town Manager, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the Emergency Operations Center.

The Town Manager will complete NIMS ICS courses 100 and 700.

1. The Town Manager is alerted by the Emergency Management Director/Fire Chief and, in turn, alerts the following people:
 - The Kennebec County Emergency Management Director
 - Select Board Chair
 - On-call Law Enforcement Agency
 - Head of Maintenance
 - Senior Town Office Administrative Staff Contact

Provides general support, such as:

- Completing emergency contact of the Select Board Chair, Readfield Dept. Heads, and Kennebec County EMA Director
- Alerts the Head of Town Maintenance with instructions to prepare the Emergency Operations Center (EOC) with pre-arranged floor plan for use.
- Alerts the Senior Town Office Administrative Staff Contact who will contact the Town Administration Staff with instructions of reporting to the EOC.

When the Town Manager performs these tasks, the Emergency Management Director/Fire Chief is free to concentrate on the rescue and recovery tasks.

2. Oversees the recruitment of volunteer personnel to augment the personnel and facilities of the Town for emergency management purposes. These volunteers will

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be familiarized with the Emergency Information Database (as defined in the appendices) while completing the following types of tasks:

- Conducts disaster notifications to Town residents, other boards, and agencies (as directed).
 - Tracks equipment and materials resources utilizing forms in the Appendices.
 - Conducts telephone support by answering the telephones and recording messages at the Emergency Operations Center.
 - Serves as communication coordinator to the local populace.
 - Initiates the contact to local residents that need follow-up (i.e. "Are you OK?")
 - In general, provides support as needs arise.
3. Contacts the American Red Cross to arrange for sheltering and feeding support. It is understood that that the Red Cross may not be able to provide all the resources that may be requested, and the Town Manager will be expected to supplement Red Cross support using local volunteer forces.
4. Assists in acquiring and managing of emergency supplies that will be stored at the EOC/Readfield Fire Station.
5. Functions as the Public Information Officer:
- Attends all emergency internal status briefings held by the Select Board and prepares/conducts news briefings to the media.
 - Issues information and advice to the general public. Must be prepared to brief news media and answer questions. Prepares and announces a schedule for future briefings for the news media.
 - Notifies news media of time and site of any press conferences.
 - i. Includes school representative as needed in press conferences.
 - The Public Information Officer will have completed appropriate NIMS ICS training.

5. Emergency Support

5.1 Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the de facto Emergency Town Hall and serves as a central point where communications, command, and control for rescue and recovery efforts are planned and staged.

5.1.1. Head of Town Maintenance:

- Prepares the Emergency Operations Center for use by following a pre-established floor-plan illustrating how the space will be utilized between the various groups who will occupy the site.
- Provides power, lighting, and other needs as directed by the Town Manager to the EOC and other locations as directed.

5.1.2 Town Office Administrative Staff

References the Readfield Emergency Information Database when completing the following functions:

- Alerts Town employees as directed.
- Reports to the EOC and contacts communications, office supply, and other vendors as directed.
- Ensures the EOC is equipped with the necessary office supplies, area maps, and easel.
- Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation.
- Tracks all expenses that relate to Town recovery efforts.
- Conducts disaster notifications to Town employees.

5.1.3 Town Manager

- Manages the recruitment and use of volunteers, though may delegate functions to the Fire Department Auxiliary due to logistics experience.
- Arranges for personal services to the Staff such as food, water, etc.
- Arranges for physical security of the EOC.
- Reserves space at the EOC for the American Red Cross representative(s).

5.2 Communications Among Emergency Agencies

5.2.1. Existing Communications Capability

- The EOC could be located in the Readfield Fire Station, the Town Office, or a school building and will use telephones for communications.
- One telephone line is available at the Fire Station. An additional telephone line could be added. The Fire Department, Head of Town Maintenance, and Town Manager have 2-way radios. The Fire Department will provide additional radios to the EOC kits.
- The Fire Department, Head of Town Maintenance, and Town Manager have cellular “smart” telephones. An additional smart phone will be available to the EOC.

5.2.2. Town Manager

- Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all Town departments and agencies is available to all groups.
- Ensures that all personnel are familiarized with the emergency communications arrangements.

6. Public Emergency Services

6.1. Emergency Public Information

The Public Information Officer (PIO) provides accurate and official information and instructions to the Town residents through all available media before, during, and after emergencies. The Town Manager, under direction of the Select Board, will function as the Public Information Officer.

Considerations/Assumptions:

- The local news media will be asked to cooperate with the Public Information Officer in providing information and instructions to the public in an emergency.
- No information releases will be made concerning bomb threats at the schools.

News Sources:

- FM station WMME (92 MOOSE) can provide information instructions to the public during an emergency.
- Maine State Police Dispatch will take requests to provide immediate information through the Emergency Alert System (EAS).
- The Kennebec Journal will be asked to publish informational and instructional material when the situation warrants.

6.1.1. Readfield Select Board

- Attends all disaster briefings and works with the Public Information Officer (Town Manager) and approves news releases.

6.1.2. Public Information Officer (Town Manager)

- Selects personnel to assist in providing fast accurate reporting during emergencies.
- Coordinates the collection and evaluation of information and instructions for the public.
- Maintains a list of local news media personnel and their phone numbers within the Town.
- Establishes an information center at the Emergency Operations Center for the media.
- Prepares news releases with Emergency Management Director and submits to Select Board for approval.

6.2. Evacuation

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Select Board for implementation and coordination from the Emergency Operations Center. Town Agencies have a responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

6.2.1. Emergency Management Director

- Develops an evacuation plan with the Select Board, Town Departments, Law Enforcement, and Kennebec County EMA.
- Coordinates with Schools (RSU #38 and Kents Hill) for access to buses.

6.2.2. Law Enforcement

- Determines traffic and crowd control.
- Maintains security of evacuated areas.
- Alerts the general public of evacuation arrangements (i.e.: locations and times).

6.2.3. Head of Town Maintenance

- Conducts road damage assessments.
- Directs contractors in clearing of debris from Town roads.

6.2.4. Select Board

- Develops an evacuation plan with the Emergency Management Director, Town Departments, Law Enforcement, and Kennebec County EMA.

6.3 Alert and Warning

The Maine State Police or the Kennebec County Sheriff's Office has primary responsibility for initial reception of any warning disseminated by the County. The Fire Chief has the responsibility of Emergency Operations Center Staff notification. Public notice must be given if the method of protecting the public includes sheltering and/or evacuation.

The Town has agreed to make contact with "at-risk" individuals during certain emergency situations. Responsibility for implementing this contact process resides with the Fire Chief, who may delegate the contact process within his direct staff or to the Fire Department Auxiliary.

Town departments will use the municipal frequency for interface including a land-line to the Schools (RSU #38 or Kents Hill) to staff their bases if the situation so requires. Primary communications with the media, County, and other surrounding local governments will be by telephone. The Maine State Police/County Sheriff's Office radio and the Mutual Aid Fire radio systems can be utilized as back-up as necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, Town portable radios, Town mobile radio-equipped vehicles, or messengers will be used.

Considerations/Assumptions:

- The Readfield Fire Chief is the Warning Officer.
- The Schools have viable alert notification systems.
- Readfield currently has no sirens.
- Any outdoor warning devices will be maintained.
- Provide a liaison with the American Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.

6.3.1. Readfield Fire Department

- Verify warnings before dissemination.
- Alert the Emergency Operations Center Staff when it is activated.
- Disseminate a warning to the public using sirens, public address systems, Town agencies, volunteers, and media as required.

6.3.2. On-call Law Enforcement Agency

- The on-call Law Enforcement Agency has the responsibility for alert notification and for contacting the Readfield Fire Chief.

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6.3.3. Available Volunteers or Town Employees

- Verify warnings before dissemination.
- Assist the Fire Department in warning the public as directed.
- Conduct door-to-door warnings as necessary for part of the population.
- Verify that nursing homes, major industries and other key locations have been notified. (*Refer to the Readfield Emergency Information Database.*)

6.4. Sheltering

The Town of Readfield could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an indefinite period of time. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross. Activation of shelters will be determined by the Select Board and will be dependent on the magnitude of the disaster. The American Red Cross has both the expertise and experience in operating public shelters.

Considerations/Assumptions:

- Primary shelter communications will be by telephone. Radios and messengers may also be utilized when available. If additional radio communications are desired, requests will be coordinated through the Town Emergency Management Director/Fire Chief. The use of Amateur Radio Operators will be considered according to availability (and could be pre-identified).

6.4.1. Red Cross

- Special needs of the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be addressed.
- The American Red Cross will recruit necessary volunteers to complement the Shelter Operations Staff.
- The American Red Cross will coordinate with the Town Emergency Management Director and the Town Manager for any additional support that can be provided by local government agencies or by local volunteers.
- Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.
- Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.
- An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.
- The American Red Cross will be the Manager of the emergency shelters. Assistance in feeding may be provided by volunteers.
- Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.

These tasks will be reviewed with the American Red Cross to verify that they are realistic.

6.4.2. Town Manager

- Will notify the American Red Cross Shelter Service of the need for shelter services.
- Will be liaison between the Town and the American Red Cross Shelter Coordinator.
- Will coordinate outside shelter assistance requested from Town Departments and/or agencies.
- Will prepare status charts at the Emergency Operations Center to indicate the location of shelters, available spaces, etc.
- Coordinates public information concerning shelters.
- Requests, through the Select Board, assistance of the County EMA Director when the nature of the disaster requires that decontamination procedures are necessary.
- If deemed appropriate, the Town Manager will be consulted prior to shelter occupants returning to their homes. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

6.4.3. Fire Department

- Fire inspections will be continually performed by the Fire Department in designated shelters. The department will develop and use a protocol or check list or sheet for fire inspections for buildings/shelters.

6.4.4. Available Volunteers or Town Employees

- A log of incoming and outgoing messages concerning shelter operations will be maintained.

6.4.5. Law Enforcement

- Will provide security at these shelters for public safety.

6.5 Town Maintenance

Arranges for manpower, equipment, and vehicles to maintain roadways as directed by the Town Manager and assists other Town agencies, when requested, with personnel, material and equipment, before, during, and after disasters and emergencies. Coordinates activities of contractors who will provide equipment and manpower as needed.

Considerations/Assumptions:

- Limited emergency supplies are maintained at the Readfield Fire Station.
- Emergency funding will be requested through the Select Board before, during, and after disaster/emergencies.
- The Head of Town Maintenance will maintain records of purchases and disbursements, and of hours worked, applicable to the disaster/emergency that will be kept for later reimbursement.
- The Head of Town Maintenance will receive warning of a disaster or emergency through communications by telephone, Fire Department Radio, or messenger.
- The Head of Maintenance has a radio for communicating with the Fire Department and Town Manager on the municipal frequency.

6.5.1. Head of Town Maintenance

Preparations for Head of Town Maintenance:

- Notifies contractors when needed.
 - Coordinates and prioritizes the actions of the contractors.
 - Maintains records of contractor activities for use in cost accounting.
 - Checks all appropriate Town equipment and vehicles.
 - Provides some services with Town equipment in addition to contractors.
- If necessary to restore or maintain essential services:
 - Makes use of local contractors.
 - The Head of Town Maintenance is responsible for:
 - Day-to-day Emergency operations of the Maintenance department and coordination with other Town agencies.
 - Clearing of debris from Town roads.
 - Supplying emergency power, if needed, to emergency shelters.
 - Coordinating transportation through the Select Board, Town Manager or the Town Emergency Management Director.
 - Training for Emergency Operations Preparation (in accordance with floor-plan) for other Town personnel.
 - Maintaining and repairing of Town vehicles.
 - Reporting to the Emergency Operations Center, if opened, and recommending its opening if the situation warrants.

7. Public Safety

7.1 Law Enforcement

Assistance will be available from the Maine State Police or the Kennebec County Sheriff's Office.

Considerations/Assumptions:

- Mission:
 - Protecting life and property.
 - Assisting in warning of residents.
 - Maintaining law and order.
 - Emergency traffic control.
 - Crowd Control.
 - Assisting residents when evacuating their homes or businesses.
- Emergency communications equipment is maintained and operated through the Town's Fire Department Headquarters by a Dispatcher.
- Twenty-four hour dispatch is covered by the Maine State Police or the Kennebec County Sheriff's Office.
- The Maine State Police and the Kennebec County Sheriff's Office have radio communications capability with Readfield's Fire Department, Head of Town Maintenance, and Town Manager.

7.1.1. Law Enforcement (for KSO and State Police only)

- Normal channels will be used for day-to-day operations.
- In the event a warning is received or a disaster or emergency occurs, the following will be instituted:
 - All off-duty personnel who are residents will be called-in.
 - All personnel will be placed on stand-by.
 - All equipment will be checked and prepared for use.
 - Feeding and lodging of emergency personnel will be instituted.
 - Security and protection of departmental personnel will be maintained by the department or by calling in other area law enforcement agencies.
- Area Police assistance is provided and coordinated through the Maine State Regional Communication Center in Augusta.

7.1.2. Town Manager

- Emergency funding will be requested through the Select Board before, during, or after disasters or emergencies.
- Evacuation of endangered areas will be accomplished using a mobile public address system (provided by Fire Department or Maintenance) followed by a door-to-door check, with transportation to shelters coordinated with the Town Manager and Volunteer Pool.

7.1.3. Town Attorney

- Legal questions will be referred by the Town Manager to the Town Attorney.

7.2. Fire and Rescue

The Fire Department has the primary responsibility of responding to emergencies in the Town when a fire or threat of fire may exist. It has a responsibility of responding to fire emergencies in neighboring towns through mutual aid compacts. The Fire Department can expect assistance from other Town agencies upon request. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by Public Safety Dispatch or the Fire Chief if a response by the Department is required.

Considerations/Assumptions:

- Telephone fan-out can be used as a back-up.
- A command post shall be established at the scene with responding agencies reporting on arrival.
- On-scene communications frequency is **154.145**.
- Fire apparatus is radio equipped with this frequency.
- The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
- The Fire Chief, or Officer-in-Charge if the Fire Chief is not available, has the responsibility as Town Warning Officer for disseminating severe weather warnings.

7.2.1. Fire Department

- The Fire Chief has the responsibility of assisting in warning the population in an area recommended for evacuation.
- If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Town Emergency Management Director/Fire Chief.

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7.3. Hazardous Materials

The regional HAZMAT Team will provide support to Readfield as needed. The analysis includes fixed facilities as well as hazards on railways and highways.

Public warning of a hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System.

Considerations/Assumptions:

- Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used.
- The Maine State Police or the Kennebec County Sheriff's Office will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.
- Kennebec County Emergency Management Agency or Maine State Police Dispatch can be contacted to request the HAZMAT team, Department of Environmental Protection, and other necessary resources.

7.3.1 Incident Commander (Incident Control System)

- The Emergency Management Director/Fire Chief or the Public Information Officer/Town Manager will disseminate official information and instructions to the public when it is judged a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a shelter will be designated.

*A sample emergency message would be "At 00.00, emergency personnel were notified that an incident had occurred at the rail crossing Route 17 in Readfield Depot, resulting in the release of toxic chemicals. Residents of **Readfield** living within 1 mile of this rail crossing are advised to leave the area immediately. All efforts are being made to control the chemical release. Local and County officials have been notified. Additional details will be released as they become available."*

- If there is an immediate life-threatening situation, the Incident Commander may order a precautionary evacuation of affected areas.
- The Town of Readfield receives ambulance service from Winthrop Ambulance. Medical services are provided by the Maine General Hospital in Augusta. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading hazardous materials contamination is present. The

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Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed, if known.

7.3.2. Readfield Fire Department

- Hazardous Materials incidents are often accompanied by fire or injured persons. The Fire Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure.
- Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposure. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Incident Commander.
- As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department and the Town Maintenance Department. Missing or damaged items or equipment shall be repaired or replaced.

7.4. Emergency Medical Services

Any agency or department receiving information of an incident where potential mass casualties exists shall immediately notify the Maine State Police and relay the information they have received to Kennebec County Emergency Management Agency, who will then notify the Maine Emergency Management Agency Duty Officer.

7.4.1. Law Enforcement

- The State Police will, without further confirmation, notify MEMA there is a potential of a Mass Casualty Incident under direction of the Kennebec Emergency Management Agency.

7.4.2. Emergency Medical Services

- The first arriving unit: state or local police, sheriff, fire officer, or EMS crew chief, will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, or report, the information to the State Police.
- Based on the information received from the scene, a Mass Casualty Incident may be declared.
- The basic criteria for the declaration shall be any incident that will overload capabilities and resources of the local medical community.
- Readfield's Fire Department will provide a secondary dispatch center to handle non-emergency dispatch for notification of back-up crews, additional equipment, etc.
- All emergency responders shall follow their department's standard operating procedures for a mass casualty incident.

7.5. Disaster Assessment Considerations

7.5.1. Situations and Assumptions

The Town of Readfield, located in Kennebec County, in the south central section of the State of Maine, has an area of 32 square miles and a population of 2,596 (2010 census).

State highways; Routes 17, 41, and 135 provide major highway access to the Town.

The Town of Readfield has railroad traffic.

The Town has a paid part-time Fire Department.

Mutual Aid System: The Town of Readfield has mutual aid agreements with Manchester, Fayette, Mount Vernon, Wayne, and Vienna.

The Town has a limited Maintenance Department (one full-time employee).

Buses from the RSU #38 School District and Kents Hill School could provide passenger service in an emergency.

Law enforcement is handled by the Maine State Police (MSP) alternatively with the Kennebec County Sheriff's Office.

Maine State Regional Dispatch Center will provide dispatching services.

The RSU #38's school bus garage is located in Readfield. A Maine DOT Highway Maintenance garage is located in Winthrop.

There are four (4) schools located in Readfield: Kents Hill School, Maranacook High School, Maranacook Middle School, and Readfield Elementary School.

The types of industries in Town include manufacturing, auto repair, restaurants, a small grocery store, a convenience store, post offices, agriculture, building contractors, many home-based businesses, and summer camps.

There is a Transfer Station on the North Road that serves both Readfield and Wayne.

Maranacook Family Healthcare is located on South Road. Winthrop Family Practice is on Main Street in Winthrop village to the south of Readfield via Route 41/Route 133. The Maine General Medical Center in Augusta is the closest major medical facility which is approximately 10 miles away.

7.5.2. Vulnerability:

Flood plains exist mostly in areas that surround Maranacook Lake and Torsey Pond. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in Town that are located above or near designated flood plains. The frequency of extreme weather events fluctuates from year to year.

7.5.3. Assumptions:

FLOODS: Floods are the most probable natural cause of emergencies or disasters in the Town of Readfield. Spring thaws and ice breakups may cause some lowland flooding. Summer and fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in Readfield, Maine. The Town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Readfield, Maine. Hurricanes hit Maine in 1938, 1954, 1960, 1963, 1985, 1991, and 2011. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the national drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested areas of Town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreation and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt on the state's coastal areas in the past and remain a geological possibility. Readfield is situated in an unlikely earthquake zone though it experienced a small quake in October 2012. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

NATIONAL EMERGENCIES: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Readfield is dependent

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upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the Town's population.

TECHNOLOGICAL HAZARDS: Hazardous Materials lead the list of potential hazards which could impact the Town of Readfield. Fuels are the most widespread materials likely to create problems. Chemicals used in manufacturing, auto repair shops, and agriculture businesses are sources of possible HAZMAT incidents. Small quantities of Hazardous Materials are stored at the Transfer Station.

RADIOLOGICAL EMERGENCIES are possible from vehicles traveling on state highways 135, 17, and 41.

AIRCRAFT CRASHES can happen anywhere in Maine. Small private planes and military aircraft are more common in Kennebec County air space. A commercial airliner, off course in bad weather, could become involved with CMP high altitude power lines and pose a threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Readfield. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

PANDEMIC FLU: Readfield has previously developed a response plan in the event of a widespread (regional) influenza outbreak. The response plan is detailed in the "Kennebec County Pandemic Flu Plan" available at the Town Office.

7.6. Plan Maintenance and Testing

7.6.1. Annual EOP Maintenance:

The Readfield Select Board will be responsible for keeping this plan up-to-date by an annual review.

Changes happen throughout the year that may involve personnel, operating procedures, and equipment used by all Town departments. These changes may require updates to the Emergency Operations Plan (EOP) in order to maintain its effectiveness.

It is recommended that a walk-through of the EOP be conducted annually by all Town department heads (collectively) to identify where updates to the EOP are required.

7.6.2. Annual EOP Testing (Drills):

Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of Town response. Also updating the EOP with this resulting information will assist in maintaining its effectiveness.

7.6.3. Establish an EOP Maintenance and Testing Process:

The following is a list of recommended tasks to ensure the Emergency Operations Plan (EOP) maintains ongoing effectiveness from year-to-year by legislatively requiring the processes to be updated and to test the EOP annually as a required annual business function:

- Pass a Town Meeting article requiring that the annual updating and testing of the EOP takes place. (This article was passed at the June 13, 2013 Town Meeting.)
- Establish an annual schedule for these events to take place. Example: August the EOP is updated, September the EOP is tested, and in October the test results are evaluated which may result in further updates to the EOP.
- Identify the costs involved with conducting these tests.
- Add the cost of conducting this test of the EOP to the annual Town budget. (This has been done in both 2013 and 2014.)

Completing these steps will ensure the effectiveness of the Town Emergency Operations Plan is always well maintained and effective.

Appendix 1: Personnel Contact Information by function

Town Manager	Eric Dyer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Thomas Dunham	8 Old Kents Hill Road, Readfield	685-4524	458-2033
Select Board member	Kathryn Mills Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	John Parent	8 Old Kents Hill Road, Readfield	242-7420	
Head of Maintenance	Bruce Chandler	8 Old Kents Hill Road, Readfield	685-4939	212-9695
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contact	Robin Lint Teresa Shaw	8 Old Kents Hill Road, Readfield	685-4939	
Public Information Officer	Eric Dyer	above	above	Above
Readfield Fire Chief	Lee Mank	above	above	Above
Amateur Radio Operator				
Readfield Town Health Officer	Oscar Thomas Feagin	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

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Appendix 2: Personnel Contact Information (alphabetic listing)

Bourgoine, Bruce	Select Board Chair	8 Old Kents Hill Road, Readfield	624-1977	
Chandler, Bruce	Head of Maintenance	8 Old Kents Hill Road, Readfield	685-4939	
Dunham, Thomas	Select Board member	8 Old Kents Hill Road, Readfield	685-44524	458-2033
Dyer, Eric	Town Manager & Public Information Officer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Feagin, Oscar Thomas	Readfield Local Health Officer	365 Winthrop Road, Readfield	685-4042	459-9597
Goodwin, Sean	Kennebec County Emergency Management Director	125 State Street, Augusta	623-8407	441-6260
Lint, Robin	Senior Town Hall Administrative Staff Contact	8 Old Kents Hill Road, Readfield	685-4939	
Mank, Lee	Readfield Fire Chief & Emergency Management Director, Fire Chief	1288 Main Street, Readfield	685-8187	458-9495
Nolette, Mike	Deputy Readfield Fire Chief & Emergency Management Director	Sturtevant Hill Road, Readfield		
Parent, John	Select Board member	8 Old Kents Hill Road, Readfield	242-7420	
Perry, John	Volunteer coordinator	Route 41, Kents Hill	685- 3531	
Sammons, Christine	Select Board member	8 Old Kents Hill Road, Readfield	412-779-4368	
Shaw, Teresa	Finance Officer	8 Old Kents Hill Road, Readfield	685-4939	
Woodsum, Kathryn Mills	Select Board member	8 Old Kents Hill Road, Readfield	685-9094	441-2712

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Appendix 3: Plan Participants (Identifies personnel named in the Plan)

Plan Participant	Individual assigned	Address	Phone (land line)	Phone (cell)
Town Manager	Eric Dyer	8 Old Kents Hill Rd, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Thomas Dunham	8 Old Kents Hill Road, Readfield	685-4524	458-2033
Select Board member	Kathryn Mills Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	John Parent	8 Old Kents Hill Road, Readfield	242-7420	
Head of Maintenance	Bruce Chandler	8 Old Kents Hill Rd, Readfield	685-4939	212-9695
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contact	Robin Lint Teresa Shaw	8 Old Kents Hill Rd, Readfield	685-4939	
Public Information Officer	Eric Dyer	above	above	above
Readfield Fire Chief	Lee Mank	above	above	Above
Amateur Radio Operator				
Readfield Town Health Officer	Oscar Thomas Feagin	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

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Appendix 4: Emergency Operations Center and Backup Emergency Operations Center

Locations in order of preference or depending on emergency location:

- Fire Station,
- Town Office,
- Readfield Elementary School,
- Maranacook Middle School or High School,
- Kents Hill School

Tables, chairs, computers will be available in each location. EOC kits will be located in at least three locations.

Separate areas for general operations and briefings will be established at any EOC.

Appendix 5: Contact Information for “At-Risk” individuals

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

Appendix 6: Matrix of Duties and Responsibilities

	Developing and maintaining the Plan	Organizational arrangements in support of the Plan	Providing support during an emergency	Providing direct service during an emergency	Providing Public Safety during an emergency
Town Manager	<ul style="list-style-type: none"> • Participates in annual testing of the Plan. • Makes arrangement for annual testing of the Plan. • Completes ICS courses 100 and 700. 	<ul style="list-style-type: none"> • Activates and administers Town volunteer force • Arranges for contact of the American Red Cross to arrange for sheltering and feeding support • Assists in acquiring and managing of emergency supplies will be stored at the Readfield Fire Station. • Furnels requests for emergency funding to the Select Board. • 	<ul style="list-style-type: none"> • Manages the recruitment and use of volunteers • Arranges for personal services to the Staff such as food, water, etc. • Arranges for physical security of the EOC • Reserves space, at the EOC, for the American Red Cross representative(s) • Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all town departments and agencies is available to all groups • Ensures that all personnel are familiarized with the emergency communications arrangements. • Notifies the American Red Cross Shelter Service of the need for shelter services. • Serves as liaison between the Town and the American Red Cross Shelter • Coordinates outside shelter assistance requested from Town Departments and/or agencies. • Coordinates resources for evacuation of citizens. • Refers legal issues to Town Attorney 	<ul style="list-style-type: none"> • If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Select Board to the County EMA Director. • If deemed appropriate, the Town Manager will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection. 	

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Public Information Officer	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Notifies the following personnel when an emergency has occurred: <ul style="list-style-type: none"> The Kennebec County Emergency Management Director Select Board Chair Kennebec County EMA Director On-call Law Enforcement Agency Head of Town Maintenance, with instruction to prepare the EOC Senior Town Hall Administrative Staff Contact, with instruction to contact remainder of Town staff, 		<ul style="list-style-type: none"> Selects personnel to assist in providing fast accurate reporting during emergencies. Coordinates the collection and evaluation of information instructions for the public. Maintains a list of local news media personnel within the town together with their telephone numbers. Establishes an information center at the Emergency Operations Center for the media. Prepares news releases with Select Board and Emergency Management Director. Coordinates public information concerning shelters 	
Select Board Chair	<ul style="list-style-type: none"> Participates in annual testing of the Plan. Will perform (or cause to be performed) an "after-the-emergency" debriefing of all participants. 	<ul style="list-style-type: none"> Alerts other members of the Select Board Meets with EMD to determine if Emergency Op Plan needs to be activated. 			
Select Board	<ul style="list-style-type: none"> Approves changes to the Plan Participates in annual testing of the Plan. Assures that cost of conducting annual testing is included in Town budget. Assures that the Plan is fully staffed at all times, and that the Plan 	<ul style="list-style-type: none"> Activates the Emergency Operations Plan Activates the Emergency Operations Center (Backup Site) Monitors progress of the Emergency Operations Plan through to completion Coordinates support from the Kennebec County Emergency Management Agency. Works with the designated Readfield 		<ul style="list-style-type: none"> Attends all disaster briefings and works with the Public Information Officer (Town Mgr.) and approves news releases. 	<ul style="list-style-type: none">

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	<p>personnel shown in Appendix 3 are identified.</p> <ul style="list-style-type: none"> • All Select Board members will complete ICS courses 100 and 700. 	<p>Emergency Management Director/Fire Chief and Town Manager to provide general support.</p> <ul style="list-style-type: none"> • Chairs all Emergency Management ongoing status meetings. • Authorizes activation of shelters through American Red Cross • Authorizes assistance of County EMA Director for decontamination procedures. • Authorizes necessary emergency funding requests. • Authorizes evacuation of Town areas upon recommendation of Emergency Management Director • Authorizes notification of Town businesses during an emergency. 			
Head of Town Maintenance	<ul style="list-style-type: none"> • Participates in annual testing of the Plan. • Receives training in Emergency Operations Preparation (in accordance with floor-plan) for department personnel. • Maintains local contractor in state of readiness to provide emergency services 	<ul style="list-style-type: none"> • Calls in local contractors as needed to supplement staff. 	<ul style="list-style-type: none"> • Prepares EOC for use by emergency providers, according to prearranged layout. • Provides other support services at direction of Town Manager. 	<ul style="list-style-type: none"> • Conducts road damage assessments • Reports to the Emergency Operations Center, if opened, and recommends its opening if the situation warrants. • Assumes responsibility for: <ul style="list-style-type: none"> • Day-to-day emergency operations of contractors, and coordination with other Town agencies. • Approving and maintaining records of contractor activities. • Clearing debris from Town roads. • Supplying emergency power as needed to emergency shelters. • Coordinating emergency transportation services through the Town Leaders and Town Emergency 	

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				<ul style="list-style-type: none"> Management Director. Maintaining/repairing Town equipment and vehicles. 	
Readfield Emergency Management Director/Fire Chief	<ul style="list-style-type: none"> Participates in annual testing of the Plan. Completes ICS courses 100, 700, 701, 702, 704. 	<ul style="list-style-type: none"> Assures elements of the Plan are compliant with National Incident Management System (NIMS). Assures that any changes to the Plan are recommended to Select Board for approval. Assures that a Deputy Emergency Management Director is appointed by the Town. 	<ul style="list-style-type: none"> Reports to the disaster site and determines the recovery strategy that should be used Determines the capability of the Town to respond to the situation and whether outside assistance is needed. Develops and maintains a town situation map identifying problem areas and deployment of responders at the Emergency Operations Center Reports to the Emergency Operations Center (Readfield Fire Station) and conducts a briefing of the recovery strategy to be used and resource requirements with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director. Prepares for disaster briefings with the Select Board, department heads, and the Town Manager Ensures all department heads have communication capabilities. Assigns duties to Town Departments that shall be the same or similar to their normal duties. Monitors the rescue and recovery processes and responds where 	<ul style="list-style-type: none"> Develops an evacuation plan with the Select Board, Town departments, Law Enforcement, and County EMA Coordinates with Schools for access to buses 	<ul style="list-style-type: none"> Requests Public Safety assistance as necessary from Maine State Police or from Kennebec County Sheriff's Office.

Updated for 11-14-2016

			needed.		
Leadfield Fire Chief and Leadfield Fire Department	<ul style="list-style-type: none"> Participates in annual testing of the Plan. 		<ul style="list-style-type: none"> Performs fire inspections in designated shelters 	<ul style="list-style-type: none"> Provides direct emergency services as directed by the Emergency Management Director. Verifies warnings before dissemination Alerts the Emergency Operations Center Staff when it is activated Disseminates a warning to the public using sirens, public address systems, town agencies, volunteers, and media as required. 	
Leadfield Admin. Staff	<ul style="list-style-type: none"> Participates in annual testing of the Plan. 		<ul style="list-style-type: none"> Reports to the EOC and contacts communications, office supply, and other vendors as directed. Ensures the EOC is equipped with the necessary office supplies, area maps, and easel Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation Tracks all expenses that relate to Town recovery efforts Provides disaster notifications to Town employees 		

olunteer ersonnel				<ul style="list-style-type: none"> • Verifies warnings before dissemination • Assist the Fire Department in warning the public, as directed • Conducts door-to-door warnings necessary for part of the population. • Verifies that nursing homes, major industries and other key locations have been notified. • Provides support under the direction of the Red Cross at shelters. • Maintains a log of incoming and outgoing messages concerning shelter operations. 	
merican ed Cross		<ul style="list-style-type: none"> • Recruits necessary volunteers to compliment the Shelter Operations Staff. • Manages the emergency shelters. Provides assistance in feeding with any volunteers. • Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization. 	<ul style="list-style-type: none"> • An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations. 	<ul style="list-style-type: none"> • Coordinates with the Town Emergency Management Director for any additional support that can be provided by local government agencies. • Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible. • Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary. 	

Appendix 7 Forms to be used in materials procurement during an emergency

See separate attached FEMA sheet examples.

Appendix 8: Acronyms used in this document

“Town” = Town of Readfield

“Plan” = Town of Readfield’s Emergency Operations Plan

“EOP” = Emergency Operations Plan

“NIMS” = National Incident Management System

“EMA”, “County EMA” = Kennebec County Emergency Management Agency

“EOC” = Emergency Operations Center

“PIO” = Public Information Officer

“ARC” = American Red Cross

“HAZMAT” = Hazardous Materials

“DEP” = Maine Department of Environmental Protection

“EMS” = Emergency Management Services

“MEMA” = Maine Emergency Management Agency

Appendix 9: Town businesses

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

UNFINISHED BUSINESS

Board of Appeals Ordinance Of the Town of Readfield, Maine

ENACTED: _____

CERTIFIED BY: _____

Signature

CERTIFIED BY: _____

Printed Name

Title

**Board of Appeals Ordinance
of the
Town of Readfield, Maine**

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Update 

1. GENERAL PROVISIONS:

- A. This Ordinance shall be known and may be cited as the “Board of Appeals Ordinance” and will be referred to herein as this Ordinance.
- B. The purpose of this Ordinance is to ~~establish~~ reauthorize the Board of Appeals, define its authority and responsibilities, establish its organizational characteristics and set forth procedures for the conduct of its business. The Board of Appeals will be referred to herein as the Board.
- C. It shall be the responsibility of the Board to become familiar with all the duly enacted ordinances of the town which it may be expected to act upon, including but not limited to those referenced in Section 6 of this Ordinance, as well as with the applicable state statutes as enumerated below in section 7. Powers and Limitations.
- D. It shall be the responsibility of the Board to become familiar with the ~~community goals, desires and policies as expressed in the~~ Comprehensive Plan.

2. ESTABLISHMENT

The Town of Readfield hereby ~~establishes~~ has established a Board of Appeals in accordance with 30-A MRSA § 2691. The Board of Appeals existing at the time of adoption of this Ordinance shall continue to serve as the Board of Appeals.

3. APPOINTMENTS

- A. Unless otherwise specified in this section the filling of vacancies, appointments, and reappointments to the Board shall be consistent with the Town of Readfield Procedures for Appointment and Reappointment.
- B. The Board shall consist of seven (7) members appointed by the ~~municipal officers~~ Select Board of the Town of Readfield for three year staggered terms. At the effective date of this ordinance, the current Board shall be reestablished and current members shall continue to serve until each term expires.
- C. Neither a ~~municipal officer~~ Select Board member nor his or her spouse or domestic partner may be a member of the Board.
- D. Any member of the Board may be removed from the Board for cause, by the ~~municipal officers~~ Select Board before expiration of his/her term.

4. OFFICERS AND DUTIES

- A. The officers of the Board shall consist of a Chairperson, Acting Chairperson and Secretary, who shall be elected annually by a majority of the Board.

- B. The chairperson shall perform all duties required by law and these by-laws and preside at all meetings of the Board. The Chairperson shall rule on issues of evidence, order, and procedure, and shall take such other actions as are necessary for the efficient and orderly conduct of hearings, unless directed otherwise by a majority of the Board. The Chairperson shall appoint any committees found necessary to carry out the business of the Board.
- C. The Acting Chairperson shall serve in the absence of the Chairperson and shall have all the powers of the Chairperson during the Chairperson's absence, disability or disqualification.
- D. The Secretary, subject to the direction of the Board and the Chairperson, shall keep minutes of all Board proceedings, showing the vote of each member upon every ~~question~~ motion, or if absent or failing to vote, indicating such fact. The Secretary shall also arrange proper and legal notice of hearings, attend to correspondence of the Board, and to other duties as are normally carried out by a secretary. The Secretary shall keep a record of all resolutions, transactions, correspondence, findings and determinations of the Board, and shall prepare a complete record of each hearing, including: date(s), time(s), place(s) of the hearing(s); subject of the hearing; identification of each participant; any agreements made between parties and the Board regarding procedures; the testimony presented; findings of fact and conclusions; the decision of the Board; and the date of issuance of the decision. All records are public and may be inspected at reasonable times.
- E. The Board may adopt additional rules to govern the conduct of its meetings and public hearings. Such rules shall be adopted or amended only by formal vote of the Board after a public hearing on the proposal. Any rules adopted by the Board shall be in writing and shall be available to applicants and the public.

5. CONFLICT OF INTEREST

- A. Any question of whether a particular issue involves a "conflict of interest" sufficient to disqualify a member from voting thereon, shall be decided by a majority vote of the members, except the member whose potential conflict is under consideration.
- B. The term "conflict of interest" shall be as defined in Section 10.1.1 of the Town of Readfield Conflict of Interest and Recall Process Ordinance.

6. STANDARD OF REVIEW

- A. ~~De novo review shall mean review in which the Board acts as if it were considering the question for the first time, affording no deference to the record or decision below.~~
- B. ~~Appellate review shall mean review in which the Board considers the question with deference to the record and decision below.~~

- A. All appeals from a decision, determination, or requirement of the Code Enforcement Officer shall be conducted “de novo”. The Board shall conduct a fact-finding hearing at which it may receive and consider evidence and testimony and oral or written argument in addition to the record of the action taken by the Code Enforcement Officer and, based on all the evidence presented to the Board, shall decide whether the action of the Code Enforcement Officer constituted an error of law, misinterpretation of the Land Use Ordinance or misapplication of the law to the facts.
- B. Appeals from decisions of the Planning Board shall be strictly “appellate” proceedings. Such review is limited to the record of the proceedings before the Planning Board, and the Board shall not receive or consider any evidence which was not presented to the Planning Board, but the Board may receive and consider oral and written argument. If the Board determines that the record of the Planning Board proceedings is not adequate, the Board may remand the matter to the Planning Board for additional fact finding. The Board shall not substitute its judgment for that of the Planning Board on questions of fact.

7. POWERS AND LIMITATIONS

Upon receipt of a written appeal by an aggrieved party the Board shall have the power to hear and determine all appeals by any person directly or indirectly affected by any decision, with respect to any license, permit, waiver, variance or other required approval, or any application therefore, including, the grant, conditional grant, denial, suspension, or revocation of any such license, permit, waiver, variance or other approval (hereinafter a “Decision”)

- A. rendered by the Code Enforcement Officer or the Planning Board, ~~or the Select Board~~ pursuant to the Land Use Ordinance, which shall include any ordinances relating to land use adopted by reference as a part of the Land Use Ordinance;

1. Administrative Appeals

- a. To hear and decide where it is alleged, there is an error in any order, requirement, decision or determination by the Planning Board, ~~Select Board~~ or Code Enforcement Officer in the administration of the Land Use Ordinance. The action of the Code Enforcement Officer or any decision from the Planning Board ~~or Select Board~~ may be affirmed, remanded or reversed in whole or in part by the Board by concurring vote of at least four (4) members in accordance with the provisions set forth in this Ordinance.

2. Variance Appeals

- a. To hear and decide, upon appeal, specific cases where a relaxation of terms of the Land Use Ordinance would not be contrary to the public interest, and where, owing to conditions peculiar to the property and not to the neighborhood locale, and to conditions not the result of actions of the applicant or any predecessor in

title, strict application of the land Use Ordinance to the applicant and the applicant's property would result in undue hardship. For purposes of this subsection "undue hardship" means:

- i. That the land in question cannot yield a reasonable return unless a variance is granted; and
 - ii. That the need for a variance is due to the unique circumstances of the property and not to the general conditions of the neighborhood; and
 - iii. That the granting of a variance will not alter the essential character of the locality; and
 - iv. That the hardship is not the result of action taken by the applicant or a prior owner.
- b. A financial hardship shall not constitute grounds for granting a variance.
 - c. Convenience to the applicant shall not constitute grounds for granting a variance. Further, applicants shall demonstrate that no other feasible alternative to his/her proposal is available.
 - d. As used in the Land Use Ordinance, a variance is authorized only for height, setback, lot area or dimensional requirements. Establishment or expansion of uses otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the land use district or uses in adjoining land use districts.
 - e. The Board shall limit any variances granted as strictly as possible in order to ensure conformance with the purposes and provisions of the Land Use Ordinance to the greatest extent possible, and in doing so may impose such conditions to a variance as it deems necessary. The owner of record shall comply with any conditions imposed.
 - f. A copy of each variance request involving property within the Shoreland Districts, including the application and all supporting information supplied by the applicant, shall be forwarded by the municipal officials to the Commissioner of the Department of Environmental Protection at least twenty (20) days prior to action by the Board. Any comments received from the Commissioner prior to the action by the Board shall be made part of the record and shall be taken into consideration by the Board.
 - g. Any variance shall expire unless following issuance of same, there is compliance with Article 4, Section 7 of the Land Use Ordinance.

3. Disability Variance for a Building

- a. The Board, upon concurring vote of at least ~~two-thirds~~ four (4) of its appointed members, may grant a variance to an owner of a dwelling unit for the purpose of allowing equipment and structures necessary to make the dwelling on that property accessible to any person with a disability who regularly uses such dwelling.
- b. The Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the dwelling by persons with disabilities who regularly use such dwelling unit.
- c. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives in or regularly uses the dwelling.

4. Setback Variance for Single Family Dwellings

- a. The Board may permit a variance from setback requirements for a single-family dwelling which is the primary year-round residence of the applicant or its accessory structure(s) upon finding that strict application of the Land Use Ordinance to the applicant's property would create undue hardship, defined for purposes of this subsection only as follows:
 - i. The need for the variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
 - ii. The granting of a variance will not alter the essential character of the locality;
 - iii. The hardship is not the result of action taken by the applicant or a prior owner;
 - iv. The granting of the variance will not substantially reduce or impair the use of abutting property; and e. The granting of the variance is based upon demonstrated need, not convenience, and no other feasible alternative is available.
- b. The Board may not grant a setback variance for a single family dwelling under this subsection if the result would be to exceed the lot coverage ratio allowed in the district. Minimum setback from a waterbody or wetland may not be reduced under this subsection. Minimum front, side, and rear setbacks may be reduced by more than 20% under this subsection only if the applicant has obtained the written consent of any affected abutting landowner.

B. rendered by the Select Board Pursuant to the Mass Gathering Ordinance;

- C. rendered by the Select Board pursuant to any Special Amusement Ordinance or 28-A M.R.S.A. §1054 (relating to the issuance of special permits for music, dancing or entertainment).

8. MEETINGS:

- A. The regular meeting of the Board shall be held once every other month or as necessary.
- B. The annual organization meeting of the Board shall be the first regular meeting of the year.
- C. Special meetings of the Board may be called by the chairperson. At least seventy two (72) hours written notice of the time, place and business of the meeting shall be given each member of the Board, the Select Board, the Planning Board and the Code Enforcement Officer.
- D. The chairperson shall call a special meeting within ten (10) days of receipt of a written request from any ~~3~~four (4) members of the Board which request shall specify the matters to be considered at such special meeting.
- E. The order of business at regular meetings of the Board shall be as follows: (A) roll call; (B) reading and approval of the minutes of the preceding meeting; (C) action on held cases; (D) public hearing (when scheduled); (E) other business; (F) adjournment.
- F. All meetings of the Board shall be open to the public, except executive sessions. No votes may be taken by the Board except in public meeting. ~~The Board shall not hold executive sessions except for consultation between the Board and its legal counsel concerning litigation or other legal matters where premature general public knowledge would clearly place the town or Board at a substantial disadvantage.~~

9. VOTING:

- A. A quorum shall consist of four (4) members of the Board physically present at the meeting.
- B. No hearing or meeting of the Board shall be held, nor any action taken, in the absence of a quorum; however, those members present shall be entitled to request the chairperson to call a special meeting for a subsequent date.
- C. All matters shall be decided by a roll call vote. Decisions on any matter before the Board shall require the affirmative vote of ~~a majority of the entire membership at least four (4)~~ members of the Board unless otherwise specified herein.

- D. A tie vote or favorable vote by a lesser number than the required majority shall be considered a rejection of the application under consideration.
- E. If a member has a conflict of interest, said member shall not be counted by the Board in establishing the quorum for such matter.
- F. No regular member shall vote on the determination of any matter requiring public hearing unless he or she has attended the public hearing thereon; however, where such a member has familiarized himself with such matter by reading the record, he or she shall be qualified to vote.

10. TIME LIMIT

Any person aggrieved by an action which comes under the jurisdiction of the Board must file such application for appeal within Forty Five (45) days of the date of the ~~written~~ decision being appealed. The applicant shall file this appeal at the office of the Town Clerk, setting forth the ground for his/her appeal. Upon receiving the application for appeal, the Town Clerk shall notify the Chairperson of the Board.

11. SUBMITTALS

- A. Appeals shall be made by filing with the Board a written notice which includes:
 - 1. A concise written statement indicating what relief is requested and why it should be granted.
 - 2. A sketch drawn to scale showing lot lines, location of existing buildings and structures, and other physical features of the lot pertinent to the relief requested.
 - 3. Any additional documents that the applicant believes are pertinent to the appeal.
- B. Each application for appeal shall be accompanied by the appropriate fee as established from time to time by the Select Board.

12. RECORD OF CASE

Upon being notified of an appeal, the Code Enforcement Officer, or Town Clerk in the case of appeal ~~to of~~ a decision of the Select Board under the Mass Gathering Ordinance, Special Amusement Ordinance, or ~~applicable state statute~~ 28-A M.R.S.A. §1054 (relating to the issuance of special permits for music, dancing or entertainment), shall transmit to the Board copies of all of the papers constituting the record of the decision being appealed.

13. HEARINGS:

- A. The Board shall schedule a public hearing on all appeals applications within (30) days of the filing of a completed appeal application.

B. The Board shall cause notice of the date, time and place of such hearing, the location of the building or lot, and the general nature of the question involved, to be given to the person making the application and to be published in a newspaper of general circulation in the municipality at least ten (10) days prior to the hearing. The Board shall also cause notice of the hearing to be given to the ~~municipal officers~~ Select Board, the Planning Board, the Code Enforcement Officer, and by first-class mail to the owners of property abutting that for which the appeal is taken at least ten (10) days prior to the date of the hearing. A Certificate of Mailing shall be obtained from the postal clerk at the time of mailing and shall be retained as a part of the official records of the appeal.

C. The Board shall provide as a matter of policy for exclusion of irrelevant, immaterial, or unduly repetitious evidence.

D. The order of business at a public hearing shall be as follows:

THIS SECTION (13 D) TO BE REDRAFTED WITH A CLEARER PROCESS

~~1. The Chairperson calls the hearing to order.~~

~~2. The Chairperson determines whether there is a quorum.~~

~~3. The Chairperson gives a statement of the case and reads all correspondence and reports received.~~

~~4. The Board determines whether it has jurisdiction over the appeal.~~

~~5. The Board decides whether the applicant has standing to appear before the Board.~~

~~6. The Board determines which individuals attending the hearing are "interested parties." "Interested parties" are those persons who request to offer testimony and evidence and to participate in oral cross-examination. They would include abutting property owners and those who might be adversely affected by the Board's decision. Parties may be required by the Board to consolidate or join their appearances in part or in whole if their interests or contentions are substantially similar and such consolidation would expedite the hearing. municipal officers, the Planning Board, the Code Enforcement Officer shall automatically be made parties to the proceeding.~~

~~Other persons attending the hearing and federal, state, municipal, and other governmental agencies shall be permitted to make oral or written statements and to submit oral and written questions through the Chair.~~

~~7. The appellant is given the opportunity to present his or her case without interruption.~~

~~8. The Board and interested parties may ask questions of the appellant through the Chair.~~

~~9. The interested parties are given the opportunity to present their case. The Board may call its own witnesses, such as the Code Enforcement Officer.~~

~~10. The appellant may ask questions of the interested parties and Board witnesses directly.~~

~~11. All parties are given the opportunity to refute or rebut statements made throughout the hearing.~~

~~12. The Board shall receive comments and questions from all observers and interested citizens who wish to express their views.~~

~~13. The hearing is closed after all parties have been heard. If additional time is needed, the hearing may be continued to a later date. All participants should be notified of the date, time and place of the continued hearing.~~

~~14. Written testimony may be accepted by the Board for three (3) days after the close of the hearing.~~

E. The Board may waive any of the above rules if good cause is shown.

14. DECISIONS

A. Decisions by the Board shall be made not later than ten (10) days from the date of the final hearing.

B. The final decision on any matter before the Board shall be made by written order signed by the chairperson and shall include reference to the reconsideration process and the right to appeal to superior court. The transcript of testimony, if any, and exhibits, together with all papers and requests filed in the proceedings, shall constitute the record. All decisions shall become a part of the record and shall include a statement of findings and conclusions, as well as the reasons or basis ~~therefor, upon all the material issues of fact, law or discretion presented~~ and the appropriate order, relief or denial thereof.

C. The Board, in reaching said decision, shall be guided by standards specified in the applicable state laws, local ordinances, policies specified in the Comprehensive Plan, and by Findings of Fact by the Board in each case.

D. The person filing the appeal shall have the burden of proof.

E. In reviewing an application on any matter, the standards in any applicable local ordinance or statute shall take precedence over the standards of these rules whenever a conflict occurs. In all other instances, the more restrictive rule shall apply.

F. Notice of any decision shall be sent by certified or registered mail or hand delivered to the applicant, his representative or agent, the Planning Board, the Code Enforcement

Officer, and the ~~municipal officers~~ Select Board within seven (7) days of the decision. For decisions regarding development in shoreland districts, the Board shall send such written decisions to the Department of Environmental Protection within (7) days of the Board's decision.

- G. Decisions of the Board shall be immediately filed in the office of the Town Clerk and shall become a part of the appropriate record. ~~Decisions shall include a statement of findings of fact and of conclusions along with the reasons therefor.~~ In instances where the Board remands a case to the Planning Board or Code Enforcement Officer, such decisions shall include an appropriate order. The date of filing of each decision shall be entered in the official records and minutes of the Appeals Board.
- H. Unless otherwise specified, any order or decision of the Board for a permitted use shall expire if a building or occupancy permit for the use is not obtained by the applicant within ninety (90) days from the date of the decision; however, the Board may extend this time an additional ninety (90) days.

15. RECONSIDERATIONS

- A. Upon its own motion, or upon the written request by any party, the Board, for good cause, may vote to reconsider its decision. Any motion or request to reconsider must be made within ten (10) days of the decision of the Board.
- B. The Board may then decide to either: 1) deny the request for reconsideration; or 2) to re-open the proceedings in order to reconsider its earlier decision and, in doing so, may conduct further hearings and receive additional evidence and testimony. If the Board decides to re-open the earlier decision, the Board must notify all interested parties. The Board may limit the scope of any reconsideration.
- C. The Board's decision to either deny the request for reconsideration or to re-open the proceedings for reconsideration shall be made within fourteen (14) days of the motion or request to reconsider.
- D. If the Board decides to reconsider its decision and reopen the proceedings, then the Board shall issue a final decision within ~~twenty-one (21) days~~ forty-five (45) days of the vote on the original decision.
- E. Appeal of a reconsidered decision must be made within fifteen (15) days after the decision on reconsideration.
- F. Reconsideration should be for one of the following reasons:
1. The record contains significant factual errors due to fraud or mistake, regarding facts upon which the decision was based; or

2. The Board misinterpreted the ordinance, followed improper procedures, or acted beyond its jurisdiction.

16. RECORDING OF VARIANCES

The applicant shall record the variance at the Registry of Deeds within 90 days of the date of the final written approval of the variance as per Title 30-A, M.R.S.A. Section 4406

17. APPEAL TO SUPERIOR COURT

- A. ~~The~~An appeal of the decision of the Board may be taken, within forty five (45) days after the ~~decision is rendered~~vote of the Board, by any party to Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure. This time period may be extended by the court upon motion for good cause shown. The hearing before the Superior Court must be without a jury.

1. In the event of an appeal to the Superior Court from the Board review of a Code Enforcement Officer decision, the decision of the Board shall be the operative decision for judicial review.
2. In the event of an appeal to the Superior Court from Board review of a Planning Board decision, the decision of the Planning Board shall be the operative decision for judicial review.

- ~~3. In the event of an appeal to the Superior Court from Board review of a Select Board decision, the decision of the Select Board shall be the operative decision for judicial review.~~

18. CONFLICTS WITH OTHER ORDINANCES

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other Ordinance, regulation or statute, the more restrictive provision shall apply.

19. SEVERABILITY:

The invalidity of any section or provision of this Ordinance shall not be held to invalidate any other section or provision of this Ordinance.

20. ABROGATION

This Ordinance repeals and replaces any municipal ordinance, portion thereof, or legislative action previously enacted to comply with the requirements of 30-A MRSA § 2691 or 30 MRSA § 2411.

Board of Appeals Ordinance
Of the
Town of Readfield, Maine

ENACTED: _____

CERTIFIED BY: _____

Signature

CERTIFIED BY: _____

Printed Name

Title

**Board of Appeals Ordinance
of the
Town of Readfield, Maine**

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- B. The purpose of this Ordinance is to reauthorize the Board of Appeals, define its authority and responsibilities, establish its organizational characteristics and set forth procedures for the conduct of its business. The Board of Appeals will be referred to herein as the Board.
- C. It shall be the responsibility of the Board to become familiar with all the duly enacted ordinances of the town which it may be expected to act upon, including but not limited to those referenced in Section 6 of this Ordinance, as well as with the applicable state statutes as enumerated below in section 7. Powers and Limitations.
- D. It shall be the responsibility of the Board to become familiar with the Comprehensive Plan.

2. ESTABLISHMENT

The Town of Readfield hereby has established a Board of Appeals in accordance with 30-A MRSA § 2691. The Board of Appeals existing at the time of adoption of this Ordinance shall continue to serve as the Board of Appeals.

3. APPOINTMENTS

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- B. The Board shall consist of seven (7) members appointed by the Select Board of the Town of Readfield for three year staggered terms. At the effective date of this ordinance, the current Board shall be reestablished and current members shall continue to serve until each term expires.
- C. Neither a Select Board member nor his or her spouse or domestic partner may be a member of the Board.
- D. Any member of the Board may be removed from the Board for cause, by the Select Board before expiration of his/her term.

4. OFFICERS AND DUTIES

- A. The officers of the Board shall consist of a Chairperson, Acting Chairperson and Secretary, who shall be elected annually by a majority of the Board.

- B. The chairperson shall perform all duties required by law and these by-laws and preside at all meetings of the Board. The Chairperson shall rule on issues of evidence, order, and procedure, and shall take such other actions as are necessary for the efficient and orderly conduct of hearings, unless directed otherwise by a majority of the Board. The Chairperson shall appoint any committees found necessary to carry out the business of the Board.
- C. The Acting Chairperson shall serve in the absence of the Chairperson and shall have all the powers of the Chairperson during the Chairperson's absence, disability or disqualification.
- D. The Secretary, subject to the direction of the Board and the Chairperson, shall keep minutes of all Board proceedings, showing the vote of each member upon every motion, or if absent or failing to vote, indicating such fact. The Secretary shall also arrange proper and legal notice of hearings, attend to correspondence of the Board, and to other duties as are normally carried out by a secretary. The Secretary shall keep a record of all resolutions, transactions, correspondence, findings and determinations of the Board, and shall prepare a complete record of each hearing, including: date(s), time(s), place(s) of the hearing(s); subject of the hearing; identification of each participant; any agreements made between parties and the Board regarding procedures; the testimony presented; findings of fact and conclusions; the decision of the Board; and the date of issuance of the decision. All records are public and may be inspected at reasonable times.
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- A. Any question of whether a particular issue involves a "conflict of interest" sufficient to disqualify a member from voting thereon, shall be decided by a majority vote of the members, except the member whose potential conflict is under consideration.
- B. The term "conflict of interest" shall be as defined in Section 10.1.1 of the Town of Readfield Conflict of Interest and Recall Process Ordinance.

6. STANDARD OF REVIEW

- A. All appeals from a decision, determination, or requirement of the Code Enforcement Officer shall be conducted "de novo". The Board shall conduct a fact-finding hearing at which it may receive and consider evidence and testimony and oral or written argument in addition to the record of the action taken by the Code Enforcement Officer and, based on all the evidence presented to the Board, shall decide whether the action of the Code Enforcement Officer constituted an error of law, misinterpretation of the Land Use

Ordinance or misapplication of the law to the facts.

- B. Appeals from decisions of the Planning Board shall be strictly “appellate” proceedings. Such review is limited to the record of the proceedings before the Planning Board, and the Board shall not receive or consider any evidence which was not presented to the Planning Board, but the Board may receive and consider oral and written argument. If the Board determines that the record of the Planning Board proceedings is not adequate, the Board may remand the matter to the Planning Board for additional fact finding. The Board shall not substitute its judgment for that of the Planning Board on questions of fact.

7. POWERS AND LIMITATIONS

Upon receipt of a written appeal by an aggrieved party the Board shall have the power to hear and determine all appeals by any person directly or indirectly affected by any decision, with respect to any license, permit, waiver, variance or other required approval, or any application therefore, including, the grant, conditional grant, denial, suspension, or revocation of any such license, permit, waiver, variance or other approval (hereinafter a “Decision”)

- A. rendered by the Code Enforcement Officer or the Planning Board pursuant to the Land Use Ordinance, which shall include any ordinances relating to land use adopted by reference as a part of the Land Use Ordinance;

1. Administrative Appeals

- a. To hear and decide where it is alleged, there is an error in any order, requirement, decision or determination by the Planning Board or Code Enforcement Officer in the administration of the Land Use Ordinance. The action of the Code Enforcement Officer or any decision from the Planning Board may be affirmed, remanded or reversed in whole or in part by the Board by concurring vote of at least four (4) members in accordance with the provisions set forth in this Ordinance.

2. Variance Appeals

- a. To hear and decide, upon appeal, specific cases where a relaxation of terms of the Land Use Ordinance would not be contrary to the public interest, and where, owing to conditions peculiar to the property and not to the neighborhood locale, and to conditions not the result of actions of the applicant or any predecessor in title, strict application of the land Use Ordinance to the applicant and the applicant’s property would result in undue hardship. For purposes of this subsection “undue hardship” means:

- i. That the land in question cannot yield a reasonable return unless a variance is granted; and
 - ii. That the need for a variance is due to the unique circumstances of the property and not to the general conditions of the neighborhood; and
 - iii. That the granting of a variance will not alter the essential character of the locality; and
 - iv. That the hardship is not the result of action taken by the applicant or a prior owner.
 - b. A financial hardship shall not constitute grounds for granting a variance.
 - c. Convenience to the applicant shall not constitute grounds for granting a variance. Further, applicants shall demonstrate that no other feasible alternative to his/her proposal is available.
 - d. As used in the Land Use Ordinance, a variance is authorized only for height, setback, lot area or dimensional requirements. Establishment or expansion of uses otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the land use district or uses in adjoining land use districts.
 - e. The Board shall limit any variances granted as strictly as possible in order to ensure conformance with the purposes and provisions of the Land Use Ordinance to the greatest extent possible, and in doing so may impose such conditions to a variance as it deems necessary. The owner of record shall comply with any conditions imposed.
 - f. A copy of each variance request involving property within the Shoreland Districts, including the application and all supporting information supplied by the applicant, shall be forwarded by the municipal officials to the Commissioner of the Department of Environmental Protection at least twenty (20) days prior to action by the Board. Any comments received from the Commissioner prior to the action by the Board shall be made part of the record and shall be taken into consideration by the Board.
 - g. Any variance shall expire unless following issuance of same, there is compliance with Article 4, Section 7 of the Land Use Ordinance.
3. Disability Variance for a Building
- a. The Board, upon concurring vote of at least four (4) of its appointed members, may grant a variance to an owner of a dwelling unit for the purpose of allowing equipment and structures necessary to make the dwelling on that property

accessible to any person with a disability who regularly uses such dwelling.

- b. The Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the dwelling by persons with disabilities who regularly use such dwelling unit.
- c. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives in or regularly uses the dwelling.

4. Setback Variance for Single Family Dwellings

- a. The Board may permit a variance from setback requirements for a single-family dwelling which is the primary year-round residence of the applicant or its accessory structure(s) upon finding that strict application of the Land Use Ordinance to the applicant's property would create undue hardship, defined for purposes of this subsection only as follows:
 - i. The need for the variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
 - ii. The granting of a variance will not alter the essential character of the locality;
 - iii. The hardship is not the result of action taken by the applicant or a prior owner;
 - iv. The granting of the variance will not substantially reduce or impair the use of abutting property; and e. The granting of the variance is based upon demonstrated need, not convenience, and no other feasible alternative is available.
- b. The Board may not grant a setback variance for a single family dwelling under this subsection if the result would be to exceed the lot coverage ratio allowed in the district. Minimum setback from a waterbody or wetland may not be reduced under this subsection. Minimum front, side, and rear setbacks may be reduced by more than 20% under this subsection only if the applicant has obtained the written consent of any affected abutting landowner.

B. rendered by the Select Board Pursuant to the Mass Gathering Ordinance;

C. rendered by the Select Board pursuant to any Special Amusement Ordinance or 28-A M.R.S.A. §1054 (relating to the issuance of special permits for music, dancing or entertainment).

8. MEETINGS:

- A. The regular meeting of the Board shall be held once every other month or as necessary.
- B. The annual organization meeting of the Board shall be the first regular meeting of the year.
- C. Special meetings of the Board may be called by the chairperson. At least seventy two (72) hours written notice of the time, place and business of the meeting shall be given each member of the Board, the Select Board, the Planning Board and the Code Enforcement Officer.
- D. The chairperson shall call a special meeting within ten (10) days of receipt of a written request from any four (4) members of the Board which request shall specify the matters to be considered at such special meeting.
- E. The order of business at regular meetings of the Board shall be as follows: (A) roll call; (B) reading and approval of the minutes of the preceding meeting; (C) action on held cases; (D) public hearing (when scheduled); (E) other business; (F) adjournment.
- F. All meetings of the Board shall be open to the public, except executive sessions. No votes may be taken by the Board except in public meeting.

9. VOTING:

- A. A quorum shall consist of four (4) members of the Board physically present at the meeting.
- B. No hearing or meeting of the Board shall be held, nor any action taken, in the absence of a quorum; however, those members present shall be entitled to request the chairperson to call a special meeting for a subsequent date.
- C. All matters shall be decided by a roll call vote. Decisions on any matter before the Board shall require the affirmative vote of at least four (4) members of the Board unless otherwise specified herein.
- D. A tie vote or favorable vote by a lesser number than the required majority shall be considered a rejection of the application under consideration.
- E. If a member has a conflict of interest, said member shall not be counted by the Board in establishing the quorum for such matter.
- F. No regular member shall vote on the determination of any matter requiring public hearing unless he or she has attended the public hearing thereon; however, where such a member has familiarized himself with such matter by reading the record, he or she shall be qualified to vote.

10. TIME LIMIT

Any person aggrieved by an action which comes under the jurisdiction of the Board must file such application for appeal within Forty Five (45) days of the date of the decision being appealed. The applicant shall file this appeal at the office of the Town Clerk, setting forth the ground for his/her appeal. Upon receiving the application for appeal, the Town Clerk shall notify the Chairperson of the Board.

11. SUBMITTALS

A. Appeals shall be made by filing with the Board a written notice which includes:

1. A concise written statement indicating what relief is requested and why it should be granted.
2. A sketch drawn to scale showing lot lines, location of existing buildings and structures, and other physical features of the lot pertinent to the relief requested.
3. Any additional documents that the applicant believes are pertinent to the appeal.

B. Each application for appeal shall be accompanied by the appropriate fee as established from time to time by the Select Board.

12. RECORD OF CASE

Upon being notified of an appeal, the Code Enforcement Officer, or Town Clerk in the case of appeal of a decision of the Select Board under the Mass Gathering Ordinance, Special Amusement Ordinance, or 28-A M.R.S.A. §1054 (relating to the issuance of special permits for music, dancing or entertainment), shall transmit to the Board copies of all of the papers constituting the record of the decision being appealed.

13. HEARINGS:

A. The Board shall schedule a public hearing on all appeals applications within (30) days of the filing of a complete appeal application.

B. The Board shall cause notice of the date, time and place of such hearing, the location of the building or lot, and the general nature of the question involved, to be given to the person making the application and to be published in a newspaper of general circulation in the municipality at least ten (10) days prior to the hearing. The Board shall also cause notice of the hearing to be given to the Select Board, the Planning Board, the Code Enforcement Officer, and by first-class mail to the owners of property abutting that for which the appeal is taken at least ten (10) days prior to the date of the hearing. A Certificate of Mailing shall be obtained from the postal clerk at the time of mailing and shall be retained as a part of the official records of the appeal.

- C. The Board shall provide as a matter of policy for exclusion of irrelevant, immaterial, or unduly repetitious evidence.
- D. The order of business at a public hearing shall be as follows:
THIS SECTION (13 D) TO BE REDRAFTED WITH A CLEARER PROCESS
- E. The Board may waive any of the above rules if good cause is shown.

14. DECISIONS

- A. Decisions by the Board shall be made not later than ten (10) days from the date of the final hearing.
- B. The final decision on any matter before the Board shall be made by written order signed by the chairperson and shall include reference to the reconsideration process and the right to appeal to superior court. The transcript of testimony, if any, and exhibits, together with all papers and requests filed in the proceedings, shall constitute the record. All decisions shall become a part of the record and shall include a statement of findings and conclusions, as well as the reasons or basis and the appropriate order, relief or denial thereof.
- C. The Board, in reaching said decision, shall be guided by standards specified in the applicable state laws, local ordinances, policies specified in the Comprehensive Plan, and by Findings of Fact by the Board in each case.
- D. The person filing the appeal shall have the burden of proof.
- E. In reviewing an application on any matter, the standards in any applicable local ordinance or statute shall take precedence over the standards of these rules whenever a conflict occurs. In all other instances, the more restrictive rule shall apply.
- F. Notice of any decision shall be sent by certified or registered mail or hand delivered to the applicant, his representative or agent, the Planning Board, the Code Enforcement Officer, and the Select Board within seven (7) days of the decision. For decisions regarding development in shoreland districts, the Board shall send such written decisions to the Department of Environmental Protection within (7) days of the Board's decision.
- G. Decisions of the Board shall be immediately filed in the office of the Town Clerk and shall become a part of the appropriate record. In instances where the Board remands a case to the Planning Board or Code Enforcement Officer, such decisions shall include an appropriate order. The date of filing of each decision shall be entered in the official records and minutes of the Appeals Board.
- H. Unless otherwise specified, any order or decision of the Board for a permitted use shall expire if a building or occupancy permit for the use is not obtained by the applicant

within ninety (90) days from the date of the decision; however, the Board may extend this time an additional ninety (90) days.

15. RECONSIDERATIONS

- A. Upon its own motion, or upon the written request by any party, the Board, for good cause, may vote to reconsider its decision. Any motion or request to reconsider must be made within ten (10) days of the decision of the Board.
- B. The Board may then decide to either: 1) deny the request for reconsideration; or 2) to re-open the proceedings in order to reconsider its earlier decision and, in doing so, may conduct further hearings and receive additional evidence and testimony. If the Board decides to re-open the earlier decision, the Board must notify all interested parties. The Board may limit the scope of any reconsideration.
- C. The Board's decision to either deny the request for reconsideration or to re-open the proceedings for reconsideration shall be made within fourteen (14) days of the motion or request to reconsider.
- D. If the Board decides to reconsider its decision and reopen the proceedings, then the Board shall issue a final decision within forty-five (45) days of the vote on the original decision.
- E. Appeal of a reconsidered decision must be made within fifteen (15) days after the decision on reconsideration.
- F. Reconsideration should be for one of the following reasons:
 - 1. The record contains significant factual errors due to fraud or mistake, regarding facts upon which the decision was based; or
 - 2. The Board misinterpreted the ordinance, followed improper procedures, or acted beyond its jurisdiction.

16. RECORDING OF VARIANCES

The applicant shall record the variance at the Registry of Deeds within 90 days of the date of the final written approval of the variance as per Title 30-A, M.R.S.A. Section 4406

17. APPEAL TO SUPERIOR COURT

- A. An appeal of the decision of the Board may be taken, within forty five (45) days after the vote of the Board, by any party to Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure. This time period may be extended by the court upon motion for good cause shown. The hearing before the Superior Court must be without a jury.

1. In the event of an appeal to the Superior Court from the Board review of a Code Enforcement Officer decision, the decision of the Board shall be the operative decision for judicial review.
2. In the event of an appeal to the Superior Court from Board review of a Planning Board decision, the decision of the Planning Board shall be the operative decision for judicial review.

18. CONFLICTS WITH OTHER ORDINANCES

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other Ordinance, regulation or statute, the more restrictive provision shall apply.

19. SEVERABILITY:

The invalidity of any section or provision of this Ordinance shall not be held to invalidate any other section or provision of this Ordinance.

20. ABROGATION

This Ordinance repeals and replaces any municipal ordinance, portion thereof, or legislative action previously enacted to comply with the requirements of 30-A MRSA § 2691 or 30 MRSA § 2411.

Annual Town Meeting Warrant

Secret Ballot

Tuesday, June 13, 2017

To: Kristin Parks, resident of the Town of Readfield, in the County of Kennebec, State of Maine

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 13th day of June, A.D. 2017, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 41 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

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

Article 2:

Elect one Select Board members for three year terms:

- ☐ TBD
☐ Write in: _____

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

- ☐ Write in: _____

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

- ☐ Write in: _____

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

- ☐ Write in: _____

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

- ☐ Write in: _____

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

- ☐ Write in: _____

Article 3: Shall the Town vote to confirm the term for Select Board members from election to election to July 1 of their election year through June 30 of their expiration year, effective 90 days from this vote?

Or

Shall the Town vote to confirm the term of any Select Board member elected on this day as being from the day of their election through June 30, 2018, and the terms of all future elected Select Board members as being from July 1 through June 30?

Or

Continue operating under state statute - no article necessary

Article 4: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2017 through June 30, 2018?

Article 5: Shall the Town vote to fix **September 29, 2017** or thirty days after the taxes are committed, whichever is later, and **February 28, 2018** as the dates of each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of **7%** per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 6: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 3% , which is lower than the State Rate of 7% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 7: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2017 to October 1, 2017?

Article 8: Shall the Town vote to raise and appropriate **\$458,085** for the **General Government for Administration, Insurance, Office Equipment, Assessing, CEO/LPI/BI, Grant Writing and Heating Assistance** budget category for the following budget lines with **Grant Writing and Heating Assistance** unexpended balances to be carried forward?

Municipal Administration	\$259,945 - All postage, office supplies and copying expenses are now under this budget line, other area has been reduced with the exception of the Transfer Station operations.
Insurance	\$128,130 - All insurances are now in this budget line, other budget lines has been reduced with the exception of the Transfer Station operations.
Office Equipment	\$ 3,350
Assessing	\$ 24,655 – Retuning to past years level of service
CEO/LPI/BI	\$ 36,505 - \$10,000 from revenues , Adding 4 hours per week.
Grant Writing/Planning Ser.	\$ 4,000
Heating Assistance	\$ 1,500 - \$1,500 from revenues

Select Board recommends:

Budget Committee recommends: yes

Article 9: Shall the Town vote to raise and appropriate **\$169,895** for the **Municipal Maintenance** budget category? Combined all maintenance budget categories.

General Maintenance	\$ 83,825
Building Maintenance	\$ 29,470
Vehicles Maintenance	\$ 46,600 Moved from Roads/Drainage
Interlocal Work	\$ 10,000 Moved from Roads/Drainage

Select Board recommends:

Budget Committee recommends: yes

Article 10: Shall the Town vote to raise and appropriate **\$9,300** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the

Conservation budget line carried forward?

Appeals Board	\$ 100
Conservation Commission	\$ 7,750 - \$7,050 from designated fund
Planning Board	\$ 1,450

Select Board recommends:

Budget Committee recommends: yes

Article 11: Shall the Town vote to raise and appropriate **\$57,135** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Library budget line carried forward?

Age Friendly Initiatives	\$ 2,000 - New for 2017-18
Animal Control	\$ 11,420 - \$1,500 from revenues
Kennebec Land Trust	\$ 250
KVCOG	\$ 4,295
Library Services	\$ 26,090 - \$2,080 from revenues
Readfield TV	\$ 6,830 - \$6,830 from revenues
Street Lights	\$ 6,000
Maranacook Lake Dam	\$ 250

Select Board recommends:

Budget Committee recommends: yes

Article 12: Shall the Town vote to raise and appropriate **\$40,486** for the **Recreation, Parks and Activities** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 9,142 - \$ 9,142 from revenues
Recreation	\$ 10,561 - \$10,561 from revenues
Trails	\$ 2,483
Heritage Days	\$ 10,000 - \$ 5,000 from designated fund
Millstream Dam Project	\$ 8,300 - \$6,221 from designated fund and \$2,079 from revenues NEW 2017-18

Select Board recommends:

Budget Committee recommends: yes

Article 13: Shall the Town vote to raise and appropriate **\$180,875** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward with the exception of the Ambulance Service, Dispatching and Emergency Operations Plan lines?

Operations Fire Department	\$ 87,650 - \$20,000 from designated fund
Fire Dept. Equipment	\$ 8,000
Ambulance Service	\$ 25,400
Waterholes	\$ 500
Tower Sites	\$ 27,000 - \$25,000 from revenues
Dispatching	\$ 30,200
Annual Physicals	\$ 125 - \$125 from designated fund

Personal Proective Gear Replacement

\$ 2,000

Select Board recommends:

Budget Committee recommends: yes

Article 14: Shall the Town vote to raise and appropriate **\$16,050** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward? Took payroll out of this category and put in maintenance.

Select Board recommends:

Budget Committee recommends: yes

Article 15: Shall the Town vote to raise and appropriate **\$373,950** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget? Vehicle maintenance and interlocal work are now under Municipal Maintenance. Potential sidewalk project moved to Capital Improvements

Summer Road Maintenance	\$117,500 – \$35,000 from revenues and
Winter Road Maintenance	\$256,450

Select Board recommends:

Budget Committee recommends: yes

Article 16: Shall the Town vote to raise and appropriate **\$260,812** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Roads	\$ 15,000
Equipment	\$ 5,000
Gile Hall	\$ 24,000 - \$24,000 from designated fund
Parks/Recreation	\$ 7,762 - \$7,762 from designated fund
Transfer Station	\$ 39,050 - \$20,000 from designated fund And \$10,975 from revenues
Maranacook Lake Dam	\$125,000 - \$45,660 from designated fund

Select Board recommends:

Budget Committee recommends: yes

Article 17: Shall the Town vote to appropriate \$45,000 from the Summer Roads reserve account as a potential grant match for a sidewalk project to be considered at a future Town Meeting, to improve safety and access on Church Road? The \$45,000 is a placeholder amount, not a commitment to execute a project. If the grant is not approved, or if the voters do not approve the project, the money will be returned to the reserve account. The project cannot be considered by Maine Department of Transportation without the town showing baseline interest through this appropriation.

Select Board recommends:

Budget Committee recommends: yes

Article 18: Shall the Town vote to raise and appropriate **\$282,576** for the **Solid Waste**

Department budget category with all accounts to be carried forward?

\$181,636 from revenues

Select Board recommends:

Budget Committee recommends: yes

Article 19: Shall the Town vote to raise and appropriate **\$317,600** for the **Regional Assessments** budget category for the following budget lines which the town are legally bound to pay?

Cobbossee Watershed	\$ 22,000
Kennebec County Tax	\$270,000
First Park	\$ 25,600 - \$10,000 from revenues

Select Board recommends:

Budget Committee recommends: yes

Article 20: Shall the Town vote to raise and appropriate **\$328,824** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2015 Fire Truck Bond/Lease	\$ 56,857
2013 Road & Bridge Bond	\$109,117
2008 Road & Bridge Bond	\$162,850

Select Board recommends:

Budget Committee recommends: yes

Article 21: Shall the Town vote to appropriate the amount equal to that paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation, maintenance and grooming? **\$940.00 from revenues**

Select Board recommends:

Budget Committee recommends: yes

Article 22: Shall the Town vote to raise and appropriate the requested amount of **\$1,441** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum?**

Select Board recommends:

Budget Committee recommends: yes

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Family Violence Agency?**

Select Board recommends:

Budget Committee recommends: yes

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$2,250** for the Courtesy Boat Inspection Program to the **Maranacook Lake Association** for **\$1,500** and the **Torsey Pond Association** for **\$750** on Maranacook Lake and Torsey Pond?

Select Board recommends:

Budget Committee recommends: yes

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends:

Budget Committee recommends: yes

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$231** for the **30 Mile River Association**?

Select Board recommends:

Budget Committee recommends: yes

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for **continued restoration** of the **Readfield Union Meeting House**? *New article.*

Select Board recommends:

Budget Committee recommends: yes

Article 28: Shall the Town vote to appropriate **\$10,000** for the **Readfield Enterprise Fund** budget category with any balance to be carried forward?

Select Board recommends:

Budget Committee recommends: yes

Article 29: Shall the Town vote to raise and appropriate **\$10,000** for a **Real Estate Property Revaluation** with any unexpended balance to carry forward?

Select Board recommends:

Budget Committee recommends: yes

Article 30: Shall the Town vote to raise and appropriate **\$4,650** for the **General Assistance** budget category?

Select Board recommends:

Budget Committee recommends: yes

Article 31: Shall the Town vote to appropriate funds not to exceed **\$5,000** to cover Overdrafts from the Unassigned Fund Balance?

Select Board recommends:

Budget Committee recommends: yes

Article 32: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, Local and private sources (including user fees), in those categories for which the revenue was intended (if no use is identified, the funds shall be

deposited with the General Fund), in addition to the amounts appropriated previously in these articles?

Article 33: Shall the Town vote to appropriate the following **Estimated Revenues** to reduce the 2017 Tax Commitment?

State Revenue Sharing	\$135,000
Interest on Property Taxes	\$ 20,000
Interest on Investments	\$ 3,000
Veterans Exemption	\$ 3,200
Homestead Exempt. Reimbursement	\$184,330
Tree Growth Reimbursement	\$ 9,800
BETE Reimbursement	\$ 9,161
Boat Excise Taxes	\$ 7,500
Motor Vehicle Excise Taxes	\$460,000
Agent Fees	\$ 9,500
Newsletter	\$ 250
Certified Copy Fees	\$ 1,300
Other Income	\$ 500
Heating	\$ 1,500
Plumbing fees	\$ 5,000
Land Use Permit Fees	\$ 6,000
Dog License Fees	\$ 1,500
Library Revenue	\$ 2,080
Cable Television Fees	\$ 26,000
Beach Income	\$ 9,142
Recreation Income	\$ 10,561
Mill Stream Dam/Factory Sq	\$ 2,079
Protection	\$ 25,000
Local Roads	\$ 35,000
Interlocal	\$ 10,000
Transfer Station Capital	\$ 10,975
Transfer Station	\$181,636
First Park	\$ 10,000
Snowmobile (State reimb.)	\$ 940
Readfield Enterprise Fund	\$ 10,000
General Assistance (State reimb.)	\$ 2,325
Total	\$1,193,279

Select Board recommends:

Budget Committee recommends: yes

Article 34: Shall the Town vote to appropriate the following **Designated Funds** to reduce the Fiscal Year Ending 2018 Expenditures? The amounts below can be seen in context under several prior articles where "from designated fund"

Parks/Recreation Capital	\$ 2,762
Cemetery Trust Fund	\$ 4,000
Conservation	\$ 7,050
Fire Dept. Equipment	\$ 20,000

Fire Dept. Physicals	\$ 125
Gile Hall Capital	\$ 24,000
Heritage Days	\$ 5,000
Maranacook Dam Capital	\$ 45,660
Mill Stream Dam Project	\$ 6,221
Recreation	\$ 5,000
Transfer Station Capital	\$ 20,000
Total	\$139,818

Select Board recommends:

Budget Committee recommends: yes

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

Select Board recommends:

Budget Committee recommends: yes

Article 36: Shall the Town vote to appropriate **\$187,731** from the **Unassigned Fund Balance** to **reduce the total tax commitment?**

Select Board recommends:

Budget Committee recommends: yes

Article 37: To see if the Town will vote to enter into an **inter-local agreement** in partnership with the Town of Fayette and Wayne for the use and operation of the Readfield Transfer Station.

Article 38: Shall the following amendments be made to the Town's **Administrative Ordinance**, and be enacted?

Article 39: Shall the following amendments be made to the Town's **Land Use Ordinance**, and be enacted?

Article 40: Shall the Town vote to accept and enact the language in the following **Appeals Board Ordinance?**

Article 41: Shall the town vote to accept and enact the language in the following **P.A.C.E Ordinance?**

Article 42: Shall the Town vote to return to an **Open Floor Town Meeting** with the election of officers by secret ballot, ~~from Secret Ballot Town Meeting~~, for the 2018 Annual Town Meeting?

Or

Should the Town continue to use the **Secret Ballot** process for the 2018 Annual Town Meeting?

Annual Town Meeting Warrant
Secret Ballot
Tuesday, June 13, 2017

To: Kristin Parks, resident of the Town of Readfield, in the County of Kennebec, State of Maine

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 13th day of June, A.D. 2017, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 42 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

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

Article 2:

Elect one Select Board members for three year terms:

☐ TBD

☐ Write in: _____

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

☐ Write in: _____

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

☐ Write in: _____

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

☐ Write in: _____

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

☐ Write in: _____

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

☐ Write in: _____

Article 3: Shall the Town vote to confirm the term for Select Board members from election to election to July 1 of their election year through June 30 of their expiration year, effective 90 days from this vote?

Or

Shall the Town vote to confirm the term of any Select Board member elected on this day as being from the day of their election through June 30, 2018, and the terms of all future elected Select Board members as being from July 1 through June 30?

Or

Continue operating under state statute - election to election - no article necessary

Article 4: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2017 through June 30, 2018?

Article 5: Shall the Town vote to fix **September 29, 2017** or thirty days after the taxes are committed, whichever is later, and **February 28, 2018** as the dates of each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of **7%** per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 6: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of **3%**, which is lower than the State Rate of **7%**, from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 7: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2017 to October 1, 2017?

Article 8: Shall the Town vote to raise and appropriate **\$458,085** for the **General Government for Administration, Insurance, Office Equipment, Assessing, CEO/LPI/BI, Grant Writing and Heating Assistance** budget category for the following budget lines with **Grant Writing and Heating Assistance** unexpended balances to be carried forward?

Municipal Administration	\$259,945
Insurance	\$128,130
Office Equipment	\$ 3,350
Assessing	\$ 24,655
CEO/LPI/BI	\$ 36,505
Grant Writing/Planning Ser.	\$ 4,000
Heating Assistance	\$ 1,500

Select Board recommends:

Budget Committee recommends: yes

Article 9: Shall the Town vote to raise and appropriate **\$169,895** for the **Municipal Maintenance** budget category?

General Maintenance	\$ 83,825
Building Maintenance	\$ 29,470
Vehicles Maintenance	\$ 46,600
Interlocal Work	\$ 10,000

Select Board recommends:

Budget Committee recommends: yes

Article 10: Shall the Town vote to raise and appropriate **\$9,300** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the Conservation budget line carried forward?

Appeals Board	\$ 100
Conservation Commission	\$ 7,750
Planning Board	\$ 1,450

Select Board recommends:

Budget Committee recommends: yes

Article 11: Shall the Town vote to raise and appropriate **\$57,135** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Library budget line carried forward?

Age Friendly Initiatives	\$ 2,000
Animal Control	\$ 11,420
Kennebec Land Trust	\$ 250
KVCOG	\$ 4,295
Library Services	\$ 26,090
Readfield TV	\$ 6,830
Street Lights	\$ 6,000
Maranacook Lake Dam	\$ 250

Select Board recommends:

Budget Committee recommends: yes

Article 12: Shall the Town vote to raise and appropriate **\$40,486** for the **Recreation, Parks and Activities** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 9,142
Recreation	\$ 10,561
Trails	\$ 2,483
Heritage Days	\$ 10,000
Millstream Dam Project	\$ 8,300

Select Board recommends:

Budget Committee recommends: yes

Article 13: Shall the Town vote to raise and appropriate **\$180,875** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward with the exception of the Ambulance Service, Dispatching and Emergency Operations Plan lines?

Operations Fire Department	\$ 87,650
Fire Dept. Equipment	\$ 8,000
Ambulance Service	\$ 25,400
Waterholes	\$ 500
Tower Sites	\$ 27,000
Dispatching	\$ 30,200
Annual Physicals	\$ 125
Personal Protective Gear Replacement	\$ 2,000

Select Board recommends:

Budget Committee recommends: yes

Article 14: Shall the Town vote to raise and appropriate **\$16,050** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward?

Select Board recommends:
Budget Committee recommends: yes

Article 15: Shall the Town vote to raise and appropriate **\$373,950** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$117,500
Winter Road Maintenance	\$256,450

Select Board recommends:
Budget Committee recommends: yes

Article 16: Shall the Town vote to raise and appropriate **\$260,812** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Roads	\$ 15,000
Equipment	\$ 5,000
Gile Hall	\$ 24,000
Parks/Recreation	\$ 7,762
Transfer Station	\$ 39,050
Maranacook Lake Dam	\$125,000

Select Board recommends:
Budget Committee recommends: yes

Article 17: Shall the Town vote to appropriate \$45,000 from the Summer Roads reserve account as a potential grant match for a sidewalk project to be considered at a future Town Meeting, to improve safety and access on Church Road?

Select Board recommends:
Budget Committee recommends: yes

Article 18: Shall the Town vote to raise and appropriate **\$282,576** for the **Solid Waste Department** budget category with all accounts to be carried forward?

Select Board recommends:
Budget Committee recommends: yes

Article 19: Shall the Town vote to raise and appropriate **\$317,600** for the **Regional Assessments** budget category for the following budget lines which the town are legally bound to pay?

Cobbossee Watershed	\$ 22,000
Kennebec County Tax	\$270,000
First Park	\$ 25,600

Select Board recommends:
Budget Committee recommends: yes

Article 20: Shall the Town vote to raise and appropriate **\$328,824** for the **Debt Service** budget

category for the following budget lines which the town are legally bound to pay?

2015 Fire Truck Bond/Lease	\$ 56,857
2013 Road & Bridge Bond	\$109,117
2008 Road & Bridge Bond	\$162,850

Select Board recommends:

Budget Committee recommends: yes

Article 21: Shall the Town vote to appropriate the amount equal to that paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation, maintenance and grooming?

Select Board recommends:

Budget Committee recommends: yes

Article 22: Shall the Town vote to raise and appropriate the requested amount of **\$1,441** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum**?

Select Board recommends:

Budget Committee recommends: yes

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Family Violence Agency**?

Select Board recommends:

Budget Committee recommends: yes

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$2,250** for the Courtesy Boat Inspection Program to the **Maranacook Lake Association** for **\$1,500** and the **Torsey Pond Association** for **\$750** on Maranacook Lake and Torsey Pond?

Select Board recommends:

Budget Committee recommends: yes

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends:

Budget Committee recommends: yes

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$231** for the **30 Mile River Association**?

Select Board recommends:

Budget Committee recommends: yes

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House**?

Select Board recommends:

Budget Committee recommends: yes

Article 28: Shall the Town vote to appropriate **\$10,000** for the **Readfield Enterprise Fund** budget category with any balance to be carried forward?

Select Board recommends:

Budget Committee recommends: yes

Article 29: Shall the Town vote to raise and appropriate **\$10,000** for a **Real Estate Property Revaluation** with any unexpended balance to carry forward?

Select Board recommends:

Budget Committee recommends: yes

Article 30: Shall the Town vote to raise and appropriate **\$4,650** for the **General Assistance** budget category?

Select Board recommends:

Budget Committee recommends: yes

Article 31: Shall the Town vote to appropriate funds not to exceed **\$5,000** to cover Overdrafts from the Unassigned Fund Balance?

Select Board recommends:

Budget Committee recommends: yes

Article 32: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, Local and private sources (including user fees), in those categories for which the revenue was intended (if no use is identified, the funds shall be deposited with the General Fund), in addition to the amounts appropriated previously in these articles?

Article 33: Shall the Town vote to appropriate the following **Estimated Revenues** to reduce the 2017 Tax Commitment?

State Revenue Sharing	\$135,000
Interest on Property Taxes	\$ 20,000
Interest on Investments	\$ 3,000
Veterans Exemption	\$ 3,200
Homestead Exempt. Reimbursement	\$184,330
Tree Growth Reimbursement	\$ 9,800
BETE Reimbursement	\$ 9,161
Boat Excise Taxes	\$ 7,500
Motor Vehicle Excise Taxes	\$460,000
Agent Fees	\$ 9,500
Newsletter	\$ 250
Certified Copy Fees	\$ 1,300

Other Income	\$ 500
Heating	\$ 1,500
Plumbing fees	\$ 5,000
Land Use Permit Fees	\$ 6,000
Dog License Fees	\$ 1,500
Library Revenue	\$ 2,080
Cable Television Fees	\$ 26,000
Beach Income	\$ 9,142
Recreation Income	\$ 10,561
Mill Stream Dam/Factory Sq	\$ 2,079
Protection	\$ 25,000
Local Roads	\$ 35,000
Interlocal	\$ 10,000
Transfer Station Capital	\$ 10,975
Transfer Station	\$181,636
First Park	\$ 10,000
Snowmobile (State reimb.)	\$ 940
Readfield Enterprise Fund	\$ 10,000
General Assistance (State reimb.)	\$ 2,325
Total	\$1,193,279

Select Board recommends:

Budget Committee recommends: yes

Article 34: Shall the Town vote to appropriate the following **Designated Funds** to reduce the Fiscal Year Ending 2018 Expenditures?

Parks/Recreation Capital	\$ 2,762
Cemetery Trust Fund	\$ 4,000
Conservation	\$ 7,050
Fire Dept. Equipment	\$ 20,000
Fire Dept. Physicals	\$ 125
Gile Hall Capital	\$ 24,000
Heritage Days	\$ 5,000
Maranacook Dam Capital	\$ 45,660
Mill Stream Dam Project	\$ 6,221
Recreation	\$ 5,000
Transfer Station Capital	\$ 20,000
Total	\$139,818

Select Board recommends:

Budget Committee recommends: yes

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

Select Board recommends:

Budget Committee recommends: yes

Article 36: Shall the Town vote to appropriate **\$187,731** from the **Unassigned Fund Balance** to **reduce the total tax commitment?**

Select Board recommends:

Budget Committee recommends: yes

Article 37: To see if the Town will vote to enter into an **inter-local agreement** in partnership with the Town of Fayette and Wayne for the use and operation of the Readfield Transfer Station.

Article 38: Shall the following amendments be made to the Town's **Administrative Ordinance**, and be enacted?

Article 39: Shall the following amendments be made to the Town's **Land Use Ordinance**, and be enacted?

Article 40: Shall the Town vote to accept and enact the language in the following **Appeals Board Ordinance?**

Article 41: Shall the town vote to accept and enact the language in the following **P.A.C.E Ordinance?**

Article 42: Shall the Town vote to return to an **Open Floor Town Meeting** with the election of officers by secret ballot, for the 2018 Annual Town Meeting?

Or

Should the Town continue to use the **Secret Ballot** process for the 2018 Annual Town Meeting?

Future Agenda Items - Proposed DRAFT

May - Potential Meeting / Workshop Items

17-168 - Pre-sale considerations for 1111 Main St. - 5 minutes
Energy Investment Presentation / Discussion
Maranacook Lake Outlet Dam Bid Review
Safety and access issues on Church Road

Potential Future Meeting / Workshop Items:

Town Manager 6 month review (last review
Marijuana Regulation
Plastic Recycling
Review of the appeals process and appeals matrix
Personal Property Taxes
Meeting with County Commissioner / County Sheriff

Ongoing Goals:

Group 1

Review the need for and nature of governance documents:
(Current and proposed ordinances and policies, town charter, etc.)
Review Capital Improvement/Investment Program
Clarify the authority of boards, committees and commissions
Hold an annual Community Meeting with a pot-luck supper.

Group 2

Welcome business, and develop a plan to support the business environment in Readfield
Investigate the most efficient, long-term renewable energy investment and conservation
Name and dedicate ball field
Consider a Parks Commission
Obtain the status of, and create plans for town buildings, specifically the fire station, transfer station and library
Create activities for kids and adults
Understand and address issues of poverty
Create an action plan resulting from the age-friendly survey and report
Consider a Church Street sidewalk