

**Readfield Select Board
Regular Meeting Agenda**

July 25, 2016

Meeting starts: 6:30 PM

Location: Readfield Town Office - Giles Hall

Pledge of Allegiance

Regular Meeting - 10 minutes

17-017 - Minutes: Select Board meeting minutes of July 11, 2016 - 5 minutes

17-018 - Warrants: #57 (FY16), #3, & #4 (FY17) - 5 minutes

Communications - 40 minutes

Select Board communications - 15 minutes

Town Manager - 5 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Library Board minutes of June 1, 2016

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

Appointments & Re-appointments - 25 minutes

17-019 - To have the Select Board appoint Karen Peterson to the Cemetery Committee

17-020 - To have the Select Board re-appoint Martin Hanish to the Conservation Commission

17-021 - To have the Select Board re-appoint Bruce Hunter to the Conservation Commission

17-031 - To have the Select Board re-appoint Carrie Knight to the Recreation Board of Trustees

17-022 - To have the Select Board re-appoint William Scott to the Road Committee

17-023 - To have the Select Board hear from applicants to the Budget Committee

New Business - 55 minutes

17-024 - Complete the ballot for MMA Elections - 5 minutes

17-025 - Review of Town Office Hours - 5 minutes

17-026 - Economic development in Readfield - local business - 10 minutes

17-027 - Consider the re-formation of the Readfield Enterprise Fund - 10 minutes

17-028 - Consider the structure of the Heritage Days Committee - 10 minutes

17-029 - Consider security camera installation at the Town Office and Transfer Station - 10 minutes

17-030 - Other - 5 minutes

Future Agenda Items

As identified in Appendix A

Other

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – July 11, 2016 – *Unapproved*

Readfield Board of Selectmen
July 25, 2016
Item # 17-017

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 Starret (Channel 7), Lorraine Wagner, Grace Keene, Sandra Rourke, Allen Curtis, Dana Therrien, Val Pomerleau, Ralph Holmes (Wellman Paving), Greg Durgin, Deb Doten, Pam Osborn, Marion Dunham, Steve Woodsum

Mr. Dunham called the meeting to order at 6:30 pm followed by The Pledge of Allegiance and welcoming of the new Select board members.

Regular Meeting

- **17-001 – To have the Select Board elect a Chair by ballot.**
 - Mrs. Sammons nominated Mr. Bourgoine as Chair, **Second** by Mrs. Woodsum.
 - **Motion** made by Mrs. Sammons to elect Mr. Bourgoine as Chair, **Second** by Mrs. Woodsum. **Vote 5-0.**
- **17-002 – To have the Select Board elect a Vice Chair by ballot**
 - Mr. Parent nominated Mrs. Sammons as Vice Chair, **Second** by Mrs. Woodsum.
 - **Motion** made by Mr. Parent to elect Mrs. Sammons as Vice Chair, **Second** by Mrs. Woodsum. **Vote 5-0.**
- **17-003 – Minutes: Select Board meeting minutes of June 27, 2016**
 - **Motion** made by Mrs. Sammons to approve the minutes of the June 27, 2016 meeting as written, **Second** by Mr. Dunham. **Vote 3-0 in favor.**
- **17-004 – Warrant: #57 (FY16) & #1 & #2 (FY17)**
 - **Motion** made by Mrs. Sammons to approve Warrant #57 (FY16) in the amount of \$5,045.62, **Second** by Mr. Parent. **Vote 5-0 in favor.**
 - **Motion** made by Mrs. Sammons to approve Warrants #1 & #2 (FY17) in the amount of \$322,458.61, **Second** by Mrs. Woodsum. **Vote 5-0 in favor.**

Communications

- **Select Board Communications**
 - Mr. Parent thanked everyone who supported him in the latest election and will work eagerly and what's best for everyone.
 - Mr. Dunham asked Town Manager if he followed through with the EIP. Mr. Dyer explained to Mr. Dunham why the payment for the full amount was on the Warrant.
 - Mr. Dunham asked the Chair to add Heritage Day Committee onto a future upcoming agenda along with the Solid Waste Committee 3 year terms. Suggested to look into all committee terms.
 - Mr. Bourgoine appreciated the confidence for being nominated as the Chair.
- **Town Manager**
 - Mr. Dyer went over the Town Manager report dated for July 11, 2016.

Readfield Select Board
Regular Meeting Minutes – July 11, 2016 – *Unapproved*

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

- Age Friendly Committee minutes of June 15, 2016
- Cobbossee Watershed District minutes for March 8, 2016
- Road Committee minutes of May 19, 2016 and June 23, 2016
- Trails Committee minutes of May 24, 2016

- *Thank you all for submitting your minutes.*

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

- Allen Curtis spoke regarding the Budget Committee and a vacant appointment that he applied for. Would just like to know if the policy is being followed as written and why the appointment was not on this meeting's agenda.
- Greg Durgin thanked Ms. Pomerleau and Mr. Curtis for serving on the Select Board for the past three years and wished good luck to the new Select Board.
- Lorraine Wagner spoke in regards to what Mr. Curtis had asked regarding following policies.
- Brief discussion between members of the town (Dana Therrien, Allen Curtis) and Select Board regarding the Budget Committee appointments.

Appointments & Re-Appointments:

- **17-005 – To have the Select Board appoint three Board members to serve on the Board of Assessors**

- **Motion** made by Mr. Bourgoine to appoint Mr. Dunham, Mr. Parent and Mrs. Sammons to the Board of Assessors, **Second** by Mrs. Woodsum. **Vote 5-0** in favor.

- **17-006 – To have the Select Board appoint a timekeeper**

- Mrs. Woodsum volunteered to be timekeeper.

- **17-007 – To have the Select Board appoint a note taker**

- Mrs. Sammons agreed to be note taker.

- **17-008 – To have the Select Board appoint BCC liaisons**

- Mrs. Sammons would like to continue with Cemetery and Trails Committee. Mr. Dunham volunteered to take over the Road Committee. Will wait for other committees to ask for a BCC liaison.

- **17-009 – To have the Select Board appoint one Board member to serve as a representative to KVCOG**

- Mr. Bourgoine volunteered to serve as representative for KVCOG. Need to advertise for the non-official representative.

Unfinished Business:

- **16-164 – Consider revised winter road maintenance bid and contract documents**

- Mr. Dyer went over the revisions made to the Bidding & Contracting Requirements for Snow and Ice Control Contract. Thanked the Road Committee for all their hard work on updating the contract information. Mr. Dyer suggested adding on Page 1, #4. July 28 mandatory bid meeting.

Readfield Select Board
Regular Meeting Minutes – July 11, 2016 – *Unapproved*

- **Motion** made by Mrs. Woodsum to approve the Bidding & Contracting Requirements for Snow and Ice Control Contract as put forth with the two changes already mentioned, **Second** by Mrs. Sammons. **Vote** 5-0 in favor

New Business:

- **17-010 – Consider the award of paving work for fiscal year 2017**
 - Mr. Dyer went over the process for the 2017 Paving Bid that took place. Four bids were received and attended the mandatory meeting. Mr. Dyer supports the recommendation of the Road Committee to accept the bid submitted by Wellman Paving.
 - Brief discussion between the Select Board and Ralph Holmes, representative from Wellman Paving.
 - **Motion** made by Mr. Dunham to award the fiscal year 2017 paving work to Wellman Paving per their proposal form, subject to finalized negotiation of tack coat. **Second** by Mrs. Woodsum. **Discussion:** Mr. Parent suggested that the Tack Coat application should be added to next bid paperwork. Mrs. Woodsum thanked Wellman Paving for bringing forward a reasonable and negotiable bid. **Vote** 5-0 in favor.
- **17-011 – Consideration of new commercial hauler permit applicants**
 - Mr. Dyer went over the two new contractors for Fayette; J&A Disposal and Fran Trask Rubbish Removal.
 - **Motion** made by Mr. Parent to approve the applications for J&A Disposal and Fran Trask Rubbish Removal for the remainder of the year. **Second** by Mrs. Woodsum. **Discussion:** Applications are good through December 31, 2016. Brief discussion regarding established cycles compared to Transfer Station hours and recycling requirements. Mr. Dyer to look into the fines for not recycling and how contractors would be fined. **Vote** 5-0 in favor.
- **17-012 – Review and approve annual financial policies**
 - Mr. Dyer went over the three financial policies as presented in the packet for Select Board review; Policy on Treasurers Disbursement Warrants for State Fees, Policy on Treasurer's Disbursement Warrants for Employees Wages and Benefits and Order of Municipal Officers.
 - **Motion** made by Mrs. Woodsum to approve the three policies; Policy on Treasurers Disbursement Warrants for State Fees, Policy on Treasurer's Disbursement Warrants for Employees Wages and Benefits and Order of Municipal Officers, **Second** by Mr. Parent. **Vote** 5-0 in favor.
- **17-013 – Discussion of Select Board Orientation**
 - Suggested to combine the Select Board Orientation and Retreat on the same day. Discussion amongst the Select Board regarding a day of the week that is best. Set the date offline. Suggested to ask Pam Plum to be the facilitator. Date recommended by Mrs. Woodsum to be Friday, August 12th and to also hold the Snow Plow bids review. Mr. Dunham to look into the venue place that was used last year. Agenda items to be set the meeting of July 25 but encouraged to send items to Mr. Dyer prior to. Reminder to the public that these are open meetings and all are welcome to attend.

Readfield Select Board
Regular Meeting Minutes – July 11, 2016 – *Unapproved*

- **17-014 – Discussion of Select Board Retreat**
 - See item 17-013 as discussed as a combined meeting/topic.
- **17-015 – Discussion of Summer Residents Meeting**
 - Tentative date set for Saturday, August 6, 2016 at 9:00 AM. Let Maranacook Lake Association be aware so they can spread the word to summer residents at their upcoming meeting. Send emails to both Torsey Lake Association and Echo Lake Association.
- **17-016 – Other**
 - Discussion amongst the Select Board regarding the Appointments to the boards and how to handle multiple applications for one position opening. Suggested by Mr. Bourgoine to invite all the applicants, have each applicant speak in front of the Select Board and have an interview, and then make a decision at that time. Try to stay away from having to have an Executive Session.

Motion made by Mr. Bourgoine to adjourn the meeting at 8:21 pm, **second** by Mr. Parent. **Vote** 5-0 in favor.

Minutes recorded by Kristin Parks, Board Secretary

COMMUNICATIONS

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

READFILED LIBRARY BOARD MEETING
JUNE 1, 2016

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

All Board Members were present: Deb Peale, Brenda Lake, Beverly Monsulick, Lori Clark, Pam Mitchell, Cricket Blouin, Jan Tarbuck, Donna Witherill and Betty Peterson. Nancy O'Toole Meservier, Librarian and Val Pomerleau were also present.

May's Secretary's Report: Was accepted with one correction.

May's Treasurer's Report: Beverly reported that the Treasurer's report was in the process of being prepared.

Librarian: Report:

- Ongoing Program: The Maine Humanities Council Book Club continues to go well. It will meet twice in June.
- Award Books and Missing Books: Most are in.
- Filtering Software: Nancy will work on this next week. Will send information to Maineinfonet and then we will be 100% compliant with CIPA.
- Covering of books: A small amount of books need to be covered. See Nancy if you are able to do this.
- Silent Auction: Nancy has set up a page on our website for this.
- Summer Reading Program: Nancy has begun promoting this program. Prizes are in and on display. Story times have been booked through the first month. Nancy will be visiting the schools shortly. Need to discuss kickoff party.
- Upcoming program: Maria Rungi, the school literary specialist, will be holding a reading program at the library this summer. Students who participate in the program also participate in the summer reading program.
- Summer Hours: Summer hours will be in effect from June 13 to August 29. They are Monday 4 to 8; Wednesday 2 to 8; Thursday 10 to 2; and Saturday 10 to 4.

Librarian's report was accepted.

Old Business:

- Surplus sale/silent auction: Lori read the press release for this event. Few changes were made and all accepted. Advertising will begin soon.
- Left over books from sale: Jan and Brenda continue to call places to see who will accept books after the sale.
- Book sale: Betty talked to Amanda Mank about using the firehouse a little later to sort books after sale. Assignments for book sale will be finalized at next meeting.
- Quilt Raffle: Going well. Will pull winning ticket at our Chewonki program on Monday, August 29.
- Summer Reading Program: Assignments for the kickoff party were given out.

New Business:

- Slate of officers to be voted on in July are as follows:

Deb Peale, Chairperson; Jan Tarbuck, Vice Chairperson; Beverly Monsulick, Treasurer; Betty Peterson, Secretary

The next meeting will be held on Wednesday, July 13 at 6:30 at the Library.
A motion was made to adjourn at 7:45.

Respectfully submitted,
Betty Peterson, Secretary

APPOINTMENTS

REAPPOINTMENTS &

RESIGNATIONS

Appointments:

Cemetery Committee: 1 position- expires 6/30/2017 (trying to stagger terms) Sent e-mail requesting she come to meeting for the appointment.

Karen Peterson, prev. appointments 2005-2008 before becoming the Town's Cemetery Sexton.

Conservation Commission: 2 positions-both Terms expires 6/30/2019

Martin Hanish, consecutive re-appointment

Bruce Hunter, consecutive re-appointment

Road Committee:

William Scott, consecutive re-appointment

Budget Committee: 3 positions- 1 Term expires 6/30/2018 & 2 expire 6/30/2019 Sent e-mail requesting they attend the meeting for appointment.

Allen Curtis, no prev. appointments found for the Budget Committee

*He will be away on business for the day and may not make it.

Peter Davis, prev. appointments 2009-2010 & 2010-2012

*May be out of state and not make it back in time.

Martin Hanish, 1st time appointment

*He will be out of town but will try to make it back.

Valarie Pomerleau, 1st time appointment

*Confirmed she will be at meeting.

Andrews Tolman, 1st time appointment

*Confirmed he will be at meeting.

APPOINTMENT APPLICATION

DATE RECEIVED

RECEIVED MAY 25 2016

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 shall give equal consideration any applicant with physical or mental disabilities only when the physical or mental disability does not 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

☒ prev. served

2005-2008 before becoming Town Sexton.

Name: Karen Peterson

Phone (H): (207) 685-9821

Street address: 378 Winthrop Road

Phone (C):

Mailing address: Same as above

E-Mail: KandGPeterson@TWC.com

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

Previous member of Cemetery Committee, plus 10 years experience as Cemetery Sexton. Knowledgeable in all aspects of Cemetery caretaking and dedicated to their upkeep.

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

Desire to continue service to Town through volunteering in an area I have specific strengths and skills.

If you are currently employed, what is your position?

Recently retired.

Name: Karen Peterson Position: Cemetery Com. Term: 1 year
.....trying to stagger terms

CLERK'S USE BEFORE THE APPOINTMENT

Open position: Cemetery Com. Term: 7-1-16 / 6-30-17

Was this position advertised? ☒ Yes ☐ No

If no, please explain:

Start date 6/9/16 to 6/27/16 18 days

Is there a recommendation attached? ☒ Yes ☐ No

If no, please explain:

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 Karen Peterson 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 6-30-17. Given under our hand this 27, day of June, 2016.

Bruce Bourgoine

Allen Curtis

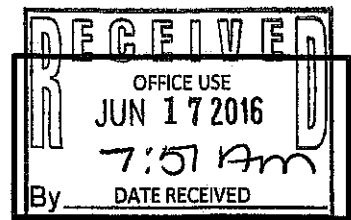
Thomas Dunham

Valarie Pomerleau

Christine Sammons

9 member board with 5 exp. 2018
3 exp 2019
1 exp 2017 } trying to get them more staggered.

TOWN OF READFIELD
APPOINTMENT APPLICATION



Readfield Board of Selectmen
July 25, 2016
Item # 17-020

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 e consideration any applicant with physical or mental disabilities only when the physical or mental handicap prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be

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?

Conservation Commission

Name: Martin Hanish Phone (H): 685 3060

Street address: 230 Sturtevant Hill Rd Phone (C): 557 1009

Mailing address: Same

E-Mail: mhanish@memun.org

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

prior service on Commission

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

I believe the Town's natural spaces are of
value and would like to help maintain them

If you are currently employed, what is your position?

Chief Financial Officer, Maine Municipal Association

APPLICATION FOR APPOINTMENT FOR:

Name: Martin Henish Position Conservation Commission Term: 3 years if
avail, otherwise
1 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position Conservation Com. Term: 7-1-16 / 6-30-19
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 Martin Henish of Readfield, in the County of Kennebec and State of Maine: There
being a position on the Conservation 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 6-30-16. Given under our hand this , day of , 2015.

Bruce Bourgoine

Thomas Dunham

Christine Sammons

APPOINTMENT APPLICATION

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 shall consider any applicant with physical or mental disabilities only when the physical or mental handicap does not 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?

Conservation Commission

Name:

Bruce Hunter

Phone (H):

685-4111

Street address:

44 Old Fairgrounds Rd

Phone (C):

504-4168

Mailing address:

same

E-Mail:

bruce.c.hunter@gmail.com

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

I have served 3 years on the Conservation Commission. The most recent year as chair of the Commission. I have academic training as a geologist and 35 years experience as a professional geologist and hydrogeologist.

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

I like having some open spaces in Readfield where people can go for exercise or to appreciate nature. I have enjoyed the people on the commission and the challenges we face.

If you are currently employed, what is your position?

Environmental Hydrogeology Manager at Maine Department of Environmental Protection

APPLICATION FOR APPOINTMENT FOR:

Name:

Bruce Hunter

Position

Conservation Commission

Term:

2016-2019

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Conservation Commission

Term:

3 year

Was this position advertised?

☐

Yes

☐

No

If no, please explain:

Is there a recommendation attached?

☐

Yes

☐

No

N/A

If no, please explain:

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

Bruce Hunter

of Readfield, in the County of Kennebec and State of Maine: There

being a position on the Conservation Commission 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

27

, day of

June

, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

TOWN OF READFIELD

APPOINTMENT APPLICATION

OFFICE USE

7-25-16

DATE RECEIVED

17-31

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, 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?

Recreation Board of Trustees

Term:

Name: Carrie Knight

Phone (H): 207-685-0000

Street address: 97 Old Kent Hill Rd

Phone (C): 207-332-6522

Mailing address: Readfield, ME

E-Mail: carrieknight@hotmail.com

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

have been on the board for 2 years now
and am current chair

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

If you are currently employed, what is your position?

APPLICATION FOR APPOINTMENT FOR:

Name: Carrie Knight Position: Recreation Bnd Term: 3 year 2019

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

- ☒ I approve the use of my e-mail and phone numbers on the Town's public sites and publications.
- ☐ I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Carrie Knight Date: 7/20/16

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: ☐ 1st time Appointment ☒ Re-Appointment

Was this position advertised? ☐ Yes ☒ No If no, please explain: _____

SELECT BOARD APPROVAL

To Carrie Knight of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Board & Trust 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:

7-25-16 thru 6-30-19. Given under our hand this , day of , 2016.

Bruce Bourgoine

Thomas Dunham

John Parent

Christine Sammons

Kathryn Mills Woodsum

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:

TOWN OF READFIELD

APPOINTMENT APPLICATION



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Readfield Board of Selectmen
July 25, 2016
Item # 17-022

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?

ROAD COMMITTEE

Name: WILLIAM SCOTT Phone (H): 207-377-3232

Street address: 61 Cove Road Phone (C): 207-624-2955

Mailing address: 61 Cove Road, Readfield, ME

E-Mail: BSCOTT@MOANDB.COM - V3RBSCOTT@GMAIL.COM

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

LICENSED PROFESSIONAL ENGINEER IN STATE OF MAINE

30 YRS EXPERIENCE IN CONSTRUCTION AND ENGINEERING

ON MAJOR CIVIL PROJECTS RESUME ATTACHED

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

GIVE BACK TO MY COMMUNITY

If you are currently employed, what is your position?

CHIEF ENGINEER

APPLICATION FOR APPOINTMENT FOR:

Name:

William Scott

Position

Road Com. Member

Term:

3 year

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Road Com. Member

Term:

7-1-16 + 6/30/19

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 William Scott of Readfield, In the County of Kennebec and State of Maine: There being a position on the Road Committee 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

21

, day of

June

, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

CHIEF ENGINEER

William A. Scott, P.E

EDUCATION:

B.S. Civil Engineering, University of Maine, Orono, ME - 1986

Licensed Professional Engineer – Maine #7733

MBA Course Studies, Thomas College, Waterville, ME – completed 8 of 12 courses for degree

PROFESSIONAL EXPERIENCE:

Maine Drilling and Blasting, 2011-Present

Chief Engineer - (Gardiner, ME)

Responsibilities include overall executive oversight for project management, engineering, estimating and proposal development for the ten operating divisions of the company.

PREVIOUS EXPERIENCE:

NextEra Energy Maine Operating Services, LLC 2008-2011

Senior Project Manager - (Hallowell, ME)

Responsibilities included management of initial design development, conceptual budget estimating, project scheduling, review of design and supervision of construction for implementation of the of capital and maintenance projects for the hydroelectric assets of the company.

Cianbro Corporation 1990-2008

Estimating Manager - (Pittsfield, ME)

Responsibilities included supervision of seven to nine employees involved in the estimating process and review of bid proposals for assigned projects in the Eastern U.S.

Kiewit Pacific Corporation 1986-1990

Project Engineer - (Vancouver, WA)

Responsibilities included on site project engineering and scheduling for assigned construction projects in the Western U.S

PROFESSIONAL ASSOCIATIONS:

American Society of Civil Engineers, Member

University of Maine Civil Engineering Advisory Board -Member

Construction Institute, Past Chairman, Claims Avoidance and Resolution Committee

APPOINTMENT APPLICATION

DATE RECEIVED
RECEIVED APR 19 2016

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Readfield Board of Selectmen
July 25, 2016
Item # 17-023

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?

Budget Committee NO prev. appointment found to the Budget Com

Name: Allen J. Curtis Phone (H): 207-685-3257

Street address: 7 Thunder Castle Rd Phone (C): 207-649-3211

Mailing address: AllenCurtis60@gmail.com P.O. BOX 7 Thunder Castle Rd Readfield, ME

E-Mail: AllenCurtis60@gmail.com

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

I have a MBA from Thomas College, own operate own Business Technology Consultant. Select Board member - Strong understanding of how Town Budget process operates and functions

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

Just finishing up a 3 year term as Select Board member wish to continue supporting the Town citizens

If you are currently employed, what is your position?

Self Employed - CEO E Rate New England LLC

Name:

Allen Curtis

Position

Budget Committee

Term:

1

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Budget Com.

Term:

6-30-1

Was this position advertised?

☐ Yes

☒ No

If no, please explain:

Applicant has request interview w/SB

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

Allen Curtis

of Readfield, in the County of Kennebec and State of Maine: There being a position on the

Budget 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:

7-1-2016

thru

6-30-2019

Given under our hand this ☐ day of ☐ , 2015.

Bruce Bourgoine

John Parent

Thomas Dunham

Kathryn Mills Woodsum

Christine Sammons

Robin L. Lint

From: Allen Curtis <acurtis@eratenewengland.net>
Sent: Monday, July 18, 2016 9:31 AM
To: BRUCE BOURGOINE; CHRISTINE SAMMONS; ERIC DYER; JOHN PARENT; KATHERIN WOODSUM; TOM DUNHAM
Cc: readfield.clerk@roadrunner.com
Subject: Budget Committee Appointment

Greetings;

I received your invitation to be interviewed by you on July 25th, for appointment to the position of Budget Committee and serve the community of Readfield.

Unfortunately my business requires me to be in New Hampshire late Sunday the 24th and all day the 25th. I cannot guarantee that I will be in attendance at the Select Board Meeting on the 25th.

In an attempt to aid you in your challenging decision about multiple candidates, I offer a summary of my experience's and qualifications.

1. After my 6.5 years of active military service, 2.5 years stationed in South East Asia, I stayed in Federal Service.
2. I continued my Service as Employee of the Civil Service Commission and Active Air Force Reserve in Delaware. During this six year service I obtain my Bachelor of Science degree from Delaware State University, Majoring in Electronics and Education.
3. I returned to Maine and accepted a job at a Computer Manufacturing Corporation located in Augusta. After a couple of years of employment as a computer technician. I was promoted to a management position and my responsibilities were to manage a Corporation Field Service Facility in Augusta. I was responsible for all activities of this operation and managed a budget in excess of 3.5 Million in inventory and operations. During My employment with Digital Equipment I attended Thomas College University and received a Master's Degree in Business Administration.
4. When Digital Equipment closed its doors I accepted a job with a large School District in Central Maine, MSAD 49.
5. I was employed as the Director of Technology at MSAD #49 for 13 years, I taught and managed the information technology department. I was responsible of all technology education of staff and students. In addition I managed a 6 figure budget, which included all purchases, operations, maintenance, supplies and services. The district had over 300 computer plus networking equipment. I was the technology advisor on the planning and implementation of the Williams Arts and Technology center. During this employment I served as the technology resource on the State of Maine Department of Education, Regionalization team.
6. Upon retirement from MSAD #49 I started a business that provides technical and consultant support for school districts, with an FCC program (E-Rate). Through this program I have returned several million dollars to the schools in New England. I started with 1 School District as a customer upon retirement and currently have 48 School Districts. My revenue is in the 6 figures annually. We were incorporated as a LLC – S Corporation in 2013. We are register business and conducting business in Maine, New Hampshire, Vermont and South Dakota. The business continues to grow at a 7% rate each year.

7. I am very proud of my last 3 years' service as a member of the Readfield Board of Select persons.

In your review of my application for appointment I ask you to consider the information presented and by policy the following.

I. BCC needs - I have served as Chair of the Budget Committee in the Early 80'. I helped in the development of the current budget development process. I was active in the last 3 years budget process, I have the current knowledge of all budget activities. In addition I was a member of the Board of appeals prior to 1979 for 2 years. In addition I was a member of the Readfield Enterprise Fund committee.

II. Application experience and qualifications – I have demonstrate in the information above my experience in managing budgets, not just once but several organization's and most recently the Town's budget and my current business budget.

III. Encouraging and welcoming new volunteers to BCC's - I do qualify as a new volunteer as prior to the elected municipal officers position I had not spent time as a volunteer for numerous years. I currently am not a member of any BCC's serving the Town of Readfield.

IV. Maintaining institutional memory – I currently have a strong institutional memory of the Town of Readfield's budget and budgeting process.

Thank you for your consideration of this information and I look forward to continue volunteering my skills and knowledge to the citizens of this town.

I also remind the Board that based on Item 8. Section D My application for the vacant position on the budget committee as of June 1, should have been considered during the first meeting in July, which was the second regularly scheduled meeting following the receipt of any application and completion of interviews, after the 10 day advertising process was complete.

Thank you for your consideration in this process.

Allen J Curtis

7/18/2016

APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, 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 ☒ ~~1st~~ appointment

Which Board, Committee or Commission
are you applying for?

☒ Prev. served

Budget

2009-2010
2010-2012

Name: Pete Davis

Phone (H): 685-3536

Street address: 208 Fogg Rd

Phone (C): 242-0592

Mailing address: Readfield

E-Mail: Vetpete @ AOL.COM

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

Prior budget committee member

Prior Road committee member & chair

Prior Select Board member

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

Enjoy budgets

Self employed and ~~am~~ have an interest
in financials

If you are currently employed, what is your position?

President Pine Tree Veterinary Hospital

Name:

Peter Davis

Position

Budget Com.

Term:

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Budget Com.

Term:

7-1-16-

Was this position advertised?

☒

Yes

☐

No

If no, please explain:

Is there a recommendation attached?

☐

Yes

☐

No

N/A

If no, please explain:

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

Peter Davis

of Readfield, in the County of Kennebec and State of Maine: There being a position on the Budget 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:

thru

Given under our hand this

, day of

, 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

Christine Sammons

TOWN OF READFIELD
APPOINTMENT APPLICATION

R E C E I V E D	OFFICE USE
	JUN 15 2016
	DATE RECEIVED
By _____	

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, 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.

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Please check one:

☒

1st time appointment

☐

re-appointment

Which Board, Committee or Commission

are you applying for?

Budget Committee

Term:

Name: Martin Hanish Phone (H): 685-3060

Street address: 230 Sturtevant Hill Rd Phone (C): 557-1009

Mailing address: same

E-Mail: mhanish@memun.org

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

40+ years in non-profit and government
financial management

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

Like all other towns, Readfield has two financial
goals: provide the services residents want; keep taxes
at affordable levels. I believe I can help balance these goals

If you are currently employed, what is your position?

Chief Financial Officer, Maine Municipal Association

APPLICATION FOR APPOINTMENT FOR:

Name: Martin Hanish Position: Budget Committee Term:

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!



I approve the use of my e-mail and phone numbers on the Town's public sites and publications.



I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: _____ Date: _____

CLERK'S USE BEFORE THE APPOINTMENT

Please check one:



1st time Appointment



Re-Appointment

Was this position advertised?



Yes



No

If no, please explain: _____

SELECT BOARD APPROVAL

To Martin Hanish of Readfield, in the County of Kennebec and State of Maine: There being a position on the Budget Committee 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:

 thru . Given under our hand this , day of , 2016.

Bruce Bourgoine

John Parent

Thomas Dunham

Kathryn Mills Woodsum

Christine Sammons

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

TOWN OF READFIELD
APPOINTMENT APPLICATION

RECEIVED	OFFICE USE
	JUN 29 2016 DATE RECEIVED
By _____	

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, 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?

Budget Committee

Term:

2 yrs

Name:

Valerie Pomerleau

Phone (H):

Street address:

863 Main St

Phone (C):

207-458-2124

Mailing address:

863 Main St Readfield Me 04355

E-Mail:

-if appointed will get a "Town" email address

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

While on the select board I attended budget committee meetings to stay informed of the process.

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

No longer a selectperson but would like to stay involved in the budget process

If you are currently employed, what is your position?

Database Specialist

Name: Valerie Pomerleau Position: Budget Committee Term: 2 yrs

Check one!

☒

Name: John T. Foreman

Date: 6/28/16



Yes



☐ No If no, please explain: _____

 thru . Given under our hand this , day of , 2016.

0

Yes

☐

No

☐

Yes

4

No

APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, 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.

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Please check one:

☒1st time appointment☐

re-appointment

Which Board, Committee or Commission

are you applying for?

Budget Committee

Name:

Andrew Tolman

Phone (H):

6854197

Street address:

183 North Rd

Phone (C):

931 9631

Mailing address:

11 11

E-Mail:

andytolman@gmail.com

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

developed and implemented non-profit budgets, Readfield
Selectboard, Ran small consulting firm for 12 years

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

Help the town move forward in a fiscally
sustainable manner

If you are currently employed, what is your position?

Retired, consulting hydro geologist

APPLICATION FOR APPOINTMENT FOR:

Name:

Andrew Tolman

Position

Budget Comm.

Term:

CLERK'S USE BEFORE THE APPOINTMENT

Open position

Budget Com.

Term:

7-1-16 / 6-30

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 Andrew Tolman of Readfield, in the County of Kennebec and State of Maine: There being a position on the Budget 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:

thru . Given under our hand this , day of , 2016.

Bruce Bourgoine

Allen Curtis

Thomas Dunham

Valarie Pomerleau

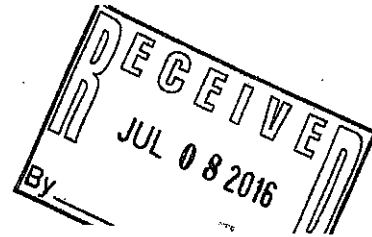
Christine Sammons

NEW BUSINESS



**Maine Municipal
Association**

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org



Readfield Board of Selectmen
July 25, 2016

Item # 17-024

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations
FROM: Stephen W. Gove, MMA Executive Director
DATE: July 5, 2016
SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 12, 2016 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2017 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 1, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 12. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Stephan Bunker.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Friday, August 12, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 5, at the Bangor Cross Insurance Center**. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon and Annual Business Meeting and officially take office on January 1, 2017.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 12, 2016

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Linda Cohen, Councilor, City of South Portland

☐

DIRECTORS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

James Gardner, Jr., Town Manager, Town of Easton

☐

Christine Landes, Town Manager, Town of Bethel

☐

Mary Sabins, Town Manager, Town of Vassalboro

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947
Email: tchavarie@memun.org

**MAINE MUNICIPAL ASSOCIATION
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2017**

**MMA VICE PRESIDENT
(1-Year Term)**

LINDA COHEN, COUNCILOR, CITY OF SOUTH PORTLAND

Professional & Municipal Experience:

- City of South Portland, Maine – City Council (December 2012 – present; Mayor 2014-2015)
- City of Portland, Maine – City Clerk (June 2001 – January 2011)
- City of South Portland, Maine – City Clerk (January 1989 – June 2001)
- Cross Country Mortgage, Mortgage Loan Originator (PT) (January 2016 – present)
- Bangor Savings Bank, Assistant Vice President (December 2014 – January 2016)
- Learning Works, Director of Development (January 2013 – December 2014)
- PMAC Lending Services, Mortgage Loan Originator (PT) (August 2011 – December 2014)
- City of Auburn, Consultant/City Clerk Hiring Committee (October 2011 – July 2012)

Education:

- University of Southern Maine – BS, Business Administration
- Southern Maine Vocational Technical Institute, Associate Degree, Law Enforcement
- Master Municipal Clerk – International Institute of Municipal Clerks
- Certified Clerk of Maine – Maine Town & City Clerks Association
- Maine Notary Public
- Maine Dedimus Justice
- Licensed Maine Mortgage Loan Originator

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association Executive Committee (April 2013 – present)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2013 – present)
- Member, Maine Municipal Association Workers Compensation Board of Trustees, (2013 – present)
- Member, MMA Nominating Committee (2013)
- Member or Alternate, Maine Municipal Association Legislative Policy Committee (1989 – 2011)
- Member, Maine Town & City Clerks Association (Served as President two terms and as Chair of the Legislative Policy Committee) (January 1989 – present)
- Member, New England Association of City & Town Clerks (Former President; served on Budget Committee, Legislative Committee, Two New England Conference Planning Committees) (1989 – 2015)

Awards and Certifications:

- Maine Town & City Clerks Association, Ethelyn Stuart Marthia Award – 2011
- Maine Legislative Sentiment – 1999 and 2011
- Maine Town & City Clerks Association, Maine Clerk of the Year – 1999
- Maine Town & City Clerks Association, Lorraine Fleury Award - 1995

MMA EXECUTIVE COMMITTEE MEMBERS
(Three 3-Year Terms)

JAMES GARDNER, JR, TOWN MANAGER, TOWN OF EASTON

Professional & Municipal Experience:

- Town of Easton, Maine, Manager (2011 – present)
- Town of Ashland, Maine, Manager (2005 – 2010)
- Town of Washburn, Maine, Manager (1999 – 2005)
- City of Presque Isle, Maine – Code Enforcement Officer (1994 – 1999)
- Department of Defense, Loring Airforce Base, Civil Service (1983 – 1994)

Education:

- Ricker College, Small Business Administration – one year
- Unity College, Business Law, one year
- Northern Maine Technical College, Business Administration, two years
- Department of Defense, Non-Commission Officer Primary Leadership graduate
- Certified State of Maine Code Enforcement Officer
- Certified State of Maine Local Plumbing Inspector
- Certified State of Maine CDBG Grant
- Writer/Administrator/Technician
- HUD Certification in Community Development Housing Rehabilitation and Construction

Other Experience, Committees and Affiliations:

- President, Aroostook Managers Association
- Member, Executive Board of Directors, Northern Maine Development Commission
- Member, Maine Community Development Association
- Member, Maine Town, City & County Management Association
- Member, Maine Town & City Clerks Association

Awards and Certifications:

- Department of Defense, Civilian of the Year Award
- Loring Airforce Base, Superior Performance Award

CHRISTINE LANDES, TOWN MANAGER, TOWN OF BETHEL

Professional & Municipal Experience:

- Town of Bethel, Maine – Town Manager (November 2014 – present)
- City of Brewer, Maine – Deputy City Clerk (December 2012 – May 2014)
- Town of Veazie, Maine – Deputy Town Clerk (September 2012 – December 2012)
- Orange Park, Florida – Clay County Deputy Tax Collector/Clerk (July 2010 – September 2012)
- Town of Warren, Maine – Town Clerk (August 1998 – June 2010)
- The Waldoboro Bank, Rockland Maine – Branch Manager (September 1990 – August 1998)

Education:

- Southern New Hampshire University – Enrolled in MPA/Public Administration Program
- University of Southern Maine/Muskie School Policy, Planning and Management (Fall 2015)
- University of Maine at Augusta, BA Public Administration, Cum Laude Graduate (2015)
- Florida State College, Jacksonville – Associate of Arts (2012)
- Thomas College Waterville, Maine – Banking Course

Other Experience, Committees and Affiliations:

- Member, Oxford County Emergency Communications Governing Board
- Member, International City Management Association
- Member, Maine Town, City & County Management Association
- Member, Alder River Grange in East Bethel
- Ex-Officio Member, Mahoosuc Pathways Board of Directors
- Manager, Bethel Regional Airport

MARY SABINS, TOWN MANAGER, TOWN OF VASSALBORO**Professional & Municipal Experience:**

- Town of Vassalboro, Maine – Town Manager/Treasurer/Tax Collector (June 2008 – present)
- Town of Chelsea, Maine – Town Manager/ Treasurer/Tax Collector/General Assistance Administrator/Road Commissioner (July 2006 – June 2007)
- Maine School Administrative District #40, Warren, Maine – Facilities Director/Food Service Director (March 2005 – June 2006)
- Town of Windsor, Maine – Town Manager/Treasurer/Tax Collector/General Assistance Administrator (April 2001 – March 2005)
- Town of Hope, Maine – Town Administrator/Treasurer/General Assistance Administrator (July 1997 – April 2001)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association Executive Committee (2014 – present)
- Member, Maine Municipal Association Strategic & Finance Committee (2014 – present)
- Chairperson, Maine Municipal Association Strategic & Finance Committee (2016)
- Member, Maine Municipal Association Property & Casualty Pool Board of Directors (2014 – present)
- Member, Maine Municipal Association Workers Compensation Fund Board of Trustees, (2014 – present)
- Member, Appointed by MMA Executive Committee to serve on MMEHT Selection Committee (2015-2016)
- Member, Maine Town, City & County Municipal Management Association
- Member of Communications Committee, Maine Town, City & County Municipal Management Association (2015)
- Director, Board of Kennebec Valley Council of Government
- City of Augusta, Maine – Internship with City Manager (September 2000 – December 2000)
- Town of Union, Maine – Certified Town Clerk/Tax Collector/Occasional Acting Town Manager (May 1988 – June 1997)
- As the wife of a volunteer firefighter and EMS worker, I have volunteered often in support of our hometown fire and ambulance services.

Education:

- BS in Business Administration with Management Major from University of Maine at Augusta.

Awards and Certifications:

- Qualified as a Certified Public Manager, Maine Town, City & County Management Association (2016)

Friday	Customers	from 7:30 to 8:30 am
03/05/16	0	
03/11/16	7	
03/18/16	9	
03/25/16	0	
04/01/16	5	
04/08/16	9	
04/15/16	1	
04/22/16	3	
04/29/16	4	
05/06/16	1	
05/13/16	6	
05/20/16	3	
05/27/16	9	
06/03/16	5	
06/10/16	2	
06/17/16	6	
06/24/16	6	
07/01/16	6	
07/08/16	3	
07/15/16	3	

88 Divided by 20 fridays=4.4 customers on average

Draft

Working Copy

Business Directory

Type of Bus.	Name of Business	Business Owner	Phone	Cell	E-Mail	Web Site	Facebook
ANIMALS							
	Forest Dell Kennels	Sally Earl-Costello, Hugh	318 Sturtevant Hill Rd.				
	Harmony Horse Farm	Cindy Dumaine	52 South Rd				
	Meadowview Equest. Ctr.	Dupont	247 Chimney Rd	207-685-3117			
ANTIQUES							
	Country Mouse Antiques		1135 Main St.				
AUTO/SMALL ENGINE							
	Mechanic	L & M Enterprise	1288 Main Street	207-685-8187			
	Restorations	D.R. Leighton's Rods & Restorations	37 Gay Road				
	Mechanic	Great Northern Motorworks LLC	1697 Main Street	207-685-9300	207-660-3706		D.R. Leighton's
	Body & Painting	Misty Auto Body	32 Ledge Hill Terrace	207-685-7202			
	Towing	Parks Towing	773 Main St.	207-685-3445	207-462-3881		
	Mechanic	Readfield Truck Repair	37 Terrace Road	207-685-3393			
	Junkyard	Antique Auto Recycling	42 Whitcomb Dr.				
	Junkyard	Ken's Drag-In	473 Gordon Rd.	207-685-4064			
	Junkyard	Lucas Auto Parts and Salvage	113 Plains Rd.	207-685-9416	207-446-3990		
	Small Engine Repair	Ed's Small Engine Repair	7 Somers Drive	207-685-9956			
BUSINESS & FINANCIAL SERVICES							
	Environmental	Maine Land Solutions	17 Partridge Hollow				
	Grant Writer	William A. Bayreuther Grant Writing	138 South Rd		207-242-6029	www.billbayreuther.com	
	Medical Transcription	Robin Glassman Medical Transcription		1-800-309-0666	bill@billbayreuther.com		
	Security	Restaurant & Retail: OS	469 Winthrop Rd	1-800-261-4251	brandon@rnros.com	www.RNROS.com	
CARPENTRY & CONSTRUCTION							
	AMF Builders	Lee Fellman	76 Lane Rd				
	B & R Contracting	Ron Seamon	70 Cove Rd	207-446-2932			
	Clarks Custom Cabinetry	Robert Clark Jr.	Main St., PO Box 384	207-685-4749			
	Classic Carpenter		336 Sturtevant Hill Rd	207-685-3222			
	Dallas C. Drapeau	Dallas C. Drapeau	19 Ratt Mill Hill Rd	207-685-4777			
	Darin Fredette Build. & Remod.	Darin Fredette	90 Torsey Shores Rd	207-685-8122	207-215-3987		
	Fleury Builders	Mike Fleury	36 Mountain View LN	207-685-9715			
	J.Q. Builders	Jeffrey & Sheri Quimby	485 Sturtevant Hill Rd.	207-685-3496	quimbyshe@aol.com		
	Kasle-Lo Inc.		61 Gay Road	207-685-4407	207-242-8938		
	T.A. Dunham & Sons	Thomas Dunham	1710 Main St.	207-685-4524			
	Tom the Tile Guy	Tom Diplock	433 Sturtevant Hill Rd	207-441-6409			
	True's Drywall	Dean True	33 Sadie Dunn Rd	207-685-3477	207-485-0050		
	Galouch Woodworking	Mike Galouch	646 Main St.	207-685-7217			
	Harriman Builders	David Harriman	67 Winthrop Rd	207-685-9353			
	Gene's Carpentry	Gene ??		207-685-4044			
	Maranacook Masonry	Steve Vorpagel	459 Main St.	207-685-3516			
	Plante Custom Carpentry	Anthony Plante	788 Main St.	207-685-8147	207-446-8147		

Business Directory

Type of Bus.	Name of Business	Business Owner	Phone	Cell	E-Mail	Web Site	Facebook
Masonry	Shamrock Stoneworks	David Betts	207-685-4480	207-424-7983	Shamrockstnwor@aol.com		
Carpentry/builders	Zikowitz	Fred Zikowitz	207-685-3713				
Septic Systems	Soil Test	Steve Down	46 Gilles Rd.				
Camp Jacking	?	?	207-685-9715				
CLEANING SERVICES							
COMPUTER/WEBB & GRAPHIC DESIGN							
Computer	Tree of Life Solutions	Wayne Kastning	37 Quarry Rd				
Graphic	Design I.D.	Jaime Clark					
Webb	Dupont Web Design	Jeffrey Dupont	1 Marden Rd.	207-685-4138	207-685-5500	www.Dupontwebbdesign.com	
Technology	E-Rate New England	Allen J. Curtis	7 Thundercastle Rd.	207-685-3257	207-649-3211	www.eratenewengland.net	
CRAFTING							
Jewelry	Jenista Angelica	Jennifer Barton	789 Main St.				
Jewelry	Trendy Trash	Kathleen Ermenwein	120 Mayo Rd.				
Jewelry/Quilts ect.	Indian Squaw	Lori Audette	323 Main St.	207-685-9433	207-242-9260	n8kinback@roadrunner.com	IndianSquaw.com
Crafts	Olde Cottage Creations	Tracy Paradis	127 Plains Rd.				
Embroidered	K's Custom Embroidery	Kristie Hutchinson	17 Gilles Rd.		207-215-4821	kscustomembroidery@yahoo	
Carving	Wildfowl Carvings	Ed Beach	PO Box 157	207-685-4779		www.edbeach.com	
Text Art	MG Art Line	Merrill Gogan	493 Sturtevant Hill Rd.	207-685-4793			
Furniture	Matthews Furniture	Matthew	Main St./South Rd.	207-685-4779			
Art			next to PO new studio				
Seamstress	Seamstress Joanne Mason	Joanne Mason		207-685-3780			
DAYCARES/CHILD SERVICES							
Home Daycare Center	Kathleen Dupont	Kathleen Dupont	1 Marden Rd		207-512-2515		
After School	Building Bridges Daycare	Kents Hill School	41 Kents Hill Loop	207-685-7210			
	RES After School Daycare	Readfield Elem. Sch.	84 South Rd.	207-685-4406 X 1319	rsdaycare@gmail.com		
EDUCATION							
Charter Sch.	Maple Tree Community Sch.		Church Rd.				
Private High Sch.	Kents Hill School		1416 Main St.				
Elementary Sch.	Readfield Elementary Sch.		South Rd.	207-685-4406			
High School	Maranacook High Sch.		Millard Harrison Dr.	207-685-4923			
Super's Off.	RSU #38 Superintendent's Off.		Millard Harrison Dr.	207-685-3336			
Bus Garage	RSU #38 Bus Transportation Serv.		North Rd.	207-458-1574			
Adult Ed	Maranacook School		Millard Harrison Dr.	207-685-4923			
ELECTRICAL							
	Beaulieu Electric	Eugene Beaulieu	53 South Rd	207-685-4977	207-512-2210		
	David A. Hall-Master Electrician	David A. Hall	393 Plains Rd	207-685-3895			
	Dave's Electric	David B. Morrow	44 Church Rd	207-458-3488	dbmorrow45@yahoo.com		
	Deblois Electric		628 Main St.	207-685-9469			

Business Directory

Type of Bus.	Name of Business	Business Owner	Address	Phone	Cell	E-Mail	Web Site	Facebook
	Merrill Electric		119 Lane Rd.	207-685-9587				
	Nova Electric		347 Sturtevant Hill Rd					
	Strong Electric, Inc.	Skip Strong	212 P Ridge Rd					
	Wire Me Up	Jason Ladd	344 Gorden Rd					
ENTERTAINMENT/SPORTS								
	Dance Studio	Tara Wicks	Sturtevant Hill Rd					
Standards, Blues, Folk, Acoustic Rock	Hurry Down Sunshine	Stan Davis & Brian Kavanah		207-685-9639		stanleyfdavis@gmail.com	www.hurrydownsunshine.com	hurrydownsunshine
	Maine Entertainment	Peter S. Frantz	20 Beaver Dam Rd.	207-685-9494				
	Perow Audio Productions	Scott E. Perrow		207-685-9656				
	North Star Productions	Elliot Sandler	469 Winthrop Rd		207-485-0024			
	Wildwood Disc Golf LLC	Eben & Cindy Dumaine	52 South Rd					
Canoe/Kayak/Paddle Board Rental	Webb & Sons Biz	Tanner Webb				tanner@webbands.biz	www.webbands.biz	
ENGINEERING								
	Darco Engineering	Douglas Riley	1 Church Rd.					
EXCAVATING								
	Bruen Construction	Dennis Bruen						
	Cushing Construction	John Cushing	32 Roddy Ln.	207-685-7328				
	Reay Excavating and Trucking	Lenny Reay	555 Main St.	207-685-9953			www.cushing-construction.com	
	SE Couture Construction		16 Paqtridge Hollow LN		207-242-5859			
	WJ Rourk Construction	William Rourke	South Rd.	207-685-9973				
FARMS & NURSERIES								
Herbs	Mother Jess Herbs	Jessie Gorton	528 Plains Rd					
	Barter Farms		339 Luce Rd	207-685-9724				
	Elvins Farm	Elmer Elvin	38 Lane Rd	207-685-4285		susan-motin@maranacook.org		
FIREARMS								
	Rays Gun Shop	Ray Ladd	20 Dr. Ham Rd.		207-458-3755			
FOOD SERVICES								
Bakery	Apple Shed Bakery		1625 Main St.	207-685-3522			www.theappleshedbakery.com	
Caterers	Cameo Caterers and Cameo Cookie E	Carol Fournier	314 Church Rd	207-685-9088				
	The Garden of Eating	Danielle Norwood						
Seafood	?? was Sonny Seafood	Robert Laster & Floyd Fri	801 Main St.			Not open yet		
Store	Readfield Family Market	Ruth Ann Rosado	1142 Main St.	207-685-9888				
Restaurant	The Emporium	Helen & bob Bittar	1146 Main St.	207-685-7348				
Restaurant	Weathervane Restaurant	Jeff & Gloria Mirzik	1030 Main St.	207-685-9410				
Food Bank	Lord's Cupboard		Main St.	207-685-4572				
Food Bank	Mount Vernon Food Bank		Route 41, Mount Vernon	207-293-2308				
Butcher	Fike's Custom Cutting	Brandon Fike	Church Road		207-458-3108			Fikes-Custom-Cutting
Farmstand		Wendy Ficket	Main St.					

Business Directory

Type of Bus.	Name of Business	Business Owner	Phone	Cell	E-Mail	Web Site	Facebook	
FORESTRY	Gerard Poulin & Sons Logging Central Maine Forestry	Gerard Poulin John Churchill	115 Poulin Drive 1 Church Rd	207-242-3537 207-685-4064				
FURNITURE	Mathews Furniture	Mark Mathews	10 South Rd.	207-685-8102				
HANDYMAN/HOUSEHOLD	Wallpapering Fixes yard to Basement							
	Handyman Services Chimney Sweep Interior Design	G.H. Wallpapering Heavy Duty Services Booker Enterprises Ames Karen McPhedran	11 Russell St. 357 Main St. 1326 Main St. 18 Tallwood Dr.	207-685-4130 207-685-3586 207-685-9994	heavyduty@hotmail.com	www.tallwooddesign.com		
HEALTH & FITNESS	Assisted Living & Residential Care Doctors	Balsam House Maranacook Family Health Care Maranacook Family Health Care	256 Gorden Rd 169 South Rd. 169 South Rd.	207-685-3286 207-620-4449 207-620-4449	balsamathome@gmail.com jenn@maranacookhealth.com lisa@maranacookhealth.com	www.balsamhousemaine.com www.maranacookhealth.com		
	Licensed Psychologist	Carol Ann Faigin PhD	169 South Rd.					
	Yoga, Nutrition, Sauna	Becky Lambert CNT	169 South Rd.	207-500-3340	bigwhitebarnyoga@gmail.com	www.bigwhitebarnyoga		
	Massage Therapy & Reiki Practitioner	Ellen Donato, LMT	169 South Rd.	ellendmt@aol.com				
	Occupational Therapist	Kate Dwyer LMT, OMDT Jenna Hinley LMT	169 South Rd. 169 South Rd.	207-441-2133				
		Mary Patterson LMT Heather Condon	169 South Rd. 169 South Rd.		207-660-5331 willowtreethypno@gmail.com	Marymassageandbodywork@gmail.com		
	Nurse Psychotherapist	Dr. Elcha Shain Buckman EdD, ANRP, PMHCNS-BC	169 South Rd.	207-377-4742				
	Aesthetician Massage	Candance Allatt Rabin Vong	169 South Rd. 184 Tosey Shores Rd	207-509-1011 207-620-4449	kim_navin@yahoo.com			
	Massage & Yoga Massage	Laura Wheeler Jeri Pitcher	14 Church Rd. 14 Church Rd	207-620-449	207-242-2333 207-631-1852	jeri@sanctuaryme.com reportn14@aol.com	www.sanctuaryme.com	
	Fitness-zumba	Karen Dube	67 Winthrop Rd					
LANDSCAPE								
	Reny's Yard Care Shamrock Stoneworks	Paul Reny David E. Betts	43 South Rd. 9 Kentwood Dr.	207-685-4270 207-685-4480		shamrockstoewor@aol.com		
LUMBER	By the Board	Russell Godbout	Main St.		bytheboard@roadrunner.com			
MANUFACTURING	Clipboards Winley gigs							
		Saunders Mfg. Co., Inc. Little Bucket LLC	65 Nickerson Hill Rd. Main Street	207-685-3385 207-293-2016		sales@littlbucket.com www.littlbucket.com		
PAINTING		Michael Lambertson						
	M Lambertson Painter			207-685-3829				

Business Directory

Type of Bus.	Name of Business	Business Owner	Address	Phone	Cell	E-Mail	Web Site	Facebook
	Kevin Boucher Painting	Kevin Boucher	110 Plains Rd.		207-215-5598			
PHOTOGRAPHY								
	Todd Hopkins Photo	Todd Hopkins	25 Hurts Ln		207-485-8448		www.toddhopkinsphoto.com	www.facebook.com/toddhopkinsphoto
	Matt Nazar Photography	Matt Nazar	62 Old Kent Hill Rd		207-931-6706			www.facebook.com/Matt.Nazar.P
	Simons' Photographic	Ronald Simons	260 Winthrop Rd	207-685-9275			www.simonsphotographic.com	
PLUMBING/HEATING								
	Best Way Wood Heat		162 Old Stage Rd	207-685-3900				
	Potter Plumbing	Joseph L. Potter	1412 Main St.	207-685-4403			www.watertreatmentreadfield.com	
	All Quality Plumbing		607 Main St.	685-4309				
POST OFFICES								
	Kents Hill Post Office		Main St.	207-685-9009				
	Readfield Post Office		Main St.	207-685-9220				
REAL ESTATE/PROPERTY MANAGEMENT								
	Lakeside Property Management, Inc.	Rachel Stevenson	36 Morrill Rd	207-685-7900				
	Webb & Sons Property Management	Todd Webb			207-441-4733	Webbq@webbandsons.biz		
	Simple Solutions (staging & design)	Maureen L. White	31 Quarry Rd					
REDEPTION CENTERS								
	Depot Bottle Redemption	Bunny Parks	773 Main St.	207-685-3445	207-462-7275			
SALONS								
	Friendly Parlor	Gloria Clark	530 Winthrop Rd			Don't think their open any more.		
	Shear Country	Sandry Rourke	298 Church Rd		207-685-4520	207-557-3820		
	Wily Nails	Alex Twarog	169 South Rd			207-320-0015		www.facebook.com/pages/Wily-N
TRASH PICK-UP								
	Simmons Trucking	James R. Simmons Jr.	11 Frost LN, PO Box 462		207-441-8979			
	Looking Good	James Diamond	143 North Wayne Rd, PO Box 172		207-242-8204			
TRUCKING								
	Simmons Trucking	James R. Simmons Jr.	11 Frost LN, PO Box 462		207-441-8979			
	Tim's Trucking	Charles Norris						
WELL DRILLING								
	Bowie Brothers Well Drilling		581 Main St.	207-377-3869				
Question Business:								
	Syntiro		11 South Rd	207-685-3171			www.syntiro.org	
	Mid State Steel Erector Inc.	Gaston Rodrigue	27 Meadow Brook Dr.	207-685-3380				
	Mech Mechanical Service Inc.		29 Wings Mills Rd.	207-685-3805				



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield@roadrunner.com

To: Readfield Select Board
From: Eric Dyer, Town Manager
Date: July 20, 2016
Subject: Readfield Enterprise Committee

Below is a proposed structure for the re-formation of the group that had managed Community Development Block Grant (CDBG) funds for small business loans in town. Those funds have been fully circulated and so there is opportunity to move beyond the original purpose and limitations established through the CDBG program. There is also a growing interest in supporting economic development in Readfield in other ways. The proposed structure is based on the original committee composition recommended for the CDBG program, but also reflects the present environment and need for clear committee organization and directives.

Purpose and Authority

The purpose of the Readfield Enterprise Committee is to manage the Readfield Enterprise Fund using uniform program-appropriate lending practices, as well as provide guidance to the Select Board on matters of economic development. The Committee is formed pursuant to a vote of the Select Board. The Committee is advisory to the Select Board.

Organization and Administration

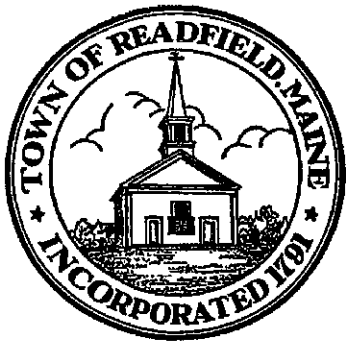
1. Committee Term - The committee shall be in effect indefinitely until disbanded by the Select Board
2. Membership - The Committee shall consist of seven members who shall serve without compensation and shall be appointed by the municipal officers such that the committee has the following representation, whenever possible:
 - a. One member of the Select Board
 - b. One Readfield businessperson
 - c. One CPA or finance specialist
 - d. One attorney of legal professional
 - e. One at large Readfield Resident
 - f. Two non-voting ex officio members in the Town Manager and Finance Officer
3. Appointment - The Committee shall be appointed by the Board of Selectmen in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.
4. Member Term - Members shall serve for terms of three years. Terms shall be initially staggered as follows:
 - a. One - one-year term
 - b. Two - two-year terms
 - c. Two - three-year terms

5. Chairperson - The Committee shall elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority vote of the Select Board. The Chairman shall preside at all meetings.
6. Vice Chairperson - The Committee shall elect a Vice Chairperson from among its members to serve in the absence of the Chairperson.
7. Secretary - The Committee shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.
8. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.
9. Quorum - A quorum necessary to conduct business shall consist of at least a majority of voting members.
10. Committee Support - The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
11. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

Tasks

The Committee shall, in no particular order:

1. Review and revise current lending guidelines and programs.
2. Manage current and future lending programs.
3. Hold public meetings and pursue other outreach to solicit input from the community on matters of economic development.
4. Involve relevant committees, organizations, institutions, and interested parties in developing economic development strategies.
5. Make recommendations to the Budget Committee and Select Board regarding revenues and expenditures related to economic development activities as a part of the regular budget process.
6. Report to the Select Board a minimum of semi-annually, generally in January and July.



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield@roadrunner.com

To: Readfield Select Board
From: Eric Dyer, Town Manager
Date: July 20, 2016
Subject: Readfield Heritage Days Committee

Below is a proposed structure for the re-formation of the Heritage Days Committee.

Purpose and Authority

The purpose of the Readfield Heritage Days Committee is to manage the planning and implementation of the Heritage Days celebration that has recently taken place the second weekend in August on odd years. The Committee is formed pursuant to a vote of the Select Board. The Committee is advisory to the Select Board.

Organization and Administration

1. Committee Term - The committee shall be in effect indefinitely until disbanded by the Select Board.
2. Membership - The Committee shall consist of seven members who shall serve without compensation and shall be appointed by the municipal officers such that the committee has the following representation, whenever possible:
 - a. One member of the Readfield Historical Society
 - b. One representative from the RSU
 - c. One representative of a local non-profit or charitable group
 - d. One event planner or catering/concessions professional
 - e. Three at large Readfield Residents
3. Appointment - The Committee shall be appointed by the Board of Selectmen in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.
4. Member Term - Members shall serve for two years, beginning September 1 of the year preceding the Heritage Days Celebration and ending August 31 of the year of the Heritage Days celebration. Terms shall not be staggered.
5. Chairperson - The Committee shall elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority vote of the Select Board. The Chairman shall preside at all meetings.
6. Vice Chairperson - The Committee shall elect a Vice Chairperson from among its members to serve in the absence of the Chairperson.
7. Secretary - The Committee shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.
8. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.

9. Quorum - A quorum necessary to conduct business shall consist of at least a majority of voting members.
10. Committee Support - The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
11. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

Tasks

The Committee shall, in no particular order:

1. Review past Heritage Days celebrations, including locations, events, budgets, participants, attendance, and highlights among other areas.
2. Hold public meetings and pursue other outreach methods to solicit input from the community on Heritage Days events and format.
3. Involve relevant committees, organizations, institutions, and interested parties in the planning and implementation of Heritage Days.
4. Develop detailed plans and budget numbers for the upcoming Heritage Days celebration and submit them to the Select Board for approval no less than three months prior to the event.
5. Make recommendations to the Budget Committee and Select Board regarding revenues and expenditures related to the Heritage Days celebration as a part of the regular budget process.
6. Report to the Select Board a minimum of semi-annually, generally in December and June of each year.

Heritage Days Committee

Mission Statement (or equivalent)

Heritage Days is a one-weekend event held every other year and is usually held the second weekend of August.

Authorization

The Heritage Days Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

The Town is looking for volunteers to be on this committee and will accept applications from interested volunteers during years when Readfield Heritage Days is scheduled.

Officers

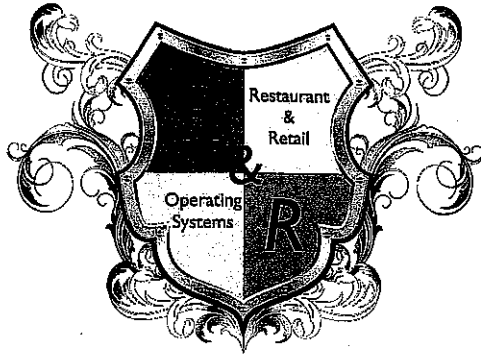
Due to the every-other-year schedule of Readfield Heritage Days, there is no formal officer structure to this committee therefore the Committee may elect officers at its discretion or operate by consensus during the years when Readfield Heritage Days is held.

Meetings

The Heritage Days Committee meets when needed.

Restaurant & Retail : OS

469 Winthrop Road
Readfield, ME, 04355
1-800-261-4251



Estimate

Estimate No: 1455
Date: Jul 13, 2016

Readfield Board of Selectmen
July 25, 2016
Item # 17-029

For: Town of Readfield
8 Old Kents Hill Road
Readfield, ME, 04355
Attn: Robin

Description	Quantity	Rate	Amount
LTS DVR-4CH HD-IP Security System - Bundle includes 1 HDIP CCTV camera with installation - DVRS include 500GB Hard Drive	2	\$500.00	\$1,000.00*

All Estimates are good for 90 days after Estimate date.

Subtotal	\$1,000.00
TAX (5.50%)	\$0.00
Shipping	\$0.00
Total	\$1,000.00

FYI



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield@roadrunner.com

Swap Shop Rules

All members of the general public and Town employees will comply with the following swap shop Rules:

1. See Attendant before dropping off any items. The disposal fee is not waived if the item is placed in the swap shop. Items with a fee cannot be placed in the swap shop for free.
2. Certain items will not be accepted in the Swap Shop for safety and other reasons. Such items include but are not limited to:
 - a. No pornography
 - b. No electronics (TV, Stereo, Computer, parts of any kind)
 - c. No liquids (Paints, Cleaners, Oils, Gasoline, etc.)
 - d. No thermostats, ballasts, rechargeable batteries, or mercury-containing devices.
 - e. No mattresses or box springs or padded furniture
3. Do not leave items that are broken and cannot be fixed.
4. All items are first-come first-serve at all times.
5. Town staff may not remove items from the swap shop while on duty and may not set aside or otherwise hold items for themselves, other employees, or members of the public.
6. No smoking.
7. No loitering.
8. No unruly behavior.
9. The swap shop has a 15 minutes time restriction and visits to the swap shop are limited to once per day.
10. The swap shop is for personal use only and items may not be re-sold or transferred in trade.
11. The swap shop is for Fayette, Readfield, and Wayne residents.

Thank You!

Eric Dyer, Transfer Station Manager
Glen Hawes, Assistant Transfer Station Manager



P.O. Box 1838 Bangor, ME 04402
(207) 942-6772
mrra.net

Thank you for your continued support of Maine Resource Recovery Association!

There are exciting times ahead for MRRA and your membership has enabled us to accomplish so much this year and we couldn't continue to grow without you!

- We kept over 14,000 tons of materials out of landfills decreasing the impact on Maine's environment and helping keep the costs of reduction and diversion within a municipalities reach.
- We were able to help craft legislation in Augusta that supported new initiatives in solid waste management while keeping fee structures in line with municipal budgets. By actively engaging in the exchange of policy ideas and testifying before the Joint Committee on the Environment and Natural Resources we were able to give you an important voice in the debate.
- We held our largest conference ever on "Materials Management and The Circular Economy" in Rockport, Maine. Over 250 people attended the two-day conference and we were able to host over two dozen university students with an interest in a sustainable future from around the state.
- Your input helped us developed a new online presence with mrra.net, a completely redesigned website that we will continue to develop as the resource for recycling and solid waste management in Maine.

Maine Resource Recovery Association is proud of what we've been able to do and we could not have done it without you! This year, your membership commitment will help us accomplish even greater things.

We are expanding our outreach by revamping our newsletter, "*The Scrap Paper*" to include more of Maine's industry news and market information, working with new partners to reach out to Maine's youth in the classroom, and continuing to advocate for you in the dynamic landscape of recycling and solid waste.

Thank you again for your support, if you need anything please don't hesitate to contact us and we'll be happy to assist.

Sincerely,

A handwritten signature in black ink, appearing to read "Victor Horton", is written over a horizontal line.

Victor Horton
Executive Director

Memorandum

To: KVCOG Municipalities
From: Rosie Vanadestine, Executive Director
Date: June, 2016
Re: KVCOG Services List

Kennebec Valley Council of Governments (KVCOG) currently serves 62 municipalities, 6 plantations and numerous entities within the Unorganized Territory in our region of Kennebec, Somerset and western Waldo counties. Our professional staff of eight provides exceptional services, allowing municipalities to have access to affordable expertise in planning, economic and community development, grant writing and business assistance.

KVCOG's membership dues, only 15% of our total budget, are used as local match for additional regional funding. Dues have leveraged an additional \$2,337,050 in grant funds over five years. Without membership dues for match, the technical service and other benefits provided by those grant funds would not be available to our region.

Listed below are services KVCOG provides, many of which are free to communities enjoying membership with KVCOG. GREEN, BOLD, AND ITALICIZED TEXT indicates services ***available only to member towns***.

*** Enhanced Services**

While many of the member only services are free at the basic level, KVCOG has the capacity to scale up for projects and activities of greater size, duration and complexity. **These enhanced services are marked with an asterisk and are available on a contract basis.** Examples include: comprehensive planning, local RLF administration, TIF assistance, grant writing and administration, etc. KVCOG is developing code enforcement, assessing and economic development expertise to be contracted on a sub-regional (2+ towns) basis.

Community and Regional Planning

- ♦ ***Professional planning assistance, e.g. drafting of ordinances and regulations, assistance with development review, town planning services***
- ♦ ***Comprehensive plans****
- ♦ ***Area and topical plans, e.g. open space plans, joint services plans, bike plans, village and streetscape plans****
- ♦ ***On-site training workshops and capacity building for local boards and committees***
- ♦ Coastal regional planning, i.e. resiliency planning
- ♦ Technical assistance with land use and development issues, e.g. subdivision law, shoreland zoning, ordinance interpretation, code enforcement
- ♦ Demographic and statistical data reporting and analysis

Environmental Services **Note: If your community's population is over 7,500, environmental services are not available without membership.**

- ♦ ***RFP drafting assistance***
- ♦ ***Design assistance with transfer stations and waste systems****

- ♦ Site searches
- ♦ U.S. EDA and USDA supported infrastructure investment projects
- ♦ Comprehensive Economic Development Strategy (CEDS)

TIF Assistance

- ♦ *Creation of TIF application**
- ♦ *Project development**
- ♦ *Planning and implementation assistance**

Community Project Development*

- ♦ *Basic search and identification of funders (federal, State and private foundations)*
- ♦ *Grant review*
- ♦ *Grant writing assistance**
- ♦ *Grant administration and reporting**
- ♦ *Downtown and neighborhood revitalization**
- ♦ *Housing development projects**
- ♦ *Demographic survey planning*
- ♦ *Demographic survey implementation**
- ♦ *Survey Design, implementation and analysis**
- ♦ Technical assistance (EDA, CDBG, USDA Brownfields, Northern Border Regional Commission)

Business Assistance and Financing

- ♦ Comprehensive business management assistance
- ♦ FREE one on one business counseling for existing or startup businesses
- ♦ Business startup and acquisition
- ♦ Marketing and cash flow analysis
- ♦ Operations and personnel management
- ♦ International trade
- ♦ QuickBooks training
- ♦ Workforce training needs
- ♦ Workshops and seminars geared towards small business
- ♦ Financing assistance through KVCOG's Revolving Loan Fund(RLF) program

KVCOG's goal is to provide high quality professional services that will directly lower municipal expenses.

Our staff is here to serve and assist you. Please call us whenever you have a project or a need. It is important that your department heads are also connected to KVCOG for services and assistance. Please share this memo with them, so we can provide the best value for your membership.

It is our honor to provide professional assistance at affordable costs to municipalities within our region.

FUTURE AGENDA ITEMS

Appendix A

Future Agenda Items - Proposed DRAFT

Upcoming Workshops:

Appeal / hearing process workshop

August

CEO action on multiple properties

EOP Review

Automotive graveyard permits

September

Town Manager Review and Contract

GA maximums

Future Meetings:

Revision to SWRC Interlocal Agreement

Potential Parks / Town Property Committee

Safety and access issues on Church Road

Record Retention Policy

Consider the framework for a Technology Plan

Personal Property Taxes