

**Readfield Select Board
Regular Meeting Agenda**

May 2, 2016

Meeting starts: 6:30 PM

Location: Readfield Town Office - Giles Hall

Pledge of Allegiance

Regular Meeting - 10 minutes

16-142 - Minutes: Select Board meeting minutes of April 19 and April 25 - 5 minutes

16-143 - Warrant: #45 & #46 - 5 minutes

Communications - 40 minutes

Select Board communications - 15 minutes

Town Manager - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Budget Committee Meeting Minutes of April 14, 2016
- Appointments Ad Hoc Committee Meeting Minutes of March 16 and March 30, 2016

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

Appointments & Re-Appointments - 5 minutes

16-144 - Appoint Sandra Rourke to the Cemetery Committee

16-145 – Appoint Ann Mitchell to the Age Friendly Adco Committee

New Business - 65 minutes

16-146 - Old Kents Hill Culvert Bid Award - 10 minutes

16-147 - Fire Truck Financing RFP Award - 15 minutes

16-148 - Set the details of a Candidates Night - 15 minutes

16-149 - Readfield Enterprise Fund - 20 minutes

16-150 - Other - 5 minutes

- Sign Public Hearing Notice for May 25, 2016
- Readfield Emporium-Decision on having a public hearing on not

Future Agenda Items

As identified in Appendix A

Other

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – April 19 – Unapproved

Readfield Board of Selectmen
May 2, 2016
Item # 16-142

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Teresa Shaw (Finance Officer), Nancy Buker, Chad Clark, Carol Clark, Barbara Boenke, Rick Smart, Jan Tarbuck, Grace Keene, Pamela Osborn, Karen Peterson, Debora Doten, Thelma Parks, Alfred Parks, David Hepfner, Luvia Sniffen, Ann Keilty, Gary Keilty, Kim Whitman, John Perry, Kathryn Mills Woodsum, Fran Zambella, Jarrod Hunsinger, Peter Bickerman, Alan Carey

Executive Session

- To have the Select Board hold an Executive Session to discuss personnel matters, specifically the Town Manager evaluation, pursuant to 1 MRSA, Section 405, subsection 6(A).
- **Motion** made by Ms. Pomerleau to go into Executive Session pursuant to 1 MRSA, Section 405, subsection 6(A), Town Manager 6 month evaluation at 5:59 PM. **Second** by Mrs. Sammons. **Vote** 5-0 in favor. Came out of Executive Session at 6:23 PM.

Regular Meeting

Ms. Pomerleau called the meeting to order at 6:32 pm followed by The Pledge of Allegiance.

- **16-131 - Minutes:** Select Board meeting minutes of April 4, 2016
 - **Motion** made by Mr. Curtis to approve the minutes of the April 4, 2016 meeting as written, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **16-132 - Warrant: #43 & #44**
 - **Motion** made by Mr. Bourgoine to approve Warrant #43 & #44 in the amount of \$48,268.14, **Second** by Mr. Curtis. **Discussion:** Brief discussion on items 00043 & 00605. **Vote** 5-0 in favor.

Communications

- **Boards, Committees, Commissions & Departments**
 - **Library Board Minutes for 3/2/2016**
 - Thank you for submitting your minutes
- **Public Communications**
 - Kim Whitman, President of Winthrop Area Rotary, spoke regarding an upcoming benefit for Maranacook/Winthrop students of low income families on Saturday, May 14, 2016. Would just like help spreading the word.

Appointments & Re-Appointments :

- **16-123 – Appointment of Darlene McMahon to the Age Fridley Adhoc Committee**
 - Tabled until Monday, April 25, 2016 meeting, absent due to death in the family.

- **16-133 – Re-Appoint Nancy Buker to the Trails Committee**
 - **Motion** made by Ms. Pomerleau to re-appoint Nancy Buker to the Trails Committee for the term of 7/1/2016 to 6/30/2019, **Second** by Mr. Bourgoine. **Vote** 5-0 in favor.
- **16-134 – Re-Appoint Greg Durgin to the Conservation Committee**
 - **Motion** made by Mr. Curtis to re-appoint Greg Durgin to the Conservation Committee, **Second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-135 – Re-Appoint Pamela Osborn to the Cemetery Committee**
 - **Motion** made by Ms. Pomerleau to re-appoint Pamela Osborn to the Cemetery Committee for the term of 7/1/2016 to 6/30/2019, **Second** by Mr. Dunham. **Vote** 5-0 in favor.
- **16-136 – Re-Appoint Kathryn Mills Woodsum to the Budget Committee**
 - **Motion** made by Ms. Pomerleau to re-appoint Kathryn Mills Woodsum to the Budget Committee for the term of 7/1/2016 to 6/30/2018, **Second** by Mrs. Sammons. **Discussion:** Due to running for Select Board it would ask if we should re-appoint at this time. **Vote** 4-1, Mr. Dunham opposed.
- **16-137 – Re-Appoint John Parent to the Budget Committee**
 - **Motion** made by Ms. Pomerleau to re-appoint John Parent to the Budget Committee for the term of 7/1/2016 to 6/30/2018, **Second** by Mrs. Sammons. **Discussion:** Due to running for Select Board it was asked if we should re-appoint at this time. **Vote** 4-1, Mr. Dunham opposed.
- **16-138 – Re-Appoint John Parent to the Road Committee**
 - **Motion** made by Ms. Pomerleau to re-appoint John Parent to the Road Committee for the term of 7/1/2016 to 6/30/2018, **Second** by Mrs. Sammons. **Discussion:** Mr. Curtis would like to see others be able to have a chance to submit applications and doesn't feel like individuals should be on multiple committees. **Vote** 3-2, Mr. Dunham & Mr. Curtis opposed.

Old Business:

- **16-127 – 2nd Reading of Administrative Ordinance**
 - **Motion** made by Mr. Bourgoine to accept the 2nd reading of the Administrative Ordinance as amended and published in the packet, **Second** by Mrs. Sammons. **Discussion:** Only change was to 1.4 – Acceptance of Gifts & Donations to the town. Will go on the Town Warrant to be voted on. Asked if it should be reviewed by legal. Public Hearing on ordinances on May 25, 2016. **Vote** 5-0 in favor.

New Business:

- **16-129 – 1st Reading of amended Conflict of Interest & Recall Process Ordinance**
 - **Motion** made by Mrs. Sammons to accept the new Conflict of Interest & Recall Process Ordinance as presented, **Second** by Mr. Bourgoine. **Discussion:** Questions asked that we have state law, why do we need an ordinance as well and what are the forfeitures for 10.2.1? Mr. Dyer to update changes and do a red line and clean draft for the 2nd reading. **Vote** 5-0 in favor.

- **16-139 – Other – Select Board sign RSU #38 Referendum Warrant and Notice of Election**
 - Select Board members would like to see more explanation on Article 2. Mr. Dyer to find out what would happen if Select Board doesn't sign the RSU Referendum Warrant & Notice of Election.
 - Mr. Dyer wanted to remind everyone that nominations papers are still available and anyone interested has until Friday, April 29th to submit them.

Motion made by Mr. Bourgoine to adjourn the meeting at 7:02 pm, **second** by Mr. Dunham. **Vote** 5-0 in favor.

Public Information Budget Meeting

Ms. Pomerleau called the meeting to order at 7:04 pm.

Welcome

1. Description of the agenda and next steps in the budget process
2. Presentation of Draft Budget & Warrant by Town Manager & Finance Officer
3. Members of the public may address the Budget Committee and the Select Board on issues pertinent to the budget.
4. Closing Remarks

Kathryn Mills Woodsum adjourned the meeting at 9:00 pm.

Minutes recorded by Kristin Parks, Board Secretary

Readfield Select Board
Regular Meeting Minutes – April 25, 2016 – Unapproved

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

Absent: Valarie Pomerleau

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starret (Channel 7), Bruce Chandler Jr. (Maintenance), Harry Grimmnitz, Bruce Hunter, Grace Keene, John Parent, Pamela Osborn, Marie Barengo, Peter J. Barengo, Barbara Bourgoine, Debora A. Doten, Milton Wright, Kathryn Mills Woodsum, John Perry, Thelma Parks, Alfred Parks, Greg Durgin, Sandra Rourke

Mr. Dunham called the meeting to order at 6:32 pm followed by The Pledge of Allegiance.

Communications

- **Select Board Communications**

- Mr. Curtis mentioned he attended a baseball practice tonight, concerns that there are no handicapped access closer to the field or to have the gate open during practices and games so those that need to can get closer to the field. Bruce Hunter to look into making sure the gate is open and to contact the Recreation Committee.

- **Town Manager**

- Mr. Dyer spoke regarding nomination papers are due this Friday, April 29th by 4:30 PM.
- Also looking for a few volunteers to help organize the Volunteer Appreciation event scheduled for Friday, May 20, 2016.

Unfinished Business:

- **16-084 – Town 1-ton Truck Replacement Recommendation**

- **Motion** made Mr. Bourgoine to go with the recommendation of the Town Manager to purchase a new truck, **Second** by Mr. Dunham. **Discussion:** Mr. Bourgoine said that due to more repairs that seem to be arising it seems like the purchase of a new truck instead of repairing the old one is the way to go. Suggested to possibly look around before jumping into a quick purchase. Review of Town Truck Bid Options handout. Mr. Curtis is unclear if the town needs another truck or one so big in size that is being looked at to purchase. Select Board members have heard a lot of feedback from town resident's on the purchase of a new truck. **Vote** 3-1, Mr. Curtis opposed.

- **16-129 – 2nd Reading of amended Conflict of Interest & Recall Process Ordinance**

- Town Attorney reviewed all ordinances presented to him. Made a few minor changes.
- **Motion** made by Mr. Curtis that we accept the Conflict of Interest & Recall Process Ordinance as amended. **Second** by Mr. Bourgoine. **Vote** 4-0 in favor.

- **16-126 – Final Town Meeting Warrant Recommendations and Approval**

- Discussed and agreed to re-group Articles 1 through 6.
- Articles 1 – 6: **Motion** made by Mr. Bourgoine to approve Articles 1 through 6 as published to be incorporated into the Town Ballot. **Second** by Mr. Curtis. **Vote** 4-0.
- Article 7: **Motion** made by Mr. Curtis to approve Article 7 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote** 4-0.

- Article 8: **Motion** made by Mr. Dunham to approve Article 8 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote** 4-0.
- Article 9: **Motion** made by Mr. Dunham to approve Article 9 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote** 4-0.
- Article 10: **Motion** made by Mr. Dunham to approve Article 10 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Mr. Curtis asked why \$2,500 was moved out of grant writing for current year and why it was being added back to next year. Mr. Dyer & Kathryn Mills Woodsum spoke regarding the change. **Vote** 4-0.
- Article 11: **Motion** made by Mr. Dunham to approve Article 11 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote** 4-0.
- Article 12: **Motion** made by Mr. Dunham to approve Article 12 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote** 4-0.
- Article 13: **Motion** made by Mr. Dunham to approve Article 13 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Question asked if need to raise \$7,435 additional to the Government TV revenue. Need clarification on the information sheet that will be available to town residents. **Vote** 4-0.
- Article 14: **Motion** made by Mr. Dunham to approve Article 14 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Note that these revenues come from the public and recreational activities. **Vote** 4-0.
- Article 15: **Motion** made by Mr. Dunham to approve Article 15 as read with a Select Board recommendation of yes. **Second** by Mr. Curtis. **Discussion:** Went over budget last year when Heritage Days was held. Mr. Dunham feels that it is nonessential. **Vote** 3-1, opposed by Mr. Dunham.
- Article 16: **Motion** made by Mr. Dunham to approve Article 16 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote** 2-2, opposed by Mr. Dunham and Mr. Curtis. Question on how motion did not carry and is a no. Mr. Curtis explained the issue of funding one individual activity compared to a group of activities. Fund everything or nothing. Kathryn Mills Woodsum and Greg Durgin voiced their concerns on not funding the trails. **Motion** made by Mr. Dunham to reopen Article 16. **Second** by Mrs. Sammons. **Vote** 3-1, opposed by Mr. Curtis. **Motion** made by Mr. Dunham to approve Article 16 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote** 3-1, opposed by Mr. Curtis.
- Article 17: **Motion** made by Mr. Dunham to approve Article 17 as read with a Select Board recommendation of yes. **Second** by Mr. Curtis. **Vote** 4-0.
- Article 18: **Motion** made by Mr. Dunham to approve Article 18 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote** 4-0.
- Article 19: **Motion** made by Mr. Dunham to approve Article 19 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Winter road maintenance may change due to circumstance that may arise. Can take 5% off summer roads to move around. Road Committee have met and discussed and are okay with what is presented. **Vote** 4-0.
- Article 20: **Motion** made by Mr. Dunham to approve Article 20 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote** 4-0.
- Article 21: **Motion** made by Mr. Dunham to approve Article 21 as follows, "Shall the Town vote to raise and appropriate \$7,956 for the Capital Improvements for Equipment budget category for the following budget line with all accounts to be carried forward?", with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Maintenance and Cemetery equipment. **Vote** 4-0.
- Article 22: **Motion** made by Mr. Dunham to approve Article 22 as read by Mr. Bourgoine with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Kathryn Mills

Woodsum asked what happens if Town of Winthrop votes no. Mr. Dyer said Winthrop is on the right track with a yes vote. This will also help protect the beach as well. **Vote 4-0.**

- **Article 23:** **Motion** made by Mr. Dunham to approve Article 23 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Discussion:** Money from Fayette not included in Transfer Station amount. Needs to include savings to be able to spend. Revenue and expenses from Town of Fayette including transfer stations fees and dumping. Recommended by Mr. Dyer to add \$38,000. **Motion withdrawn** by Mr. Bourgoine. **Motion** made by Mr. Dunham to approve Article 23 as read by Mr. Bourgoine with new amounts with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote 4-0.**
- **Article 24:** **Motion** made by Mr. Dunham to approve Article 24 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote 4-0.**
- **Article 25:** **Motion** made by Mr. Dunham to approve Article 25 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote 4-0.**
- **Article 26:** **Motion** made by Mr. Dunham to approve Article 26 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote 4-0.**
- **Articles 27 - 32:** **Motion** made by Mr. Dunham to approve Articles 27 - 32 as read with a Select Board recommendation of yes on all. **Second** by Mr. Bourgoine. **Vote 4-0.**
- **Article 33:** **Motion** made by Mr. Dunham to approve Article 33 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Not an active committee at this time. Recommended to get this committee active again. One application has been received a while back but no other activity at this time. **Vote 4-0.**
- **Article 34:** **Motion** made by Mr. Dunham to approve Article 34 as read, adding carry forward to the motion, with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Add carry forward to the motion. **Vote 4-0.**
- **Article 35:** **Motion** made by Mr. Dunham to approve Article 35 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote 4-0.**
- **Article 36:** **Motion** made by Mr. Dunham to approve Article 36 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote 4-0.**
- **Article 37:** **Motion** made by Mr. Dunham to approve Article 37 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote 4-0.**
- **Article 38:** **Motion** made by Mr. Dunham to approve Article 38 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote 4-0.**
- **Article 39:** **Motion** made by Mr. Dunham to approve Article 39 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Change Transfer Station amount to \$183,308 and Total to \$1,057,167. **Vote 4-0.**
- **Article 40:** **Motion** made by Mr. Dunham to approve Article 40 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** John Perry asked if expenditure is the correct wording to use. My. Dyer clarified. **Vote 4-0.**
- **Article 41:** **Motion** made by Mr. Dunham to approve Article 41 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote 4-0.**
- **Article 42:** **Motion** made by Mr. Dunham to approve Article 42 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Used for non-emergency purposes. **Vote 4-0.**
- **Article 43:** **Motion** made by Mr. Dunham to approve Article 43 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Vote 4-0.**
- **Article 44:** **Motion** made by Mr. Dunham to approve Article 44 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion:** Changes from the town attorney. Planning Board to schedule the Public Hearing. **Vote 4-0.**

- Article 45: **Motion** made by Mr. Dunham to approve Article 45 as read with a Select Board recommendation of yes. **Second** by Mrs. Sammons. **Discussion**: Not going up for public vote, was already approved. **Vote** 4-0.
- Article 46: **Motion** made by Mr. Dunham to approve Article 46 as read with a Select Board recommendation of yes. **Second** by Mr. Curtis. **Vote** 4-0.
- Article 47: **Motion** made by Mr. Dunham to approve Article 47 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote** 4-0.
- Article 48: **Motion** made by Mr. Dunham to approve Article 48 as read with a Select Board recommendation of yes. **Second** by Mr. Bourgoine. **Vote** 4-0.

New Business:

- **16-140 – Consider proposed grant applications for the Mill Stream Project**
 - Review of memorandum received from Jerry Bley, Bob Harris & Greg Durgin.
 - Motion made by Mrs. Sammons to approve the grants for the Mill Stream Project grant application. **Second** by Mr. Bourgoine. **Vote** 4-0 in favor.

Motion made by Mrs. Sammons to adjourn the meeting at 8:36 pm, **second** by Mr. Dunham. **Vote** 4-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary

COMMUNICATIONS

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

Budget Committee Meeting Minutes

Thursday, April 14, 2016 5:35 pm - 8:50 pm

Members: Kathryn Mills Woodsum - Chair, John Perry - Vice-Chair, Peter Barengo, Mike Leberge (5:45), John Parent

Others: Eric Dyer - Town Manager, Teresa Shaw - Finance Officer, Val Pomerlau

1. Roll call and determination of quorum. Officially started at 5:35. Quorum.
2. Review of minutes from previous meetings, 3-29-2016 and 3-31-16 as submitted by Kathryn Mills Woodsum. Discussion and approval. Motion to approve minutes of 3-29-16, from John Parent with second from Peter Barengo, vote 4-0. Motion to approve minutes of 3-31-16, from John Parent with second from Peter Barengo, vote 3-0-1, John Perry was absent.
3. Unfinished business.
 - a. Review of Budget Committee Guiding Documents revised on 3-31-16. We revised per two suggestions from John and John, and Peter will send out the new version.
4. New business.
 - a. Discussion of the use of unassigned funds. Currently have \$200,000 being used in this budget. Leaves us with \$5,000 above the current policy threshold. This will use the most of the 'excess' and we won't keep refunding this, so in the future we will be looking for about \$50,000 at most to have to use; due to better budgeting overall.
 - b. Designated funds. FY16 used \$75,000, projected to use \$197,020 in FY17. Have approximately

\$855,000 total funds in all designated accounts at 4-12-16 and will be using approximately \$197,020, which is 23%. Also, there will be more capital projects in FY17 than FY16. Eric would like to see the designated accounts changed to Capital Reserve Accounts.

c. Discussion and voting of warrant articles.

Teresa took official notes on votes. All articles were moved by John Perry and seconded by Peter Barengo, except those to reopen an article. All votes were 5 in favor, none opposed or abstaining, except Roads where John Parent abstained due to being on the Road Committee, and Solid Waste where Kathryn Mills Woodsum abstained due to being on the SWRC.

5. We agreed to meet in August to review the CIP (Capital Investment/Improvement Plan) prior to the intense period of meetings for the next fiscal year budget meetings.

6. Adjourned at 8:50.

Readfield Appointments Ad Hoc Committee Minutes

March 16, 2016

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

Members Excused Absent: Robin Lint

Members Unexcused Absent: none

Present and Participating: None

Guests Present: None

Meeting was called to order at 5:04 PM.

Minutes for 3/2/16: Henry moved and Tom seconded approval. Minutes were approved unanimously.

Discussion:

Comments on Appointment Procedures: We discussed the comments that were received and compiled by Robin from the various boards, committees, and commissions (BCCs). The attached summary of comments includes our responses. Henry updated the consensus draft Appointment Procedures document with the changes we made based on the comments.

Draft Code of Conduct: We discussed the draft code of conduct presented by Rob. At this point it is really a brain-stormed list of what should be considered for inclusion in the Code. Rob intends this to be behavioral rather than about the mechanics of public meetings and discussion. The intention is that this Code would apply to all public discussions that involve Readfield government bodies. It is also intended that the final product should be short phrases that fit on a single page which could be turned into a poster. In addition individual committees may want to establish their own specific ground rules and/or procedures for public

participation. Rob will continue to work on the draft and try organizing it in different formats for the committee to review again at the next meeting.

Introduction and Principles: Henry presented his draft paragraphs for the Introduction and Principles that will be the first sections of the binder. After discussion there was only one minor wording change. The draft paragraphs are attached.

Current List of Binder Sections and Assignments:

Introduction - Henry will draft and incorporate the former separate document on General Responsibilities.

Principles

Application Procedures

FOAA Responsibilities

Ethical Considerations - Val will draft.

Code of Conduct - Rob will draft.

Reference to and Applicability of Recall Ordinance

Guidelines for BCC Chairs

Committee specific documents include:

Mission Statements

Qualifications, Expertise, and Training

Committee Responsibilities and Roles

Number and terms of members

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

Discuss assigned drafts of generic documents: Ethics, Code of Conduct.

Outline of binder contents.

Revised procedures document.

Adjourned: 6:55 PM.

Respectfully submitted by Rob Peale, Secretary

Ad Hoc Committee responses to comments discussed during our meeting on 3/16/16 are shown in italics following each comment.

TITLE OF DOCUMENT

- 1 Title should be changed to Procedures for Appointment and Reappointment.

Change made

1 APPLICANT'S PROCESS

- 1 Part A: second sentence to read - If there is no vacancy on a BCC etc.

Clarifying language added.

- 2 When is a reappointment considered open?

See Chair's process. If position filled prior to term expiration it never becomes fully open.

#2 TOWN CLERK'S PROCESS

No comments

#3 ADVERTISEMENT PROCESS

- 1 When is it advertised?

Clarifying language added. Advertisement will occur when there is a vacancy or when terms are approaching expiration.

- 2 How long is it open for?

Until filled.

#4 CHAIRS OF BOARDS, COMMITTEES, AND COMMISSIONS PROCESS

1

Part D: last sentence to read - and which the Select Board ~~may~~ will use in evaluating applicants.

No change made. The committee believes there is no need to mandate this and select board should have flexibility.

2 When can a committee member apply for reappointment? *Clarified language - Up to one year prior to expiration. What is the process; IE, is it open only to that member first, or to all residents at that time? Clarified language - All residents. When is it advertised or is it at all? All openings will be advertised except those to be filled by an alternate. Added clarifying language. How long is it open for? until filled*

#5 TOWN MANAGER'S PROCESS

No comments

#6 SELECT BOARD'S PROCESS

1 No mechanism for the Select Board to decide who to select when there are multiple candidates for one position. There should be a procedure in place. *Added clarifying language - The select board will have to make a decision based on applicant qualifications and BCC needs. We don't see a need to mandate a specific process or scoring procedure.*

2 It would be helpful to have a clear criteria for choosing an individual for either appointment or reappointment. How will the select board make their decision? *See above. Please make specific suggestions if you have them.*

3 How are applications reviewed? *See above.*

4 How are applicants considered for appointment; IE, how is one person chosen over another person?
See above

GENERAL COMMENTS

1 Verbal resignation made before the Select Board should be accepted as final decision as would a letter or email of resignation. *Committee members observe that people get emotional at select board meetings and may say things they regret so we are not in favor of accepting verbal resignations at SB meetings.*

2

If someone resigns at a public meeting but won't send in a written resignation, should the verbal be enough? *Members may give verbal resignation to Chair of their committee (but not at an emotionally charged selectboard meeting) who will communicate this in writing to the Town Clerk*

3 There are many grammatical and structural errors within the document that should be addressed. (no examples given) *Document has been reviewed and revised several times. Please identify specific problems you see.*

4 Somewhere in the document consider stating clearly that an applicant for reappointment is not automatic but will be considered with other applicants if any apply. *See the introduction to the document.*

5 Specifically, at what point does a position open up? *Upon term expiration, resignation and acceptance thereof, or forfeiture. Some expiring terms may never be technically open if a replacement or reappointment is approved prior to the expiration date.*

6

The resignation policy is unfair to the committees as it now stands. If a member refuses to resign and is not considered resigned until after missing consecutive meetings without excused absence this essentially holds the committee hostage for the time frame of three meetings. This is ineffective. In the case of the S#WRC this would be three-quarters of the year! In the case of verbal resignation we think that should be considered the same as a written resignation. If a committee member is so dissatisfied that they verbally resign, they should be considered resigned. the committee chair could document the resignation in writing to the Town Clerk and the member could be contacted by the Town Clerk for confirmation of the resignation. *Added language specifying that verbal resignation will be made to the BCC chair who will document it in writing to the Town Clerk.*

7 In other words, much more work should be done with this policy by the adhoc committee before adopting any changes. *These are procedures not policy - the document continues to be open for comment (please be specific) until final approval by the selectboard*

Comments received or acknowledgment of request received by:

Cemetery Committee comments included, Library Board of Trustees comments included, Trails Committee comments included, Conservation Commission had no comments, Solid Waste and Recycling Comments included, Budget Committee's comments are included,

Side notes:

Library Board of Trustees: Note: The Library Board is currently developing a list of desirable attributes to be considered by the Select Board when reviewing applicants for a vacancy. We will incorporate the list into our Mission Statement and Library Policies and Procedures document. the updates and amendments to the document will be completed at the April 6th board meeting then forwarded to you.

Readfield Appointments Ad Hoc Committee Minutes

March 30, 2016

Members Present: Clif Buuck, Rob Peale, Henry Whittemore, Val Pomerleau, Tom Dunham (arrived 5:36 PM).

Members Excused Absent: Robin Lint

Members Unexcused Absent: none

Present and Participating: None

Guests Present: None

Meeting was called to order at 5:10 PM.

Minutes for 3/16/16: Tabled until next meeting due to corrupted excel file containing comments from committees and our responses.

Discussion:

Appointment Procedures: Cliff suggested additional revisions dealing with openings and alternates. The changes make these sections more prominent in the Procedures but wording is largely unchanged. Henry made the changes in the consensus document.

Value of Turnover on BCCs: Rob suggested addressing turnover in the Procedures. After discussion about the merits of turnover for encouraging new volunteers we agreed to add new language in the Selectboard Process section. This language expands the criteria the select board (SB) can use for evaluating and selecting applicants for BCC positions. Henry made the revisions in the consensus document which also included maintaining institutional memory on BCCs.

Draft Code of Conduct: Added a statement regarding problems and solutions. See attachment.

Current List of Binder Sections and Assignments:

Introduction - Henry will draft and incorporate the former separate document on General Responsibilities.

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Application Procedures

FOAA Responsibilities

Ethical Considerations - Val will draft.

Code of Conduct - Rob will draft.

Reference to and Applicability of Recall Ordinance

Guidelines for BCC Chairs

Committee specific documents include:

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Qualifications, Expertise, and Training

Committee Responsibilities and Roles

Number and terms of members

Next meeting: April 7, 2016, 5 to 6:30 PM. Agenda will include:

Minutes for last two meetings

Ethics

Code of Conduct

Review BCC documents such as mission statements, job descriptions, etc.

Adjourned: 6:22 PM.

Respectfully submitted by Rob Peale, Secretary

APPOINTMENTS
REAPPOINTMENTS &
RESIGNATIONS

APPOINTMENT APPLICATION

DATE RECEIVED

RECEIVED APR 26 2016

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital s Readfield Board of Selectmen
ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board n May 2, 2016
consideration any applicant with physical or mental disabilities only when the physical or mental Item # 16-144
prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

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

Please check one:

☐

1st time appointment

☒

re-appointment

Which Board, Committee or Commission
are you applying for?

Cemetery Committee

Name: Sandra Rourke

Phone (H): 685-4520

Street address: 298 Church Rd.

Phone (C):

Mailing address: Readfield, Me. 04355

E-Mail:

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

I've been on this board for a few years.

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

If you are currently employed, what is your position?

Manage my own shop.

Name:

Sandra Parke

Position

Cemetery Com

Term:

6-30-19

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Cemetery Com.

Term:

7-1-16 / 6-30-16

Was this position advertised?

☐

Yes

☒

No

If no, please explain:

re-appointment

Is there a recommendation attached?

☐

Yes

☐

No

If no, please explain:

N/A

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

☐

Yes

☐

No

If yes, what date:

Is an Oath appropriate:

☐

Yes

☐

No

If yes, what date:

SELECT BOARD APPOINTMENT

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

7-1-16

thru

6-30-19

Given under our hand this

2

day of

MAY

, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

APPOINTMENT APPLICATION

RECEIVED APR 27 2016
DATE RECEIVED 5:59 pm

Readfield Board of Selectmen

May 2, 2016

Item # 16-145

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

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

Please check one:



1st time appointment



re-appointment

Which Board, Committee or Commission
are you applying for?

Ad hoc committee on aging

Name: Ann Mitchell

Phone (H): 685-4621

Street address: 455 Sturtevant Hill Rd
Readfield, ME 04355

Phone (C): 232-1395

Mailing address: P.O. Box 64 Winthrop ME 04364

E-Mail: maine_yaya@yahoo.com

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

Library and Retail

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

Getting old enough to "worry" about "aging" issues

If you are currently employed, what is your position?

part-time at Kohl's, Augusta

Name:

Ann Mitchell

Position

Age Friendly Adhoc

Term:

1 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Age Friendly Adhoc Com.

Term:

1 year

Was this position advertised?

☒

Yes

☐

No

If no, please explain:

Is there a recommendation attached?

☐

Yes

☐

No

If no, please explain:

N/A

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

☐

Yes

☐

No

If yes, what date:

Is an Oath appropriate:

☐

Yes

☐

No

If yes, what date:

SELECT BOARD APPOINTMENT

To Ann Mitchell of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly Adhoc Com. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

5-2-2016

thru

5-2-2017

Given under our hand this

2

day of

May

, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

NEW BUSINESS

PROPOSAL FORM

Concrete Box Culvert Headwall and Wing Wall Repairs

PROPOSAL

Proposer's name: MARANACOOK MASONRY Inc

Address of business: P.O. Box 123 Readfield ME. 04355

Names of principals: Stephen Vorpapel

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the Concrete Box Culvert Headwall and Wing Wall Repairs for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$34,500⁰⁰

Addenda receipt acknowledgement: _____

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Stephen Vorpapel 22 April 2016

PROPOSAL FORM

Concrete Box Culvert Headwall and Wing Wall Repairs

PROPOSAL

Proposer's name: Knowles Industrial Services Corporation

Address of business: 295 New Portland Road, Gorham, ME 04038 (207) 854-1900

Names of principals: Daniel C. Maloney, Andrew H. Lawson

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the Concrete Box Culvert Headwall and Wing Wall Repairs for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 28,660.00

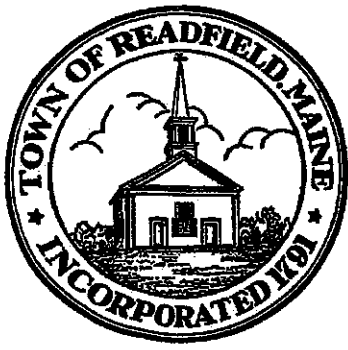
Addenda receipt acknowledgement: None

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated:  4-21-16

Note: We can shotcrete this project for \$23,540.00 instead of form and pour. Please visit www.knowlesindustrial.com to view the process.

↑
★



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield.finance@roadrunner.com

REQUEST FOR PROPOSALS

Concrete Box Culvert Headwall and Wing Wall Repairs

INTRODUCTION - The Town of Readfield, Maine (hereinafter, the "Town") is seeking sealed Proposals for Concrete Box culvert headwalls and wing walls repairs. There will be a pre-bid meeting for all Proposers at 9:00 AM Thursday, April 14, 2016 at the Readfield Town Office. All Proposals are to be submitted in sealed envelopes marked "Concrete Box Culvert headwall and wing walls Repairs" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **3:00 p.m. on Friday, April 22, 2016**. Any Proposal received after this scheduled opening time shall not be considered and emails and faxes will not be considered.

The Road Commissioner will open and review all proposals with available members of the Road Committee at 4:30 PM on Friday, April 22, 2016. The Select Board will review all proposals and consider any Road Commissioner and Road Committee recommendations for contract award(s) at a meeting starting at 6:30 PM, Monday, May 2, 2016. Winning contractor(s) will be expected to sign contract(s) on Tuesday, May 3, 2016.

The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope. Questions regarding this Request for Proposals should be directed toward the Town Manager. All questions by prospective proposers pertaining to this Request for Proposals must be received, in writing, by the Town Manager at least five (5) days before the date set for the opening of the Proposals. Any questions which, in the opinion of the Town Manager, requires interpretation, will be addressed by a written interpretation in the form of a numbered Addendum, sent by registered mail to each person or firm who has taken out a Request for Proposal not later than three (3) days prior to the scheduled opening of the Proposals. Addenda issued later than three (3) days prior to the scheduled opening of the Proposals may be by telephone. Proposers shall acknowledge receipt of all Addenda in the space provided thereof in the Proposal Form, whether the Addenda are in response to questions or otherwise issued by the Town and whether the Addenda are received by mail or telephone.

Each Proposer is required to state in its Proposal: the Proposer's name and place of business and the names of persons or parties interested as principals with it; that the Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly

or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, a copy of which is attached hereto as Exhibit 1. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage (and for professional service contracts, professional liability insurance coverage) as set forth in Exhibit 1. Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder. No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids.

Each Proposer must be current in personal property tax payments to the respective municipality where the firm is located or provide a letter from the municipality stating the Proposer is in good standing related to tax payments.

Each Proposer must abide by the Town of Readfield's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

SCOPE OF SERVICES – The Scope of Services is attached.

GENERAL – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.

ACCEPTANCE/REJECTION – The Town reserves the right to waive any informalities in proposals, to accept or reject any or all proposals, should it be deemed in the best interest of the Town to do so.

Date: April 6, 2016

By: _____
Eric Dyer, Town Manager

Important RFP Dates:

Mandatory Pre-Bid Meeting:

9:00 AM Thursday, April 14, 2016

Bids Due:

3:00 p.m. on Friday, April 22, 2016

Bids awarded or rejected:

Monday, May 2, 2016, Select Board meeting starts 6:30 PM

Contract(s) signed:

Tuesday, May 3, 2016

Work Initiation Date:

On or after July 1, 2016 (unless otherwise negotiated)

Completion Date:

October 30, 2016 - weather permitting

Site Location and Photos:

The box culvert is located on Old Kents Hill Road, in Readfield ME. The closest physical address is 52 Old Kents Hill Road.



Downstream



Downstream



Upstream



Upstream

SCOPE OF SERVICES

Concrete Box Culvert Headwall and Wing Wall Repairs

The Town of Readfield seeks repairs on Concrete Box Culvert headwall and wing walls on Old Kent Hill Road. Contractors shall be responsible for measurements.

Contractors shall be responsible for the following services:

- Closing of the road or associated traffic control.
- Call Dig Safe for the project.
- Install erosion control measures where needed per Department Environmental Protection, best management practices.
- Remove sand and debris from areas needing repair upstream and downstream.
- Remove all deteriorated concrete to good sound concrete. Use phenolphthalein test to ensure concrete has proper ph.
- Remove all deteriorated rebar and replace it in-kind, maintaining 2" of cover over all rebar.
- Apply Duralprep bonding agent per manufacturer's directions, to concrete getting resurfaced
- Assemble concrete forms and coat with Harris Green form release per manufacturers direction
- Arrange for slump and air tests upon concrete delivery and for cylinders to be taken and tested. All test results shall be submitted to the Town.
- Place concrete and vibrate for good consolidation
- Leave forms in place a minimum of 7 days and wet cure all exposed surfaces or use a curing compound.
- After forms are stripped, protect concrete from dirt and contamination by best means until concrete has cured for 28 days
- Apply Certi-vex Penseal 244 100% penetrating sealer per manufacturer's directions on all exposed surfaces

All work and testing shall be done according to MDOT Standard Specifications: Section 502, Structural concrete class L.P, DEP Best Management Practices and according to further directions by the Road Commissioner or designee as needed.

Weather permitting; all work shall be completed by October 30, 2016, unless agreed to in writing by both parties of this agreement.

Town of Readfield 2016 Fire Truck Financing Options**\$426,000 Principle with 7-year repayment period**

General Obligation Bond			
Lender	Total Interest Payments	Other Fees (Bond Counsel, etc.)	Total Cost
Androscoggin Bank			\$
Camden National Bank			\$
Gorham Savings Bank			\$
KeyBank			\$
Maine Municipal Bond Bank *			

Lease-Purchase			
Lender	Total Interest Payment	Other Fees (Bond Counsel, etc.)	Total Cost
Androscoggin Bank			\$
Camden National Bank	N/A	N/A	N/A
Gorham Savings Bank			\$
KeyBank			\$
Maine Municipal Bond Bank *	N/A	N/A	N/A

* Costs for the MMBB are based on estimates provided by MMBB staff for the Fall Bond Issue

Least Cost Option

CANIDATE'S NIGHT

Date: _____

Time: _____

Place: 2nd floor of Giles Hall, Readfield Town Office Bldg.

Moderator: _____

Refreshments: _____

Invites to: Betty Morrell, RSU #38 School Board

Allen Curtis, Select Board

John Parent, Select Board

Sandra Rourke, Select Board

Kathryn Mills Woodsum, Select Board

Advertise: Website, Messenger, Posters at Post Offices
and Community Section of the KJ(free).

E-mail questions in advance to: readfield@roadrunner.com

or you may drop them off at the Town Office.

Readfield Enterprise Fund Summary

Applicant	Date	Amount	Grant	Balance	Notes
Rosalea Kimball	1/10/2012	\$ 9,000	\$ 900	\$ -	
	6/19/2014	\$ 2,500	\$ 500	\$ -	
Jessica Hunnewell	2/15/2013	\$ 5,000	\$ 500	\$ 3,250	Moved
Ethel" Cricket" Blouin	5/23/2013	\$ 5,400	\$ 600	\$ -	
	12/19/2013	\$ 3,600	\$ -	\$ -	
Gerry Mason	6/19/2014	\$ 10,000	\$ 2,000	\$ 5,867	(behind in payments)
Cathy Bruce	6/19/2014	\$ 4,000	\$ 2,000	\$ 778	
Jessica Gorten	6/19/2014	\$ 4,000	\$ 2,000	\$ 778	
Matthew Curtis	Never released check. Never met requirements				

Current REF Cash Balance	\$ 16,177
Outstanding Balances	\$ 10,673

Town of Readfield

MUNICIPAL OFFICERS' NOTICE OF PUBLIC HEARING ON SECRET BALLOT REFERENDUM TO BE HELD JUNE 14, 2016

Notice is hereby given that the Municipal Officers of the Town of Readfield will hold a public hearing on May 25th, 2016 at 6:30 pm at the Readfield Town office building in Readfield to hear public comment on the following:

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, 2016 through June 30, 2017?

Article 4: Shall the Town vote to fix **September 30, 2016** or thirty days after the taxes are committed, whichever is later, and **February 28, 2017** 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, 2016 to October 1, 2016?

Article 7: Shall the Town vote to raise and appropriate **\$341,458** for the **General Government for Municipal Admin., Insurance, Office Equipment** budget category for the following budget lines?

Municipal Administration \$299,202

Insurance \$ 38,606

Office Equipment \$ 3,650

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 8: Shall the Town vote to raise and appropriate **\$51,472** for the **General Government for Assessing and Code Enforcement/Plumbing Inspector/Building Inspector** budget category for the following budget lines?

Assessing \$22,000

CEO/LPI/BI \$29,472

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 9: Shall the Town vote to raise and appropriate **\$72,541** for the **General Government for Municipal Maintenance** budget category?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 10: Shall the Town vote to raise and appropriate **\$8,000** for the **General Government for Grant Writing/ Planning and Heating Assistance** budget category for the following budget lines, with all unexpended balances to be carried forward?

Grant Writing/Planning Ser. \$6,500

Heating Assistance \$1,500

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 11: Shall the Town vote to raise and appropriate **\$5,360** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the Conservation budget line carried forward?

Appeals Board \$ 410

Conservation Commission \$2,245

Planning Board \$2,705

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 12: Shall the Town vote to raise and appropriate **\$34,674** for the **Town Buildings Operations & Maintenance** budget category for the following budget lines?

Fire Station \$ 9,800

Gile Hall \$18,042

Library \$ 5,332

Maintenance Building \$ 1,500

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 13: Shall the Town vote to raise and appropriate **\$59,621** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Library budget line carried forward?

Animal Control \$13,905

Kennebec Land Trust \$ 250

KVCOG \$ 4,325

Library Services \$26,956

Readfield TV \$ 7,435

Street Lights \$ 6,500

Maranacook Lake Dam \$ 250

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 14: Shall the Town vote to appropriate **\$19,201** for the **Beach and Recreation** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach \$ 9,130

Recreation \$10,071

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 15: Shall the Town vote to raise **\$5,000** for the **Heritage Days** budget category to be expended for the 2017 Heritage Days with any unexpended balances to be carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 16: Shall the Town vote to raise and appropriate **\$2,467** for the **Trails Committee** budget line, with unexpended balance carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 17: Shall the Town vote to raise and appropriate **\$137,690** 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. \$74,025

Fire Dept. Equipment \$ 8,000

Ambulance Service \$22,300

Waterholes	\$ 500
Tower Sites	\$ 2,000
Dispatching	\$28,740
Annual Physicals	\$ 125
Personal Prot. Gear Repl.	\$ 2,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 18: Shall the Town vote to raise and appropriate **\$31,906** for the **Cemetery Maintenance** budget category, with any unexpended balances to carry forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 19: Shall the Town vote to raise and appropriate **\$630,085** 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 Maint.	\$331,050
Winter Road Maint.	\$261,100
Vehicles Maint.	\$ 31,500
Interlocal Work	\$ 6,435

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 20: Shall the Town vote to appropriate **\$67,200** for the **Capital Improvements for Fairgrounds and Transfer Station** budget category for the following budget lines with all accounts to be carried forward?

Fairgrounds Athletic Fields	\$ 7,200
Transfer Station	\$60,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 21: Shall the Town vote to raise and appropriate **\$7,956** for the **Capital Improvements for Equipment** budget category with any unexpended balance to carry forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 22: Shall the Town vote to raise and appropriate **\$64,975** for the **Capital Improvements for Maranacook Lake Dam** budget category for the following budget lines with all accounts to be carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 23: Shall the Town vote to raise and appropriate **\$296,016** for the **Solid Waste Department** budget category for the following budget lines with all accounts to be carried forward?

Transfer Station	\$291,416
Backhoe	\$ 4,600

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 24: Shall the Town vote to raise and appropriate **\$316,346** for the **Regional Assessments** budget category for the following budget lines which the town are legally bound to pay?

Cobbossee Watershed	\$ 20,816
Kennebec County Tax	\$270,400
First Park	\$ 25,130

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 25: Shall the Town vote to raise and appropriate **\$346,302** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2015 Fire Truck Bond/Lease \$ 68,634
2013 Road & Bridge Bond \$109,118
2008 Road & Bridge Bond \$168,550

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 26: 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: Yes

Budget Committee recommends: Yes

Article 27: 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: Yes

Budget Committee recommends: Yes

Article 28: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 29: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Family Violence Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 30: 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: Yes

Budget Committee recommends: Yes

Article 31: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 32: Shall the Town vote to raise and appropriate the requested amount of **\$231** for the **30 Mile River Association**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 33: 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: Yes

Budget Committee recommends: Yes

Article 34: Shall the Town vote to raise and appropriate **\$5,000** for a **Revaluation** with any unexpended balance to carry forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 35: Shall the Town vote to raise and appropriate **\$4,710** for the **General Assistance** budget category?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 36: Shall the Town vote to appropriate funds not to exceed **\$5,000** to cover **Overdrafts** from the **Unassigned Fund Balance**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 37: 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 cemetery lot(s) in the Town of Readfield cemeteries as collected from 03/01/15 to 03/25/16?

James Luce \$400

Article 38: 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 39: Shall the Town vote to appropriate the following **Estimated Revenues** to reduce the 2016 Tax Commitment?

State Revenue Sharing	\$110,000
Interest on Property Taxes	\$ 18,000
Interest on Investments	\$ 2,500
Veterans Exemption	\$ 3,200
Homestead Exempt. Reimb.	\$110,233
Tree Growth Reimb.	\$ 10,000
Bete Reimbursement	\$ 8,141
Boat Excise Taxes	\$ 7,500
Motor Vehicle Excise Taxes	\$460,000
Agent Fees	\$ 10,000
Newsletter	\$ 100
Certified Copy Fees	\$ 1,250
Other Income	\$ 2,500
Heating	\$ 1,500
Plumbing fees	\$ 4,000
Land Use Permit Fees	\$ 5,000
Dog License Fees	\$ 1,800
Library Revenue	\$ 2,075
Cable Television Fees	\$ 26,000
Beach Income	\$ 9,130
Recreation Income	\$ 10,071
Protection	\$ 5,580
Local Roads	\$ 35,000
Interlocal	\$ 6,435
Transfer Station	\$183,308
First Park	\$ 10,000
Snowmobile (State reimb.)	\$ 1,489
Readfield Enterprise Fund	\$ 10,000
General Assistance (State reimb.)	\$ 2,355

TOTAL \$1,057,167

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 40: Shall the Town vote to appropriate the following **Designated Funds** to reduce the Fiscal Year Ending 2017 Expenditures?

Ball field Capital	\$ 7,200
Conservation	\$ 1,745
Fire Dept. Equipment	\$30,000
Maranacook Dam Capital	\$28,475
Transfer Station Capital	\$60,000
Roads	\$99,600
Total	\$227,020

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 41: Shall the Town vote to close out the “**Boundaries**” carry forward account and re-appropriate the total account balance, estimated to be \$1,560, to the “**Grant Writing/Planning**” carry forward account?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 42: 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: Yes

Budget Committee recommends: Yes

Article 43: Shall the Town vote to appropriate **\$205,000** from the **Unassigned Fund Balance** to **reduce the total tax commitment**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 44: Shall the following amendments be made to the Town’s **Land Use Ordinance** and be enacted?

- Page 15 - Changes to SECTION 7. EXPIRATION OF PERMIT
- Page 17 - Striking “Code Enforcement Officer” and adding “Local Plumbing Inspector (LPI)” under Section 2.
- Pages 23 and 24 - Changes to Section H. Revisions to Approved Plans
- Page 36 - Changes to the table titled “RESIDENTIAL—including driveways”
- Page 41 - Adding “11. Planning Board approval required for allowed uses within the restricted setback of a protected resource.”
- Page 81 - Adding “When required to comply with the Readfield Land Use Ordinances and/or the Maine State Plumbing Codes non-conforming lots in the Shoreland Residential Districts shall be kept in common ownership.”
- Page 85 - Changes to Section K.1

Article 45: Shall the town vote to amend the following language in the Town’s **Administrative Ordinance** and be enacted?

- Adding the phrase “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.” to section 1.4.

Article 46: Shall the following amendments be made to the Town’s **Conflict Of Interest and Recall Process Ordinance** and be enacted?

- Adding clarifying language to section 10.2.2.
- Correcting language in section 10.3.2.b that conflicted with state law.

Article 47: Shall the Town vote to authorize the Select Board to enter into a **Solid Waste & Recycling Agreement**, on a one-year trial basis, allowing the Town of Fayette to utilize and share cost of the Readfield & Wayne Transfer Station with an estimated savings to the Town of Readfield of \$5,700 in the first year and \$8,000 per year on average in subsequent years?

Article 48: Should the Town continue to use the **Secret Ballot** process for the 2017 Annual Town Meeting?

RETURN

Readfield, Maine

Pursuant to 30-A M.R.S.A. § 2528(5), we have this day, being at least seven days before the hearing, notified the inhabitants of said Readfield of a public hearing, to be held at the time and place, and for the purposes stated above, by posting a copy of said notice at the following public and conspicuous places in said Readfield. Readfield Post Office, Kents Hill Post Office and Readfield Town Office.

Dated: May 2, 2016

Assest:

Val Pomerleau, Vice Chair

Thomas Dunham

Allen Curtis

Bruce Bourgoine

Christine Sammons

4/28/16

Readfield Town Select Board

We request waiver of the town hearing for approval of our annual beer and wine license.

Thank you,

Robert and Helen Bittar

Division



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY

License No. Assigned:

Class:

Deposit Date:

Amt. Deposited:

PRESENT LICENSE EXPIRES June 10 2015**INDICATE TYPE OF PRIVILEGE: MALT & VINOUS****INDICATE TYPE OF LICENSE:**☒ RESTAURANT (Class I,II,III,IV)☐ HOTEL-OPTINONAL FOOD (Class I-A)☐ CLASS A LOUNGE (Class X)☐ CLUB (Class V)☐ TAVERN (Class IV)☐ RESTAURANT/LOUNGE (Class XI)☐ HOTEL (Class I,II,III,IV)☐ CLUB-ON PREMISE CATERING (Class I)☐ GOLF CLUB (Class I,II,III,IV)☐ OTHER: _____**REFER TO PAGE 3 FOR FEE SCHEDULE****ALL QUESTIONS MUST BE ANSWERED IN FULL**

1. APPLICANT(S) —(Sole Proprietor, Corporation, Limited Liability Co., etc.)		2. Business Name (D/B/A) Readfield Emporium Corp.	
Robert Bittar DOB: 02/21/1941			
Helen Bittar DOB: 10/18/1941		Location (Street Address) 1146 Main Street	
Address 309 Waugan Road		City/Town Readfield	State Maine
		Zip Code 04355	
		Mailing Address See Applicants' address	
City/Town North Monmouth, Maine 04265		City/Town	State
		Zip Code	
Telephone Number 207-933-4965 No fax		Business Telephone Number 207-685-7348 No fax	
Federal I.D. # 01-0474573		Seller Certificate # S-232603	

3. If premises are a hotel, indicate number of rooms available for transient guests: _____

4. State amount of gross income from period of last license: ROOMS \$ 0.00 FOOD \$ 55,380.00 LIQUOR \$ 14,662.62

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐**If YES, complete Supplementary Questionnaire**

6. Do you permit dancing or entertainment on the licensed premises? Yes, local musical performers. Fire Marshall Rick McCarthy in Augusta has given us permission to allow dancing.

7. If manager is to be employed, give name: _____

8. If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

10. Is/are applicant(s) citizens of the United States? YES X

11. Is/are applicant(s) residents of the State of Maine? YES X

12. 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
Robert Bittar	02/21/1941	Brooklyn NY
Helen Bittar (née Alcock)	10/18/1941	Astoria NY

Residence address on all of the above for previous 5 years (Limit answer to city & state)

Indianapolis Florida

North Monmouth Maine

13. 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? NO X

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
No X If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES X NO

16. Does/do applicant(s) own the premises? Yes X No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Eat-in, take-out, pizza and dinner.

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES X Applied for: _____

19. 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? Maranacook HS 1.2 miles; St. Andrew's Parish House .2 miles

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

If YES, give details: _____

The Division of Liquor Licensing & Inspection 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: North Monmouth, Maine on April 26, 2016

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Robert Bittar

Print Name

Signature of Applicant or Corporate Officer(s)

Helen Bittar

Print Name

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

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, 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	Spirituos, 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	Spirituos 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	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	

FILING FEE.....\$ 10.00

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 fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: Reichfield, Maine Kennebec ss
City/Town (County)
 On: 4/26/16
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. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise 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-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise 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-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §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 violation 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; and [1989, c.592, §3 (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. [1989, c.592, §4 (new).][1993, c.730, §27 (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).]
4. **No license to person who moved to obtain a license. (REPEALED)**
5. **(TEXT EFFECTIVE 3/15/01) 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. 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.

STATE OF MAINE
Liquor Licensing & Inspection Unit
164 State House Station
Augusta, Maine 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: Readfield Emporium Corp.
Business D/B/A Name: Readfield Emporium Corp.

2. Date of Incorporation: February 1986

3. State in which you are incorporated: Maine

4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Robert Bittar	914 S Riverside Dr, Indialantic FL 32903	2/21/1941	50	President / Director
Helen Bittar	309 Waugan Rd, N Monmouth ME 04265	10/18/1941	50	Director

6. What is the amount of authorized stock? 1000 Outstanding Stock? None

7. Is any principal officer of the corporation a law enforcement official? () YES (X) NO

8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES (X) NO.

9. If yes, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: _____ On: _____
City/Town Date



Date: 4/26/16

Signature of Duly Authorized Officer

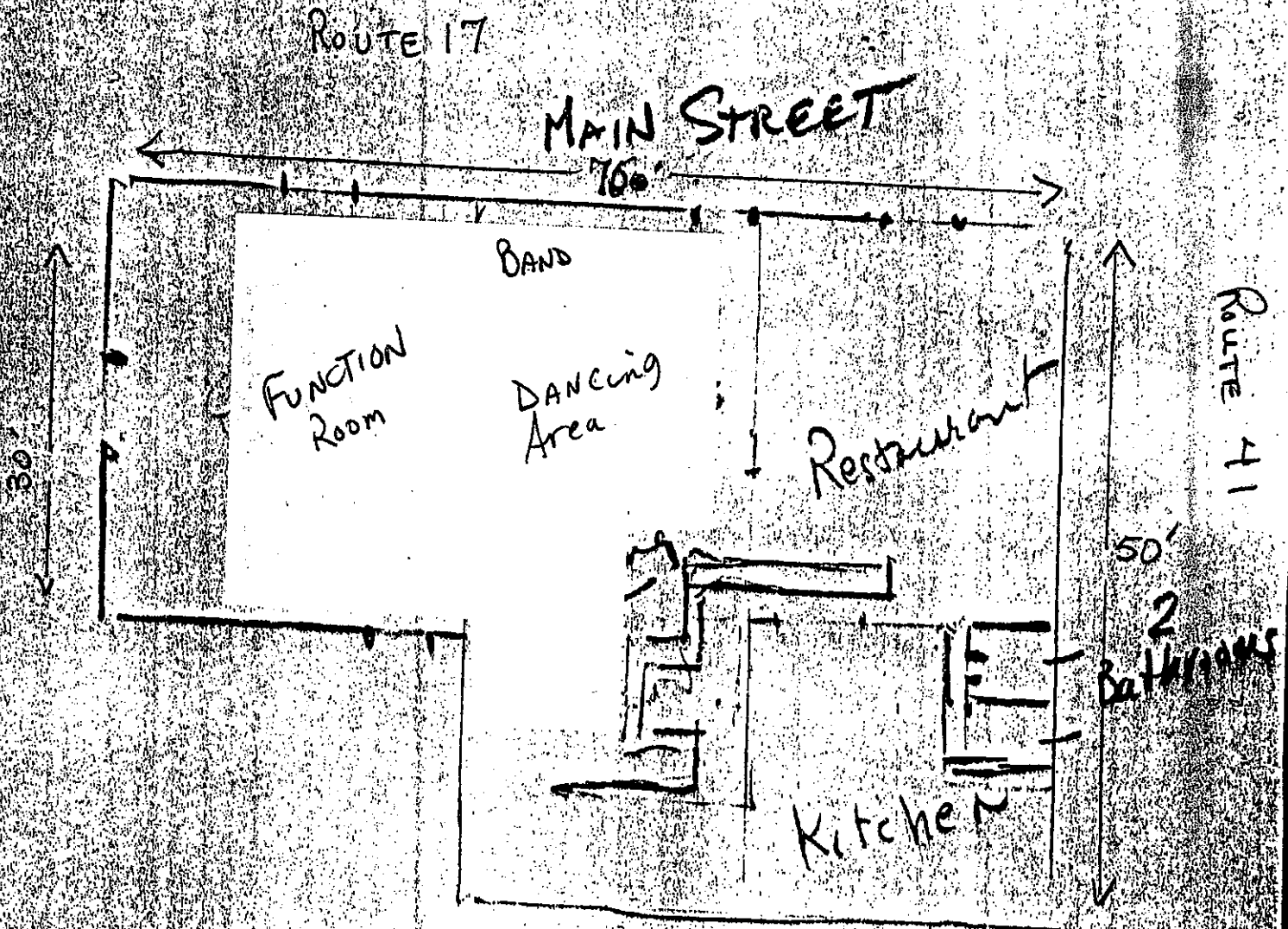
ROBERT BITTAR

Print Name of Duly Authorized Officer

ROBERT BITTAR *Robert Bittar*
Signature and Title of Club Officer

Readfield Emporium
Print Name and Title of Club Officer

PREMISE DIAGRAM



FUTURE AGENDA ITEMS

Appendix A

Future Agenda Items - Proposed DRAFT

Upcoming Workshops:

Appeal / Hearing process workshop

May 16, 2016

Striping Bid Award - 10 minutes

Shoulder Work Bid Award - 10 minutes

Crack Sealing Bid Award - 10 minutes

Draft Winter Maintenance RFP Review - 20 minutes

Draft Paving RFP Review - 20 minutes

Readfield Emporium Corp. Liquor License -

Future Meetings:

Brush Grinding Bid

Establish staggered terms for the Readfield Solid Waste and Recycling Committee

Revision to SWRC Interlocal Agreement

Engineering RFQ

Technology Plan

Potential Parks / Town Property Committee

Liquor licenses