

**Readfield Select Board
Meeting Agenda
October 16, 2017, Readfield Town Office**

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

Pledge of Allegiance

Regular Meeting - 10 minutes

- 18-044 - Minutes: Select Board meeting minutes of September 18, 2017.
- 18-045 - Warrants: #13-16.

Appointments, Reappointments, and Resignations - 10 minutes

- 18-046 - Consider the appointment of Marilyn Palmer as Warden for the Town of Readfield
- 18-047 - Consider the appointment of Sonya Clark to the Library Board of Trustees
- 18-048 - Consider the appointment of Henry Whittemore to the Trails Committee

Communications - 35 minutes

Select Board communications. - 10 minutes

Town Staff reports - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Library Board minutes of July 12, 2017
- Heritage Days Committee - 2017 Event Summary
- Cemetery Committee minutes of August 16, 2017

Joint Select Board and Cemetery Committee Meeting - Cemetery tour on October 28, 2017 at 10:00am beginning at the Readfield Town Office.

- Trails Committee minutes of August 22, 2017
- Rec Board minutes of August 29, 2017

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

Old Business - 20 minutes

- 18-006 - Consider a final project presentation for the Esker Trail by the Trails Committee - 10 minutes
- 18-040 - Conduct a second reading of a Record Retention and Destruction Policy - 5 minutes
- 18-041 - Conduct a second reading of a Readfield Messenger Policy - 5 minutes

Short Break

New Business - 75 minutes

- 18-049 - Consider repairs to the Holder sidewalk machine - 10 minutes
- 18-050 - Conduct a **Public Hearing** and consider a Liquor License for Kents Hill School - 10 minutes
- 18-051 - Consider a contract with the Kennebec Valley Humane Society - 5 minutes
- 18-052 - Recognition of Eva Smith for her stewardship of the "Welcome to Readfield" sign - 5 minutes
- 18-053 - Hear an update on renewable energy options from John Parent - 5 minutes
- 18-054 - Hear an update on Marijuana policy from Dennis Price - 5 minutes
- 18-055 - Conduct a **Public Hearing** and consider Automobile Graveyard Permits for: - 10 minutes
 - Ken's Drag-In Auto, Inc. - 473 Gorden Rd.
 - Antique Auto Recycling - 42 Witcomb Dr.
 - Lucas Auto Parts & Salvage - 113 Plains Rd.
- 18-056 - Discuss the draft Fiscal Year 2019 Budget Process - 10 minutes
- 18-057 - Consider a process for the Town Manager Annual Review - 5 minutes

Future Agenda Items - 5 minutes

Adjournment

October 16, 2017 Select Board Meeting

Future Agenda Items - Proposed DRAFT

Potential Future Meeting / Workshop Items:

Maranacook Lake Outlet Dam Streambank Stabilization Bids - potentially October 30
Board and Committee Open House / Annual Chairs Meeting - November 27

Appeals process and appeals matrix review
Cemetery Ordinance review
Conflict of Interest Ordinance review
Contingency Policy discussion
County Officials and State Delegation Meetings
Investment strategies
Personal Property Taxes
Student engineering work at the Giles Rd. Bridge

Ongoing Goals:

- Review, revise, draft governance documents as needed
- Business support and welcoming
- Renewable energy and energy conservation
- Town buildings planning
- Activities for kids and adults
- Church Street sidewalk
- Targeted property tax assistance
- Cannabis considerations
- Transfer Station operational refinement

Readfield Select Board
Regular Meeting Minutes – September 18, 2017

Readfield Select Board
October 16, 2017
Item # 18-044

Select Board Members Present: Bruce Bourgoine, John Parent, Dennis Price, Christine Sammons, and Kathryn Woodsum

Others Attending: Eric Dyer (Town Manager), Robin Lint Town Clerk), William Starrett (Channel 7), Grace Keene, Sandra Rourke, Thomas Dunham, Allen Curtis, Ellen Schneider, Bonnie Wilder, Melanie Knox, Susan Stinchfield and Betty Adams (KJ reporter)

Regular Meeting

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

- **18-027 – Minutes: Select Board meeting minutes of August 21, 2017 and September 11, 2017**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of August 21, 2017 as presented, **second** by Mr. Price. **Vote 5-0** in favor.
 - **Motion** made by Mrs. Sammons to approve the Select Board meeting minutes of September 11, 2017 as presented, **second** by Mr. Parent. **Vote 5-0** in favor.
- **18-028 – Warrants #09-12 (FY18)**
 - Mrs. Woodsum reviewed warrants 09-12 with the exception of Warrant #11A which was reviewed by Mr. Parent. **Vote 5-0** in favor.
 - **Motion** made by Mrs. Woodsum to approve Warrants 09-12 as written in the amount stated (\$433,009.19), **second** by Mr. Parent. **Vote 5-0** in favor.

Appointments, Reappointments and Resignations

- **18-029 – Consider the appointment of Thomas Dunham to the Budget Committee**
 - Mr. Dunham gave a brief intro about himself and the floor was open for questions.
- **18-030 – Consider the appointment of Allen Curtis to the Budget Committee**
 - Mr. Curtis gave a brief intro about himself and the floor was open for questions.
- **18-031 – Consider the appointment of Ellen Schneider to the Budget Committee**
 - Mrs. Schneider gave a brief intro about herself and the floor was open for questions.
 - **Motion** made by Mrs. Sammons to appoint Ellen Schneider to the Budget Committee with a term ending June 30, 2020, **second** by Mr. Parent. **Vote 5-0** in favor.
- **18-032 – Consider the appointment of Thomas Dunham to the Road Committee**
 - **Motion** made by Mr. Price to appoint Thomas Dunham to the Road Committee with a term ending June 30, 2020, **second** by Mr. Bourgoine. **Vote 1-4** against with Mr. Bourgoine, Mrs. Sammons, Mrs. Woodsum and Mr. Parent voting in the negative.
- **18-033 – Consider the reappointment of William Buck to the Maranacook Lake Dam Committee**
 - **Motion** made by Mrs. Woodsum to reappoint William Buck to the Maranacook Lake Dam Committee with a term ending June 30, 2019, **second** by Mr. Parent. **Vote 5-0** in favor.
- **18-034 – Consider the reappointment of Valarie Pomerleau to the Heritage Days Committee**
 - **Motion** made by Mrs. Woodsum to reappoint Valarie Pomerleau to the Heritage Days Committee with a term ending August 30, 2019, **second** by Mr. Parent. **Vote 5-0** in favor.

Readfield Select Board
Regular Meeting Minutes – September 18, 2017

- **18-035 – Consider the appointment of Hannah Flannery to the Heritage Days Committee**
 - **Motion** made by Mrs. Woodsum to appoint **Hannah Flannery** to the Heritage Days Committee with a term ending August 30, 2019, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Taken out of order:

- **18-036 – Signing a Proclamation for Constitution Week**
 - In attendance for the signing of the Proclamation for Constitution Week was Betty Wilder.
 - Mr. Bourgoine read the Proclamation to the audience then the Select Board signed the Proclamation document.

Communications

- **Select Board Communications**
 - Mrs. Woodsum stated that she purchased a sign for her lawn that says “Drive like your kids live here” and she found it at a Lowes for \$11.00. Readfield will work on its own slogan for possible future signs as a traffic slowing tactic.
 - Mr. Price said that he has been in contact with the Vice Principal of the high school and is working with her on a project for students to get more involved with Town government. Possibly a student of the month who will receive an honor and will start the Pledge of Allegiance at a Select Board meeting.
 - Mr. Price also said that he is working with Bill Starrett to do some public service announcements for the Town so they can be played on Channel 7 TV or put on the town’s web site.
 - Mr. Bourgoine announced a pesticides disposal day being held in various locations around the State in October with a preregistration by September 30. Information is available at the Town Office if anyone is interested.
- **Town Staff Reports**
 - Mr. Dyer went over the Town Manager’s Report dated September 18, 2017.
 - Mr. Dyer went over the Treasurer’s Report for August 2017.
- **Boards, Committees, Commissions & Departments**
 - Cemetery Committee minutes of May 17 and June 28, 2017
 - Recreation Board minutes of June 19 and July 12, 2017
 - Trails Committee minutes of July 25, 2017
Thank you for submitting your minutes
 - Jerry Bley was in attendance on behalf of the Conservation Commission to have the “Recreational Trails Program Grant Resolution” document signed. The grant will have to be approved at the next Town Meeting if granted.
Motion made by Mr. Bourgoine “The Readfield Select Board voted on September 18, 2017 in favor of applying for the Recreational Trail Development Grant from the Bureau of Parks and Lands for the replacement of trail infrastructure at the Torsey Pond Nature Preserve and the Fogg Farm Conservation Area and the expansion of the trailhead parking lot at the Readfield Fairgrounds and the re-routing of trails around the parking lot to improve safety. Match will be provided through a combination of in-kind labor and materials along with a contribution from the Town’s Conservation Lands Account”. **second** by Mrs. Sammons.

Readfield Select Board
Regular Meeting Minutes – September 18, 2017

Motion made by Mrs. Woodsum to amend the motion to authorize the Town Manager to sign the document, **second** by Mr. Parent. **Vote** 5-0 in favor.
Vote on the original motion with the amendment. **Vote** 5-0 in favor.

- **Public Communications** – *No members of the public addressed the Select Board.*

Old Business:

- **18-022 – Select Board Goals and Retreat report**
 - **Motion** made by Mrs. Woodsum to accept the Select Board Goals for 2017-2018 as presented, **second** by Mr. Parent. **Vote** 5-0 in favor.
 - Mr. Bourgoine and Mr. Parent are working on alternative energy for the Town but are having a hard time finding information on wind power.
 - Mrs. Sammons is actively looking for members of the public who may be professionals in the finance field of work who would like to be on the Readfield Enterprise Fund Committee.

New Business:

- **18-037 – Review bids for Fiscal Year 2018 Road Work and consider selecting a proposal**
 - Road Committee and the Town Manager recommended the bid be awarded to Cushing Construction.
 - Mr. Cushing stated that he plans on replacing culverts this year and do the other road work in the spring. Mr. Cushing also requested that if the Town asks Pike to haul materials that they use at least six trucks.
 - **Motion** made by Mr. Bourgoine to award the contract to Cushing Construction, **second** by Mr. Price. **Vote** 5-0 in favor.
- **18-038 – Consider participation in the Fedcap Work Experience Program**
 - In attendance from Fedcap were Melanie Knox and Susan Stinchfield to explain what Fedcap was and how they replaced State Aspire Program. The Town could sign-up and Fedcap provides all insurances. Full or part time workers would volunteer a certain amount of hours in different positions throughout town in order to gain knowledge and work experience. These workers would be performing additional work and not replacing any employees or any part of their work.
 - **Motion** made by Mr. Price to enter into the Fedcap program by signing the MOU and authorizing Eric Dyer to sign, **Second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **18-039 – Hold a Public Hearing** and consider adoption of Appendices A through D of General Assistance Ordinance
 - Mr. Bourgoine opened the Public Hearing at 8:09 pm.
 - Public comment: Mrs. Rourke was in attendance and asked for a copy of the Appendices to review. Mrs. Rourke also commented that the Town should do more in the way of fund raising to help residents with heating assistance.
 - Mr. Dyer said he will be having a wood cutting day at the Transfer Station and will be looking for volunteers. The wood at the Transfer Station comes in at no cost to the Town and could be cut and split and used to help families in need.
 - Hearing no more comments, Mr. Bourgoine closed the public hearing at 8:16 pm.
 - **Motion** made by Mrs. Woodsum to adopt Appendices A through D of the General Assistance Ordinance, **Second** by Mr. Parent **Vote** 5-0 in favor.

Readfield Select Board
Regular Meeting Minutes – September 18, 2017

- **18-040 – Conduct a first reading of a Record Retention and Destruction Policy**
 - After a brief discussion and a few suggested changes a second reading will be scheduled at a future date.

- **18-041 – Conduct a first reading of a Readfield Messenger Policy**
 - After a brief discussion and a few suggested changes a second reading will be scheduled at a future date.

- **18-042 – Discuss the Annual Chairs Meeting and Volunteer Open House**
 - Meeting should be more casual
 - To invite people personally to the meeting to get them more involved
 - Possible November meeting
 - Revise Annual Meeting document after the next meeting.

- **18-043 – Consider a meeting with our County Commissioners, County Sheriff and State Delegation**
 - Mr. Bourgoine in conjunction with Mrs. Sammons will arrange to have two separate meetings this fall, one with the County and one with the State delegation.

Future Agenda Items:

- None

Motion made by Mrs. Woodsum to adjourn the meeting at 8:55 pm. **second** by Mr. Price. **Vote** 5-0 in favor.

Minutes submitted by Robin L. Lint, Town Clerk

Next meeting scheduled for Monday, October 16, 2017 at 6:30 PM

**CERTIFICATE OF APPOINTMENT and OATH
FOR THE TOWN OF READFIELD**

(TITLE 30-A, M.R.S.A.ss2602)

Readfield Select Board
October 16, 2017
Item # 18-046

Appointment by the Select Board

To Marilyn Palmer of Readfield, in the County of Kennebec and State of Maine: There being a vacancy in the position of Warden 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 for the November 7, 2017 Election.

Given under our hands this 16, day of Oct. **2017**.

Clerk and Select Board of Readfield

Kathryn Mills Woodsum

Dennis Price

John Parent

Christin Sammons

Bruce Bourgoine

TOWN OFFICERS' OATH

I, Robin L. Lint, hereby certify that Marilyn Palmer this day personally appeared before me and took the following oath:

I, Marilyn Palmer, do swear, that I will support the Constitution of the United States and of the State, so long as I shall continue a citizen thereof.

I, Marilyn Palmer, do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as Warden according to the Constitution and laws of the State. So help me God.

Appointees signature: _____ Date: _____

Before me, Robin L. Lint, Clerk of Readfield Date: _____, Time: _____

STATE OF MAINE

County of Kennebec

Nov. 7, 2017

Personally appeared the above named Marilyn Palmer who has been duly appointed by the Select Board to the position of Warden in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law.

Before me, _____ Municipal Clerk
Robin L. Lint

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE
Readfield Select Board
October 16, 2017
Item # 18-047
3.01pm

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.

Which Board, Committee or Commission

are you applying for? Library Board of Trustees Term: 3 yr

Do you have previous experience on this board or committee? Yes No

Name: Sonya A. Clark Phone (H): 207-685-4518

Street address: 1507 Main St Phone (C): 207-592-4817

Mailing address: 1507 Main St Readfield, ME 04355

E-Mail: ingrateful61@gmail.com

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

Was on Rec Committee - Have been
volunteering with book sales for past
few years.

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

Interested in reading programs for
children + availability of books for
community.

If you are currently employed, what is your position?

Retired

APPLICATION FOR APPOINTMENT FOR:

Name: Sonya A Clark Position: Library Board of Trustees Term: 2020
3 yr.

"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: Sonya A. Clark Date: 10/4/17

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

Was this position advertised? Yes No If no, please explain: mistake to not advert didn't realize someone didn't re-up

Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No

Confirmed meeting date: Oct 16, 2017 advertised starting 10/5/17

SELECT BOARD APPROVAL

To Sonya A Clark of Readfield, in the County of Kennebec and State of Maine: There being a position on the Library Board of Trustees 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:

10/16/17 thru 6/30/20. Given under our hand this 16 day of Oct 2017.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

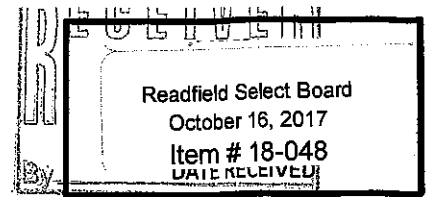
CLERK'S USE AFTER THE APPOINTMENT

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



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.

Which Board, Committee or Commission

are you applying for? TRAILS COMMITTEE Term: 2020

Do you have previous experience on this board or committee? Yes No

Name: HENRY WHITTEMORE Phone (H): 685-3258

Street address: 28 GILES RD. Phone (C): 242-9688

Mailing address: READFIELD, ME 04855

E-Mail: henry.whittemore@gmail.com

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

I am a Maine licensed forester. I manage my own woodlot, which includes 2 miles of trails for hiking, skiing & snowshoeing. I am a frequent user of Readfield's trails. I own a 45 hp. tractor, which may be

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

useful to the committee.
I believe in community involvement, am interested in the work of this committee and hope to contribute.

If you are currently employed, what is your position?

Self-employed, Principle of my own forestry consulting company.

APPLICATION FOR APPOINTMENT FOR:

Name: Henry Whittamore Position: Trails Committee Term: 2020

"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: Henry L. Whittamore Date: 10/10/17

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No
Was this position advertised? Yes No If no, please explain:
Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No N/A
Confirmed meeting date: Oct. 13, 2020

SELECT BOARD APPROVAL

To Henry L. Whittamore of Readfield, in the County of Kennebec and State of Maine: There being a position on the Trails 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:

Oct 16, 2020 thru 6-30-20. Given under our hand this 16 day of Oct. 2017.

Bruce Bourgoine

John Parent

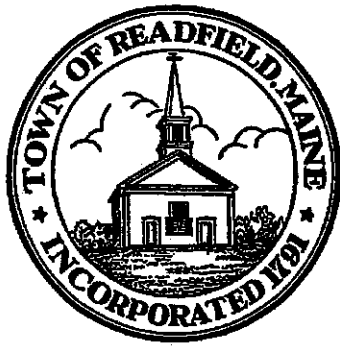
Dennis Price

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

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: Readfield@roadrunner.com

To: Eric Dyer, Town Manager
From: Anna Carll, Cemetery Sexton and Animal Control Officer (ACO)
Date: 10-2-2017
Subject: Year-to-Date Summary

Cemeteries-

The Cemeteries have been busy in 2017, aside from mowing and regular maintenance; we have been able to host workshops, do more beautification, and stone repair. I have sold 2 full lots (8x10), and have had 16 Burials (11 cremations, & 5 full burials).

Readfield Corner - In June I hosted a stone leaning cleaning workshop with MOCA at Readfield Corner, with about 20 volunteers at the workshop we were able to clean about 30 stones, and straighten 20. In August for heritage days I hosted a stone cleaning workshop / demonstration, over 20 people came by to watch my demonstration on how to properly clean your loved ones stones. We got 4 stones cleaned in this few hour demonstration. William Lefever and I worked on the beautification of the expansion project at Readfield Corner. We built up and leveled the ground around a flowering cherry tree that was planted a few years ago, and built a retaining wall with material that was purchased at Lowes. But what is a garden without flowers? The Cemetery Committees subcommittee including Marianne Pare, John Moran, and Brenda Lake, worked very hard at picking out, planting and watering plants purchased at Longfellow's that beautified this area even more. An old style granite bench was purchased at Forgotten Stone Works in Manchester, and was donated to the Readfield Corner Memorial Garden; the donors would like to stay anonymous. It was installed September 20th.

East Readfield - In June Larry Perkins got in contact with Grace Keene and I, in regards to the Emma Hunt Fifield Memorial Trust Fund. On behalf of the United Methodist Church, the Council had dedicated \$5,000 to be used at East Readfield Cemetery. The money has been dedicated to fix 34 stones, Collette Monuments was contracted to do the work, and did a fantastic job. Dave Linton was also contracted to trim 3 small over grown trees that were creeping in on head stones, and now the area is open and beautiful. A plan for planting along the edge of RT17 is also in the works to provide more privacy for those visiting the cemetery.

Dudley Plains - The tree work that was done this winter (we had 3 large trees taken down along fence line) has allowed more sun to come in and brighten up this Cemetery, but also has shown the damage done to the white picket fence. The fence will stay in place for this winter, and Eric and I are looking into other options for a protective barrier. With this cemetery being so close to the road edge the fence has

taken quit the beating from all the snow and ice we have gotten over the past 2 years. The town has purchased "whips" to put in front to warn plow truck drivers not to wing back this area.

Kents Hill Cemetery - Stone repair in the old section was identified as a BIG must, after last year's cleaning workshop with the committee. I found that 4 stones that had been broken could be an easier fix, if it was done sooner than later. With the knowledge I have obtained attending MOCA workshops, I was able to straighten, chisel, epoxy, and do infilling with Lithomax to prevent water from getting into stone. I currently still have some infilling to do, just waiting on a tool to come in, to make work easier.

Huntoon Cemetery - A stone that was shot many years ago, has slowly been decaying away, over the winter the stone broke in half near gunshot area. I straightened base, and epoxied stone together.

Whittier Cemetery - Work consisted of branch clean up from tree trimming over the winter months. I also cut back branches and bushes around the sign in the field.

Case Cemetery - After a large tree was taken down this winter, maintenance has been much less with picking up sticks and debris from that area. Next year I plan on working on cutting back over grown saplings and shrubs within the cemetery.

Animal Control

It's been a good year for animals. We have had livestock get out a few different times but between me and the owners, and with the help and understanding of the public, the issues were resolved fast and effectively. I am currently working to resolve a cat over population, which has been getting bigger by the year. Property owners have been very understanding and helpful with these situations. With these efforts, I try to educate the public as much as possible, about overpopulation in the community and the impact on the shelters, and how it directly can affect these cats.

Dog Licensing has increased from past years, as of 9-26-17 there are 701 dogs licensed in Readfield, in 2016- 593 dogs, 2015-501 dogs. When I was appointed ACO January 1st, Robin Lint and I started working together on the list of unlicensed dogs in town, when February rolled around I took that list and went to the homes of the dogs, I saw a great response from the public, and most everyone was very kind and understanding, we are all human and forget things, or think that someone else in the house had done it. But while I was out doing this type of work, I also came across a lot of people that could not afford the veterinary visit, and or the licensing fee. I worked with these families on payment plans thru the town office, to ensure that they met Maine state law.

Robin and I started to talk about this again a few months ago, and decided we should come up with a fund raiser to help people in the town of Readfield. We came up with the "Furever Friends" account; we had bracelets made with our school colors and a catchy phrase. A donation of \$5 or more to this fund will help provide Rabies Vaccinations for local dogs, and cats, and you will receive a "Furever Friends" bracelet.

That's all for now folks,

Anna Carl

Guidelines for “Furever Friends Vaccination Assistance Fund”

PURPOSE:

This fund was established for Readfield residents who may not be able to afford to vaccinate their dog/s against rabies.

DONATIONS:

Donors of \$5.00 or more will receive a special gift (if available) to thank them for their donations. All profits will be deposited into the “Furever Friends Vaccination Assistance Account”.

QUALIFICATION and REQUIREMENTS:

- 1.) Limited to Readfield residents only at this time.
- 2.) Limited to dog vaccinations at this time.
- 3.) Limit of two dogs per household (physical address).
- 4.) Residents are required to license their dog/s, at their cost, at the same time their dog/s receives a free vaccination.
- 5.) A short application is required in order to apply for assistance for a free rabies vaccination.
- 6.) Approval of vaccination assistance is only for the Rabies Clinic listed and not transferable.



Application for Rabies Vaccination Assistance Fund

This fund was established for Readfield residents who may not be able to afford to vaccinate their dog/s against rabies. Please complete this application if you need assistance with the cost of vaccinating your dog against rabies.

Date: _____ Rabies Clinic date: _____

Name: _____

Physical address: _____, Readfield, Maine 04355

Phone: _____ E-Mail: _____
(207) _____



Number of dogs at your address: _____

Name of dog: _____ Birth date: _____

First rabies vaccination Three year booster vaccination
(proof of prior vaccination is required)

Name of dog: _____ Birth date: _____

First rabies vaccination Three year booster vaccination
(proof of prior vaccination is required)

Approved for _____ Free vaccination/s Approved by: _____

Actual Date Between 09/01/2017 and 10/13/2017, Receipt Types: 23

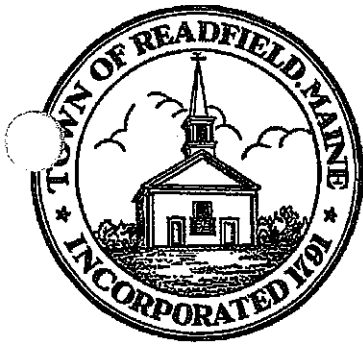
Receipt Summary

Type	Count	Amount
23 DOG LICENSE-Correct	25	426.00
AGENT FEE R 10-1053		3.00
State Fee G 1-342-00		3.00
Late/ACO R 25-1010		25.00
RABIE FEE G 1-310-00		135.00
Dog Vac Fund R 25-1012		260.00
	25	426.00

The accounts shown are the current accounts for these types.

Total Cost $\frac{260 -}{\$ 146 -}$
 $\frac{114}{\div 15 \text{ per shot}}$
 7.6

We currently can give
7 shots to anyone who
is in need.



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-3290 • Fax (207) 685-3420

Email: Readfield.ceo@roadrunner.com

CEO & LPI Report August & September 30, 2017

Activities:

Inspections: I conducted 57 site visits, issued 14 building related permits this period. The office received 2 reported violations. .

Planning Board:

August 23 –The Mill Stream Dam application was approved by the Planning Board, which will be part of the Readfield Trail network, under the LUO as Parks/Recreation. 140 Big Pines application incomplete.

September 13 – 140 Big Pines application complete site review set, 8 Chandler drive application complete site review set.

September 27 – 140 Big Pines site review application denied due to setbacks could not be determined, 8 Chandler drive site review application approved setbacks with setbacks to be finalized by surveyor.

Building Permits:

The permits issued for this reporting period include 6 home additions / garages, 1 deck. 4 new driveways, 2 sheds, 1 home occupation. Town permit fees totaled \$538.00

Plumbing Permits:

The permits issued for this reporting period include 3 external / septic designs and 2 internal / new or inside renovations. Town share of permit fees totaled \$642.50.

Special Projects:

1. New private road, Meadow View Drive, off Scribner Hill Road.
2. A Stop Work Order was posted at 26 Mill Stream – construction / alterations / future proposed uses that were not approved by the Planning Board has ceased – a consent agreement was signed and agreed to by the owner that the property is only a single family dwelling that has such approval / use.
- 3.

READFIELD COMMUNITY LIBRARY BOARD MEETING

July 12, 2017

The meeting was called to order at 6:30 by Chair, Deb Peale.

Those present were: Deb Peale, Brenda Lake, Beverly Monsulick, Cricket Blouin, Jan Tarbuck, Donna Witherill, Betty Peterson and Nancy O'Toole Meservier, Librarian

Excused was Pam Mitchell.

Secretary Report: The minutes of the June meeting were accepted as read.

Treasurer's Report: The Treasurer's report was accepted as read.

Librarian's Report:

- Finished Program: "Let's Talk About It" book club ended successfully. We hope to do another book club in the late winter/early spring.
- Finished Program: Summer Reading Kickoff Party: This program was very successful even though it was postponed from Monday to Wednesday. We had 34 kids sign up and they all seemed to enjoy the building contest.
- Ongoing Program: Summer Reading Program is not going as well as last year. The kids in the program, however, are really enjoying it and the prizes.
- Ongoing Program: Children's Story Hour. This program is going well.
- Upcoming Program: Geology is a Piece of Cake: Children's Author, Katie Coppens, will be visiting the Library on Monday, July 24 for her "Geology is a Piece of Cake" program.
- Upcoming event: August Book Sale: We will be accepting books until July 31. John Merrill will look through the books before the sale for rare books.
- General Update: We had a little extra money so Nancy ordered some extra books. The award books (the MSBAs and the KVBA's) have come in and being circulated quite nicely.
- General Update: State Park Pass: The state part pass has been circulating very nicely.

Librarian's report was approved.

Old Business:

- Book Sale Check List: Use of the fire house has been confirmed: Set up volunteers have been confirmed: Cashier has been confirmed: Trucks have been confirmed: Advertising has been assigned: Cleanup volunteers have been confirmed: We still need people to move the books from the Library to the Firehouse. The Board voted to increase the musician's pay to \$75.00 as he will be playing for two hours. Deb is checking into borrowing a trailer to bring the leftover books to Goodwill at the end of the sale.
- Update from Liaison Friends of the Readfield Library: The Friends will be selling hot dogs and Frito Pies (Chili in a bag of Fritos) on Heritage Days. They are also buying a reverse dunking tank which they will use as a fundraiser on Heritage Days.
- Adult summer reading program: There is no discussion leader for this program.
- Tool Box for physically challenged and aging residents: Betty and Cricket have formed a subcommittee and will look over the information and report back to the Board.

New Business:

- We need a Board member to volunteer to train for the Treasurer position as our Treasurer will be retiring next year.
- October Volunteer appreciation and Halloween: The Board voted to have Oct. 18 as Volunteer appreciation night. Halloween will be discussed in September.
- Little Free Library: Deb has asked the owners of Jewel's Market if we could set up our Little Free Library at their market and they have agreed. Deb has built the Library herself with materials she had at home, however, she presented a bill for a post for the Library. A motion was made by Betty, seconded by Cricket and all approved to reimburse her for this expense.
- Dale Potter Clark: She would like to do another book reading while the summer residents are here. Nancy will call her and set it up.
- Flowers at the Library: It was brought to our attention (for those who were not aware) that Eva Smith and Lou Bourque are the ladies who have so graciously been planting the flowers at the Library for many years. The Board really appreciates their efforts and volunteerism to making the Library a prettier place.

Next meeting will be held on Wednesday, September 6 at 6:30 at the Library.

The Meeting was adjourned at 8:05.

Respectfully submitted,
Betty Peterson

•

**Heritage Days 2017
Event Summary**

Heritage Days was held the evening of August 11th and Saturday the 12th. Heritage Days was considered to be a success for many who had events, especially since this was a first for many including the Mason's, Blizzard Buster's, the Art Walk, and the Heritage Days Committee itself. The Golden Guys and Gals were pleased with their sales. The Readfield Historical Society had a large turnout for the Wine and Cheese Social. The Union Meeting House reports good attendance at its demos and good sales for the quilt raffle and yard sale.

The 2017 Heritage Days Committee was comprised of 4 members appointed by the Select Board with 4 faithful volunteers from Trails, Union Meeting House and the Recreation Committee. This year's Heritage Days would not have been as successful without the expertise of the Town Clerk. Her knowledge of event planning, town contacts, developing creative printed materials and excellent organizational skills made the Committee's work efficient and professional.

In general, for most Town sponsored events the turnout was higher than expected. We know that there were 123 people in the audience for the Micheal Cooper Mask and Marvel Show and the reviews were wonderful. The fireworks went well. Approximately 20 people made it to the cemetery restoration and about 35 people came to the instrument making and woodworking demo. The Raffle was a new idea this year and was very well received. The Library's Book Sale did not do as well as some years, but it was still a good turnout. There was positive feedback on the t-shirt design. Adult t-shirt sales were good. Youth t-shirts did not sell as well as the adult. The Fishing Derby had 7 participants and the Poker Bike Run had 5. The softball game, bounce House, face painting, and bag races were young people's activities and were well attended. The History /Trail walk had 10 participants and the Art walk included 4 artists displaying their work.

A lot of positive feedback was received on the event book. Almost 500 were distributed prior to the event. Now that there is a template for the event book, it should be easier to develop in future years. The event book served to advertise events, donors, community partners, as well as to give participants information on parking and locations of events. Lastly, the event book serves to document what happened and who did what. This is information that will be useful for the next Heritage Days Committee.

Revenues & Expenditures

Total Revenue: \$3,298.00
Total Expense: \$7,506.13

Difference: \$4,208.13 leaving a balance of \$5,791.87+ from \$10,000

Feedback from the Heritage Days Committee for Future Planning

The Committee recommends that planning for the next Heritage Days begin 12-18 months prior to the event which would allow for more fund-raising and more opportunity to coordinate events.

This event had wonderful donations in cash and gift certificates. It is recommended that focused time be spent early in the event planning to develop a list of sponsors and donors. This could be done by creating categories of donations.

Have Heritage Days every other year. On the off year have fundraising activities such as dinners, concerts, etc.

Utilize the Town's future, more interactive WEB site for volunteer recruitment and advertising.

Have a banner and better signage.

To fund the next Heritage Days, use the \$5791.87 carry forward balance and request an additional \$3500.00 for the 2018/2019 Budget Year.

Feedback from the Community Partners & Friends

The following list is not prioritized. It is a summary of feedback received after Heritage Days and is in no particular order.

- More advertising. Advertising was a dilemma for the Committee. There was an event schedule in the Community Advertiser, all of the information in the Event Book, and two features in the Messenger. How much should the Town pay to advertise the events of Community Partners?
- More volunteers are needed.
- Several suggested having the event annually. The majority of Community Partners have an annual event at this time of year.
- Relieve traffic congestion on the Church Rd. by having a shuttle from the school. Relieving traffic will increase food traffic making events at the Fairgrounds and along the Church Rd. more successful.
- Involve youth in the development of poster and t-shirt art.
- The Art Walk was beautiful. There are many local artists who have indicated an interest for future years. This is an activity that could be expanded.
- Many recommended that more events be held at the Fair Grounds.
- Involve the Mutual Aid Department.
- Include the nonprofit organizations that the Town funds.
- Purchase a few pop up tents on the event of rain or excessive heat.
- Could Eco Maine do a demo?
- Do we need fireworks? Several suggested a concert on the lake or other musical event.
- Water events at the beach including kayak rentals.
- More events like the fun flush.
- More music including a street dance.
- More food.
- Have more artists on the Art Walk. Lots of favorable comments on this event.
- More athletic events (5k).
- Toddler race, diaper derby, kids one mile fun run, or bike or tricycle.
- Keep the Poker Bike and and a poker run/walk.
- Parade.
- Boat Parade.
- The Ancient Ones.
- Have longer hours more days.
- Involve summer camps.

- Involve athletic teams from high school, middle school and elementary schools.

Often, we hear the quote "*It takes a village to ...*" accomplish a task. This year's Heritage Days took an entire town to assure its success. The generosity of local business owners and residents, the dedication of volunteers and Town staff along with the Readfield's vibrant Community Partners made this year's Heritage Days fun and memorable for all who attended.

Submitted By The Readfield Heritage Days Committee :

Val Pomerleau, Chair

Deb Doten

Greg Durgin

Bob Harris

Jeannie Harris

Cemetery Committee Meeting Minutes
August 16, 2017

Present: Grace Keene, Marianne Perry, Brenda Lake, Andy Tolman, Deb Doten, John Moran, Karen Peterson

Absent: Sandra Rourke, Pam Osborne

Staff Present: Anna Carll

The Meeting Minutes for May 17, 2017 and June 28, 2017 were reviewed and approved.

Officers

The Cemetery Committee approved the following officers for 1 year terms:

- Andy Tolman, Chairperson
- Grace Keene, Vice Chairperson
- Deb Doten, Secretary

Gratitude was extended to Grace Keene who has served as Chairperson since 2001. With her oversight, the Cemetery Committee has developed and implemented an active role in beautification and efficient maintenance of the cemeteries. Her knowledge of the history and budget planning for the Readfield cemeteries has been invaluable to all. Well Done, Grace!

Sexton's Report

- Memorial Garden (Readfield Corner Cemetery): Town staff completed the stone work for the garden and spread black mulch. The cost for the stones was \$384. The Memorial Garden Sub-Committee has purchased and planted perennials. Volunteers will be needed for weeding and watering the garden until the plantings are established. Many thanks to Town Staff (Will William and Anna Carll) and the Memorial Garden Sub-Committee (Marianne Perry, John Moran and Brenda Lake) for their talent and hard work on this project.
- The Sexton has been collaborating with the Methodist Church Council to have stone repair and tree trimming completed. Thirty four stones have been repaired by Collette Monuments. There are stones that require more extensive work than expected for which Collette Monuments are preparing estimates. Tree work has been completed by a local licensed arborist. This has been a project which was made possible through the generosity of the Methodist Church through the Fifield Hunt Trust.
- Huntoon Cemetery: Many years ago, a stone was broken in half by a bullet. The Sexton has successfully repaired that stone.
- The Sexton is in the process of repairing five stones at Kents Hill Cemetery.
- A Stone Leaning and Cleaning Workshop was held during Heritage Days at which 20 or more people participated in cleaning stones. These workshops continue to draw interest from Readfield residents as well as from away.

There was discussion about the placement of a plaque at the Memorial Garden. Proposals will be brought to the next meeting.

There was discussion brought forth about recreational dog walking in the cemeteries. The policy of no recreational dog walking allowed will remain in effect. The signs posted in the cemeteries will as remain. As always, pets will be allowed to visit loved ones' grave site and for funerals with permission from the Sexton.

The Cemetery Committee would like to invite the Select Board to tour the cemeteries this fall. Grace will try to extend the invitation at the Select Board Retreat.

The proposed Cemetery Ordinance was reviewed and approved to forward to the Select Board. This proposed ordinance was drafted by Andy Tolman with invaluable input from the Town Manager.

Next Meeting:

October 11th at 9:00 a.m. at Giles Hall

Readfield Trails Committee Minutes
August 22, 2017

Present: Ken Clark, Greg Durgin, Jeanne Harris, Bob Harris, Holly Rahmlow

Excused: Nancy Buker, Rob Peale, Becky Walsh

The meeting was called to order at 6:37 p.m.

The minutes were read and approved unanimously after two changes were discussed and entered.

Jeanne reported that the balance in our account is \$2,483. Jeanne will look into a discrepancy between the July and August balances, which is not reflected in the paperwork provided by the town.

Ken reported that he has the Tarbucks' trail access agreement for the Esker Trail and that Jim Luce said he would drop his off at the town office. He also has email approval from Donna Wolfrom for hikers to use the bus lot for parking.

Ken asked what should be done next. We discussed possible access routes to the trail and using the transfer station's recycle road. Ken expressed some concern about the safety of walking on the roads. It was suggested that hikers should enter the woods before the salt shed to limit walking on the road.

Greg said he would talk to Eric or Bruce about what the Selectboard would require for the next step for the Esker Trail.

Greg reported on the Heritage Days trail walk. Former Trails member Romaine Turyn represented Trails as well as the Age-Friendly Committee, which sponsored a walk.

Five artists presented their work on the trail behind the library.

Five people participated in the Poker Bike Ride. A couple of people got lost, but Greg said it was no big deal and everyone had a good time, with three of the five earning gift certificate prizes.

Bob offered an update on the Mill Stream Project, noting that the Planning Board is doing a site visit tomorrow, August 23.

We discussed what we might have the Kents Hill and Maranacook students do on their work days. Greg suggested that we walk the trails and size up possible tasks for the kids.

Greg said that he asked Gary about getting a sign for the one that Ken previously noted is down at the library. Greg got the sign but asked about how it's mounted. Bob is going to see to it.

Greg reminded everyone to think about the upcoming town budget.

Next meeting will be September 26.

Meeting adjourned at 7:35.

Minutes prepared and submitted by Holly Rahmlow

Recreation Committee meeting 8/29/17

Attendees: Hannah Flannery, Tom Donegan, Mark Hreben, Jada Clark, Jeremy Greenman, Sean Keegan, Carrie Knight

Read and approved minutes from the June and July meetings. Carrie will forward those to Robin at the town office.

Shed at the Ball Field – all are in agreement that we need to have someone build the shed as we cannot rely on volunteers. Tom Donegan received a note from the CATC Building Department and they may be willing to build the shed for us. We have the materials (provided by Dave Linton) and Tom will contact Thomas Holzwarth at CATC to get details and a plan if possible.

Heritage Days – It was good that we agreed to help as many of their committee did not show up. We did offer face painting and supervised the bounce house as well as sponsor a softball game. Turn out was minimal. If we decide to join in Heritage Days again, we would have to take more ownership and do more advertising.

Soccer – Hannah held a meeting with the town representatives regarding the soccer season. It was a very positive meeting. Each town will offer concessions at games on a rotating basis. Soccer goals should be set up this week by all willing volunteers, Thursday night, tentatively. Sean Keegan was voted in as the Soccer Commissioner for the 2017 season. He will be coaching as well. We also voted to limit the number of teams one person can coach to two (2). Nobody will be allowed to coach more than 2 teams. Hannah will wait to see past invoices on soccer shirts and balls before placing this year's order. May end up switching providers.

Baseball Field –

The batting cage is still missing...we will look for it at the middle school and in the basement of the town office. We will re-seed the field after the soccer season (November). We also discussed the use/need of paint or chalk for field lines. Do we need a new chalk cart?

Beach – Tom estimates we made about \$3000 for the summer on the beach passes, events, and rentals. We will need to improve our advertising to other towns regarding passes, parties, etc...Agreed 250 passes should be the limit with a goal of 200 for next year. Also Tom will be getting rid of/selling one of the floats that is defective.

Carrie will reach out to Cherie Wurth and Brandon Fike for RES softball field gravel.

Tom will call AAA portable toilets and have the beach potty moved to RES and an additional potty placed at the high school for soccer teams.

Carrie will organize the set up for the Halloween party at RES. Next meeting we will pick a date.

Esker Trail Project Proposal

Readfield Select Board
October 16, 2017
Item # 18-006

Date of Proposal: 9/27/2017

Date Presented to the Select Board: 10/16/2017

Presented By: Ken Clark & Rob Peale, Readfield Trails Committee

Project Name: Esker Trail Project

Definition

An esker is a sinuous ridge of sand and gravel originally deposited by a flowing stream below or within a glacier.

The scenery in the proposed area is particularly interesting visually and presents a variety of habitats for nature viewing. The shape of the esker is highlighted by the presence of surrounding wetlands along either side of the esker and particularly along the area approaching the terminus.

Origin and History

The trail was originally proposed to the Readfield Trails Committee by nearby private land owners. They proposed a trail along the top of the esker owned by the town, than would have continued across the wetlands to the west and north across privately owned land. The Trails Committee chose to focus its efforts on the esker area and avoid any impact to wetlands.

Trail Course Overview

The trail will extend across town-owned land around the transfer station and ultimately terminate at the end of an esker ridge on adjacent private land. The trail is an out and then back along the same course trail, it is not a loop. Boundaries are defined by monuments and some marked lines which have, for the most part, been identified by trails committee members. The involved landowners have given written approval including the landowners where there is any remaining uncertainty about boundary locations. There are no anticipated impacts to wetland or natural habitats along the proposed trail.

Cost

The intent is to locate a trail which will require limited added materials and associated costs. However, due to the need to building a new trail skirting the Transfer Station, and since routing options for that section of the trail are limited, added materials to make the trail more walkable are needed. Additionally, appropriate signage to indicate the trail path, consistent with existing Readfield Trails signage, will be necessary.

Parking

Parking for the trail head is proposed to be in the south west corner of the Union 38 bus garage parking area. This was discussed recently with the Transportation Supervisor, who saw no roadblocks to this use, and has given approval for usage of the parking area via email agreement.

Trail Route Detail Description

Several maps and photographs of the proposed trail are included, below.

1. The trail will begin in the Union 38 bus garage parking area.

2. It will cross the Transfer Station access road and will continue on the south shoulder of the road.
3. The access road has a wide shoulder which will enhance safety and minimize interference with traffic in and out of the transfer station. Site lines are clear and open and vehicle speeds would be low. Safety is better than on most town roadways where many of our citizens already walk, jog, and ride bicycles.
4. The trail will enter the woods on the south side of the Transfer Station access road, prior to the fork in the road.
5. The trail continues southerly through the woods on town land west of the Transfer Station and the sand-salt shed.
6. It crosses the access road to the sand-salt shed and continues on the old access road to the closed landfill. This crossing also has open site lines and would be marked by signage.
7. The old access road provides access across the stream and wetlands, and on to the higher ground just south of the landfill.
8. The trail will continue around the south and east edge of the old landfill.
9. It will then turn north into the woods along the edge.
 - a. Note - This will eliminate any issues with disturbance of the landfill cover (In any case a properly designed walking trail would not impact the cover and would be allowable).
10. The trail continues north through the woods rising above the wetlands to the east and west.
11. Where the esker ridge becomes most pronounced, the trail crosses on to private land and will ultimately end prior to where the ridge plunges into the wetlands.

Construction Needs

Transiting from the Parking Area (1) to the Transfer Station access road (2) will likely require the placement of a small log bridge.

At the point where the trail enters the woods from the Transfer Station access road (4), through the woods west of the Transfer Station (5), and just prior to crossing the sand-salt shed access road (6), brush, limbs, and small trees will need to be cleared in order to form a trail. Material will be needed to smooth the terrain where the trail crosses or coincides with old logging roads and to fill other small holes and smooth the proposed path of the trail.

Where the trail enters the woods, north of the landfill (9), limbs, brush and small trees will need to be cleared in order to form the trail. The ground along the esker ridge is generally very smooth and very little, if any, fill material will be necessary.

Landowner Approvals

Richard and Janet Tarbuck have completed a Trail Agreement.

James and Davene Luce have completed a Trail Agreement.

Donna Wolfrom has responded positively, via email, for Blenny Butterfield

TRAIL AGREEMENT
FOR
Esker
BETWEEN Richard H. and Janet Tarbuck
AND
THE TOWN OF READFIELD, MAINE

Richard H. and Janet Tarbuck owners of property located at _____
(Readfield Tax Map *21*, Lot *046* in Readfield, Maine (hereinafter referred to as the "Landowners"
which word is intended to include their heirs, successors, and assigns):
121-046

Grant permission to the **TOWN OF READFIELD**, a body corporate and politic, located at Kennebec County, Maine (hereinafter referred to as the "Town") to locate, construct and maintain a portion of the *Esker* Trail across the Landowners' property as shown on the attached map and to allow for non-motorized public recreational use of the trail. The Landowners grant permission for non-motorized uses of the trail by the public, including walking, biking, snowshoeing, and cross-country skiing. No other uses of the trail, including motorized vehicles and horses, are permitted under this Agreement. Motorized vehicles and equipment shall be permitted for construction and maintenance of the trail.

This permission is granted for a period of 5 years, and for successive 5 year periods, which shall commence automatically upon the expiration of the previous term. The Agreement shall renew on such date unless revoked in writing by a notice from the Landowners or Town at least ninety days prior to the expiration of any then current term.

The trail shall be constructed and maintained in an environmentally-sound manner. Construction and maintenance activities may include: placement of fill; clearing of trees and other vegetation; construction of water bars, stone steps, bog bridges, erosion control measures, and cairns; erection of an informational kiosk and small directional and informational signs; and painting marks on trees to identify the location of the trail.

The Town of Readfield, acting through its Trails Committee and other committees and departments, agrees to:

- maintain the trail on an annual basis or as needed to ensure that it is safe and suitable for public use and does not pose a threat to the environment;
- oversee use of the trail and cooperate with the landowners to prevent and rectify any inappropriate use; and
- be responsible for placement of informational signs to inform the public of rules related to the proper use of the trail.

The Landowners may make reasonable rules and regulations for safe public use of the trail and to control, limit or prohibit, by postings or other means, any of the following uses: night use, camping, loud activities, motorized use, open fires, hunting, and trapping. The Landowner may elect to close the trail to public use during hunting season, with the posting of such closure to be coordinated with the Trails Committee.

The Landowners and the Town claim all of the rights and immunities against liability for injury to the public to the fullest extent of the law under Title 14 M.R.S.A. Section 159-A, et seq. as amended and successor provision thereof (The Maine Recreational Use Statute), Title 14 M.R.S.A. Section 8101 et seq. as amended and successor provision thereof (The Maine Tort Claims Act) and under any other applicable provision of law and equity.

In witness hereof, the parties hereto have executed this Agreement as of the last date written below.

LANDOWNERS

Robert Peale
Witness

Richard H. Suck

8 August, 2017
Date

Robert Peale
Witness

Janet Suck

August 8 2017
Date

TOWN OF READFIELD

Witness

By:
Its:

Date

Ken Clark 377-4875
Rob Peale 685-3811

TRAIL AGREEMENT
FOR
Esker Trail **TRAIL**
BETWEEN _____
AND
THE TOWN OF READFIELD, MAINE

James & Dawn Lucas, owners of property located at _____
(Readfield Tax Map 115, Lot 007) in Readfield, Maine (hereinafter referred to as the "Landowners"
which word is intended to include their heirs, successors, and assigns):

★ Grant permission to the **TOWN OF READFIELD**, a body corporate and politic, located at Kennebec County, Maine (hereinafter referred to as the "Town") to locate, construct and maintain a portion of the Esker Trail across the Landowners' property as shown on the attached map and to allow for non-motorized public recreational use of the trail. The Landowners grant permission for non-motorized uses of the trail by the public, including walking, biking, snowshoeing, and cross-country skiing. No other uses of the trail, including motorized vehicles and horses, are permitted under this Agreement. Motorized vehicles and equipment shall be permitted for construction and maintenance of the trail.

This permission is granted for a period of 1 years, and for successive 1 year periods, which shall commence automatically upon the expiration of the previous term. The Agreement shall renew on such date unless revoked in writing by a notice from the Landowners or Town at least ninety days prior to the expiration of any then current term.

The trail shall be constructed and maintained in an environmentally-sound manner. Construction and maintenance activities may include: placement of fill; clearing of trees and other vegetation; construction of water bars, stone steps, bog bridges, erosion control measures, and cairns; erection of an informational kiosk and small directional and informational signs; and painting marks on trees to identify the location of the trail.

The Town of Readfield, acting through its Trails Committee and other committees and departments, agrees to:

- maintain the trail on an annual basis or as needed to ensure that it is safe and suitable for public use and does not pose a threat to the environment;
- oversee use of the trail and cooperate with the landowners to prevent and rectify any inappropriate use; and
- be responsible for placement of informational signs to inform the public of rules related to the proper use of the trail.

The Landowners may make reasonable rules and regulations for safe public use of the trail and to control, limit or prohibit, by postings or other means, any of the following uses: night use, camping, loud activities, motorized use, open fires, hunting, and trapping. The Landowner may elect to close the trail to public use during hunting season, with the posting of such closure to be coordinated with the Trails Committee.

The Landowners and the Town claim all of the rights and immunities against liability for injury to the public to the fullest extent of the law under Title 14 M.R.S.A. Section 159-A, et seq. as amended and successor provision thereof (The Maine Recreational Use Statute), Title 14 M.R.S.A. Section 8101 et seq. as amended and successor provision thereof (The Maine Tort Claims Act) and under any other applicable provision of law and equity.

★ Permission limited to the land on the ~~west~~ north west of the "bog"



In witness hereof, the parties hereto have executed this Agreement as of the last date written below.

LANDOWNERS

Ken Clark
Witness

James F. [Signature]
9-4-2017
Date

Ken Clark
Witness

Lawrence S. Luc
9/5/17
Date

TOWN OF READFIELD

Witness

By:
Its:

Date

KenClark

From: "Donna Wolfrom" <Donna_Wolfrom@maranacook.org>
Date: Wednesday, August 16, 2017 12:21 PM
To: <robnpeale@hotmail.com>
Cc: <clark2@fairpoint.net>; <durgie@roadrunner.com>; "Shaun Drinkwater"
<Shaun_Drinkwater@maranacook.org>
Subject: Re: Esker trail parking at bus garage

Rob, I have spoken with Blenny Butterfield, our Transportation Supervisor and she sees no reason why the public could not park at the bus garage in order to access Esker Trail. This serves as notification that you have the permission of the school district to use the bus garage parking, in the southwest corner of the lot, for access to the trail.

Donna H. Wolfrom, Ed.D.
Superintendent
Regional School Unit No. 38
45 Millard Harrison Dr.
Readfield, Maine 04355
207 685-3336 ext. 2
207 685-4703 (fax)

"A caring school community dedicated to excellence"

"Every child, regardless of the disguise, knows what he or she is not. We must teach every child what he or she can be."- Author Unknown

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If you have received this electronic transmission in error, please notify me by telephone (207-685-3336) or by electronic mail (donna_wolfrom@maranacook.org) immediately.

Rob <robnpeale@hotmail.com> writes:
Hi Donna,

The selectboard has approved our concept for the Esker Trail. The parking will be located in the southwest corner of the bus garage parking lot as we have discussed in the past. They have asked that we move forward and present them with the written permissions needed and I assume this includes the school system for the parking. Could you please reply (to all) by email that this will be acceptable? Let myself or Ken Clark know if you have any questions. Ken can be reached at 377-4875 and the best number for me for the next few weeks will be 458-4259.

Thank-you

RTC Proposed Esker Trail Layout

9/26/2017

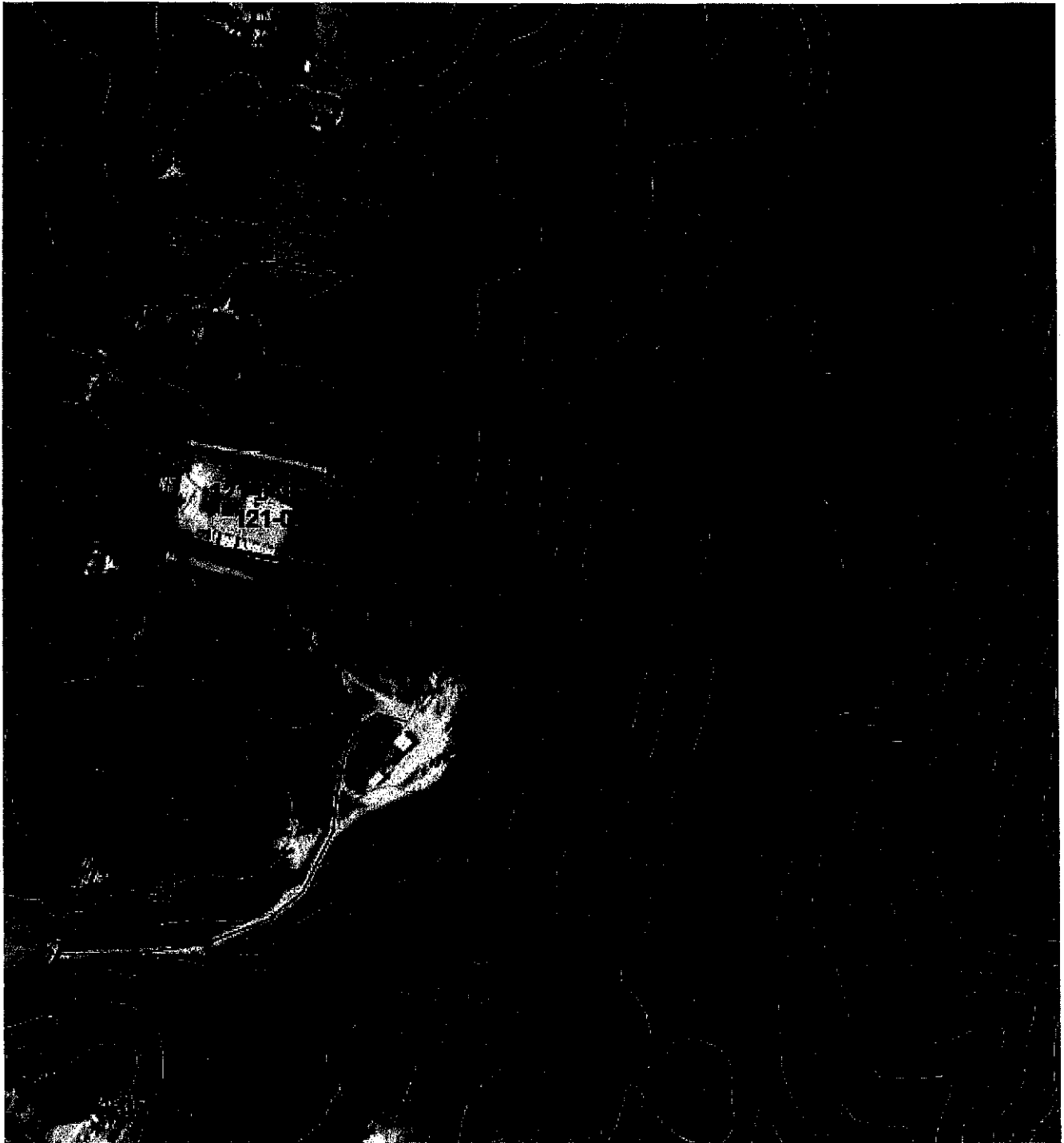


Figure 1: Complete overview of the proposed Esker Trail.

RTC Proposed Esker Trail Layout

9/26/2017

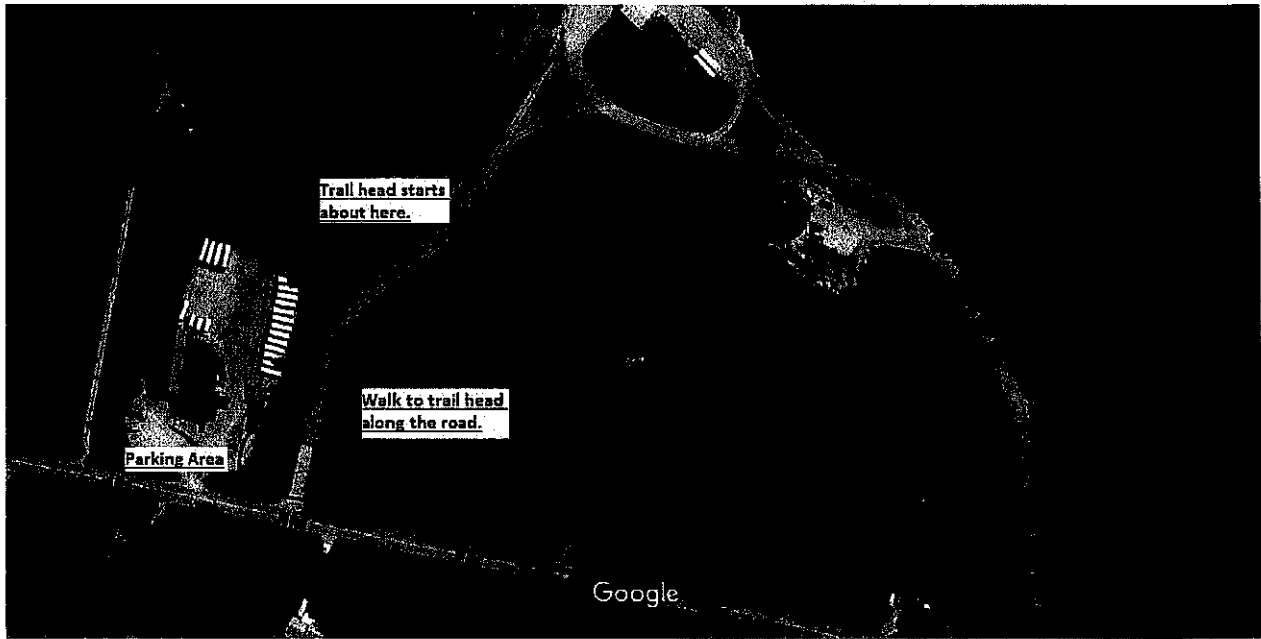


Figure 2: Detail overview of the Parking area and possible trail course by the Transfer Station



Figure 3: Parking area by the bus garage



Figure 4: From North Rd and along trail path



Figure 5: Continuation of path from North Rd



Figure 6: Approximate entry point to proposed trail

RTC Proposed Esker Trail Layout

9/26/2017



Figure 7: Approximate exit point from trail



Figure 8: Old landfill road leading back to Esker

Record Retention & Destruction Policy



Town of Readfield, Maine

October 16, 2017

SECTIONS:

Section 1.0 Purpose

Section 2.0 Policy

Section 3.0 Administration

Section 4.0 Electronic Documents

Section 5.0 Suspension of Record Disposal in Event of Litigation or Claims

Section 1.0 Purpose

The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by the Town of Readfield or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees, boards, committees and commissions of the Town of Readfield in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Section 2.0 Policy

This Policy represents the Town of Readfield's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Section 3.0 Administration

The Secretary of State, Maine State Archives provide the "Rules for Disposition of Local Government Records" as the Retention Schedule that is approved by the State of Maine in the initial maintenance, retention and disposal of physical records for the Town of Readfield and the retention and disposal of electronic documents (*see Section 5.0*). The Town Clerk is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Town of Readfield; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Section 4.0 Electronic Mail

4.01 Electronic Mail: Not all email needs to be retained, depending on the subject matter.

4.02 All e-mail—from internal or external sources—that are determined to be insignificant by the recipients may be deleted by the recipient after 90 days. *It is suggested to set-up a transitory file or a delete file to move all insignificant e-mails into and then permanently delete the e-mails after 90 days. Insignificant e-mails being: announcements, classes, advertisements, etc.*

4.03 The recipient will archive e-mails for six months after they have deleted it, after which time the e-mail will be permanently deleted.

4.04 Staff will not store or transfer the Town of Readfield-related e-mail on non-work-related computers except as necessary or appropriate for the Town of Readfield purposes.

4.05 Staff and Select Board members will take care not to send confidential/proprietary Town of Readfield information to outside sources.

4.06 Any e-mail communication between, sent to, or received by, a Select Board member should be copied to the Town Clerk which will be stored for FOAA requests with the exception of e-mails deemed confidential.

4.07 Staff, Select Board members and board and committee members leaving office shall not delete, erase or modify any e-mails if they are in response or contain town business unless all town business e-mails are copied to the Town Clerk/FOAA Officer.

Section 5.0 Suspension of Record Disposal In Event of Litigation or Claims

In the event the Town of Readfield is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the Town of Readfield or the commencement of any litigation against or concerning the Town of Readfield such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Date approved by the Select Board: _____, 2017

Bruce Bourgoine

Christine Sammons

John Parent

Dennis Price

Kathryn Mills Woodsum

Messenger Policy



Town of Readfield, Maine

October 16, 2017

SECTIONS:

Section 1.0 Name of Publication

Section 2.0 Purpose

Section 3.0 General Guidelines

Section 4.0 Articles

Section 5.0 Advertisement

Section 6.0 Authorizations

Section 1.0 Name of Publication:

The name of the publication is known as The Readfield Messenger.

Section 2.0 Purpose:

2.1 The purpose of the publication is to inform Readfield's public of the affairs of town's boards, committees and commissions on a regular basis.

2.2 The town's budget and financial information

2.3 The town's voting and Town Meeting information

2.4 Any town events

2.5 A place for public service information

Section 3.0 General Guidelines:

3.1 Town boards, committees and commissions will limit their monthly articles to one page unless prior authorization is given for additional space by the Town Clerk or Town Manager.

3.2 Nonprofits, such as churches, organizations and community service organizations will be limited to a quarter pages unless prior authorization is given for additional space by the Town Clerk or Town Manager.

3.3 All content should meet the Rules of Conduct for Public Meetings as approved and amended by the Readfield Select Board

3.4 All content is subject to review and approval of the Town Clerk, and Town Manager as appropriate.

3.5 No ~~public~~ editorials are allowed.

Section 4.0 Articles

4.1 Articles should be relevant to municipal government or civic activities in the Town of Readfield or surrounding area.

4.2 Articles should be submitted by municipal officers and officials, duly authorized members of appointed boards and committees, or duly authorized representatives of local non-profit organizations.

4.3 No editorials or letters to the editor.

4.4 Articles should not contain political messaging (with the exception of candidate profiles, as detailed below).

4.5 Pictures submissions need to be submitted as a jpeg and the submitter is responsible for acquiring the authority to use someone's likeness or picture.

4.6 Articles and/or ads need to be submitted as pdfs or a ~~word~~ text documents.

4.7 Submissions, if sent by e-mail, should be sent an attachment.

Section 5.0 Advertisement

5.1 Paid advertising is permitted and encouraged as it offsets the cost of printing and distributing the Messenger.

5.2 Advertising for non-profit organizations, governmental organizations, public service agency or other agency, may be provided free of charge as space is available.

5.3 No political ~~ads~~ profiles are allowed with the exception of local, state or federal candidate's ads profiles of which there will be no charge if the ad falls under the following guidelines:

- a.) Candidate must be a local, state or federal candidate representing the Readfield community.
- b.) Local candidates may only submit profiles after they have turned in their nomination papers to the Town Clerk.
- c.) Local candidate profiles must be submitted by the candidate.
- d.) Local candidate profiles should be kept to a few paragraphs.
- e.) Candidate profiles will be requested by the Town Clerk in advance of an election and profiles must be submitted by the stated deadline.

5.4 Ads prices will be set by the Select Board under their miscellaneous fees authorization.

5.5 Ad prices will be set by business card size or by page size.

5.6 All ads will be paid for in advance of the publication of the ad.

5.7 No political advertising

Section 6.0 Authorizations

6.01 The Town Clerk is responsible for determining any charges for ads or articles as stated in Section 5.0 Ads.

6.02 The Town Clerk is responsible for the production of the publication each month unless otherwise directed by the Town Manager.

6.03 The Town Manager is responsible for the supervision and information produced in the publication.

Date approved by the Select Board: _____, 2017

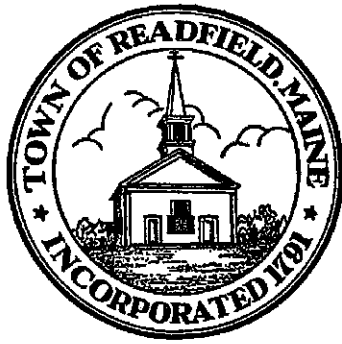
Bruce Bourgoine

Christine Sammons

John Parent

Dennis Price

Kathryn Mills Woodsum



Readfield Select Board
October 16, 2017
Item # 18-049

TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355
Tel. (207) 685-1818 • Fax (207) 685-3420
Email: Readfield.tmqr@roadrunner.com

October 5, 2017

«CONTACT»
«COMPANY_NAME»
«ADDRESS»
«CITY», «STATE»
«ZIP»

Dear «TITLE»;

I am writing to request information on sidewalk winter maintenance equipment and attachments for the Town of Readfield. Specifically, I am looking for equipment meeting the enclosed Specification, with a premium on equipment that can perform other work in other areas at other times of year. While I had originally envisioned and prepared a formal RFP for this equipment I now believe repair of our existing equipment is the most likely path for the Town of Readfield this winter. As such, I do not want you or any other equipment provider to put a lot of time into a formal bid or proposal unnecessarily. Our current equipment is old and increasingly costly to repair so we will definitely be purchasing replacement equipment in the next few years. I am hoping to arrange for equipment demos this winter whenever possible, and also to communicate with other municipalities using equipment that you may recommend so that I am prepared to make an informed recommendation when the time comes.

The Specifications give a more detailed assessment of the current work environment, but states in summary that we need a lot of snow removal capacity in a fairly narrow unit to clear a relatively short section of sidewalk. I have found that these factors drive up the cost of equipment while at the same time limiting our options, and increasing the need for "multi-use" equipment. I am considering work that will loosen several choke points on the existing sidewalk to allow for wider equipment and attachments to be used. So although the Specification identifies the limitations of the current work environment, namely a maximum equipment width of 60", I am interested in learning about equipment and attachments as wide as 72".

Thank you for any information you are able to provide and I look forward to hearing from you in the coming weeks. Please feel free to call or email at your convenience.

Sincerely,

Eric Dyer
Readfield Town Manager

SPECIFICATIONS

Sidewalk Winter Maintenance Equipment:

Existing Conditions:

The existing sidewalk runs approximately one (1) mile along Main St. / Rt. 17 at a nearly uniform width of five (5) feet. At times the sidewalk is separated from the curb by a small grass strip, but runs against the curb in most areas. There are five choke points along the route, almost exclusively created by utility poles. All can be addressed in time but currently limit the width of equipment that can be used without having to perform hand-work to sixty (60) inches.

Snow conditions along the route can be extremely challenging for any piece of equipment during moderate to heavy snow events. Due to the proximity to the curb, the sidewalk receives nearly all of the snow (as measured from the centerline) removed from Rt. 17 by Maine DOT trucks. The snow is banked, and regularly winged back onto the sidewalk after initial clearing. Snow regularly exceeds three feet in depth along the road edge for the length of the sidewalk and is often full of icy chunks. Conditions are usually worse at the roughly twenty driveway entrances and curb cuts.

The Town of Readfield currently operates a 2007 Holder C4.74 and fifty (50) inch snow blower with approximately 2,300 hours. Straight and V blades are also used as conditions dictate. The sidewalk is cleared every storm, within a target of 24 hours from the end of the last precipitation. Occasionally snow is removed during a heavy storm event to minimize the impact on our equipment. This practice will likely continue and expand to moderate storm events. Sanding is performed concurrent with snow removal whenever possible.

Equipment Specifications:

Engine:

- Tier 4 diesel powered engine (*gas alternates will be accepted*).
- Sufficient horsepower and torque to operate the snow blower in the conditions identified above, minimum of 25hp.
- Engine to be protected with automatic shutdown, including the coolant system, engine temperature, oil pressure and engine rpm.
- The tractor shall have an inspection door for daily fluid checks & inspection.
- Easy access to clean the radiator & oil cooler for cleaning, reversing fan preferred.
- Dual element air cleaner.
- Cold weather glow plug assisted start system and block heater.
- One extra fuel/gas filter, air filter and hydraulic filter.

Electrical:

- 12 volt heavy duty system, with a minimum of a 90 amp alternator.
- All wire joints are to be soldered, and shrink tubing used in all appropriate locations; all wear or rub contact to be sleeved for protection
- Battery to be shielded from road splash

Drive System:

- Fully hydrostatic four wheel drive.

- Weight distribution of approximately 65% on rear axle to ensure efficient operation
- Minimum of an eight bolt wheel hub and minimum of a 9/16" bolt
- Mechanical parking brake.
- Tractor shall have snow traction tires
- The transmission shift lever inside the cab must have a neutral position.

Fuel Tank:

- Minimum capacity of 10 gallons, with easy access for refueling.
- Easy access dual element fuel filter.

Cab Controls and Comforts:

- Heavy duty heater and front and rear defroster.
- Door or window vents.
- Low coolant & oil alarm.
- Gauges or display screen to include: engine oil pressure, coolant temperature, speedometer, tachometer, fuel level, volt, & hour meter.
- Seat to be fully adjustable with arm rests.
- 2-speed wipers, front and rear window.
- Independent dome light and switch.
- Rear view mirror(s) for exceptional visibility behind unit.
- ROPS certified safety cab.

Exterior:

- Minimum of 1 strobe light meeting DOT specifications.
- Directional lights and horn
- Minimum of two front and two rear work lights
- Back-up alarm
- Spare wheel & tire to match
- Unit should not exceed 60 inches in width or 96 inches in height.
- All hydraulic hoses to have NPT, SAE straight thread or SAE split flange fittings.
- No metric hydraulic fittings.
- Tractor shall be factory undercoated.
- Tire chains if available.

Manuals:

- Parts, Service & Operator manuals for all components to be furnished at no extra cost at time of delivery

Attachments Options:

- All attachments to be mounted on a quick change system, in minimum amount of time; including hydraulic disconnects and mechanical connections.
- Snow plow straight blade angling both left & right, 30 degrees, bolt on cutting edge.
- Snow plow "V" blade.
- Snow blower 60 inch maximum width, heavy duty auger, shoes and cutting edge.
- Must include 6 extra shear bolts if applicable.
- Sander spreader with a minimum 40 inch pattern.

For Winter Maintenance (Sidewalk)

Narrow areas for Sidewalk

- 14 - Pole by Fairgrounds Rd - 64" to edge of curb
- 10 - #1095 main St - 5'+ clearance behind pole
- 22 - Pole near #1095 main St - 6' clearance - ^{left} Pole towards RFA
- 14 - Main St. In front of wood fence 64" clearance
- 0 - Main St. In front of Country Moose 5' at 6' height for wire.



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

**Application for License for
Incorporated Civic Organization**

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

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

Readfield Select Board
October 16, 2017
Item # 18-050

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

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

Authorized Corporate Office: Chief Financial Officer, Andy May

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

Telephone Number: 207-685-~~4941~~¹⁶⁹² Fax: 207-685-9529

Email Address (Please print): ~~sa~~ ¹⁶⁴⁰ sdumont@kentshill.org

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. Title and Purpose of Event: Kents Hill School Parent Dinner

Date of Event: October 20, 2017 Time: From: 5⁰⁰ AM/PM To: 10⁰⁰ AM/PM

Multi Day Event: Start Date _____ End Date _____ (one per year)

Time: From: _____ AM/PM To: _____ AM/PM

Inside Outside Event (attach diagram of area)

Location of Event: Alford Athletics Center

Number of Persons Attending: ~ 400

Name and Address of Sponsor: Kents Hill School

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

Name and Address of Caterer: N/A

Address: _____ Town/City: _____ State: _____

(If other than licensee): _____

(If food is to be served): _____

Type of building to be occupied: _____

Area to be licensed: _____

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

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

Dated at: Kents Hill, ME on September 13, 2017
Town/City, State Month/Day

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

Kents Hill School

NAME OF CORPORATION

BY:

[Signature] CFO
CORPORATE OFFICER'S SIGNATURE - TITLE

Andrew May, Chief Financial officer
PRINTED NAME & TITLE

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

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

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

STATE OF MAINE

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

On: _____
Date

The undersigned being: Municipal Offices County Commissioners of the

City Town Plantation Unincorporated Place of: _____, Maine

Signature	Print

For Office Use Only:		
Date Filed: _____	Date Issued: _____	Issued By: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		

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

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

ON or OFF PREMISE DIAGRAM

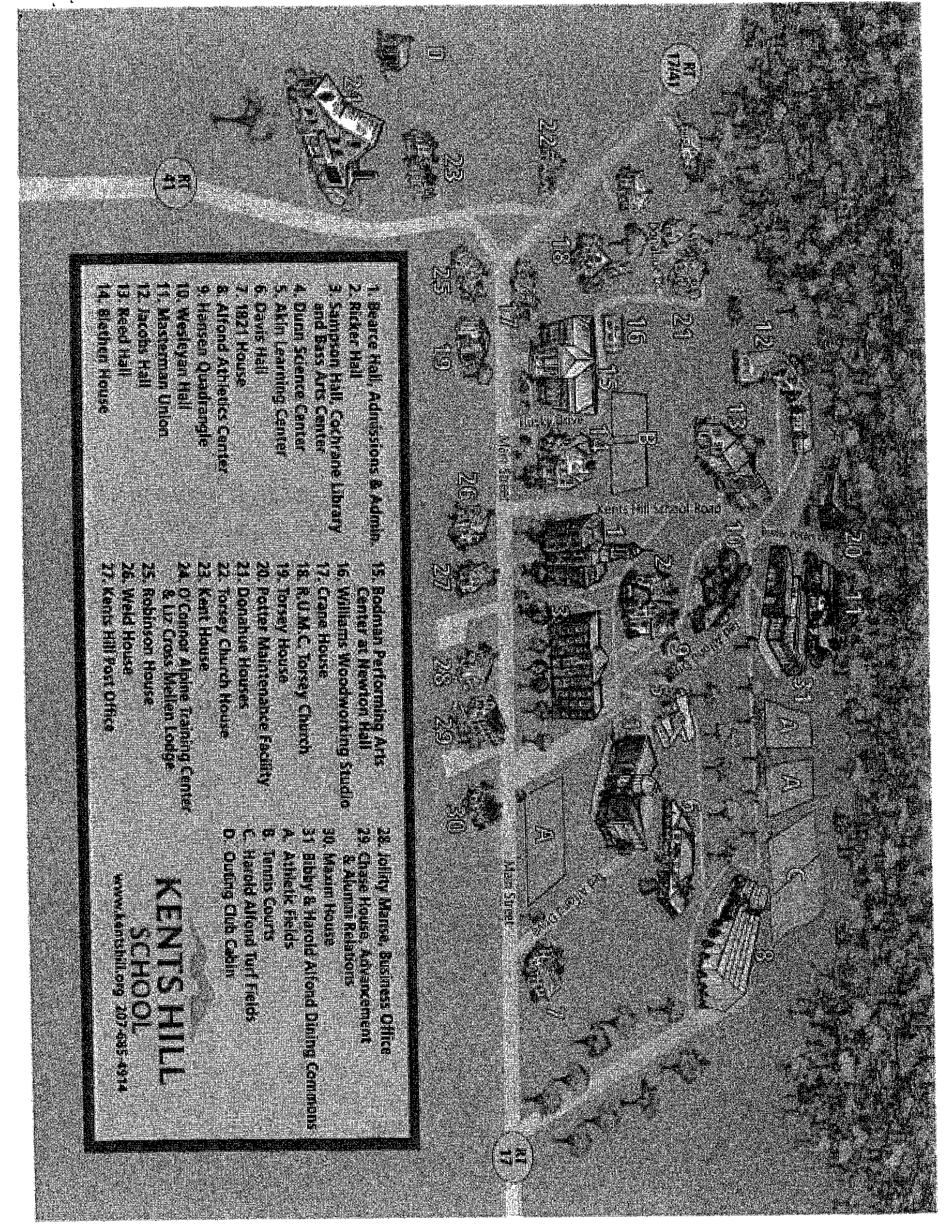
In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

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

See attached campus map.

1. Pearce Hall, Admissions & Admin.
2. Ricker Hall
3. Sampson Hall, Cochran Library and Bass Arts Center
4. Dunn Science Center
5. Akin Learning Center
6. Davis Hall
7. 1821 House
8. Alford Athletics Center
9. Hansen Quadrangle
10. Wesleyan Hall
11. Masterman Union
12. Jacobs Hall
13. Reed Hall
14. Giesler House
15. Bodman Performing Arts Center at Newton Hall
16. Williams Woodworking Studio
17. Crane House
18. R.U.M.C. Torsey Church
19. Torsey House
20. Potter Maintenance Facility
21. Donahue Houses
22. Torsey Church House
23. Kent House
24. O'Connor Alpine Training Center & U2 Cross Wallen Lodge
25. Robinson House
26. Weld House
27. Kent's Hill Post Office
28. Jolly Maize, Business Office
29. Chase House, Advancement & Alumni Relations
30. Maxin House
31. Bibby & Harold Alford Dining Commons
- A. Athletic Fields
- B. Tennis Courts
- C. Harold Alford Turf Fields
- D. Outing Club Cabin

**KENTS HILL
SCHOOL**
www.kentshill.org 207-695-4914



RT
41

RT
17

KENNEBEC VALLEY HUMANE SOCIETY

Pet Haven Lane, Augusta, ME 04330
Tel. 626-3491

Readfield Select Board
October 16, 2017
Item # 18-051

THIS AGREEMENT, entered into in the year of 2017, by and between Kennebec Valley Humane Society, a nonprofit corporation duly organized and existing under the laws of the State of Maine and having its principal place of business at Augusta, County of Kennebec and State of Maine, hereinafter referred to as the "Shelter", and **THE INHABITANTS OF THE TOWN/CITY OF READFIELD**, a duly organized and existing Town/City situated in the County of Kennebec and State of Maine, hereinafter referred to as "Town/City" **THIS AGREEMENT SHALL TERMINATE on the 31st day of December, 2017.**

WHEREAS, Kennebec Valley Humane Society is the owner of certain real estate located at Pet Haven Lane in said Augusta, Maine, said real estate being known as the Connor Animal Shelter wherein it operates an animal shelter;

WHEREAS, the said Town/City is desirous of continuing to use the animal shelter facilities, and

WHEREAS, the parties are desirous of entering into an **AGREEMENT** for the services offered by said Kennebec Valley Humane Society;

NOW THEREFORE, in consideration of the covenants that follow, it is **AGREED** that:

- 1. The Town/City** shall have the right to use the animal shelter facilities from **January 1, 2017**, until **December 31, 2017**, to house and shelter stray, abandoned, or confiscated cats, dogs or other domesticated animals originating from said Town's/City's inhabitants, and also those animals whose origination is unknown, but which were found within the boundaries of said Town/City. Provisions for confiscated animals shall be as follows: Animals will be held at no charge to the municipality for a period of up to 60 days. By the end of 30 days, the municipality must report to the court requesting that the possession order be dissolved or that the matter be set for hearing within 30 days. After 60 days, room and board fees shall be assessed at the rate of **\$8.00** per day for each dog and **\$4.00** per day for each cat. If the owner is required by the court and makes payment to cover the cost of care of the animals while in our possession or if compensation is provided by the state for confiscated animals, those funds shall be applied to room and board fees.

The Town/City shall have access to the animal shelter facilities at all times and will be provided with a key to enable duly authorized Town/City employees to enter the shelter facilities at any time for the purpose of depositing any stray, abandoned or confiscated cat, dog, or other domesticated animal therein.

Said authorized employees shall abide by and follow proper procedure for admitting each animal as instructed by the Kennebec Valley Humane Society.

- 2. The Town/City** shall pay to Kennebec Valley Humane Society the sum of One Dollar Fifty Nine Cents (\$1.59) per capita **2598**. **Per Capita** shall mean the number of inhabitants residing in said Town or City as published by the **United States Census - (2010)**.

3. The Town/City shall pay its yearly per capita assessment at the beginning of each quarter as follows:

January 1, 2017	\$ 1032.71
April 1, 2017	\$1032.71
July 1, 2017	\$1032.71
October 1, 2017	\$1032.71

The Town/City agrees to indemnify and hold harmless the Kennebec Valley Humane Society and its respective officers, agents, and employees from and against any and all claims of loss, damages, sickness, injury, disease, or death sustained by any person resulting from negligence or other tortuous conduct of the Town/City employees or agents while using the Kennebec Valley Humane Society facility, including loss, damages, sickness, injury, disease, or death to any animal housed therein. Town/City and Kennebec Valley Humane Society do not, however, waive any immunities or protections that each may have under Maine Law. **The Town/City** also agrees to defend the Kennebec Valley Humane Society and its respective officers, agents, and employees against any such claim at the expense of the Town/City and shall pay all attorney's fees, court costs, and litigation expenses.

With respect to any employee of the Town/City using the Kennebec Valley Humane Society facility, the Town/City shall carry a Liability Insurance Policy commonly known as "100,000/300,000/25,000" coverage for any claim of loss, damage, sickness, injury, disease, or death arising from the negligence or other tortuous conduct of the Town/City or its employees or agents. Proof of Liability Insurance coverage and Workers' Compensation Insurance coverage with respect to Town/City employees shall be provided by the Town/City prior to the activation date of the Agreement. If Worker's Compensation Insurance is not applicable, proof of exemption must be provided.

In the event of a breach of this Agreement by either party, the breaching party shall be liable for consequential damages, incidental damages, and costs of suit, including reasonable attorney's fees, and the non-breaching party may avail itself of all additional remedies provided by law.

In any event, breach of the Agreement by the Town/City shall entitle Kennebec Valley Humane Society to terminate its obligation under Agreement and to refuse to admit animals from said Town/City.

Furthermore, either party, Town/City or the Kennebec Valley Humane Society, may terminate this agreement by a thirty (30) day written notice.

Hillary Roberts
K.V.H.S. Director

January 1, 2017
Date

Town/City Selectperson

Date

Please sign, make a copy for your records and return this copy to the Kennebec Valley Humane Society.

Eva Smith
105 South Rd
Readfield, ME 04355

October 02, 2017

To the Town Manager &
All the folks who work at the town office:

I reluctantly regret that this will be the last year that I will purchase, plant and tend the Welcome to Readfield sign planter. I'll bet many of you have not noticed how pretty it is this year. I was late getting it planted because I was bitten by a darn tick and developed Anaplasmosis (a bacterial disease). Ticks have many other things that can make us ill as well as Lime Disease. It has been my pleasure to care for this but it has been very difficult for me this year because of the lack of rain and my ability to keep it well watered. I hit eighty-seven years old this summer I believe it is time for someone else who loves plants and flowers to take over.

I also wanted to call your attention to the back of the sign which is in dire repair--paint is peeling off and drops into the garden.

Did you know that there is a placque on the back of the sign that states

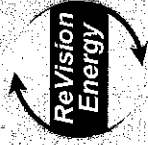
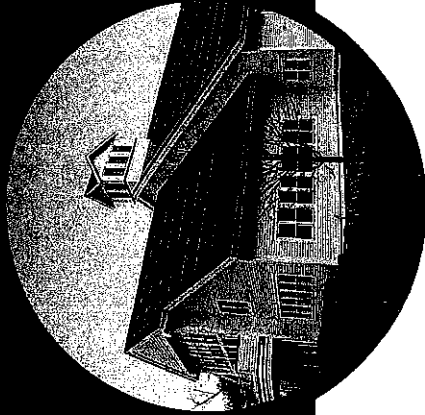
DEVIN WILLIAMS
Eagle Scout Project
Boy Scout Troop 650
2001

Bet you didn't.

Respectfully,

Eva Smith

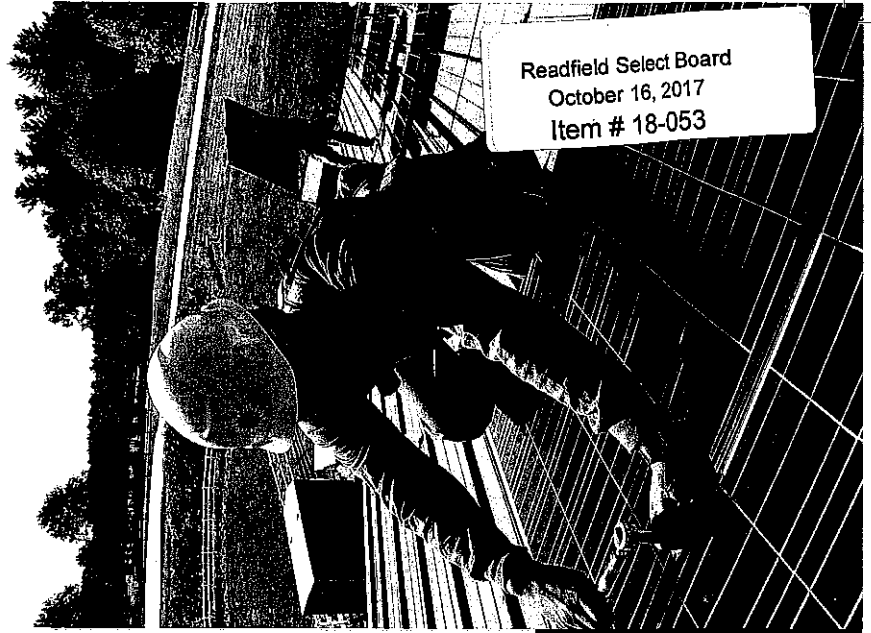
Lower Energy Costs & Carbon Emissions



SOLAR POWER

FOR SCHOOLS, TOWNS & NON-PROFITS

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



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

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

Contact us to learn how you can get started:



ReVision Energy

866.700.6065

sales@revisionenergy.com

ReVisionEnergy.com

Certified



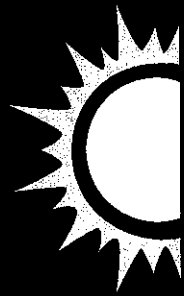
Corporation

Experience You Can Trust

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

ReVision Energy offers the following services:

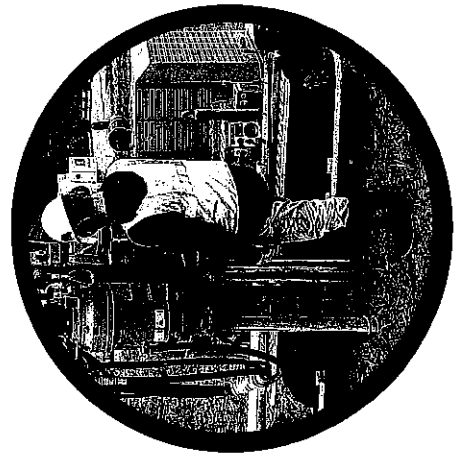
- Design & Engineering
- Construction, Testing & Commissioning
- Operations & Maintenance
- Power Purchase Agreements
- Capital Relationships & Transactions
- Project Financial Modeling
- REC Aggregation & Marketing



Get an energy plan as sure as the sunrise

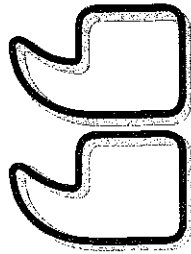
.....
Solar Power Purchase Agreements are a reliable and secure way for schools, government agencies and non-profits to benefit from clean energy with no upfront cost.

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.



Readfield Select Board
October 16, 2017
Item # 18-055

TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355
TEL. (207) 685-4939 • FAX (207) 685-3420

October 10, 2017

Memorandum

To: Readfield Select Board, Town Manager
From: Gary Quintal, Codes Office *GQ*
Subject: 2018 Automobile Graveyard Permitting

I have completed the review of the three automobile graveyard applications and undertaken inspections of their yards. Ken / Mark Edgecomb, Cyrus Witcomb and Scott Lucas have well established operations and are in compliance with all state and local requirements. The inspections this year included the tracking of recycled materials;

- approximately 100 tons of scrap metal,
- over 20 mercury switches,
- over 300 used tires

These businesses were provided documentation and notified of their yearly inspection, application and fee requirements. The inspection followed a checklist used yearly to meet Readfield's LUO requirements. Their yards still need better organization which would improve access, but roadway conditions and increase recycling of unusable scrap metals should be their goals. All liquids, batteries and switches are stored properly and/or used on site or sold to be reused / recycled to responsible parties.

I am recommending that their renewals be approved with conditions as stated on permit.

TOWN OF READFIELD
2017-18
AUTOMOBILE GRAVEYARD/JUNKYARD

This permit is to an established **automobile graveyard, automobile recycling business and/or junkyard** and is subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of MRSA Title 30-A, Sections 3751 to 3760 and the Town of Readfield Land Use Ordinance. A public hearing regarding this permit was conducted on October 16, 2017.

This permit is hereby approved by the Municipal Officials and granted upon condition that the automobile graveyard, automobile recycling business or junkyard does not violate any of the above Sections of Title 30-A, or any provisions of the Town of Readfield Land Use Ordinance, and complies with all conditions of approval imposed by the Municipal Officers as specified below.

Owner's Name: Cyrus and Seth Witcomb
Business Name: Antique Auto Recycling
Location: 42 Witcomb Dr, Assessor's map 109, lot 007
Mailing Address: 42 Witcomb Dr
City/Town: Readfield

This permit expires October 30, 2018 unless sooner revoked by the Municipal Officials.

Dated October 16, 2017

Select Board Chair _____
Bruce Bourgoine

Conditions of Approval:

1. Site is to be available for inspection by the Town Officials and/or the CEO;
2. Owner/operator to comply with all applicable State regulation;
3. Road into yard to be maintained for emergency vehicle access;
4. Any expansion, change of use, or other modification to the application or site plan as approved requires prior approval from the Town of Readfield Select Board.
5. Licensee to comply with all guidelines described in the "Best Management Practices for Motor Vehicle Recycling" as published by the Maine Department of Environmental Protection, (September 2002, revised Aug. 2003).
6. For emergency protection, a ten (10) foot area around the exterior of the working garage must be kept clear of all debris.
7. **ALL** vehicles shall be logged by date acquired, date dismantled of any hazards and so marked when stored in salvage yard, vehicles for resale/repair or waiting to be processed to remove hazards shall be in one area only (not in salvage yard).
8. The amount of tonnage (all metals), gallons of liquid hazards, and other hazards shall be logged to show responsible transfer of recycled materials.

permit number: 18-109-7 issued by CEO

Gary Quintal Date

TOWN OF READFIELD
2017-18
AUTOMOBILE GRAVEYARD/JUNKYARD

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Owner's Name: Scott Lucas
Business Name: Lucas Auto Parts & Salvage
Location: 283 Plains Rd. Road, Assesor's map 129 lot 014
Mailing Address: 113 Plains Road
City/Town: Readfield

This permit expires October 30, 2018 unless sooner revoked by the Municipal Officials.

Dated October 16, 2017

Select Board Chair _____
Bruce Bourgoine

Conditions of Approval:

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2. Owner/operator to comply with all applicable State regulation;
3. Road into yard to be maintained for emergency vehicle access;
4. Any expansion, change of use, or other modification to the application or site plan as approved requires prior approval from the Town of Readfield Select Board.
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8. The amount of tonage (all metals), gallons of liquid hazards, and other hazards shall be logged to show responsible transfer of recycled materials.

permit number: 18-129-14 issued by CEO

Gary Quintal Date

PRELIMINARY MEETING SCHEDULE AND NOTICE

Readfield Select Board
October 16, 2017
Item # 18-056

2018-2019 (FY 19) BUDGET & WARRANT PROCESS

Date	Task	Meeting Time
10/16/17	Select Board Meeting - Budget process review	6:30 PM
10/20/17	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
11/13/17	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/20/17	Budget Committee Meeting - Organizational meeting and budget goals	TBD
11/22/17	Preliminary Dept., Board & Committee budget #s & goals due	N/A
12/04/17	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
01/02/18	Budget Committee Meeting - Departments I	TBD
01/08/18	Select Board Meeting - First Budget Draft	6:30 PM
01/16/17	Budget Committee Meeting - Departments II	TBD
02/05/18	Select Board Meeting - Second Budget Draft	6:30 PM
02/12/18	Budget Committee Meeting - Departments III	TBD
03/02/18	100 days before vote - Nomination Papers available (actually 102 as the 4th is a Saturday)	N/A
03/05/18	Select Board Meeting - Third Budget Draft	6:30 PM
03/12/18	Budget Committee Meeting - Budget review	TBD
	School Committee meeting with Select Boards - school budget	TBD
03/09/18	Deadline for warrant article and ordinance submissions	N/A
03/19/18	Select Board Meeting - Budget & Warrant Review	6:30 PM
03/26/18	Joint Budget Committee & Select Board Meeting - Public Budget Meeting	6:30 PM
03/28/18	Deadline for legal review of the proposed warrant	N/A
04/02/18	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/06/18	Draft annotated Warrant due	N/A
04/09/18	Budget Committee Meeting - Final budget review and approval	TBD
04/13/18	60 days before voting - Nomination papers due	3:30 PM
04/17/18	Joint Budget Committee & Select Board Meeting - Public Budget Meeting / Hearing	6:30 PM
05/08/18	35 Days before voting - Signed Warrant due to Clerk (absolute deadline)	N/A
06/02/18	10 days before voting - Last day to hold referendum question hearings	N/A
06/05/18	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/12/18	Town Meeting - State Primary	8:00 AM

This border indicates statutory deadlines

Notes:

Involvement - Although not addressed directly it is expected that the Town Manager, Finance Officer, and Residents of the Town of Readfield will have ongoing roles in nearly all aspects of the budget process.

Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have three or more members of the Select Board in attendance.

Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget and budget process in conjunction with budget presentations.

Departments I - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Coder Enforcement, Boundaries, Maintenance, Grant writing / Planning, Heating Assistance), **Boards & Commissions** (Appeals Board, Conservation Commission, Planning Board, Trails Committee), **Buildings** (Fire Station, Giles Hall, Library, Building Maintenance)

Departments II - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, Library, Public Access TV, Street Lights, Town Farm, Maranacook Lake Dam), **Protection** (Fire Department, Ambulance, Water Holes, Dispatching, Personal Protection Gear Replacement), **Cemeteries** (Cemeteries), **Regional Assessments** (Cobbossee Watershed, Kennebec County, KVCOG, First Park, Debt Service)

Departments III - Includes the following: **Recreation** (Beach, Recreation, Heritage Days, Open Space, Community Park), **Roads & Drainage** (Roads & Drainage), **Capital Improvements** (Admin Technology, Fire Station Addition, Gile Hall, Ball Field, Library, Transfer Station, Maranacook Lake Dam), **Solid Waste** (Transfer Station, Backhoe), **Unclassified** (Non-profits, Snowmobiling, Enterprise Fund, Revaluation, General Assistance)

Readfield Town Manager Evaluation Proposed process 10/16/17 for annual review

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

- This review is timed to coincide with annual contract renewal
- The annual review is built on common features from the six month review
- The complete immediate prior six month review needs to be confidentially provided to board members as a reference document for consistency in communicating evaluative information prior to review
- The process provides 360° 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 annual review is as follows:

- This annual evaluation primarily consists of an oral and written feedback exchange

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

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 accompanying 360° component with its tie-in process is illustrated on page 2 of this form. The Board may revise its evaluation based on this discussion. The community is informed that the annual review has been completed and a general characterization of the review is shared.

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

4. Expectations 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

360° Evaluation Procedure:

The primary purpose of the 360° evaluation is to inform the Select Board's process and is to be completed prior to the board's completion of their evaluation prior to meeting with the Town Manager. The Board may elect to share information from the 360° feedback as it deems useful.

This part of the evaluation is broken into four components and one or more Select Board members will be appointed as lead persons for gathering and characterizing the feedback received. Since feedback is voluntary, the lead persons will make every effort to characterize feedback in a manner that is balanced. Two questions are provided for each of the first three components.

1. Component – Employees

- Does the Town Manager help you grow as an employee and provides the resource you need to perform your duties to the best of his/her capabilities? Please provide examples.
- Does the Town Manager treat you in a professional and fair manner? Please provide examples.

2. Component – Board, Committee, and Commission Chairs

- Does the Town Manager provide you and your committee with the information and support needed to carry out your mission? Please provide examples.
- Does the Town Manager deal with you and members of your committee in a professional manner? Please provide examples.

3. Component – Major Vendors and Inter-local Partners

- Does the Town Manager communicate with you in a concise manner that assists the understanding of Readfield's needs? Please provide examples.
- Does the Town Manager deal with you in a professional and fair manner? Please provide examples.

4. Component – Public

- Comments are accepted with the following notice:

“The Town Manager is being evaluated at this time by the Select Board for his/her regularly scheduled annual review. Members of the public are invited to constructively comment on his/her performance in relation to their expectations of a Town Manager on behalf of Readfield. Comments must be in writing and may be sent to:

_____ by ___/___/____. Comments are accepted on both a signed or anonymous basis. Your input will help inform the Select Board in the evaluation process. Thank you.”