

**Readfield Select Board  
Meeting Agendas  
April 3, 2017, Readfield Town Office**

Select Board Meeting starts at 6:30 PM  
Meeting ends (unless extended): 8:25 PM

**Pledge of Allegiance**

**Regular Meeting - 10 minutes**

17-165 - Minutes: Select Board Executive Session meeting minutes of March 6<sup>th</sup> and 13<sup>th</sup>, 2017 and regular meeting minutes of March 20, 2017. - 5 minutes

17-166 - Warrants: #41 & #42. - 5 minutes

**Communications - 25 minutes**

Select Board communications. - 5 minutes

Town Manager's Report - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Age Friendly minutes of January 25, 2017
- Conservation Commission minutes of February 14, 2017
- Trails Committee minutes of February 28, 2017

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

**Old Business - 20 minutes**

17-161 - Review of Draft Ordinances / Ordinance Amendments - 15 minutes

- Property Assessed Clean Energy (PACE) Ordinance - proposed new - second reading
- Administration Ordinance - proposed changes to existing - second reading
- Other

17-167 - Letter to the School Board - 5 minutes

**New Business - 55 minutes**

17-168 - Pre-sale considerations for 1111 Main St. - 5 minutes

17-169 - Final Draft Budget & Warrant Review - 30 minutes

17-170 - Municipal Solid Waste RFP - 10 minutes

17-171 - Kents Hill School Special Event Liquor Licenses - 5 minutes

17-172 - Weathervane Liquor License Renewal - 5 minutes

**Future Agenda Items - 5 minutes**

**Adjournment**

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Executive Session Meeting Minutes – March 6, 2017 – *Unapproved***

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

**Others Attending:** Eric Dyer (Town Manager), Bonnie Harris

**Executive Session**

To have the Select Board hold an executive sessions to discuss labor negotiation matters pursuant to 1 MRSA, Section 405, subsection 6(D).

At 5:35 Bruce Bourgoine made the motion to enter into executive session to discuss labor negotiation matters pursuant to 1 MRSA, Section 405, subsection 6(D). The Town Manager and Bonnie Harris were invited to attend and there won't be an action taken when we come out of executive session. The motion was seconded by Christine Sammons. Passed 5-0

Came out of executive session at 6:40 PM.

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**Readfield Select Board**  
**Executive Session Meeting Minutes – March 13, 2017 – *Unapproved***

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

**Others Attending:** Eric Dyer (Town Manager)

**Executive Session**

To have the Select Board hold an executive sessions to discuss labor negotiation matters pursuant to 1 MRSA, Section 405, subsection 6(D).

At 5:34 Bruce Bourgoine made the motion to enter into executive session to discuss labor negotiation matters pursuant to 1 MRSA, Section 405, subsection 6(D). The Town Manager was invited to attend and there won't be an action taken when we come out executive session. The motion was seconded by Kathryn Wood.

Passed 5-0

Came out of executive session at 6:50,

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**Readfield Select Board**  
**Regular Meeting Minutes – March 20, 2017 – *Unapproved***

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**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), Allen Curtis, Shaelie Dumont, Fran Zambella

**Regular Meeting**

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

- **17-159– Minutes: Select Board meeting minutes of March 6, 2017**
  - **Motion** made by Mrs. Woodsum to approve the minutes of the March 6, 2017 meeting as amended, **second** by Mr. Parent. **Vote 5-0** in favor.
- **17-160 – Warrants #39 & #40**
  - Mr. Dunham reviewed Warrants #39 & #40. Suggested to move Vehicle Maintenance/Gas/Fuel out of Road Budget.
  - **Motion** made by Mr. Dunham to approve Warrants #39 & #40 in the amount of \$68,303.42, **second** by Mrs. Woodsum. **Vote 5-0** in favor.

**Communications**

- **Select Board Communications**
  - Mr. Bourgoine mentioned that a joint Select Board and RSU 38 School Board meeting was held last Wednesday night, March 15<sup>th</sup>. The School Board is at the beginning of their budget process. Thank you for everyone who was able to attend the meeting.
  - Mr. Bourgoine wanted to let everyone know that Monday, March 27 at 6:30 there is a State Legislative Delegation Meeting with Representative Craig Hickman and Senator Shenna Bellows. This will be a workshop format, questions and comments. He encourages public to attend.
  - Mr. Dunham mentioned there is a upcoming Solid Waste and Recycling meeting this Wednesday, March, 22 at Fayette School. The meeting will consist of routine topics but is the first meeting held in Fayette.
  - Mr. Dunham was a little sad/disappointed that a resident of the Church Road had no idea that there was a sidewalk project in the works. He suggested notifying the abutters before we get father into the project.
  - Mr. Dunham spoke that at the RSU meeting there was a discussion about extra revenue that isn't figured into their budget from the state and where that money should go. He feels it should go to the municipality as we are the ones who send the tax bills out, etc. Suggested to send a letter asking for it to go to the municipalities. Mr. Bourgoine will draft a letter to send to the RSU. Mr. Parent believes that it's the RSU decision on what they do but feels it is a good idea to send it in writing for consideration. Mrs. Woodsum asked about the money not being received from Maine Care and if anyone knew why they weren't getting it.

**Readfield Select Board**  
**Regular Meeting Minutes – March 20, 2017 – Unapproved**

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- **Town Manager's Report**

- Mr. Dyer went over his Town Manager's Report dated for March 20, 2017.
- Mrs. Woodsum would love to hear the feedback on the training Eric will be attending this Friday the 22<sup>nd</sup> with the topic on Marijuana laws. The negative and positive effects on the town.
- The sand/salt shed would likely come out of the road budget as it houses road machinery.

- **Treasure's Report**

- Mr. Dyer went over the Treasure's Report dated for March 20, 2017 reflecting February's activity.

- **Boards, Committees, Commissions & Departments**

- Cobbossee Watershed District Minutes of December 13, 2016
- Trail Committee Minutes of January 31, 2017
  - *Thank you all for submitting your minutes.*

- **Public Communications - Members of the public may address the Select Board on any topic**

- Fran Zambella thinks it would be nice for the Select Board to have agendas at the sign in desk.
- Fran Zambella is concerned regarding the maintenance of the Town equipment. Wondering if we are on scheduled maintenance for the new truck along with the other machinery. Mr. Dyer spoke and said that we are keeping all maintenance as a top priority along with regular logs. Records are available for the public for review.
- Fran Zambella asked where the excise tax revenue goes into the budget. Mr. Dyer said it went into the General Fund. Fran asked if it could go into the Road Budget.
- Shaelie Dumont from Kent's Hill School attended tonight's meeting to see if the liquor license(s) that were submitted for upcoming events were approved. They were not on tonight's agenda but are on the agenda for the April 3<sup>rd</sup> meeting.

**New Business:**

- **17-161 – Review of Draft Ordinances/Ordinance Amendments**

- Property Assessed Clean Energy (PACE) Ordinance – proposed new
  - Mrs. Sammons gave a brief overview of what the PACE Ordinance is. Owners of qualifying properties can access financing for energy savings improvements. Towns need to have an ordinance in place in order for those in the town to apply for the programs. Town doesn't have to pay anything and a contract needs to be signed. There is minimal amount of administrative effort; posting that we are a PACE town on website and/or in advertiser.
- Board of Appeals Ordinance – proposed new
  - Mr. Dyer mentioned that we will be working on this ordinance as we get more feedback from those reviewing the draft. A lot of review has been done so far and more changes to be made.
  - Comments made from Henry Whittemore via email with suggested changes/questions. Not here to represent himself so will work these changes in and bring ordinance back for review.
  - Allen Curtis spoke regarding the draft ordinance. He spoke on the state law, Sec 4, under jurisdiction and the Board of Appeals process and roles of responsibilities and duties. He is in favor of a broader appeals process for the Board of Appeals Ordinance.

**Readfield Select Board**  
**Regular Meeting Minutes – March 20, 2017 – Unapproved**

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- Fran Zambella spoke regarding number 11. Record of Case; confusing to him, would they come to the Appeals Board after the Select Board? Mr. Dyer mentioned it should reference the mass gathering and will make these changes as suggested.
- Mr. Woodsum was reading it from a different place than those who have commented, feels instead of spouse it should say partner. Section 3 and 4 regarding appointments, should represent the towns appointment policy. Other suggestions include Selectmen to be changed to Selectboard along with the notice of a meeting time frame of 48 hours.
- Mr. Dunham agrees with Allen Curtis that there are voids in the appeals office; town should have administrative remedies before it goes to Superior Court.
- Send any comments on the Board of Appeals Ordinances to Mr. Dyer and he will send them to Mrs. Sammons and Mrs. Woodsum.

➤ **Administration Ordinance – proposed changes to existing**

- Mr. Dyer gave a brief overview of the suggested changes that he had made to the Administrative Ordinance. This ordinance is related from everything from budgetary items to past due taxes.
- Mr. Dunham spoke that this was produced to reduce the number of Warrant articles so combined into one ordinance.
- Mrs. Woodsum asked if somewhere it says the “Selectboard may”, the “Selectboard shall” in the purpose line, update so it says that the Selectboard is the one that will do these things.

➤ **Land Use Ordinance – proposed changes to existing**

- Notice of Public Hearing for the changes that are suggested by the Planning Board scheduled for Wednesday, March 29<sup>th</sup> at 6:30 pm.

➤ **There are a number of Ordinances not included in packet for review which include:**

Table of Contents Example  
Traffic, Vehicle and Parking Ordinance  
Dog Control or Animal Control Ordinance  
Streets, Sidewalks and Other Places Ordinances

• **17-162 – Initial Draft Warrant Review**

- Reviewing the structure of the Draft Warrant for Tuesday, June 13<sup>th</sup>.
- Very similar to last years structure. Haven’t changed categories or the way things are worded.
- Mr. Dyer would like to see some categories combined and consistent on how the budget it put together.
- Discussion amongst the Selectboard regarding how the articles should be broken up and presented on the warrant. Also discussed ways to get the articles and information out to the town residences.
- Town Manager to look at combining vehicle, ground and building maintenance into one article on the warrant and consider adding cemetery article to maintenance.

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

• **17-163 – Review of a new Dispatching Agreement with the State of Maine**

- **Motion** made by Mr. Bourgoine to move the approval of the Dispatching Agreement with the State of Maine as presented in the packet and as amended, **Second** by Mrs. Sammons. **Amended Motion** made by Mrs. Woodsum for the Town Manager to sign the document, **Second** by Mr. Dunham. **Vote on amendment** 5-0 in favor. **Vote on original motion** 5-0 in favor.

**Readfield Select Board**  
**Regular Meeting Minutes – March 20, 2017 – *Unapproved***

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- **17-164 – Review and approve a Final Interlocal Agreement for solid waste**
  - Mr. Dyer gave a brief overview; the agreement is ready to move forward and have this as a warrant article item. There wasn't really any change to the agreement since the legal review.
  - **Motion** made by Mrs. Woodsum that we recommend the Terms of Agreement for the Readfield Transfer Station for recommendation of approval from the voters of Readfield, **Second** by Mr. Parent. **Discussion:** Fayette is having a special town meeting regarding the costs. Wayne will be taking it to their voters in June. **Vote** 5-0 in favor.

**Future Agenda Items:**

- Ordinance Review and what priority they are to have on June and November Warrants.

**Motion** made by KW to adjourn the meeting at 8:54 pm, **second** by CS. **Vote** 5-0 in favor.

*Minutes submitted by Kristin Parks, Board Secretary*

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# **COMMUNICATIONS**

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

**Minutes  
Age Friendly Meeting  
January 25, 2017**

**Present:** John Moran, Marianne Perry, Marjorie Ellis, Ann Mitchell, Romaine Turyn  
Maggie Edmonston, Eric Dyer and Frank O'Hara

The meeting was called to order by Romaine Turyn at 9:15.  
The minutes of January 3, 2017 were approved unanimously.

**Sand Project Update**

Four people have been provided with sand.  
Three people called the town office.  
Three others have been offered sand via general knowledge of need.

John Perry has volunteered to do the deliveries thus far.  
John Moran will take over for a time. John Moran also purchased three buckets to use for this purpose.  
Greg Durgin offered his assistance with help in the deliveries.  
We need to get more buckets. It was suggested to ask the churches to announce the need for buckets/kitty litter buckets.  
We will let people know in the future that we will collect the buckets so that they can be reused.

**Short Term/Long Term Priorities**

Romaine distributed a summary of comments from the three community meetings; the large community meeting, the meeting with the Library Board and the meeting with members of the Senior Café. We have no notes from the meeting with the Guys and Gals and they have decided they do not need to meet again. Apparently, the Guys and Gals expected us at a meeting but no invitation or announcement was ever made. An offer was made again to attend, but unless they contact us, the Committee decided we should proceed without their input.

Frank O'Hara and Eric Dyer joined the meeting to discuss short and long term recommendations. Committee members listed their priorities and one comprehensive list was developed. Time ran out to complete the long range recommendations. These recommendations will be part of the final report to the Select Board.  
Frank provided the spread sheet attached. (Are you able to open it?)



recommendations  
spread sheet feb 3 20

From Frank O'Hara

Here is the priority list as I recorded it.

FYI, the first spreadsheet page ("original") is the one you developed and we passed out to the group. The second ("expanded") includes what was added at the meeting. The third is the expanded list prioritized according to the meeting. If a program got mentioned, and was picked as a top priority, it got a "1" ranking; if mentioned, and not picked as a priority, it got a "2" rating. I ranked the projects by priority, ease of implementation ("1" is easiest), whether someone was assigned responsibility -- in that order.

The "learnings" sheet is what people mentioned as possible themes in the report.

Due to time constraints the rest of the agenda was postponed until Wednesday February 8<sup>th</sup> at 9:00.

Respectfully submitted,

Romaine Turyn

**Readfield Conservation Commission Minutes**  
**February 14, 2017, 6:30 pm, Town Office**  
**Approved March 21, 2017**

Present: Jerry Bley, Greg Durgin, Martin Hanish, Bruce Hunter, Bob Mohlar, Tim Sniffen

Not present: Beth Pritchard, Andy Walsh

Minutes of the January 10, 2017 meeting were approved as corrected.

**New Business:**

Naming of ball field at Fairgrounds -

Greg reviewed history of the ball field, including the financial support from the Keene family, and "in-kind" support from others in the community. The Recreation Association along with Greg Durgin has submitted a naming proposal to the Select Board. The RCC felt that the final naming should come from the Rec. Assoc. as the primary committee involved with the ball field.

It was moved that Bruce write to Eric Dyer, Town Manager, supporting an application from the Rec. Assoc. to the Select Board with a field name honoring the Keene family, and that there also be recognition of other contributions, especially that of the Reay family, in constructing the field. Motion was seconded and passed unanimously.

**Old Business:**

Trail Infrastructure Replacement Project -

To be discussed in detail at the March RCC meeting. Before then we agreed to study Steve Spencer's proposed design and cost proposal, using the revisions which he sent last month. Jerry will forward those revisions to us again.

Pulling stones at Fairgrounds -

Our general feeling favored sharing some stones with the Cemetery Comm. for use in their memorial garden. A spring site visit to look over the stones and old bleachers will be planned at our March RCC meeting.

Trails Committee meeting, February 28 -

Chair Gary Keilty has asked Bruce to attend the TC meeting on Tues, 2/28. Bruce expects this to include discussion of the proposed Ad-Hoc Readfield Parks Commission, and asked for input from the RCC. We discussed how the creation of a Parks Comm. might affect our management of Town conservation properties, whether it would complicate process by adding another layer of answerability and more meetings, or whether it would improve organization and simplify operations.

Jerry will re-send Eric Dyer's proposal of the Parks Comm. to us. If there are comments they should go to Bruce before the 2/28 meeting.

**Vernal Pools Inventory –**

The next step toward wrap-up will be reviewing Leah and Amy Bley's work on the spreadsheet. They may have digitalized all of the volunteer records on pools which appear significant (around 30). Other records remain to be scanned into digital format. No firm plans were made for doing this.

Final results are to be submitted to Maine Dept of Inland Fisheries & Wildlife, and at some point to Stantec, Inc., for a revision of their map of Town pools.

**Miscellaneous –**

Jerry moved that we approve up to \$50 to replace the Town Forest sign at the Belz Rd gate if funds are available. Motion was seconded and approved. Tim will check current budget status before ordering sign from Minuteman Signs.

After brief discussion of minor items, meeting adjourned at approx. 8:15 pm.

Submitted by Tim Sniffen, Secretary



**Readfield Trails Committee Minutes**  
**February 28, 2017**  
**Gile Hall, Readfield, Maine 04355**

**Present:** Nancy Buker, Greg Durgin, Bob Harris, Jeanne Harris, Gary Keilty (Chair), Ann Keilty, Holly Rahmlow, Romaine Turyn, Becky Walsh.

**Excused:** Ken Clark, Rob Peale.

**Guests:** Jerry Bley, Bruce Hunter, Dale Potter-Clark.

Chair - Gary K. called the meeting to order at 6:33pm.

Nancy B. volunteered to take her turn as secretary, pro-tem.

Agenda was taken out of order to permit the guests to present their items and be excused from the meeting.

**Time Keeper:** Romaine T. was designated time keeper for the meeting.

**3. Trails and Conservation discussion on Parking Area at Fairgrounds-Bruce Hunter & Jerry Bley:**

Gary K stated that a potential safety problem had been identified at the Fairgrounds parking area with youngsters biking in the parking lot and mothers with baby carriages going through the lot while vehicles are parked there during the times when sports activities are held on the grounds. Gary stated that a suggestion was made to install removable bollard(s) at the access point near the Kiosk to restrict bikes and carriages. However, he proposed an additional trail be constructed to connect the Upper Fairgrounds Trail with the Mc Dougald Trail to encourage bikers/pedestrians to flow outside the parking area. He suggested to place a base material, cover with 4-ft wide geotech fabric, and a final coat of bluestone. Bruce H. and Jerry B agreed that the use of a loam pile on the premises could be used as a base/filler. Project may be accomplished this spring.

**Mill Stream -** Jerry B. stated that as soon as the snow goes, he will proceed with DEP permitting for this project.

**4. Readfield Historical Homes - Dale Potter-Clark:** A 'Home and Garden Tour' is being tentatively planned for the Readfield Heritage Days on August 12, 2017. As a partnership with the Readfield Historical Society and Trails Committee, any funds raised from the sale of tickets would be shared between the two groups. Suggestions for this activity in the Factory Square area were discussed, such as viewing historical homes, stone walls, gardens, etc. Volunteers will be needed to facilitate the self-guided tour, monitor tickets, parking, etc.

**1. Approval of January, 2017 minutes - Gary K:** Motion made by Romaine T. to accept the January 31, 2017 minutes with correction (add - Jeanne H. as excused absent); Second by Greg D. Voted to approve.

**2. Treasurer's report:** Jeanne H. reported - Trails Committee account balance is \$1029.98.

**5. Church Road Sidewalk Plans:** Gary K. reported he had met with Eric Dyer, Town Manager, who stated the Select Board is putting in for a \$180,000 State funding source and a \$45,000 in-kind funding from the town. The sidewalk would be built from the Rt 17/Rt 41 corner to the Fairgrounds parking lot.

**6. Naming of Ball Field - Greg D:** Greg stated that he has submitted a proposal for the naming of the Fairgrounds ball field. This request is a 'primary' request, to be followed by secondary submissions. The proposed names are: *Keene Memorial Park* and *Keene Community Recreation Park*. There will also be recognition of the various in-kind services donated for this project. Request was made for the Trails Committee to submit a letter of recommendation to the Select Board in support of this proposal. Motion made by Romaine T. for the Trails Committee to support the naming application, and to submit a letter of recommendation to the Select Board with both suggested names. Second Bob Harris.

Voted to approve - 8. Abstained - 1 (GD).

A letter will be prepared and sent by Jeanne Harris to the Town manager.

**7. MCS new Superintendent of Buildings and Grounds:** Gary K stated that Curt Morse is the new MCS Facility Director, replacing Paul Criss. Curt is willing to meet with RTC regarding trails on MCS.

**Other Items of Business:**

**a. Parks Commission** - Gary K. stated that on March 6th, the Select Board will discuss membership on the Parks Commission and is looking for a suitable chairperson.

**b. Age Friendly Community Committee:** Romaine T inquired whether the RTC has any interest in doing something with the senior residents, such as a brief walk on the trails, during Heritage Days.

**c. RTC Goals and Objectives:** Nancy B inquired whether the members should do a 6-month review/discussion of the committee's G/O that were distributed in 2016 for preparing the annual report. Gary stated the annual report has been submitted. Greg will add RTC G/O to the March agenda.

**D. Committee Membership:** Nancy B asked if any new applications have been received to fill the Trails Committee vacancies. Gary was not aware of any.

**Adjournment:** Motion made by Romaine T to adjourn meeting at 7:47pm; Second by Bob H. Approved.

**Next Meeting:** March 28, 2017 @ 6:30pm

Respectfully submitted,

*Nancy L. Buker*  
Secretary, pro-tem

# **UNFINISHED BUSINESS**



# **TOWN OF READFIELD PROPERTY ASSESSED CLEAN ENERGY (PACE) ORDINANCE**

## **Administration by the Efficiency Maine Trust**

### **PREAMBLE**

WHEREAS, the 124<sup>th</sup> Maine Legislature has enacted Public Law 2009, Chapter 591, "An Act to Increase the Affordability of Clean Energy for Homeowners and Businesses," also known as "the Property Assessed Clean Energy Act" or "the PACE Act"; and

WHEREAS, that Act authorizes a municipality that has adopted a Property Assessed Clean Energy ("PACE") Ordinance to establish a PACE program so that owners of qualifying property can access financing for energy saving improvements to their properties located in the City/Town, financed by funds awarded to the Efficiency Maine Trust under the Federal Energy Efficiency and Conservation Block Grant (EECBG) Program and by other funds available for this purpose, and to enter into a contract with the Trust to administer functions of its PACE program; and

WHEREAS, the Municipality wishes to establish a PACE program; and

NOW THEREFORE, the Municipality hereby enacts the following Ordinance:

### **ARTICLE I - PURPOSE AND ENABLING LEGISLATION**

#### **§ XX-1 Purpose**

By and through this Ordinance, the Town of Readfield declares as its public purpose the establishment of a municipal program to enable its citizens to participate in a Property Assessed Clean Energy ("PACE") program so that owners of qualifying property can access financing for energy saving improvements to their properties located in the Town. The Town declares its purpose and the provisions of this Ordinance to be in conformity with federal and State laws.

#### **§ XX-2 Enabling Legislation**

The Town enacts this Ordinance pursuant to Public Law 2009, Chapter 591 of the 124<sup>th</sup> Maine State Legislature -- "An Act To Increase the Affordability of Clean Energy for Homeowners and Businesses," also known as "the Property Assessed Clean Energy Act" or "the PACE Act" (codified at 35-A M.R.S.A. § 10151, *et seq.*).

### **ARTICLE II - TITLE AND DEFINITIONS**

#### **§ XX-3 Title**

This Ordinance shall be known and may be cited as “the Town of Readfield Property Assessed Clean Energy (PACE) Ordinance” (the “Ordinance”).”

#### § XX-4 Definitions

Except as specifically defined below, words and phrases used in this Ordinance shall have their customary meanings; as used in this Ordinance, the following words and phrases shall have the meanings indicated:

1. **Energy saving improvement.** “Energy saving improvement” means an improvement to qualifying property that is new and permanently affixed to qualifying property and that:
  - A. Will result in increased energy efficiency and substantially reduced energy use and:
    - (1) Meets or exceeds applicable United States Environmental Protection Agency and United States Department of Energy Energy Star program or similar energy efficiency standards established or approved by the Trust; or
    - (2) Involves air sealing, insulating, and other energy efficiency improvements of residential, commercial or industrial property in a manner approved by the Trust; or
  - B. Involves a renewable energy installation or an electric thermal storage system that meets or exceeds standards established or approved by the trust.
2. **Municipality.** “Municipality” shall mean the Town of Readfield.
3. **PACE agreement.** “Pace agreement” means an agreement between the owner of qualifying property and the Trust that authorizes the creation of a PACE mortgage on qualifying property and that is approved in writing by all owners of the qualifying property at the time of the agreement, other than mortgage holders.
4. **PACE assessment.** “PACE assessment” means an assessment made against qualifying property to repay a PACE loan.
5. **PACE district.** “Pace district” means the area within which the Municipality establishes a PACE program hereunder, which is all that area within the Municipality’s boundaries.
6. **PACE loan.** “PACE loan” means a loan, secured by a PACE mortgage, made to the owner(s) of a qualifying property pursuant to a PACE program to fund energy saving improvements.

7. **PACE mortgage.** "PACE mortgage" means a mortgage securing a loan made pursuant to a PACE program to fund energy saving improvements on qualifying property.
8. **PACE program.** "PACE program" means a program established under State statute by the Trust or a municipality under which property owners can finance energy savings improvements on qualifying property.
9. **Qualifying property.** "Qualifying property" means real property located in the PACE district of the Municipality.
10. **Renewable energy installation.** "Renewable energy installation" means a fixture, product, system, device or interacting group of devices installed behind the meter at a qualifying property, or on contiguous property under common ownership, that produces energy or heat from renewable sources, including, but not limited to, photovoltaic systems, solar thermal systems, biomass systems, landfill gas to energy systems, geothermal systems, wind systems, wood pellet systems and any other systems eligible for funding under federal Qualified Energy Conservation Bonds or federal Clean Renewable Energy Bonds.
11. **Trust.** "Trust" means the Efficiency Maine Trust established in 35-A M.R.S.A. § 10103 and/or its agent(s), if any.

### **ARTICLE III - PACE PROGRAM**

1. **Establishment; funding.** The Municipality hereby establishes a PACE program allowing owners of qualifying property located in the PACE district who so choose to access financing for energy saving improvements to their property through PACE loans administered by the Trust or its agent. PACE loan funds are available from the Trust in municipalities that 1) adopt a PACE Ordinance, 2) adopt and implement a local public outreach and education plan, 3) enter into a PACE administration contract with the Trust to establish the terms and conditions of the Trust's administration of the municipality's PACE program, and 4) agree to assist and cooperate with the Trust in its administration of the municipality's PACE program.
2. **Amendment to PACE program.** In addition, the Municipality may from time to time amend this Ordinance to use any other funding sources made available to it or appropriated by it for the express purpose of its PACE program, and the Municipality shall be responsible for administration of loans made from those other funding sources.

### **ARTICLE IV – CONFORMITY WITH THE REQUIREMENTS OF THE TRUST**

**1. Standards adopted; Rules promulgated; model documents.** If the Trust adopts standards, promulgates rules, or establishes model documents subsequent to the Municipality's adoption of this Ordinance and those standards, rules or model documents substantially conflict with this Ordinance, the Municipality shall take necessary steps to conform this Ordinance and its PACE program to those standards, rules, or model documents.

## **ARTICLE V – PROGRAM ADMINISTRATION; MUNICIPAL LIABILITY**

### **1. Program Administration**

**A. PACE Administration Contract.** Pursuant to 35-A M.R.S.A. §10154(2)(A)(2) and (B), the Municipality will enter into a PACE administration contract with the Trust to administer the functions of the PACE program for the Municipality. The PACE administration contract with the Trust will establish the administration of the PACE program including, without limitation, that:

- i. the Trust will enter into PACE agreements with owners of qualifying property in the Municipality's PACE district;
- ii. the Trust, or its agent, will create and record a Notice of the PACE agreement in the appropriate County Registry of Deeds to create a PACE mortgage;
- iii. the Trust, or its agent, will disburse the PACE loan to the property owner;
- iv. the Trust, or its agent, will send PACE assessment statements with payment deadlines to the property owner;
- v. the Trust, or its agent, will be responsible for collection of the PACE assessments;
- vi. the Trust, or its agent, will record any lien, if needed, due to nonpayment of the assessment;
- vii. the Trust or its agent on behalf of the Municipality, promptly shall record the discharges of PACE mortgages upon full payment of the PACE loan.

**B. Adoption of Education and Outreach Program.** In conjunction with adopting this Ordinance, the Municipality shall adopt and implement an education and outreach program so that citizens of the Municipality are made aware of

home energy saving opportunities, including the opportunity to finance energy saving improvements with a PACE loan.

**C. Assistance and Cooperation.** The Municipality will assist and cooperate with the Trust in its administration of the Municipality's PACE program.

**D. Assessments Not a Tax.** PACE assessments do not constitute a tax but may be assessed and collected by the Trust in any manner determined by the Trust and consistent with applicable law.

**2. Liability of Municipal Officials; Liability of Municipality**

**A.** Notwithstanding any other provision of law to the contrary, municipal officers and municipal officials, including, without limitation, tax assessors and tax collectors, are not personally liable to the Trust or to any other person for claims, of whatever kind or nature, under or related to a PACE program, including, without limitation, claims for or related to uncollected PACE assessments.

**B.** Other than the fulfillment of its obligations specified in a PACE administration contract with the Trust entered into under Article V, §1(A) above, a municipality has no liability to a property owner for or related to energy savings improvements financed under a PACE program.

**Town Meeting/City or Town Council Question:**

Shall the \_\_\_\_\_ City Council/Town Council/Town of \_\_\_\_\_ enter into a "Property Assessed Clean Energy (PACE) Program Agreement" with the Efficiency Maine Trust and authorize the City/Town Manager to sign the same?

**PROPERTY ASSESSED CLEAN ENERGY (PACE) ADMINISTRATION CONTRACT**

THIS Property Assessed Clean Energy (PACE) Administration Contract (the "Contract") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, a municipal corporation duly organized and existing under the laws of the State of Maine whose mailing address is \_\_\_\_\_, \_\_\_\_\_ (the "Municipality") and the Efficiency Maine Trust, a legal entity and instrumentality of and a body corporate and politic under the laws of the State of Maine (the "Trust"). The foregoing also are referred to herein collectively as the "Parties" or singly as "Party."

WHEREAS, the 124<sup>th</sup> Maine Legislature has enacted Public Law 2009, Chapter 591, "An Act to Increase the Affordability of Clean Energy for Homeowners and Businesses," also known as "the Property Assessed Clean Energy Act" or "the PACE Act"; and

WHEREAS, that Act authorizes a municipality that has adopted a Property Assessed Clean Energy ("PACE") Ordinance to establish a PACE Program, so that owners of qualifying property can access financing for energy saving improvements to their properties located in the municipality; financed by funds awarded to the Efficiency Maine Trust under the Federal Energy Efficiency and Conservation Block Grant (EECBG) Program and by other funds available for this purpose, and to enter into a contract with the Trust to administer functions of its PACE Program; and

WHEREAS, the Municipality has adopted a PACE Ordinance; and

WHEREAS, the Parties wish to establish their respective responsibilities in the administration of the PACE Program.

**WITNESSETH:**

NOW, THEREFORE, for and in consideration of the covenants and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **DEFINITIONS.** Capitalized terms used in this Contract shall have the meanings given them in 35-A M.R.S.A. §10153 unless otherwise specified herein. In addition, these terms are defined as follows:

1.1. **PACE agreement.** "Pace Agreement" means an agreement between the owner of qualifying property and the Trust that authorizes the creation of a PACE Mortgage on qualifying property and that is approved in writing by all owners of the qualifying property at the time of the agreement, other than mortgage holders.

1.2. **PACE District.** "PACE District" means the area within which the Municipality establishes a PACE Program under this Contract, which is all of that area within the Municipality's boundaries.

1.3. **PACE Loan.** "PACE Loan" means a loan made to the owner(s) of a Qualifying Property for an Energy Saving Improvement.

2. **TRUST'S RESPONSIBILITIES.** The Trust shall, itself or through its authorized agents:

2.1. **Administration.** Administer the functions of a PACE Program which administration shall include, without limitation:

- A. the Trust will enter into PACE Agreements with owners of Qualifying Property in the Municipality's PACE District;
- B. the Trust, or its agent, will create and record a Notice of the PACE Agreement in the appropriate County Registry of Deeds to create a PACE Mortgage;
- C. the Trust, or its agent, will disburse the PACE Loan to the property owner;
- D. the Trust, or its agent, will send PACE Assessment statements with payment deadlines to the property owners;
- E. the Trust, or its agent, will be responsible for collection of the PACE Assessments;
- F. the Trust, or its agent, will record any lien, if needed, due to nonpayment of the PACE Assessment;
- G. the Trust or its agent, promptly shall record the discharge of a PACE mortgage upon full payment of the PACE loan;
- H. the Trust, or its agent, will be responsible for management of federal grant funds; and
- I. the Trust, or its agent, will ensure the collection of data required to quantify carbon savings and to facilitate access to and eligibility for voluntary

carbon markets, for federal grants for energy efficiency and for other incentive programs that support Energy Saving Improvements.

**2.2. Terms and Conditions.** Pursuant to 35-A M.R.S.A. §10154, the Trust may establish terms and conditions under which municipalities and property owners may participate in a PACE Program established thereunder, and the Parties agree that they, the PACE Program hereunder and this Contract are subject to those terms and conditions as amended from time-to-time.

### **3. MUNICIPALITY'S RESPONSIBILITIES.**

**3.1. Education and Outreach Programs.** The Municipality agrees to adopt and implement an education and outreach program so that owners of property in the Municipality are made aware of home energy saving opportunities, including the opportunity to finance Energy Saving Improvements with a PACE Loan.

**3.2 Conformity with Home Energy Savings Program.** The Municipality agrees to conform its PACE Program to the requirements contained in the Home Energy Savings Program.

**3.3. Acceptance and Disbursement of Funds.** The Municipality agrees to accept PACE funds from the Trust and to disburse PACE funds back to the Trust as needed to satisfy the conditions of the federal grants and to allow the Trust to fund and administer a uniform system of municipal PACE Programs throughout the State.

**3.4. Assistance and Cooperation.** The Municipality agrees to cooperate with the Trust in the administration of the Municipality's PACE Program, including but not limited to, providing information about applicant properties including property tax payment and lien status, taxable value of residential properties in town, and providing reasonable and necessary aid to the Trust for required data collection, recordkeeping and reporting functions relative to the PACE Program in the PACE District, and providing reasonable and necessary support to the Trust's PACE loan, PACE Assessment, and billing and collection functions.

**3.5. Conformity.** If standards or rules and regulations are adopted by any State or federal agency subsequent to the Municipality's adoption of a PACE Ordinance or participation in a PACE Program and those standards or rules and regulations substantially conflict with the Municipality's manner of participation in the PACE Program, the Municipality, should it desire to continue its participation in the PACE Program, will be required to take necessary steps to conform its participation to those standards or rules and regulations.

### **4. TERM.**

**4.1.** This Contract is for a period of three (3) years and shall automatically be renewed for additional periods of three (3) years unless either Party provides the other with ninety (90) days' advance written notice of intent not to renew this Contract.

### **5. TERMINATION.**



5.1. Either Party may terminate this Contract for convenience by providing the other with ninety (90) days' advance written notice of termination. On and after the date of termination, the Municipality no longer will have a PACE Program administered by the Trust except for those PACE Loans already secured by PACE Mortgages as of the date of termination.

## 6. LIABILITY.

6.1. Notwithstanding any other provision of law to the contrary, municipal officers and municipal officials, including, without limitation, tax assessors and tax collectors, are not personally liable to the Trust or to any other person for claims, of whatever kind or nature, under or related to a PACE Program established under this Contract, including, without limitation, claims for or related to uncollected PACE Assessments.

6.2. Other than the fulfillment of its obligations specified in a PACE Agreement, the Municipality has no liability to a property owner for or related to Energy Saving Improvements financed under a PACE Program.

## 7. MISCELLANEOUS PROVISIONS

7.1 Notices. All notices, demands or other communications made pursuant to this Contract shall be in writing and shall be sent by (i) registered or certified United States mail, postage prepaid, (ii) by overnight courier, or (iii) by facsimile. Such notice shall be deemed effective upon delivery addressed as follows:

To the Municipality:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the Trust:

Efficiency Maine Trust  
168 Capitol Street, Suite 1  
Augusta, ME 04330-6262  
Attention: Dana Fischer

7.2 Entire Agreement, Modifications. This Contract constitutes the entire agreement of the Parties, and neither Party shall be bound by any statement or representation not contained herein. Except as provided herein, this Contract cannot be changed, amended or modified, except by another agreement in writing signed by all Parties hereto or by their respective successors in interest.

7.3 Headings. The section headings contained herein are for convenience of reference only and are not intended to define, limit, or describe the scope or interest of any provisions of this Contract.

**7.4 Severability.** If any section, term, covenant, or condition of this Contract or the application thereto to any person or circumstances shall, to any extent be illegal, invalid or unenforceable because of judicial construction, the remaining sections, terms, covenants, and conditions of this Contract, or the application of such term, covenant, or condition to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each section, term, covenant, or condition of this Contract shall be valid and be enforced to the fullest extent permitted by Law.

**7.5 Governing Law, Remedies.** This Contract shall be governed by and construed in accordance with the laws of the State of Maine. Except as otherwise agreed by the Parties in writing, all disputes, claims, counterclaims and other matters in question between the Municipality and the Trust arising out of or relating to this Contract shall be decided by a Maine court of competent jurisdiction.

**7.6 Assignment; Successors and Assigns.** This Contract may not be assigned by either Party without the prior written consent of the other Party, which consent shall not be unreasonably conditioned, delayed or withheld. This Contract shall benefit and be binding upon the Parties hereto and their respective permitted successors and assigns.

**7.7 Non-Waiver.** Except as expressly provided in this Contract, the failure or waiver, or successive failures or waivers on the part of either Party hereto, in the enforcement of any paragraph or provision of this Agreement shall not render the same invalid nor impair the right of either Party hereto, its successors or Contract permitted assigns, to enforce the same in the event of any subsequent breach thereof.

IN WITNESS WHEREOF, the Parties hereto have caused this Property Assessed Clean Energy (PACE) Administration Contract, to be executed by their duly authorized representatives as of the date first set forth above.

**MUNICIPALITY**

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

\_\_\_\_\_  
Print Name

Its: \_\_\_\_\_ (Title)

**EFFICIENCY MAINE TRUST**

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

\_\_\_\_\_  
Michael Stoddard

Its: \_\_\_\_\_ Executive Director (Title)

Current Ordinances				
		Appeals Process		
Name	Purpose	Appeals Board	Select Board	80B
Acceptance of New Town Roads	To set-up Road Standards for road that may be accepted as new town roads. 6/9/15 TM made it part of the LUO.	N/A	N/A	N/A
Addressing Ordinance	To enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Readfield.	N	Y	Y
Administrative Ordinance	Streamline the secret ballot process & give certain authority to the Select Board	N	N	Y
Animal Control Ordinance	To provide regulations in addition to those contained in State Law.	N	N	Y
Conflict of Interest & Recall Process Ordinance	Rules for any elected or appointed municipal officer or official of the Town concerning conflicts, recall process.	N	N	Y
Fire Department Ordinance	Appointment of Fire Chief and Duties	N	N	Y
Firearms Ordinance	Provides for both the safety of the resident and for the peaceful enjoyment and use of property.	N	N	Y
Floodplain Management Ordinance	Establishes a Flood Hazard Dev. Permit system and review procedure for development activities in the designated flood hazard areas in Town.	Y	N	Y
General Assistance Ordinance	Provides for the administration of a program of general assistance to all eligible persons.	N	Y	Y
Land Use Ordinance	To ensure that land use changes or developments, which may have major or significant impacts on the Town, or parts thereof, will protect the health, safety and welfare of the townspeople, consistent with the goals expressed in the Readfield Comprehensive Plan.	Y	N	Y
Mass Gathering Ordinance	To promote the health, safety and general welfare of the residents of the Town of Readfield and attendees of the mass gathering.	Y	N	Y
Noise Standard	Is to protect the public from unreasonable increases in noise from certain commercial, industrial, manufacturing and assembly operations.	N	N	Y
Parking Ordinance	Readfield Corner Parking	N	N	Y
Sludge Management Ordinance	Regulating storage and land application of sludge and other residuals	Y	N	Y
Snow Plowing Ordinance	Control of snow and ice across any public way within Readfield	N	N	Y
Telecommunication Tower Ordinance	To balance the interests of the residents of Readfield, telecommunication providers and their customer in the siting of telecommunications facilities with Town.	N*	N	Y
Traffic Ordinance	For the purposes of approving Temporary Road Closures in Town.	N	N	Y
Waste Disposal & Recycling Ordinance	To control waste material in the Town of Readfield, by providing for the establishment and enforcement rules and regulations.	N	Y^	Y

\* The Planning Board may grant waivers

^ There is no explicit appeal process but the ordinance references the Select Board as having authority over the decisions of the

# **Town of Readfield Administration Ordinance**

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The Select Board shall have the authority to manage the following items:

## **Sections**

- 1.1 ACCEPT PAYMENT OF TAXES**
- 1.2 CONTRACTS AND LEASES**
- 1.3 SALE OF SURPLUS PROPERTY**
- 1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN**
- 1.5 TAX ACQUIRED PROPERTY**
- 1.6 WAIVER OF FORECLOSURE**
- 1.7 INCREASE BUDGET ITEM BY 5%**
- 1.8 MISCELLANEOUS FEES**
- 1.9 DISBURSEMENT WARRANTS**

### **1.1 ACCEPT PAYMENT OF TAXES**

Authorize the Treasurer of Readfield to accept prepayment of taxes not yet committed pursuant to 36 M.R.S.A., Section 506.

### **1.2 CONTRACTS AND LEASES**

On behalf of the Town of Readfield, enter into single or multi-year contracts, leases and lease/purchase agreements, not to exceed five years, in the name of the Town if it is deemed to be in the best interest of the Town.

### **1.3 SALE OF SURPLUS PROPERTY**

On behalf of the Town sell any town owned surplus property, equipment and tools no longer needed by the Town. Sale proceeds not approved by the Select Board to offset current year expenses shall be applied to the General Fund.

### **1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN**

To accept and expend, on behalf of the Town, any gifts or donations, including grants from federal, state and local agencies, unanticipated donations, or pass-through funds that may be provided by individuals, business associations, charitable groups, or other organizations, if the Select Persons determine that the gifts, donations, or pass through funds and their purposes are in the best interest of the Town. Enter into and execute such agreements and contracts and to take all actions as may be necessary, appropriate and convenient to accomplish this acceptance. Any donation or gift that requires additional funds, such funds must be appropriated by a Town ballot vote. The value and intended purpose of all donations accepted on behalf of the Town in excess of \$100, exclusive of volunteered time, whether cash or in-kind, publicly or anonymously given, shall be recorded by the Collection Clerk or designee and a receipt provided to the donor.

### **1.5 TAX ACQUIRED PROPERTY**

To retain; sell to the prior owner for taxes, interest and costs; or sell the tax acquired property on such terms as they deem advisable, and in accordance with the Tax Acquired Property Policy.

## Town of Readfield Administration Ordinance

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### **1.6 WAIVER OF FORECLOSURE**

To issue Waivers of Automatic Foreclosures when the municipal officers wish to avoid acquiring property that may be burdensome to the Town and to take court action if needed to foreclose at a later date, if desired.

### **1.7 INCREASE BUDGET ITEM BY 5%**

To increase any budget item approved by Town Meeting vote up to five percent (5% ) by transferring funds from another line balance or miscellaneous income.

### **1.8 MISCELLANEOUS FEES**

To set Miscellaneous Fees charged for Town services not covered or set by State Statute.

### **1.9 DISBURSEMENT WARRANTS**

Pursuant to 30-A M.R.S. §§ 3001 (municipal home rule) and 5603(2) (A), The treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting, (b) seen and signed by a majority of them acting individually and separately, or (c) signed by any one of them acting alone as provided by law for the disbursement of employees' wages and benefits and payment of municipal education costs and state fees.

Enacted June 9, 2015

Amendment History:

TM: June 14, 2016

TM: June 13, 2017

# **Town of Readfield Administration Ordinance—Enacted June 9, 2015**

~~The purpose of this ordinance is to give authorization of powers and duties of the board of selectpersons~~Select Board shall have the authority to manage the following non-budgetary items:

## **Sections**

### **1.1 ACCEPT PAYMENT OF TAXES**

### **1.2 CONTRACTS AND LEASES**

### **1.3 SALE OF SURPLUS PROPERTY**

### **1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN**

### **1.5 TAX ACQUIRED PROPERTY**

### **1.6 WAIVER OF FORECLOSURE**

### **~~1.4~~1.7 INCREASE BUDGET ITEM BY 5%**

### **1.8 MISCELLANEOUS FEES**

### **~~1.5~~1.9 DISBURSEMENT WARRANTS**

### **1.1 ACCEPT PAYMENT OF TAXES**

Authorize the Treasurer of Readfield to accept prepayment of taxes not yet committed pursuant to 36 M.R.S.A., Section 506.

### **1.2 CONTRACTS AND LEASES**

On behalf of the Town of Readfield, enter into single or multi-year contracts, leases and lease/purchase agreements, not to exceed five years, in the name of the Town if it is deemed to be in the best interest of the Town, ~~were the underlying purpose has been authorized by the voters.~~

*Note: This change is proposed to bring the language of this item back into conformity with language approved at Town Meeting. When the original Administrative Ordinance was enacted the language was changed and not properly reported to the public.*

### **1.3 SALE OF SURPLUS PROPERTY**

On behalf of the Town sell any town owned surplus property, equipment and tools no longer needed by the Town. Sale proceeds not approved by the Select Board to offset current year expenses shall be applied to the General Fund.

*Note: This change is proposed in response to the inability of the Select Board to apply proceeds from the sale of equipment to offset related current-year expenses.*

### **1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN**

To accept and expend, on behalf of the Town, any gifts or donations, including grants from federal, state and local agencies, unanticipated donations, or pass-through funds that may be provided by individuals, business associations, charitable groups, or other organizations, if the Select Persons determine that the gifts, donations, or pass through funds and their purposes are in the best interest of the Town. Enter into and execute such agreements and contracts and to take all actions as may be necessary, appropriate and convenient to accomplish this acceptance. Any donation or gift that requires additional funds, such funds must be appropriated by a Town ballot vote. The value and intended purpose of all donations accepted on behalf of the Town in excess of \$100, exclusive of volunteered time, whether cash or in-kind, publicly or anonymously

## Town of Readfield Administration Ordinance—Enacted June 9, 2015

given, shall be recorded by the Collection Clerk or designee and a receipt provided to the donor.

### **1.5 TAX ACQUIRED PROPERTY**

To retain; sell to the prior owner for taxes, interest and costs; or sell the tax acquired property on such terms as they deem advisable, and in accordance with ~~the a written policy regarding Tax Acquired Property Policy adopted January 8, 2007 by the Municipal Officers and amended on January 4, 2010.~~

*Note: This proposed change reflects the fact that the policy may be amended from time to time and should not include a fixed reference.*

### **1.6 WAIVER OF FORECLOSURE**

To issue Waivers of Automatic Foreclosures when the municipal officers wish to avoid acquiring property that may be burdensome to the Town and to take court action if needed to foreclose at a later date, if desired.

### **1.7 INCREASE ~~LINE BUDGET~~ ITEM BY 5%**

To increase any ~~line budget~~ item approved by Town Meeting vote up to five percent (5% ) by transferring funds from another line balance or miscellaneous income ~~to pay for unexpected expenses.~~

*Note: This change clarifies the language used to describe transfers between budget areas approved by the voters. A line item budget is not approved through secret ballot / town meeting and specifying the type of expense is unnecessary.*

### **1.8 MISCELLANEOUS FEES**

To set Miscellaneous Fees charged for Town services not covered or set by State Statute.

### **1.9 DISBURSEMENT WARRANTS**

Pursuant to 30-A M.R.S. §§ 3001 (municipal home rule) and 5603(2) (A), The treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting, (b) seen and signed by a majority of them acting individually and separately, or (c) signed by any one of them acting alone as provided by law for the disbursement of employees' wages and benefits and payment of municipal education costs and state fees.

*Note: This proposed change eliminates the need for two separate disbursement policies that need to be reviewed annually and offers more flexibility in how warrants are reviewed and approved.*

Enacted June 9, 2015

Amendment History:

TM: June 14, 2016

TM: June 13, 2017

Prospective Ordinances / Ordinance Revisions		
Name	Purpose of Ordinance / Revision	Type of Action
Board of Appeals Ordinance	Establishes a new ordinance and procedures for the Appeals Board, clarifies and update 1973 Town Meeting vote on Appeals Board, and pulls language from LUO	Revision / New
Land Use Ordinance	Revises and adds definitions, addresses changes needed as a result of the Appeals Board Ordinance.	Revision
Traffic, Vehicles, and Parking Ordinance	Combine two distinct ordinances and add further detail.	Combination / Revision
Fire Department Ordinance	Adds reference to FD bylaws and clarifies financial relationships.	Revision
Special Amusement Ordinance	Brings Readfield in compliance with title 28-A, section 1054 regarding entertainment and liquor on the same premises.	New
Dog Control Ordinance	Establishes regulation specific to dogs in addition to state statute.	New
Streets, Sidewalks, and Public Places Ordinance	Regulates activity on public streets, sidewalks, and public places	New

Other





Readfield Select Board  
April 3, 2017  
Item # 17-167

## **TOWN OF READFIELD**

**8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355**

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

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

April 3, 2017

RSU #38 Board of Directors  
c/o Terri Watson, Chair  
45 Millard Harrison Drive,  
Readfield, ME 04355-3583

Dear Board Members;

Thank you for the informative joint meeting you hosted with town select boards on March 15, 2017. Pursuant to discussion at the meeting regarding a possible district warrant article on the assignment of any additional funds received from the State of Maine, the Readfield Select Board unanimously requests and recommends that those funds be returned to the towns prorated according to the appropriate prevailing legal formula. We appreciate your consideration on this matter. Please contact our chair should there be any need for further information or clarification.

Thank you;

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

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

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

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

\_\_\_\_\_  
John Parent

cc: RSU #38 Superintendent of Schools, Readfield Town Manager

# **NEW BUSINESS**

## Maine Revised Statutes

### Title 36: TAXATION

#### Part 2: PROPERTY TAXES

#### Chapter 105: CITIES AND TOWNS

#### Subchapter 9: DELINQUENT TAXES

#### Article 2: ENFORCEMENT OF LIEN ON REAL ESTATE

### §946. Action for equitable relief after period of redemption; procedure

A municipality which has become the purchaser at a sale of real estate for nonpayment of taxes or which as to any real estate has pursued the alternative method for the enforcement of liens for taxes provided in sections 942 and 943, whether in possession of such real estate or not, after the period of redemption from such sale or lien has expired, may maintain an action for equitable relief against any and all persons who claim or may claim some right, title or interest in the premises adverse to the estate of such municipality.

Any purchaser or his successors in interest from a municipality of real estate or lien thereon acquired by a municipality as a purchaser at a sale thereof for nonpayment of taxes, or acquired under the alternative method for the enforcement of liens for taxes provided in sections 942 and 943, whether in possession of such real estate or not, after the period of redemption from such sale or lien has expired, may maintain an action for equitable relief against any and all persons who claim or may claim some right, title or interest in the premises adverse to the estate of such municipality or purchaser. [1973, c. 646, (AMD) .]

No municipal officer shall, while holding municipal office, acquire from that municipality any interest in real estate acquired by that municipality on account of nonpayment of taxes, unless such sale occurs by sealed bid after duly advertising the same at least twice during a 7-day period prior to the acceptance of bids. Any town official who submits a sealed bid shall not take part in the bid acceptance process except that a municipal officer may purchase tax acquired property if the property was owned by the municipal officer's son, daughter, spouse or parent immediately prior to its acquisition by the municipality and if such purchase is authorized by the municipality. [1975, c. 347, (NEW) .]

**1. Service.** Service shall be made as in other actions on all defendants who can with due diligence be personally served within the State. If any defendants cannot be so served or are described in the complaint as being unascertained, service shall be made by publication as in other actions in which publication is required. A copy of the published notice shall be mailed to all known defendants at their last known addresses if they have not been personally served.

If, after notice has been given or served as ordered by the court and the time limited in such notice for the appearance of the defendants has expired, the court finds that there are or may be defendants who have not been actually served with process and who have not appeared in the action, it may of its own motion, or on the representation of any party, appoint an agent, guardian ad litem or next friend for any such defendant,

and if any such defendants have or may have conflicting interests, it may appoint different agents, guardians ad litem or next friends to represent them. The cost of appearance of any such agent, guardian ad litem or next friend, including the cost of compensation of his counsel, shall be determined by the court and paid by the plaintiff, against whom execution may issue therefor in the name of the agent, guardian ad litem or next friend.

[ 1965, c. 281, (AMD) .]

**2. Decree; effect.** The plaintiff in such action shall pray the court to establish and confirm its title to the premises described in the complaint as against all the defendants named or described therein, and if upon hearing the court shall find the plaintiff's title so to be good it shall make and enter its decree accordingly, which decree when recorded in the registry of deeds for the county or district where the real estate lies shall have the effect of a deed of quitclaim of the premises involved in the action from all the defendants named or described therein to the plaintiff.

**3. Jury.** If the cause is tried in the Superior Court, issues of fact may be framed upon application of any party to be tried by a jury whose verdict shall have the same effect as the verdict of a jury in other civil actions.

[ 1975, c. 54, §2 (AMD) .]

#### SECTION HISTORY

1965, c. 281, (AMD). 1973, c. 646, (AMD). 1975, c. 54, §2 (AMD). 1975, c. 347, (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes ([mailto:webmaster\\_ros@legislature.maine.gov](mailto:webmaster_ros@legislature.maine.gov)) • 7 State House Station • State House Room 108 • Augusta, Maine 04333-0007

Page composed on 01/05/2017 10:46:57.

# Maine Revised Statutes

## Title 36: TAXATION

### Part 2: PROPERTY TAXES

#### Chapter 105: CITIES AND TOWNS

#### Subchapter 9: DELINQUENT TAXES

### Article 2: ENFORCEMENT OF LIEN ON REAL ESTATE

#### **§946-B. Tax-acquired property and the restriction of title action**

**1. Tax liens recorded after October 13, 2014.** A person may not commence an action against the validity of a governmental taking of real estate for nonpayment of property taxes upon the expiration of a 5-year period immediately following the expiration of the period of redemption. This subsection applies to a tax lien recorded after October 13, 2014.

[ 2013, c. 521, Pt. D, §2 (NEW) .]

**2. Tax liens recorded after October 13, 1993 and on or before October 13, 2014.** A person may not commence an action against the validity of a governmental taking of real estate for nonpayment of property taxes after the earlier of the expiration of a 15-year period immediately following the expiration of the period of redemption and October 13, 2019. This subsection applies to a tax lien recorded after October 13, 1993 and on or before October 13, 2014.

[ 2013, c. 521, Pt. D, §2 (NEW) .]

**3. Tax liens recorded on or before October 13, 1993.** For a tax lien recorded on or before October 13, 1993, a person must commence an action against its validity no later than 15 years after the expiration of the period of redemption or no later than July 1, 1997, whichever occurs later.

[ 2013, c. 521, Pt. D, §2 (NEW) .]

**4. Disability or lack of knowledge.** Disability or lack of knowledge of any kind does not suspend or extend the time limits provided in this section.

[ 2013, c. 521, Pt. D, §2 (NEW) .]

#### SECTION HISTORY

2013, c. 521, Pt. D, §2 (NEW) .

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes ([mailto:webmaster\\_ros@legislature.maine.gov](mailto:webmaster_ros@legislature.maine.gov)) • 7 State House Station • State House Room 108 • Augusta, Maine 04333-0007

Page composed on 01/05/2017 10:46:57.

**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 13<sup>th</sup> 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 4 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:

☐

Write in: \_\_\_\_\_

☐

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 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 4: 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 5: 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 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2017 to October 1, 2017?

Article 7: 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:*

Article 8: 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:*

Article 9: 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:*

Article 10: 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:*

**Article 11:** 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:*

**Article 12:** 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 Dept.	\$87,650
Fire Dept. Equipment	\$ 8,000
Ambulance Service	\$25,400
Waterholes	\$ 500
Tower Sites	\$27,000
Dispatching	\$30,200
Annual Physicals	\$ 125
Personal Prot. Gear Repl.	\$ 2,000

*Select Board recommends:*

*Budget Committee recommends:*

**Article 13:** 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:*

**Article 14:** 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:*

**Article 15:** 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
Sidewalks	\$ 45,000
Gile Hall	\$ 24,000
Parks/Recreation	\$ 7,762
Transfer Station	\$ 39,050
Maranacook Lake Dam	\$125,000

*Select Board recommends:*

*Budget Committee recommends:*

**Article 16:** Shall the Town vote to raise and appropriate **\$282,576** for the **Solid Waste Department** budget category for the following budget lines with all accounts to be carried forward?

Transfer Station	\$282,576
------------------	-----------

*Select Board recommends:*

*Budget Committee recommends:*

**Article 17:** 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:*

**Article 18:** 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:*

**Article 19:** 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:*

**Article 20:** 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:*

**Article 21:** 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:*

**Article 22:** 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:*

**Article 23:** Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency?**

*Select Board recommends:*

*Budget Committee recommends:*

**Article 24:** Shall the Town vote to raise and appropriate the requested amount of **\$2,500** for the **30 Mile River Association?** *No Petition as of 3/31/17*

*Select Board recommends:*

*Budget Committee recommends:*

**Article 25:** Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for the **Union Meeting House?**

*Select Board recommends:*

*Budget Committee recommends:*

**Article 26:** 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:*

**Article 27:** Shall the Town vote to raise and appropriate **\$10,000** for a **Revaluation** with any

unexpended balance to carry forward?

*Select Board recommends:*

*Budget Committee recommends:*

Article 28: Shall the Town vote to raise and appropriate **\$4,650** for the **General Assistance** budget category?

*Select Board recommends:*

*Budget Committee recommends:*

Article 29: 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:*

Article 30: Shall the Town vote to accept in trust the sums to be deposited as part of the Readfield Cemetery Trust Funds and the income to be used for the upkeep and maintenance of cemeteries in the Town of Readfield, cemeteries as collected from 10/25/16 to 12/25/17

S&M Morgan	\$400	V. Goodwin	\$400
N&V Gilling	\$200	U. Bokser	\$400
Norwood	\$1,200	M&S Booker	\$800
V. Lippen	\$400	D. Miller	\$400
D. Welch	\$400	A. Hecke	\$400
C. Benneberger	\$400		

Article 31: 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 32: 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	\$183,697
Tree Growth Reimbursement	\$ 9,800
BETE Reimbursement	\$ 9,129
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 \$1,192,614**

*Select Board recommends:*

*Budget Committee recommends:*

**Article 33:** 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
Roads	<u>\$45,000</u>
<b>Total</b>	<b>\$184,818</b>

*Select Board recommends:*

*Budget Committee recommends:*

**Article 34:** 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:*

Article 35: Shall the Town vote to appropriate **\$190,000** from the **Unassigned Fund Balance** to **reduce the total tax commitment?**

*Select Board recommends:*

*Budget Committee recommends:*

Article 36: 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 37: Shall the following amendments be made to the Town's **Administrative Ordinance** and be enacted?

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

Article 39: Shall the Town vote to accept and enact the language in the Town's **Appeals Board Ordinance ?**

Article 40: Shall the town vote to accept and enact the language in the Town's **P.A.C.E Ordinance ?**

Article 41: Shall the Town vote to return to **Annual Open Floor Town Meeting** with election of officers by secret ballot for the 2018 Annual Town Meeting?









CDD Haul - Transportation of Construction and Demolition Debris												
2018				2020				2022				NOTES
Bid Option	MMWAC	Re-Energy (Lewiston)	Waste Management (Norridgewock)	Other	MMWAC	Re-Energy (Lewiston)	Waste Management (Norridgewock)	Other	MMWAC	Re-Energy (Lewiston)	Waste Management (Norridgewock)	Other
Vendor												
ALMIGHTY WASTE	\$ 149.00	-	-	-	\$ 149.00	-	-	-	\$ 149.00	-	-	-
Bolsters Rubbish Removal	-	-	\$ 225.00	-	-	-	\$ 235.00	-	-	-	\$ 250.00	-
Casella	-	-	-	\$ 185.00	-	-	-	-	-	-	-	Other - Pine Tree Waterville
CPRC Group	-	-	-	-	-	-	-	-	-	-	-	-
ecomaine	-	-	-	\$ 190.00	-	-	-	\$ 196.00	-	-	-	\$ 202.00
Grimmel Industries	-	-	-	\$ 275.00	-	-	-	\$ 300.00	-	-	-	\$ 315.00
MMWAC	-	-	-	-	-	-	-	-	-	-	-	-
ReEnergy Lewiston	-	-	-	-	-	-	-	-	-	-	-	-
Troiano	\$ 190.00	\$ 190.00	\$ 235.00	-	\$ 196.00	\$ 196.00	\$ 242.00	-	\$ 202.00	\$ 202.00	\$ 250.00	-
Waste Management	-	-	\$ 180.00	-	-	-	\$ 180.00	-	-	-	\$ 180.00	-
												Linked w/ Tipping Contract
All values represent cost per loaded trip												

All values represent cost per loaded trip



Shingle Haul - Transportation of Shingles																
Bid Option	2018					2020					2022				NOTES	
	MMWAC	Re-Energy (Lewiston)	Waste Management (Norridgewock)	CPRC (Scarborough)	Other	MMWAC	Re-Energy (Lewiston)	Waste Management (Norridgewock)	CPRC (Scarborough)	Other	MMWAC	Re-Energy (Lewiston)	Waste Management (Norridgewock)	CPRC (Scarborough)		Other
Vendor																
ALMIGHTY WASTE	-	-	-	-	\$ 149.00	-	-	-	-	\$ 149.00	-	-	-	-	\$ 149.00	Other - Almighty Waste
Bolsters Rubbish Removal	-	-	\$ 225.00	-	-	-	-	\$ 235.00	-	-	-	-	\$ 250.00	-	-	Other - Pine Tree Waterville
Casella	-	-	-	-	\$ 185.00	-	-	-	-	-	-	-	-	-	-	
CPRC Group	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ecomaine	-	-	-	\$ 190.00	-	-	-	-	\$ 196.00	-	-	-	-	\$ 202.00	-	Other - Riverside
Grimmel Industries	-	-	-	-	\$ 275.00	-	-	-	-	\$ 300.00	-	-	-	-	\$ 315.00	Other - Grimmel Industries
MMWAC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ReEnergy Lewiston	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Troiano	-	-	\$ 190.00	-	-	-	-	\$ 196.00	-	-	-	-	\$ 202.00	-	-	Year 1, Year 2-3, Year 4-5
Waste Management	-	-	\$ 295.00	-	-	-	-	\$ 295.00	-	-	-	-	\$ 295.00	-	-	
All values represent cost per loaded trip																



Item	Current Year	Current Vendor	Contract Year				Vendor	Notes	Est. Tons	Est. Trips	Savings Estimates (in 2017 dollars)					
			2018	2020	2022	18 Savings					19 Savings	20 Savings	21 Savings	22 Savings		
MSW Tip	\$ 57.96	WM	\$ 57.00	\$ 57.00	\$ 57.00	WM	Plus CPI	1,380		\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	
MSW Haul	\$ 191.92	WM	\$ 180.00	\$ 180.00	\$ 180.00	WM				99	\$ 1,180	\$ 1,204	\$ 1,228	\$ 1,252	\$ 1,277	
CDD Tip	\$ 57.96	WM	\$ 57.00	\$ 57.00	\$ 57.00	WM	Plus CPI	320			\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	
CDD Haul	\$ 191.92	WM	\$ 180.00	\$ 180.00	\$ 180.00	WM				36	\$ 429	\$ 438	\$ 446	\$ 455	\$ 464	
Shingle Tip	\$ 48.00	CPRC	\$ 56.00	\$ 55.00	\$ 54.00	CPRC	Plus CPI	110			N/A	N/A	N/A	N/A	N/A	
Shingle Haul	\$ 319.50	WM	\$ 190.00	\$ 196.00	\$ 202.00	Troiano				6	\$ 777	\$ 777	\$ 777	\$ 777	\$ 777	
Compactor Cans	\$ 21.14	WM	\$ 21.14	\$ 21.14	\$ 21.14	WM					N/A	N/A	N/A	N/A	N/A	
SUB-TOTAL											\$ 4,018	\$ 4,050	\$ 4,083	\$ 4,117	\$ 4,151	

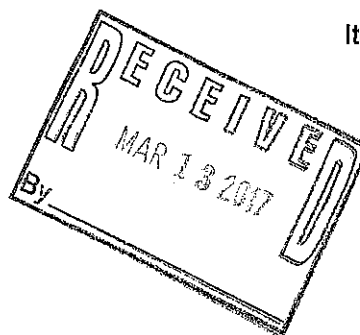
**TOTAL \$ 20,419**



P.O. Box 257, 1614 Main Street  
Kents Hill, ME 04349

207-685-4914  
kentshill.org

Readfield Select Board  
April 3, 2017  
Item # 17-171



March 9, 2017

Town of Readfield

Attn: Robin Lint

8 Old Kents Hill Rd.

Readfield, ME 04349-55

Dear Robin:

Enclosed herein please find a request for a liquor license. We are hosting a Kennebec Valley Chamber of Commerce Business After Hours event. The event will take place on Wednesday, April 26<sup>th</sup> in our Bibby and Harold Alfond Dining Commons from 5:00 pm – 8:00 pm.

I have enclosed a copy of the Application sent to the Liquor Licensing Division.

If you or the board have any questions, please let me know.

We appreciate your time.

All the best,

Alison Lincoln-Rich

Associate Director of Admissions



Bureau of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

Application for License for  
Incorporated Civic Organization

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

\$50.00 Fee / \$10.00 Filing Fee - Check Payable: Treasurer, State of Maine  
72 Hours in Advance of Said Event or Gathering is REQUESTED

1. Full Name of Applicant: Kents Hill School  
(Corporate Name)  
Corporate Address: 1614 Main Street Kents Hill ME 04349  
Street Address City/Town State Zip Code  
Authorized Corporate Office: Chief Financial Officer, Andrew May  
Address: 1614 Main St Kents Hill ME 04349  
Street Address Town/City State Zip Code  
Telephone Number: 207-685-4914 Fax: 207-685-9529  
Email Address (Please print): info@Kentshill.org

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. Title and Purpose of Event: Kennebec Valley Chamber of Commerce Business After Hours Event. We are the host site for Chamber Group.  
Date of Event: 4/26/17 Time: From: 5 AM/PM To: 8 AM/PM  
Multi Day Event: Start Date \_\_\_\_\_ End Date \_\_\_\_\_ (one per year)  
Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

☐ Inside

☐ Outside Event (attach diagram of area)

Location of Event: Harold + Bibby Alford Dining Commons

Number of Persons Attending: 125 - 150

Name and Address of Sponsor: Kents Hill School + KV Chamber of Commerce 290 Western Ave Augusta ME

Address: 1614 Main St Town/City: Kents Hill State: ME

Name and Address of Caterer: n/a

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_

(If other than licensee): \_\_\_\_\_

(If food is to be served): \_\_\_\_\_

Type of building to be occupied: \_\_\_\_\_

Area to be licensed: \_\_\_\_\_

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Dated at: Kents Hill ME on March 7<sup>th</sup>, 2017  
Town/City, State Month/Day

This application must be signed by a duly authorized officer of the corporation executing the application and approved by the Municipal Officer or County Commissioners and filed with the Division.

Kents Hill School  
NAME OF CORPORATION

BY: [Signature] CFO  
CORPORATE OFFICER'S SIGNATURE - TITLE

Andrew May - CFO  
PRINTED NAME & TITLE

If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact. ***Please enclose a copy of the receipt from the County Commissioners.***

---

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333  
Telephone Inquiries: (207) 624-7220  
Fax Number: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)



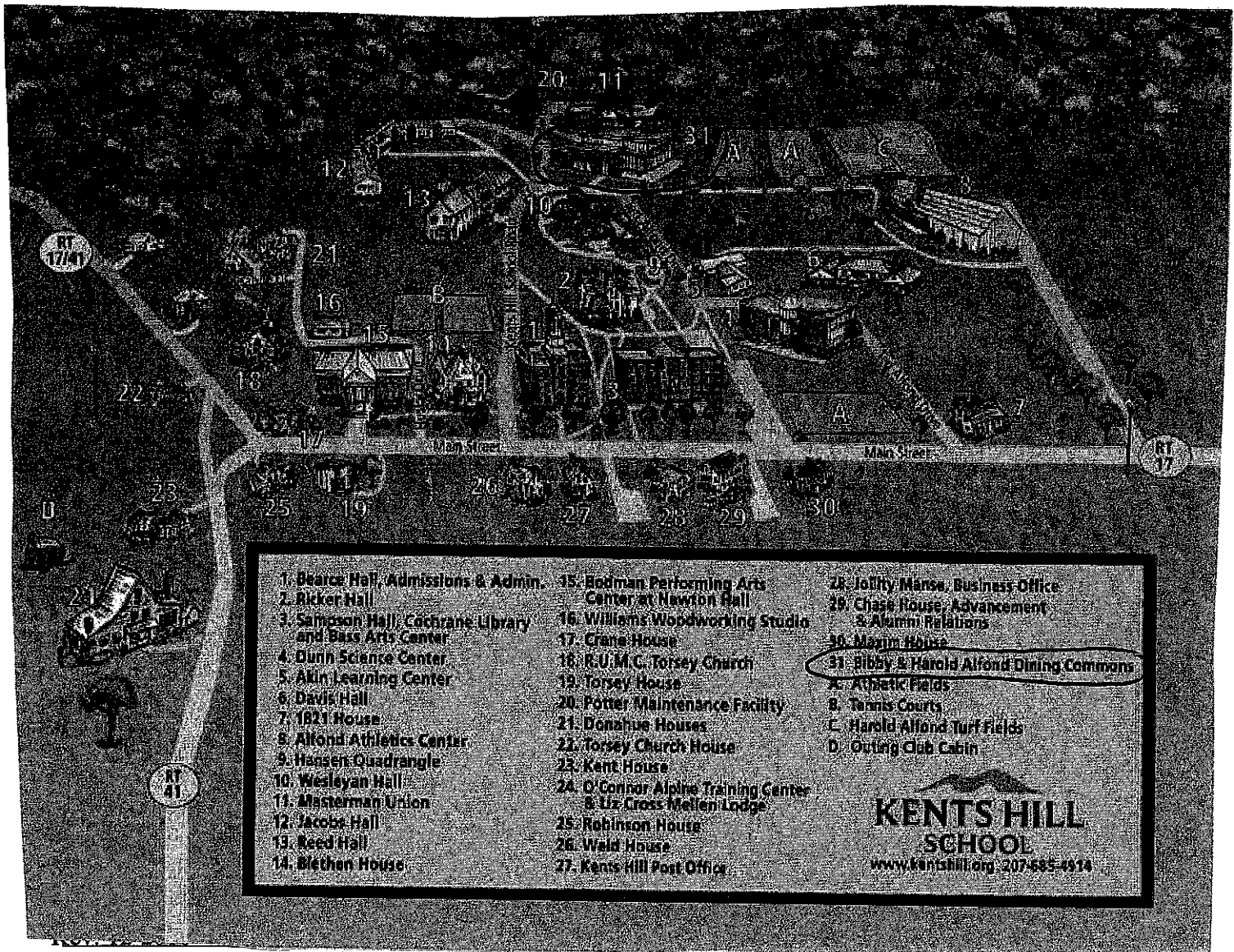
*Bureau of Alcoholic Beverages and Lottery Operations*  
*Division of Liquor Licensing & Enforcement*  
 8 State House Station, Augusta, ME 04333-0008  
 10 Water Street, Hallowell, ME 04347  
 Tel: (207) 624-7220 Fax: (207) 287-3434  
 Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

## ON or OFF PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.



**TO MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

This application must be approved by the Municipal Officers, or a municipal official designated by the municipal officers, of the municipality in which the proposed additional licensed premises are located, which, notwithstanding section 653, may be granted without public notice.

**STATE OF MAINE**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ ss  
City/Town (County)

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

The undersigned being: ☐ Municipal Offices ☐ County Commissioners of the

☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: \_\_\_\_\_, Maine

Signature	Print

**For Office Use Only:**

Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

☐ Approved ☐ Not Approved



Maele Dumont  
**Bureau of Alcoholic Beverages and Lottery  
Operations**  
**Division of Liquor Licensing and Enforcement**

**Application for License for  
Incorporated Civic Organization**

DIVISION USE ONLY	
License No:	
Class: <u>Inc CIV</u>	By: <u>OK</u>
Deposit Date: <u>2-14-17</u>	
Amt. Deposited: <u>60<sup>00</sup></u>	
Cash/Chk/Mo: <u>622918</u>	

**\$50.00 Fee / \$10.00 Filing Fee - Check Payable: Treasurer, State of Maine**  
**72 Hours in Advance of Said Event or Gathering is REQUESTED**

1. Good SOS  
Full Name of Applicant: Kents Hill School  
(Corporate Name)

Corporate Address: 1614 Main Street, Kents Hill, ME 04349  
Street Address City/Town State Zip Code

Authorized Corporate Office: Chief Financial Officer, Andy May

Address: P.O. Box 257 Kents Hill ME 04349  
Street Address Town/City State Zip Code

Telephone Number: 207-685-4914 Fax: 207-685-9529

Email Address (Please print): info@kentshill.org

**INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS**

2. Title and Purpose of Event: Kents Hill School Alumni Reunion 2017

Date of Event: \_\_\_\_\_ Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Multi Day Event: Start Date June 16, 2017 End Date June 17, 2017 (one per year)

Time: From: 12:00 AM/PM To: 11:59 AM/PM

☒ Inside ☒ Outside Event (attach diagram of area)

Location of Event: Dining Commons and Hansen Quad

Number of Persons Attending: 95-120

Name and Address of Sponsor: Kents Hill School

Address: 1614 Main St Town/City: Kents Hill State: Maine

Name and Address of Caterer: N/A

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_

(If other than licensee): \_\_\_\_\_

(If food is to be served): \_\_\_\_\_

Type of building to be occupied: \_\_\_\_\_

Area to be licensed: \_\_\_\_\_

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Dated at: Kents Hill, Maine on January 30, 2017  
Town/City, State Month/Day

This application must be signed by a duly authorized officer of the corporation executing the application and approved by the Municipal Officer or County Commissioners and filed with the Division.

Kents Hill School  
NAME OF CORPORATION

BY: [Signature] CFO  
CORPORATE OFFICER'S SIGNATURE - TITLE

Andy May - CFO  
PRINTED NAME & TITLE

If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact. ***Please enclose a copy of the receipt from the County Commissioners.***

---

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333  
Telephone Inquiries: (207) 624-7220  
Fax Number: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

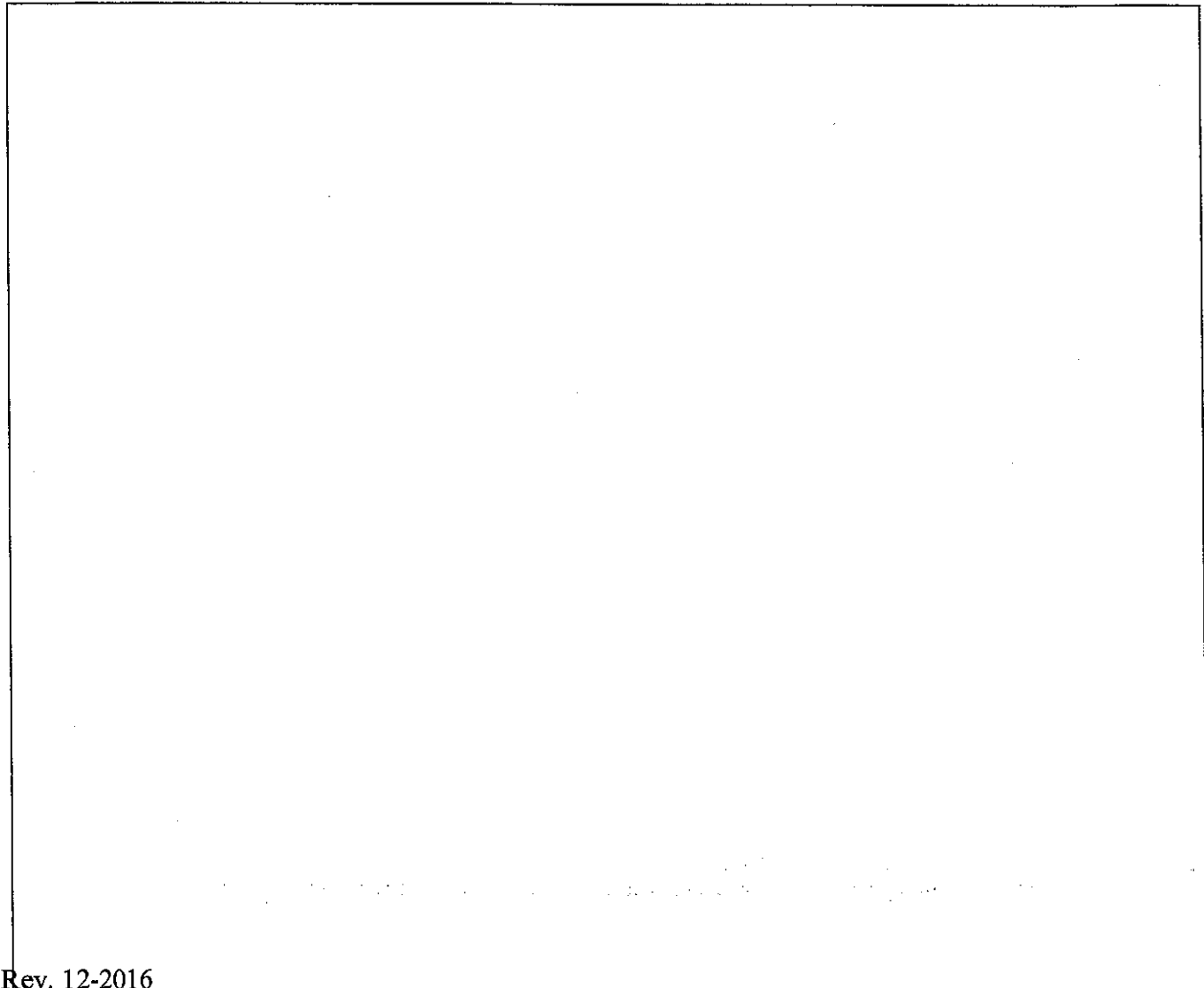
*Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing & Enforcement  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)*

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

### ON or OFF PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





1. Pearce Hall, Admissions & Admin.
2. Ricker Hall
3. Sampson Hall, Cochrane Library and Bass Arts Center
4. Dunn Science Center
5. Akin Learning Center
6. Davis Hall
7. 1821 House
8. Alford Athletics Center
9. Hansen Quadrangle
10. Wesleyan Hall
11. Masterman Union
12. Jacobs Hall
13. Reed Hall
14. Biethen House

15. Bodman Performing Arts Center at Newton Hall
16. Williams Woodworking Studio
17. Crane House
18. R.U.M.C. Torrey Church
19. Torrey House
20. Porter Maintenance Facility
21. Donahue Houses
22. Torrey Church House
23. Kent House
24. O'Connor Alpine Training Center & Lt. Cross-Mullen Lodge
25. Robinson House
26. Weld House
27. Kents Hill Post Office

28. Jolly Mense, Business Office
29. Chase House, Advancement & Alumni Relations
30. Maxim House
31. Bibby & Harold Alford Dining Commons
- A. Athletic Fields
- B. Tennis Courts
- C. Harold Alford Turf Fields
- D. Outing Club Cabin

**KENTS HILL  
SCHOOL**  
www.kentshill.org 207-685-4914



**TO MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

This application must be approved by the Municipal Officers, or a municipal official designated by the municipal officers, of the municipality in which the proposed additional licensed premises are located, which, notwithstanding section 653, may be granted without public notice.

**STATE OF MAINE**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ ss  
City/Town (County)

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

The undersigned being: ☐ Municipal Offices ☐ County Commissioners of the

☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: \_\_\_\_\_, Maine

Signature	Print

**For Office Use Only:**

Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

☐ Approved ☐ Not Approved

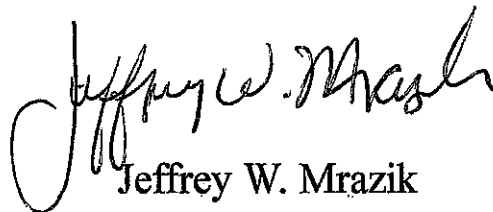
March 20, 2017

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

Re: Weathervane Restaurant  
Liquor license renewal

Dear Folks,

This April 18<sup>th</sup> marks the beginning of our 17<sup>th</sup> year of business. Attached is our application for liquor license renewal. Could you please put it on your next selectman meeting. I will not be attending unless you need me. Thank you in advance.



Jeffrey W. Mrazik



**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**  
**8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008**  
**10 WATER STREET, HALLOWELL, ME 04347**  
**TEL: (207) 624-7220 FAX: (207) 287-3434**  
**EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☐ Yes ☐ No

PRESENT LICENSE EXPIRES 4/17/17

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X)        |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)      | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A)        | <input type="checkbox"/> BED & BREAKFAST (Class V)       |
| <input type="checkbox"/> CLUB w/o Catering (Class V)    | <input type="checkbox"/> CLUB with CATERING (Class I)            | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV)              | <input type="checkbox"/> QUALIFIED CATERING                      | <input type="checkbox"/> OTHER: _____                    |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <u>North Shore Restaurant Corp.</u>		Business Name (D/B/A) <u>Wentham Restaurant &amp; Lounge</u>	
APPLICANT(S) - (Sole Proprietor) DOB: <u>Jeffrey W. Mrazik 6/5/57</u>		Physical Location: <u>1030 Main St</u>	
DOB: <u>Gloria B. Mrazik 1/1/61</u>		City/Town <u>Rendfield</u>	State <u>ME</u>
Address <u>1030 Main St</u>		Zip Code <u>04355</u>	
City/Town <u>Rendfield</u>	State <u>ME</u>	City/Town <u>Rendfield</u>	State <u>ME</u>
Zip Code <u>04355</u>	Zip Code <u>04355</u>	Mailing Address <u>1030 Main St</u>	
Telephone Number <u>207-685-9410</u>	Fax Number <u>207-685-9410</u>	Business Telephone Number <u>207-685-9410</u>	Fax Number <u>SAME</u>
Federal I.D. # <u>01-0541893</u>		Seller Certificate #: or Sales Tax #: <u>1056677</u>	
Email Address: Please Print <u>jeffreymrazik@yahoo.com</u>		Website: <u>NONE</u>	

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_
- State amount of gross income from period of last license: ROOMS \$ X FOOD \$ 288064 LIQUOR \$ 157369
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

- Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐
- If manager is to be employed, give name: \_\_\_\_\_
- Business records are located at: 1030 Main St Rendfield ME 04355
- Is/are applicant(s) citizens of the United States? YES ☒ NO ☐
- Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Jeffrey W. Mrazik	6/5/57	Waterbury CT.
Gloria B. Mrazik	1/1/61	Waterbury CT.
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
READFELD ME 04355		
Mt. Vernon ME 04350		

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_

12. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

13. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: \_\_\_\_\_

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) Full Service Restaurant  
Serving food & beverages on 2 floors 1030 Main St Readfield

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES ☒ NO ☐ Applied for: \_\_\_\_\_

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1000 FT

Which of the above is nearest? SCHOOL

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Rendfield, ME on March 20, 20 17  
Town/City, State Date

Jeffrey W. Mrazik  
Signature of Applicant or Corporate Officer(s)  
Jeffrey W. Mrazik  
Print Name

Please sign in blue ink

Gloria B. Mrazik  
Signature of Applicant or Corporate Officer(s)  
Gloria B. Mrazik  
Print Name

### FEE SCHEDULE

**FILING FEE: (must be included on all applications)..... \$ 10.00**

**Class I** Spirituous, Vinous and Malt ..... \$ 900.00  
**CLASS I:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

**Class I-A** Spirituous, Vinous and Malt, Optional Food (Hotels Only) ..... \$1,100.00  
**CLASS I-A:** Hotels only that do not serve three meals a day.

**Class II** Spirituous Only ..... \$ 550.00  
**CLASS II:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

**Class III** Vinous Only ..... \$ 220.00  
**CLASS III:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

**Class IV** Malt Liquor Only ..... \$ 220.00  
**CLASS IV:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

**Class V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) ..... \$ 495.00  
**CLASS V:** Clubs without catering privileges.

**Class X** Spirituous, Vinous and Malt – Class A Lounge ..... \$2,200.00  
**CLASS X:** Class A Lounge

**Class XI** Spirituous, Vinous and Malt – Restaurant Lounge ..... \$1,500.00  
**CLASS XI:** Restaurant/Lounge; and OTB.

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

### STATE OF MAINE

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

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

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the  
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: \_\_\_\_\_, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPROVAL EXPIRES IN 60 DAYS**

### NOTICE – SPECIAL ATTENTION

#### **§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an

amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD) .]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD) .]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]  
[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]  
[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

### **Please be sure to include the following with your application:**

**Completed the application and sign the form.**

**Signed check with correct license fee and filing fee.**

→ **Your local City or Towns signature(s) are on the forms.**

✓ **Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).**

✓ **Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.**

✓ **Complete the Corporate Information sheet for all ownerships except sole proprietorships.**

**If you have any questions regarding your application, please contact us at (207) 624-7220.**

*Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing & Enforcement  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)*

DIVISION USE ONLY
<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
BY:

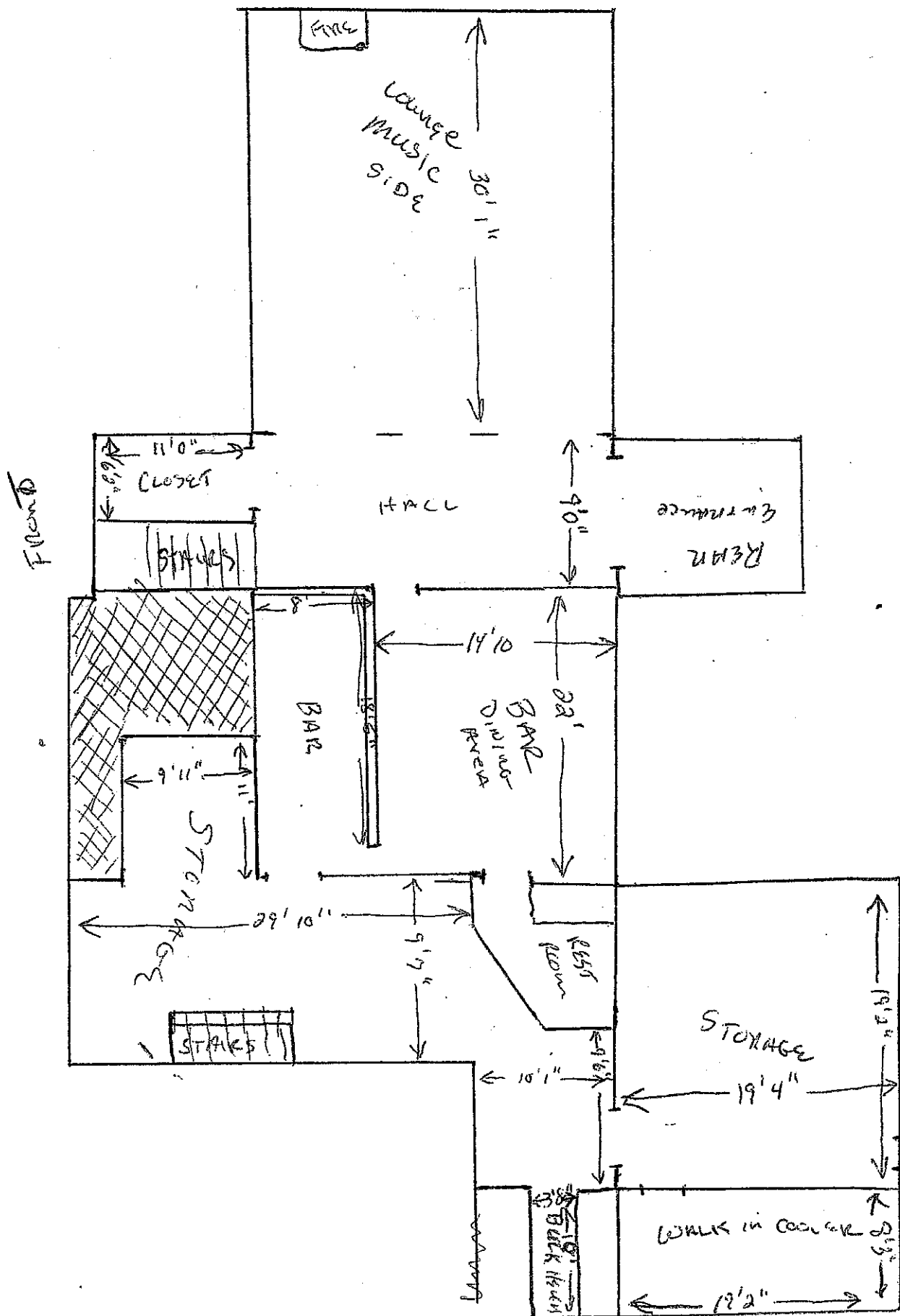
**ON PREMISE DIAGRAM**

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.

SEE SEPARATE  
ATTACHED PAGE

DOWNSTAIRS





Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

**Corporate Information Required for  
Business Entities Who Are Licensees**

**For Office Use Only:**

License #: \_\_\_\_\_

SOS Checked: \_\_\_\_\_

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: North Shore Restaurant Corp
2. Doing Business As, if any: Weatherlane Restaurant & Lounge
3. Date of filing with Secretary of State: 3/15/2001 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Jeffrey W. Mrazek	1030 Main St Randolph 2113 North Rd Mt Vernon	6/5/57	President	50
Gloria B. Mrazek	1030 Main St Randolph 2113 North Rd Mt Vernon	1/1/61	Manager	50

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)



7: Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: \_\_\_\_\_ Agency: \_\_\_\_\_

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_


Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

**Signature:**

 3/20/17  
\_\_\_\_\_  
Signature of Duly Authorized Person Date

Jeffrey W. Mrazik  
\_\_\_\_\_  
Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

**FYI**

## PETITION

Readfield taxpayers living on Harmony Hills Road are experiencing an increase in traffic flow from commercial and non commercial vehicles and the accompanying speed which has followed the growth on our road.

The traffic flow has developed to where walking on our road has become unsafe for several using the space for exercise.

The design of our road has a serious downhill and winding configuration which blinds traffic from walkers in two to three locations.

In April 2016, concern over speed on our road was expressed to Town Manager Eric Dyer who indicated that an enforceable sign would be installed by November 2016.

In January 2017 our inquiry was made as to the status of the enforceable speed sign on Harmony Hills Road to Manager Dyer.

In late 2016 concern about traffic speed on Church Road was also raised with Manager Dyer by residents on that road. After consideration, Manager Dyer indicated money unused for roads in Readfield could possibly be used for a sidewalk on Church Road.

We Harmony Hillers are not asking for a sidewalk to alleviate traffic speed on our road but an enforceable sign that gives state police and sheriff's legal authority to enforce speed on Harmony Hills Road.

**Therefore: We the undersigned residents of Harmony Hills Road do petition Town Manager Eric Dyer to install a traffic flow sign clearly visible, readable and enforceable so that we will reasonably be protected from serious injury and the prospect of a fatal event.**

We urge that our petition be given consideration.

[illegible]

# **FUTURE AGENDA ITEMS**

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

### April - Potential Meeting / Workshop Items

Final Budget and Warrant Approval - 4/18

Emergency Operations Plan Tabletop exercise - 4/18

Board of Appeals Ordinance - proposed new - second reading

Land Use Ordinance - proposed changes to existing

### Potential Future Meeting Items:

Maranacook Lake Outlet Dam Bid Review

Marijuana Regulation

Safety and access issues on Church Road

Plastic Recycling

Review of the appeals process and appeals matrix

### Potential Future Workshops:

Energy Investment Presentation / Discussion

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