

**Readfield Select Board
Meeting & Workshop Agendas
May 30, 2017, Readfield Town Office**

Select Board Meeting starts: 6:00 PM
Meeting ends (unless extended): 8:30 PM

Executive Session - 30 minutes

The Select Board is meeting in executive session without the Town Manager to discuss his 18 month review pursuant to 1 MRSA, Section 405, subsection 6(A).

Pledge of Allegiance

Workshop - 60 minutes

The Select Board is holding a workshop to discuss energy usage and investment, and to hear a presentation from ReVision Energy

Regular Meeting - 5 minutes

17-191 - Minutes: Select Board meeting minutes of May 15, 2017.

17-192 - Warrants: #50 & #51.

Communications - 15 minutes

Select Board communications. - 5 minutes

Town Manager's Report - 5 minutes

Public Communication - Members of the public may address the Select Board. – 5 minutes

New Business - 10 minutes

17-193 - Town Manager review process - 10 minutes

Executive Session - 30 minutes

The Select Board is meeting with the Town Manager in executive session to discuss his 18 month review pursuant to 1 MRSA, Section 405, subsection 6(A).

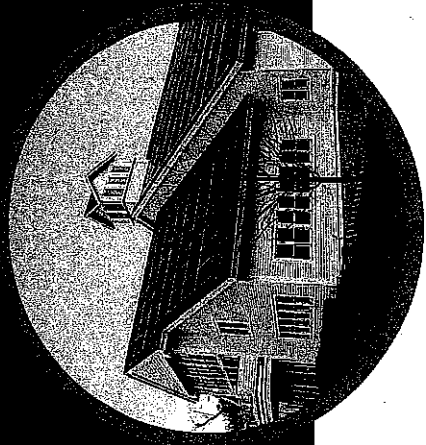
Future Agenda Items

Adjournment

EXECUTIVE SESSION

WORKSHOP

Lower Energy Costs & Carbon Emissions



Experience You Can Trust

Thousands of satisfied ReVision customers lead New England in the transition to solar power.

ReVision Energy offers the following services:

- Design & Engineering
- Construction, Testing & Commissioning
- Operations & Maintenance
- Power Purchase Agreements
- Capital Relationships & Transactions
- Project Financial Modeling
- REC Aggregation & Marketing

With a Solar Power Purchase Agreement, you can expect to:

- Lock in energy rates for decades to come
- Harness the power of the sun to meet your growing energy needs
- Support local business and job growth in the clean energy sector
- Save energy and money for the life of your solar energy system

Proctor Academy in Andover, NH has six solar energy installations on its campus offsetting approximately 25% of their total electric load.



SOLAR POWER FOR SCHOOLS, TOWNS & NON-PROFITS

Bring clean energy to your vision & mission
with Solar Power Purchase Agreements



Contact us to learn how you can get started:



ReVision Energy

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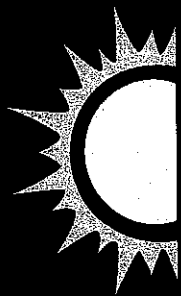
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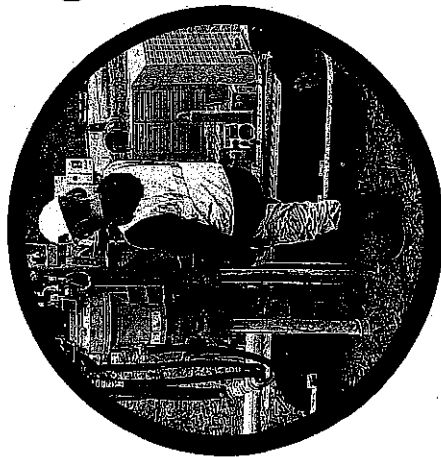
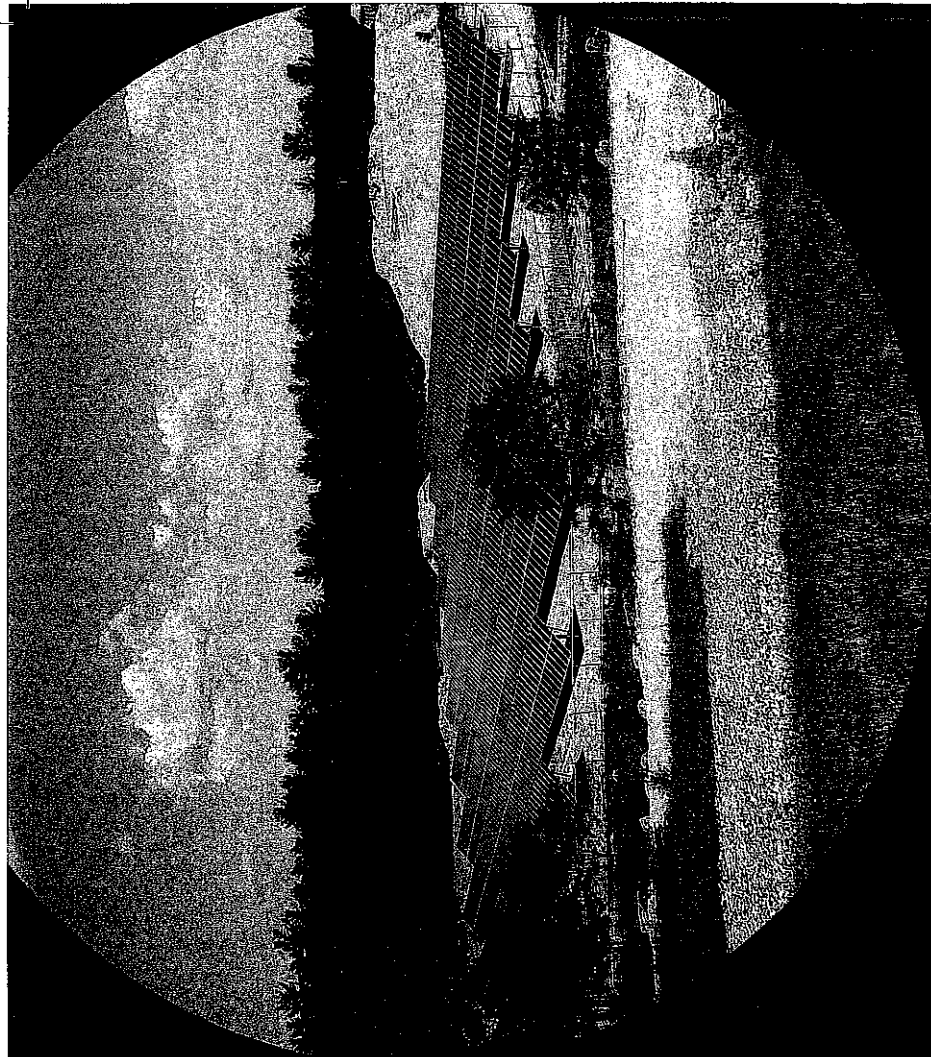
Corporation



Get an energy plan as sure as the sunrise

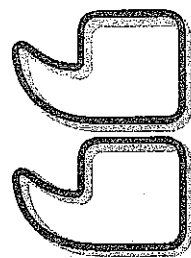
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Solar Power Purchase Agreements are a reliable and secure way for schools, government agencies and non-profits to benefit from clean energy with no upfront cost.

ReVision Energy builds and maintains your system, while partnering with private investors to cover the capital costs helping you lower your energy cost. Once your capital partner has taken advantage of the tax benefits, your organization will have the opportunity to purchase the solar array for a fraction of the upfront cost. ReVision Energy provides dedicated customer service and 24-hour a day technical support for the life of your system.



651 kilowatt solar array for Durham, NH at the Oyster River Forest

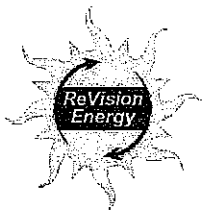
Charles Forcey of Durham, NH's Energy Committee says,



Solar is one of the best paths available to a clean, secure and affordable energy future. Durham's solar PPA projects provide enough electricity to supply all of Durham's municipal electrical load, excluding the waste water treatment plant and the residual demands of town buildings with solar panels installed directly on their rooftops. Our solar purchase agreements enable us to lock in locally-produced, low-cost energy for decades to come.

Completed Municipal and School PPA Projects

<u>Town Name</u>	<u>Total array size (kw) DC</u>	<u>Commission Date</u>	<u>School Name</u>	<u>Total array size (kw) DC</u>	<u>Commission Date</u>
City of South Portland	20.80	2/14/2013	Good Will-Hinkley School	25.85	12/27/2011
Town of Eliot	41.25	6/28/2013	Unity College	37.44	11/16/2012
Town of Windham	40.00	11/4/2013	Thomas College	170.00	12/7/2012
Town of Boothbay	111.00	12/20/2013	College of the Atlantic	50.00	12/20/2013
Town of Yarmouth	28.10	4/3/2014	Friends School of Portland	36.72	8/27/2015
Town of Scarborough	42.38	9/5/2014	Camden Hills High School	149.94	10/24/2015
City of Belfast	166.90	12/30/2014	Berwick Academy	43.92	8/31/2015
Town of Wells	36.91	12/31/2014	Riley School	37.44	12/18/2015
Town of Bar Harbor	73.44	12/1/2015	Saint Dominics Academy	126.00	12/31/2015
Town of Durham, NH	766.05	9/11/2013	Colby Sawyer College	127.00	12/5/2012
Town of Hopkinton	58.3	8/10/2016	White Mountain School	43.20	12/17/2014
Waterville Sewerage District	33	10/27/2016	Proctor Academy	334.38	12/2/2015
Town of Lincolnville	43.4	12/15/2016	East Rochester School	86.80	9/7/2015
			Cornerstone School	62.22	9/24/2015
			Plymouth State University	78.10	10/14/2015
			Hebron Academy	266.75	11/28/2016
			Sau #59- Southwick School	128.34	12/20/2016
			Tilton School	127	12/22/2016
			Sant Bani School	55.1	12/29/2016
			Monarch School of New England	44	In Progress
			Proctor Academy	45, 40.5, & 8.4	In Progress



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Solar Power Purchase Agreement Frequently Asked Questions

What is a Power Purchase Agreement? The PPA financing model is a "third-party" ownership model, which requires a separate, taxable entity ("system owner") to procure, install and operate the solar PV system on a consumer's premises (i.e., the school, town, etc). The consumer enters into a long-term contract (typically referred to as the PPA) to purchase 100% of the electricity generated by the system from the system owner. The system owner is often a third-party investor ("tax investor") who provides investment capital to the project in return for tax benefits. In addition to receiving revenues from electricity sales, they can also benefit from federal tax incentives. Without the PPA structure, the school, town, or non profit could not benefit from these federal incentives due to its tax-exempt status. For more information on Power Purchase Agreements, please visit NREL's Power Purchase Agreement Checklist¹

How long is the contract? What happens at the end of the contract term? Standard PPA contracts are for twenty years with the option for up to two five-year extensions at the end of the contract term. If, at the end of the contract term, the host and owner choose not to renew, the host may choose to purchase the solar project from the owner at its Fair Market Value, or the system can be removed from the host's property at the owner's expense.

How does the buyout work? Beginning on day one of year 7, the host will have the annual opportunity to purchase the solar project from the owner at its Fair Market Value. The future buyout cannot be set at a fixed price in the PPA contract, and thus it is typically set at the greater of a fair market value and a fixed pricing schedule which estimates the FMV according to a standard formula. If the buyout price were fixed in the contract, the IRS would deem the contract a lease and the tax benefits to the owner would be subject to recapture.

What is fair market value? Fair market value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts. In making and supporting the valuation of property, all factors affecting value are relevant and must be considered. These include: the cost or selling price of the item, sales of comparable properties, replacement cost, and opinions of experts. Typically PPA owners use the income method for determining FMV of a solar project, meaning that FMV is estimated as a calculation of projected future revenue streams expected from the solar project. For more information on how fair market value of property is determined, please see IRS Publication 561² or SEIA's Valuation of Solar Generating Assets³

What is a Renewable Energy Certificate (REC)? A REC represents the property rights to the environmental, social, and other nonpower qualities of renewable electricity generation. A REC, and its associated attributes and benefits, can be sold separately from the underlying physical electricity associated with a renewable-based generation source. For more information, visit the EPA's REC website⁴

Who owns the RECs in a PPA? RECs accrue to the owner of the solar project. During the term of the PPA, the RECs are not owned by the PPA host. However, the host can negotiate the purchase of RECs generated by the solar project from the PPA owner. If the host chooses to buy the project from the owner, the rights to the RECs transfer to the host along with the ownership rights to the solar project.

How does net metering work with the PPA? By signing the PPA, the host agrees to purchase 100% of solar generation at the point where the solar equipment connects to the host's existing electrical service. This means that the host, and not the PPA provider, holds the net metering or net energy billing contract with the utility. Electricity generated by the solar project and purchased by the host will first go to serve on-site load. Should solar generation exceed on-site load, excess generation will be net metered by the utility and credited to the host account either in the form of kWh credits, or dollars, depending on the applicable State rules. If kwh credits, these will then be used at times when on-site

¹ NREL Power Purchase Agreement Checklist: <http://www.nrel.gov/docs/fy10osti/46668.pdf>

² IRS Publication 561, Fair Market Value: <https://www.irs.gov/publications/p561/ar02.html#d0e139>

³ SEIA Valuation of Solar Generating Assets: <http://www.seia.org/research-resources/valuation-solar-generation-assets>

⁴ EPA REC Website: <http://www3.epa.gov/greenpower/gpmarket/rec.htm>

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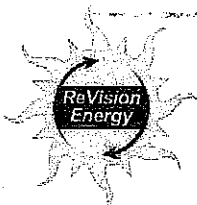
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load exceeds solar generation. Typically kwh credits not consumed within 12-months of generation will expire and the host will not be credited for such generation.

How does group net metering work with a PPA? In some cases, annual solar generation at a site will exceed annual load at the host meter. In such cases, ReVision will work with the host to determine additional meters with load sufficient to offset additional kWh credits produced at the host meter. For project in ME, the kWh credits will be transferred between such meters and reduce the number of kWhs purchased from the utility by the host. For projects in NH, all kWh credits generated and not consumed in the same billing cycle will be credited in the form of a monthly check to the owner of the host meter in the amount of the number of kWh credits remaining at the end of the billing cycle times the retail electricity rate of the host meter.

How does billing work? The PPA project owner will monitor and bill periodically for solar generation. Typically, these bills will be quarterly, but some may choose to bill monthly or annually instead. The PPA host agrees to purchase 100% of solar generation at the "Point of Delivery" which is typically defined as just prior to the solar generation entering the host's existing electrical service. Depending on the host load at the time of sale, solar generation will either be used instantly on-site to serve existing load, or will be pushed back on the grid and credited to the host to be used at a time when host load exceeds solar generation. You should still expect to receive a monthly bill from your utility. The bill from your utility will include all supplemental electricity used in addition to solar generation and will also track solar kWh credits that are pushed back onto the grid and worked down when on-site load exceeds solar generation.

What are expected insurance costs and which parties are responsible? During the term of the PPA, the PPA owner is responsible for property and general liability (GL insurance). The PPA host will be asked to add the solar project as a rider to its existing GL coverage. There is no cost to the PPA host. However once the host obtains ownership via a buyout, it will be responsible for property insurance. Our insurance company provides a property insurance policy at an average cost of \$3.10 per \$1,000 cost of construction.

What are expected Operations and Maintenance (O&M) costs and which parties are responsible? During the term of the PPA, the PPA owner is responsible for all O&M costs. Once the PPA host obtains ownership of the solar project, it becomes responsible for all O&M expenses. However, one major benefit of solar photovoltaic (PV) systems is that they are virtually free of O&M costs. We do suggest since we expect the PV panels to last for upward of 40 years that the host plan on replacing the inverters sometime around year 20. The expected cost is projected to be around \$0.10/watt of DC system capacity.

What happens if utility rates rise or fall? Typical PPA terms include a fixed 20-year rate schedule with an annual rate escalator. Our PPA proposals compare the proposed 20-year PPA rate schedule to the Energy Information Administration's (EIA) projected annual utility rates over the next 20 years in order to predict savings through a solar PPA versus continuing to purchase electricity from the utility. If utility rates rise faster than EIA projections, the solar PPA will save more than our proposal predicts. If utility rates rise slower than EIA projections, the solar PPA will save less than our proposal predicts.

Do you use 'American-made' components? We use only Bloomberg New-Energy Finance Tier 1⁵ PV panels, which may be produced in many countries throughout the world. Solar is now a global market, with manufacturers operating simultaneously in multiple countries, and with panels assembled from components also produced worldwide. The descriptor 'American-made' carries little meaning in this global environment; the most commonly used 'American' solar panel, Solar World, is a German parent company and its product sheets self-identify as 'Assembled in America from Imported Components'. We can source these 'American-made' solar panels for any project if desired. Our preference is to accept the global Bloomberg standard of quality and warranty protection, and benefit from the competitive price advantage of purchasing in the global market, rather than pay the premium attached to the 'American-made' standard. Higher materials costs translate into higher PPA rates to the host; we only make this choice at the request of the host. Our other major components, namely inverters, mounting equipment and balance of systems components, are often

⁵ Bloomberg New Energy Finance Tier 1 Solar PV Panels: http://about.bnef.com/content/uploads/sites/4/2012/12/bnef_2012-12-03_PVModuleTiering.pdf

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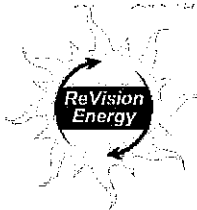
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fully manufactured in America, as these companies have full capabilities in the US and not just final assembly. We firmly encourage the US to seize the opportunity of fully manufacturing solar panels within our borders – we have all the raw materials and components needed (aluminum, glass, silicon, copper, etc), in fact we produce silicon solar cells that are then shipped overseas to be assembled into panels that are then shipped back to us. Repurposing American manufacturing into solar panels would position us to compete on the world market in this fast growing industry, providing employment opportunities to thousands currently displaced by our declining manufacturing sector.

Do we need a fence for ground-mounted systems? Requirements of the National Electrical Code for the physical protection of wiring components for ground-mounted systems are applied by the authority having jurisdiction (AHJ) or the local Code Enforcement Officer (CEO). The Code can be met either by fencing, or by protective materials applied to the backs of the solar panels. Our preference in many cases is to provide physical protection materials as a more cost effective option to fencing. Our operations team will work with the host to determine what form of protection best suits the site.

What happens if the system goes down? The PPA owner monitors system generation online at all times and will identify immediately if the system experiences any downtime. As soon as a generation issue is diagnosed, the PPA owner will deploy resources to return the system to full operation as quickly as possible. Since the PPA is an agreement that the host purchase all power generated by the solar project, any system downtime will only result in the host purchasing less power from the solar project, and more power from the utility.

What happens if the system under produces? Our production estimates are engineered by Helioscope, an industry leading PV generation estimating tool created by Folsom Labs⁶; our in-house engineering has mapped data from operating systems around the region so that we are accurately capturing such phenomena as snow coverage in the Helioscope estimates; so we expect our generation estimates to be quite accurate. There will be yearly variation around the estimated normal, within the range of +/- 10%. Because the PPA is an agreement that the host purchase all power generated by the solar project, under production in any year will only result in the host purchasing less power from the solar project and more power from the utility, generally offset by overproduction in a subsequent year, and over the life of the PPA contract, there will be negligible economic impact. There is an added cost if the host requires a performance guarantee, which is available at the industry standard of 90% of estimated production. Because solar arrays have very infrequent O&M, the likelihood of significant downtime is extremely low; performance guarantees are therefore not typically worth paying for in solar PPA projects.

Do we need to clean the panels to prevent soiling or remove snow from them? Our Helioscope generation estimates take into consideration local weather conditions, including average annual snowfall and frequency of precipitation, which naturally cleans the panels. Therefore we do not recommend that solar panels be cleaned or cleared of snow, as our expectations of electricity generation are based on no action by the host, and in some instances any attempt to clean the panels may be physically unsafe.

Does the solar project void the existing roof warranty? Typically no. Most of our solar projects are installed on asphalt shingle roofs, standing-seam metal roofs or EPDM flat roofs. Our penetrations do not cause leaks, as they are properly weather-sealed. Installations on standing-seam metal roofs do not include roof-penetrations as the racking is clipped to the seams. Installations on EPDM flat roofs typically do not include penetrations, as the panels are ballast to the roof. Our operations staff will reach out to roofing manufacturers in cases where there is any question regarding roof warranty to ensure that there is no negative impact of the solar installation.

What happens if our organization goes out of business? If the host organization goes out of business, the PPA owner will first attempt to continue the PPA with whomever takes over ownership of the building, or replaces the off-taker load. If the PPA cannot be transferred to a new entity, the PPA owner will repossess the equipment so that it can be installed and made operational at an alternative location or re-sold.

⁶ Folsom Labs: <http://www.folsomlabs.com/>

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REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – May 15, 2017 – *Unapproved*

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), Grace Keene, Brandon Fike, David Linton, Debora A. Doten, Fran Zambella, Matt Curtis, Pam Osborn, Cliff Buck, Paula Clark (Planning Board Chair)

Executive Session

The Select Board is meeting in executive session to discuss the strategy around the disposition of 1111 Main Street, pursuant to 1 MRSA, Section 405, subsection 6(C).

- John made the motion to enter executive session at 5:30 pm to discuss the strategy around the disposition of 1111 Main Street, pursuant to 1 MRSA, Section 405, subsection 6(C). Les Priest, real estate agent and the Town Manager were invited to join the board. An action will be taken in the regular Select Board meeting that evening. Chris seconded the motion and it passed 4 to 1.
- Executive session closed at 6:05 pm.

Public Hearing

This Public Hearing is being held to review the completed June 13, 2017 Town Meeting Warrant, including proposed ordinances and ordinance revisions. All Warrant articles are open for questions and discussion. The public is encouraged to attend as this is the final discussion of the Warrant and Ballot prior to the start of absentee voting.

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

- Mr. Dunham commented on Article 16: Equipment – Mr. Dyer spoke general reserve for any equipment that may need to be replaced.
- LUO Changes – Paula Clark, Chair of Planning Board – added new definitions of light and heavy industry. Couple changes on LUO Table. Added definition for Agricultural Light Industry. Stormwater Requirements updated to meet best management practices.
- Matthew Curtis asked for the definitions of light and heavy industry. Paula Clark explained the difference of light and heavy industries.
- Dave Linton spoke on the changes of agricultural light and heavy industry and asked for a clearer definition. Feels it is left open ended in the wording. Paula Clark spoke that it was created to accommodate light industry in the district that some may live in.
- Fran Zambella spoke on behalf of the Board of Appeals Ordinance.

Public Hearing closed at 6:54 pm

Regular Meeting

Mr. Bourgoine called the regular meeting to order at 6:56 pm.

- **17-183 – Minutes: Select Board meeting minutes of May 1, 2017**
 - **Motion** made by Mr. Parent to approve the Select Board meeting minutes of May 1, 2017 as presented, **Second** by Mrs. Woodsum. **Vote** 4-0-1 abstained by Mrs. Sammons due to being absent.

Readfield Select Board
Regular Meeting Minutes – May 15, 2017 – *Unapproved*

- **17-184 – Warrants #48 & #49**
 - Mr. Bourgoine reviewed Warrants #48 & #49
 - **Motion** made by Mrs. Woodsum to approve Warrants #48 & #49 in the amount of \$57,952.07, **Second** by Mr. Parent. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Town roadside clean-up day was a great success last Saturday, May 13. Thank you to all the volunteers. Eleven of the town roads were already cleaned up before the scheduled date.
 - Mrs. Woodsum mentioned that they are moving forward on the ball park dedication, including possibly combining with the volunteer recognition event in June and held at the ball fields.
 - Friends of the Library will be involved in Heritage Days this August and if anyone wants to be involved please contact Mrs. Sammons.
 - Mr. Dunham mentioned that if the voters approve this warrant it will increase the MIL Rate and taxes will increase.
- **Town Manager's Report**
 - Mr. Dyer went over the Town Manager Report dated for May 15, 2017.
 - Mr. Parent would like to suggest that the SW&R Committee look into letting town residents bring 2 tires a year to the Transfer Station free of charge. Mr. Dyer to discuss at SWRC meeting on June 21st.
 - Requested by Mrs. Woodsum to add the University of Maine Engineering report findings to future agenda items.
- **Treasurer's Report**
 - Mr. Dyer went over the Treasurer's Report dated for May 15, 2017 for April 2017.
- **Boards, Committees, Commissions (BCCs) & Departments**
 - Trails Committee minutes of March 28, 2017
 - Appeals Board minutes of April 13, 2017
 - *Thank you for submitting your minutes.*
- **Public Communications - Members of the public may address the Select Board on any topic**
 - Matt Curtis spoke in reference to the MIL Rate and the increase by the Town and School Board. Feels the MIL rate is too high because of the town truck purchase and sidewalk snow removal.
 - Dave Linton spoke regarding the Cemetery tree work and a tree that is left at Readfield Corner Cemetery. He also spoke regarding the sidewalk warrant and if there has been research on what the cost for maintenance would be.
 - Grace Keene wanted to thank John & Judy Parent for supplying lunch for the road cleanup crew.

Readfield Select Board
Regular Meeting Minutes – May 15, 2017 – *Unapproved*

Appointments, Reappointments and Resignations:

- **17-185 – Consider the appointment of Greg Durgin to the Ad Hoc Parks Commission**
 - **Motion** made by Mrs. Woodsum to appoint Greg Durgin to the Ad Hoc Parks Commission for a term of one year beginning tonight and ending 6-30-2018, Greg Durgin to the Heritage Days Committee for one year term beginning tonight and ending 8-31-2017 and John Moran to the Age Friendly Community Committee for a term of 2 years and ending 6-30-2019, **Second** by Mr. Parent. **Vote** 5-0 in favor.
- **17-186 – Consider the appointment of Greg Durgin to the Heritage Days Committee**
 - See item 17-185 for combined motion of appointments.
- **17-187 – Consider the appointment of John Moran to the Age Friendly Community Committee**
 - See item 17-185 for combined motion of appointments.
- **17-188 – Consider the resignation of Darcy Whittemore from the Solid Waste and Recycling Committee**
 - **Motion** made by Mr. Bourgoine to accept the resignation of Darcy Whittemore from the Solid Waste and Recycling Committee with regrets, **Second** by Mrs. Woodsum. **Discussion:** Great asset to the committee and will be missed. **Vote** 5-0 in favor.
 - Advertise the opening for SWRC

Old Business:

- **17-168 – Pre-sale considerations for 1111 Main Street**
 - **Motion made** by Mrs. Woodsum to authorize the Town Manager to engage Les Priest as our broker and for the Town Manager and Broker to set a price and sell the house in as is condition, **Second** by Mr. Parent. **Discussion:** Town will keep basic upkeep to keep property looking nice. **Amended motion** by Mr. Parent to add to the motion to sign a three month contract and revisit if property hasn't moved, **Second** by Mr. Bourgoine. **Amended Motion** **Vote** 5-0 in favor. **Original Motion** **Vote** 5-0 in favor.
 - Suggested by Matt Curtis to have a no trespassing sign on the property.
 - Fran Zambella wanted to know how we were pricing the house at 1111 Main Street.

New Business:

- **17-189 – Speed Trailer Program and Traffic Studies**
 - Mr. Dyer went over the Speed Trailer Program and Traffic Studies information as presented in packet. Can request up to four roads to have the traffic study completed at but can take a couple years before it is set into place. Mr. Dyer drafted a letter to Dave Allen of Maine DOT leaving the roads spot blank for the Select Board to decide on which roads they felt were the most important. Suggested to have Harmony Hill per citizens request along with P Ridge, Church, South and Plains Road. Mr. Dyer, Mr. Parent and Mrs. Sammons to work together to decide on the four possible roads.
 - Mr. Dyer to check and see if they look into police data as well when completing these studies.

Readfield Select Board
Regular Meeting Minutes – May 15, 2017 – *Unapproved*

- The town was also rewarded a speed trailer for two weeks in July and would like to discuss during the subcommittee on where that speed trailer should be placed.
- **17-190 – Waste Management Contract**
 - Mr. Dyer went over the information presented in the packet. Waste Management had the best pricing and suggests going with them.
 - **Motion** made by Mrs. Woodsum to approve the contract from Waste Management for the upcoming five year period and authorize the Town Manager to sign it. **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

Future Agenda Items:

- May 30, 2017 - Workshop Meeting with a brief business meeting. Workshop is Energy Investments Presentation.
- In June the Age Friendly Community Committee will be doing a presentation.
- Add University of Maine Engineering report to future agenda items.
- Town Manger 6 months review is May 30, 2017.
- Mrs. Woodsum would like to see more work on the Governance Documents, Traffic Ordinance and plans for town buildings.
- Mrs. Woodsum would like to be considered for the SWRC Select Board representative after July 1st.
- Mr. Parent would like to discuss the parking situation at the Fairgrounds. A lot of cars on the side of the road and dangerous. Mr. Dyer said that he has already been looking into this. Suggested to have signage that says "Children at Play" or no parking on opposite side of the road or to expand the parking area.

Motion made by Mr. Parent to adjourn the meeting at 7:54 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

COMMUNICATIONS

- **SELECT BOARD**
- **TOWN MANAGER**
- **PUBLIC COMMUNICATIONS**

NEW BUSINESS

Readfield Town Manager Evaluation Process for periodic 6 month review

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

- This is an intermediate type review to occur at 18, 30, etc. months at approximate halfway points (6 months) between annual reviews
- The intermediate process is briefer than an annual review but informative and useful
- The intermediate process will help inform a more thorough annual process
- The intermediate process provides informative direction and helpful feedback to the Town Manager
- The intermediate process provides the Select Board with useful feedback from Town Manager regarding work direction management and challenges

The evaluation format of the intermediate is as follows:

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

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

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

Town of Readfield
Six Month Town Manager Intermediate Review

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

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

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

Indicators:

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

Additional Feedback

Future Agenda Items - Proposed DRAFT

June - Potential Meeting / Workshop Items

Age Friendly Community Presentation - 40 minutes
CPRC contract - 5 minutes
Contingency Policy Discussion - 20 minutes
Friends of the Cobbossee Watershed presentation - 20 minutes
Quit Claim Deed for Map 141, Lot 24, issued to Brett Roberts - 5 minutes
Troiano Contract - 5 minutes
Volunteer appreciation / ballfield dedication event (late June)

Potential Future Meeting / Workshop Items:

Appeals process and appeals matrix review
Conflict of Interest Ordinance review
County Commissioner / County Sheriff meeting
Investment strategies
Marijuana regulation discussion
Personal Property Taxes
Plastic recycling
Procedures for Appointment and Reappointment review
Student engineering work at the Transfer Station
Summer Residents meeting
Town building review

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

FYI