

**Readfield Select Board
Meeting Agenda
April 2, 2018, Readfield Town Office**

Select Board Meeting starts: 6:30 PM
Meeting ends (estimated): 8:25 PM

Pledge of Allegiance

Regular Meeting - 10 minutes

- 18-121 - Minutes: Select Board meeting minutes of March 19, 2018.
- 18-122 - Warrants: #39 & 40.

Communications - 40 minutes

Select Board communications. - 10 minutes

Town Staff reports - 10 minutes

Boards, Committees, Commissions & Departments - 10 minutes

- Age Friendly Committee minutes of January 10, 2018
- Cobbossee Watershed District minutes of February 13, 2018
- Report out on current activity from the Readfield Board of Assessors

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

Appointments, Reappointments, and Resignations - 5 minutes

- 18-114 - Consider the appointment of Martha Soule as a Ballot Clerk

Old Business - 25 minutes

18-120 - Final budget and Warrant review and approval - 15 minutes

18-109 - Consider a final draft revised Animal Control Ordinance - 5 minutes

18-096 - Consider a final draft Property Tax Assistance Program Ordinance - 5 minutes

New Business - 30 minutes

18-123 - Consider draft changes to the Land Use Ordinance - 5 minutes

18-024 - Solar Energy Ad-hoc Committee - 10 minutes

18-025 - Discussion of current project planning & priorities - 15 minutes

Future Agenda Items - 5 minutes

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – March 19, 2018 – *Unapproved*

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

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Bethany Wells, Sandra Rourke, June Mrazik, Jeffrey Mrazik, Gloria Mrazik, Jackie Cook, Sam Tippet, Lissa Bitterman (ecomaine)

Regular Meeting

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

- **18-112 – Minutes: Select Board meeting minutes of March 5, 2018**
 - **Motion** made by Mr. Parent to approve the Select Board meeting minutes of March 5, 2018 as presented, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **18-113 – Warrants # 37 & 38**
 - Mrs. Sammons reviewed Warrants # 37 & 38
 - **Motion** made by Mrs. Woodsum to approve Warrants #37, 37A & B & 38 in the amount of \$76,522.00, **second** by Mr. Parent. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Parent spoke that he heard on the news that a small town in Maine whose Fire Department has been put on hold due to lack of up keep and he wants to thank the chief and the volunteer fire department for keeping things up to standards.
 - Mrs. Sammons is having the family fun day on August 11 and any organization that wants to do anything should get in touch with her to be a part of it.
 - Mr. Price wanted to say thank you to everyone who has worked hard on the road upkeep with the amount of winter weather we have gotten.
 - Mr. Bourgoine spoke that the local Select boards that form RSU 38 met with the RSU 38 School Board for their annual joint meeting and it was very informative.
 - Mr. Bourgoine and Mr. Parent attended a two day training this past Friday and Saturday, really informative regarding challenges and information of the schools.
- **Town Staff Reports**
 - Mr. Dyer went over his Town Managers report dated Monday, March 19, 2018.
 - Mr. Dyer went over the 2018 February Treasures report.
- **Public Hearing**

The Select Board will hold a Public Hearing on the application for a Malt, Vinous and Spirituous Liquor License for Jeffrey Mrazik d/b/a The Weathervane Restaurant, Readfield ME on Monday, March 19, 2018 at 7:00 p.m. at Asa Gile Hall (Readfield Town Office). The Hearing is in compliance with Title 28A, Section 653 M.R.S.A.

 - **Motion** made by Mrs. Woodsum to open the Public Hearing for the liquor license for the Weathervane Restaurant, **Second** by Mr. Price. **Vote** 5-0 in favor.

Readfield Select Board
Regular Meeting Minutes – March 19, 2018 – *Unapproved*

- Jeffrey Mrazik, co-owner of the Weathervane Restaurant, gave a brief introduction on himself and family. Mr. Mrazik read the formal complaint received on June 10, 2017 against the Weathervane Restaurant and responded to this complaint along with a few other complaints.
- Mr. Parent spoke and feels that if the Weathervane was at fault for any legal matter that the State of Maine law enforcement would have done something to the establishment by now.
- Mr. Bourgoine appreciates Jeffrey Mrazik for attending tonight and responding to the Public Hearing and comments.
- **Motion** made Mrs. Woodsum to conclude the Public Hearing, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **Boards, Committees, Commissions & Departments**
 - **Library Board minutes of February 15, 2018**
 - **Budget Committee minutes of February 15 and February 22, 2018**
Thank you for submitting your minutes
- **Public Communications - Members of the public may address the Select Board on any topic**
 - None

Appointments, Reappointments and Resignations:

- **18-114 – Appointment of Ballot Clerks**
 - **Motion** made by Mr. Parent to appoint the ballot clerks for 2018 as listed, **Second** by Mr. Parent. **Vote** 5-0 in favor.

New Business:

- **18-115 – Consider a Malt, Vinous and Spirituous Liquor License for the Weathervane Restaurant**
 - **Motion** made by Mr. Bourgoine to approve the liquor license for Mr. Mrazik/ DBA the Weathervane Restaurant and that the application is considered complete, **Second** by Mrs. Sammons. **Discussion:** Thank you to the Mrazik's for completing the application and attending tonight's meeting. **Vote** 5-0 in favor.
- **18-116 - Consider a Malt, Vinous and Spirituous Liquor License for the Emporium Restaurant**
 - **Motion** made by Mrs. Sammons to approve the liquor license for the Emporium Restaurant as submitted, **Second** by Mr. Price. **Discussion:** Thank you to the Bittar's for completing the application. **Vote** 5-0 in favor.
- **18-117 – Consider a Temporary Liquor License for the Kents Hill School**
 - **Motion** made by Mrs. Summons that we accept the event license for Kents Hill School, **Second** by Mr. Price. **Discussion:** Mrs. Woodsum just wanted to make notice that this event is taking place at a school and only serving adults. **Vote** 5-0 in favor.
- **18-118 – Consider the award of a Single Sort Recycling Tipping Contract**
 - Mr. Dyer gave a brief review of a Single Sort Recycling Tipping Contract received from ecomaine.

Readfield Select Board
Regular Meeting Minutes – March 19, 2018 – *Unapproved*

- Lissa Bittermann, Business Development Manager of ecomaine gave a brief introduction on the company and the benefits to the Town and environment.
- Mrs. Woodsum to report back to the Solid Waste and Recycling committee.
- **Motion** made by Mrs. Woodsum to renew the contract with ecomaine for a period of five years, **Second** by Mr. Parent. **Vote** 5-0 in favor.

- **18-119 – Consider investment strategies for municipal funds**
 - Sam Tippet from Kennebec Wealth Management gave a brief introduction on some changes that have been discussed and went over the Proposed Advisory Platform Structure Portfolio for the Town of Readfield that is included in the packet.
 - **Motion** made by Mrs. Sammons to accept Sam Tippets offer to bring The Town of Readfield in to an agreement with an annual fee of 1.2% and manage our investments and authorizes Eric Dyer to sign, **Second** by Mr. Parent. **Vote** 5-0 in favor.

- **18-120 – Draft budget and Warrant review**
 - Brief review of the warrant that is included in the packet. Similar to last year. Select board likes the layout. A few alignment issues.
 - Mr. Dyer went over the draft budget and the few changes that were made.
 - **Motion** made by Mrs. Woodsum to approve Warrant Articles 7 through 36 with Select Board recommendations of yes on each article, **Second** by Mr. Parent. **Vote** 5-0 in favor.

Motion made by Mr. Parent to adjourn the meeting at 8:30 pm, **second** by Mr. Price. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

RESERVED

COMMUNICATIONS

- **SELECT BOARD**
- **STAFF REPORTS**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**

Minutes

Age Friendly meeting

January 10, 2018

9:00

Members present: Marianne Perry, Maggie Edmondson, Ann Mitchell, Romaine Turyn
(Marjorie Ellis, excused)

Others: Eric Dyer for part of the meeting

The meeting was called to order by the Chair, Romaine Turyn.

Committee members welcomed newly appointed member Maggie Edmondson. Maggie has been attending meetings but now she is an official member!

Marianne provided an update on Marjorie. Her surgery went well and she is recovering as expected.

Adaptive Tool Kit Initiative

The members reviewed the initiative and there was consensus that it was a worthwhile effort. Over 100 people stopped by the table on Election Day and the items were on display at the Town Office for the rest of November and all of December. Romaine returned the kit to the Bethel Area Age Friendly Committee and was thrilled to report all the items were there; a tribute to Readfield residents!

Since the Readfield Library Board is interested in making the Tool Kit available as part of the Library initiatives, it was the consensus of the Committee to consider our work accomplished with an offer to assist the Library Board.

Three Resident Requests

Three residents called the Town for assistance. One needed help getting shoveled out. Romaine, Debbie and Rob Peale assisted this individual and the Peale's have been providing ongoing assistance and check in after each storm.

Another request was that the town have community access to a public water supply for water when needed. Currently, people go to Winthrop Fuel to get their water. (Subsequent follow up informed the citizen that water is available outside the town office.)

The last request was about the snow conditions outside of the post office. It can be treacherous there and it is unclear who is responsible for keeping the area cleared – the town, the Post Office or the owners of the building. The fact that there is a sidewalk next to the road complicates the clean up. This will be researched by members.

Handy Helper Brochure

The brochure was reviewed once again and finalized. The next step is to get a list of volunteer handy helpers and publicize the availability of the service.

Flyer for Sand Buckets

A flyer for the Sand Bucket program is needed. Romaine will ask Robin for assistance developing one. Marianne arranged to have it advertised on the Union meeting House kiosk and Eric was reminded to contact the Fire Department to have it posted on their kiosk.

AARP Tech Call on sand Bucket and Snow Shoveling Programs

Romaine participated in this call. Some Age Friendly Programs are adding a snow shoveling component. We are not prepared to do this unless the handy Helpers offer to do so.

The City of Augusta worked with Spectrum Generations to inform home delivered meal participants of this service. It generated many requests. Romaine will pursue this with Spectrum Generations/

Discussion of Grant Opportunity

The grant opportunity through AARP that we pursued last summer but which we were not funded will be available again this year. The committee agreed we should pursue it again this year but pare down our request. We will provide the application submitted last year.

The Committee adjourned.

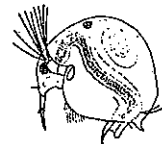
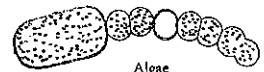
COBBOSSEE WATERSHED DISTRICT

P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234

WILLIAM J. MONAGLE
Executive Director

Maine's first regional lake management district



Zooplankton

MINUTES

The Cobbossee Watershed District Board of Trustees held its four hundred and thirty-seventh meeting on February 13, 2018 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Shelly Gerstein – Readfield Trustee – Chairman
Jane Andrews – Wayne Trustee
Daniel Bailey – Litchfield Trustee
Christian Behr – Winthrop Trustee
Robert Clunie – Gardiner Trustee
Ginger Jordan-Hillier – Monmouth Trustee (alternate)
Sandra Small-Hughes – Winthrop Trustee, Vice-Chairwoman
Douglas Ludewig – Monmouth Trustee - Clerk
Daniel Wells – Winthrop Utilities District Trustee - Treasurer
William Monagle – Executive Director
Wendy Dennis – Limnologist
Ryan Burton – Water Resources Technician

Chairman Gerstein called the meeting to order at 7:05 PM.

Mr. Monagle presented the Minutes from the January meeting. Trustee Jordan-Hillier **moved** to accept the January Minutes, suggesting that they be amended to reflect that Trustee Clunie had suggested that the staff prepare an informational handout regarding the CWD's stormwater and phosphorus control plan review requirements for local towns; Trustee Small-Hughes **seconded**; the motion **passed** unanimously.

Mr. Monagle presented the January Financial Report. Trustee Wells **moved** to accept the January Financial Report; Trustee Clunie **seconded**; the motion **passed** unanimously.

Ms. Dennis provided an update on the Cochnewagon Lake NPS Watershed Restoration Project, Phase II (CWA §319), stating that we are beginning the second year of the project with much to do. She said that the project Steering Committee, which includes Trustees Jordan-Hillier, Ludewig, and Joe Saunders, will meet on March 6th. She said she will be meeting with the Friends of the Cobbossee Watershed (FOCW) next week to work out a plan for this coming year and that she will also be meeting with the Director of Monmouth's Public Works to discuss projects on Monmouth town roads. She identified Cochran Drive and Paradise Drive, both in Monmouth, as private roads on which she anticipates conducting road Best Management Practices (BMP) projects. With regard to the upcoming alum treatment on Cochnewagon Lake, she said that she anticipates receiving a signed grant agreement from DEP soon and that the Town of Monmouth is expected to raise the final one-third of their share of the project at the annual town meeting in June.

Mr. Monagle reported that he expects to begin work in earnest on the Annabessacook Lake Watershed-Based Plan Update (CWA §604b) very soon. A first step, he said, is to meet with leaders of the Annabessacook Lake Improvement Association (ALIA) to explain the project and to recruit volunteers to assist with an Annabessacook Lake watershed survey. Trustee Small-Hughes, a member of ALIA, expressed concern that ALIA members have committed enormous volunteer efforts over the past few years surveying the lake for invasive aquatic plants (i.e., Variable-Leaved Water-Milfoil).

Mr. Burton said that he recorded lake water levels earlier this day and that not much has changed since the most recent large rain event. He said that four lakes, Annabessacook, Cobbossee, Maranacook, and the Narrows Ponds currently exceed the CWD's winter standards. He said that although Cobbossee Lake exceeds the winter standard it is below the full pond level and is now dropping following recent adjustments at the dam. Controlling the other three violating lakes, he said, is a challenge as the respective dams lack adequate discharge capacity or lack outlet controls altogether (e.g., Narrows Ponds). He reported that he has conducted two rounds of snow core measurements so far as part of the annual Snow Survey and will conduct the next series at the end of the month, after which, he said, measurements will be taken weekly until snow is completely gone. He said the snow coring effort is in participation with the National Weather Service and the United States Geologic Survey.

Ms. Dennis reminded the board that she had submitted the Natural Resource Protection Act (NRPA) permit application to perform the Maranacook Lake outlet dam project to the DEP and that it had been formally accepted on January 17th. The DEP, she said, now has 90 days to render a decision on the application, but that it might be sooner. The U. S. Army Corps of Engineers, she said, had requested some revisions to the plan and that she had received the revised draft plan from the engineer yesterday. She said that at the moment, United States Fish and Wildlife are reviewing the plan for potential impact on plant and animal species of concern, specifically a rare plant, the Small Whorled Pogonia, and the Northern Long-Eared Bat. The latter, she said, required more detailed plans on tree clearing associated with the project. A worst-case scenario, she said, is that there will be a time window during which tree clearing is prohibited so as not to disrupt the bat's life history. She said there have been no concerns expressed by Native American tribes or the Maine Historic Preservation Commission. She said that she will be attending the Town of Readfield's Budget Committee meeting later this week. Readfield voters, she said, will be voting on a bond issue this year to finance the town's share of the project. She said there is no update on the Town of Winthrop's plans to finance their share.

Chairman Gerstein said he feels that before personnel policy matters are addressed, that he would like to entertain a discussion of the role of the trustees and staff. Mr. Monagle said that he had been in communication with Trustee Steve Musica (Richmond) and has initiated efforts to update the personnel policies, but has made minimal progress of late. Mr. Monagle said that he feels that a discussion of the roles of trustees and staff would warrant significant time adding that this evening's agenda is quite full. Chairman Gerstein said he would at least like to establish a schedule for committee activity soon. Trustee Small-Hughes said that she is concerned that updating the personnel policies needs to have a deadline to avoid being put on the back burner. Chairman Gerstein questioned whether the personnel policy updates are an immediate priority at this time considering the small staff size, adding that he would like to first tackle the role of the board and establish a date for electing officers. Mr. Monagle said that the work of the Budget Committee is pressing at this time. He said that the committee, based on last year, is comprised

of Chairman Gerstein, and Trustees Wells and Clunie. He said he will be preparing a few draft budgets to send to Budget Committee members prior to the initial committee meeting. On a budget related note, Mr. Monagle said that he had recently submitted a Letter of Intent to the Onion Foundation expressing the CWD's interest in pursuing a grant for this year. With regard to the Nominations Committee, Mr. Monagle said he will look back to see which board members served on the committee last year. Chairman Gerstein stated that the budget is the most pressing matter, but that a general discussion of the roles of the trustees and scheduling the nominations committee should be on the next meeting agenda.

Mr. Monagle reported that two proposed land developments, both in Monmouth, have come to our attention, including a new Monmouth Elementary and Middle School on Academy Road and a Dollar General store on Route 202. He said that the school project requires a Site Location of Development Act permit from the DEP and that he attended a pre-application meeting last week at DEP along with DEP permitting and review staff and engineers from Oak Point Associates. He said he will be reviewing both of these projects and provide comments to the Monmouth Planning Board.

Mr. Monagle reported that we have received the zooplankton data for 2017. He said that the zooplankton, which are the small, microscopic animal component of the plankton community, were collected from the same six selected district lakes that were sampled in 2016. He said that he has only skimmed over the 2017 data, but based on the results, he believes it would be informative to make zooplankton analyses a regular part of our lake monitoring program. Trustee Jordan-Hillier asked why these data are useful. Mr. Monagle replied that the information provides a better picture of the health of a lake's food chain, particularly in lieu of more complete information on lake fish populations. In addition, he said, he would like to establish a robust baseline data set for those lakes potentially targeted for anadromous fish (e.g., alewife) restoration. [Anadromous fishes are those that are born in freshwater, migrate to the sea to mature to adults, and then return to freshwater to spawn.]

Mr. Monagle said that last week he and Mr. Burton accompanied members of the Torsey Pond Association to a meeting of the Mt. Vernon Board of Selectmen to discuss erosion problems along Desert Pond Road, as well as the recently (2017) completed Torsey Pond Watershed Survey Report. He said it was a very good meeting and that the selectmen agreed to direct the town's road commissioner to be available to meet with CWD and TPA in the spring to discuss possible improvements to Desert Pond Road to protect Torsey Pond water quality.

Mr. Monagle reported that he and Ms. Dennis met last week with representative of *Upstream*, an advocacy group seeking restoration of anadromous alewives into the Cobbosseecontee Stream watershed. He noted that he had attended a public hearing in June 2015 at the Gardiner City Hall that was held at the request of *Upstream* and at which they expressed their case for restoration of access by spawning alewives, currently prevented by the series of dams in Cobbosseecontee Stream. He said that since 1997 the Department of Marine Resources (DMR) annually stocks alewives in Pleasant Pond at a rate of six adults per acre. He said that alewife serve as a valuable source of bait for the lobster industry, adding that alewives have not had unfettered access to the Cobbosseecontee Stream watershed since 1761 due to dam construction throughout the watershed. Much has changed since then, he said. He said that *Upstream's* immediate goal is to provide passage for spawning alewife beyond the lowest dam, the former Gardiner Paperboard Dam. He said that *Upstream* members informed him and Ms. Dennis that the Kennebec Land Trust, holders of an easement along the stream at this lower dam, has granted

permission for alterations to be made to enable fish passage at this juncture. The former American Tissue Dam, he said is next in the series, and serves a source of hydro-electric power and is currently going through the re-licensing process with the Federal Energy Regulatory Commission (FERC). Ms. Dennis said that although providing fish passage at the American Tissue Dam and/or the New Mills Dam, immediately upstream, may not be a requirement under the current re-licensing process, the subject will likely be revisited if sea-run fish gain access beyond the former Gardiner Paperboard Dam. Mr. Monagle stated that there has been significant debate as to the potential impact of anadromous fish restoration on lake water quality, adding that he has not bought into claims that restoring alewife access to lakes results in improved water quality. To the contrary, he said he believes that there is a potential threat from restoration of anadromous fishes to lake water clarity and explained much of his basis for that position. He said that in 2015 he had contacted representatives from DMR and DEP suggesting that a discussion group be formed to exchange information and hopefully come to agreement on some basic ecological facts, but that the meeting has yet to occur. Trustee Jordan-Hillier said that she has had some concerns since the CWD's annual budget meeting in May 2017 at which she said that Mr. Monagle expressed an opinion on the issue without her recalling it being previously discussed at CWD board meetings. She said that whatever position the CWD takes should be consistent with the CWD charter and be transparent and defensible. Mr. Monagle replied that he wouldn't expect anything less, adding that he does not believe he expressed a formal position at the annual meeting, but that he expressed his concerns and reservations and the need for more information. Trustee Andrews commented that the topic had been brought up at board meetings over the past several years. Mr. Monagle said he feels he should try to advance the meeting with DMR and DEP to compare interests and concerns. Trustee Small-Hughes agreed, adding that a follow-up summary for the board would be helpful.

The meeting was adjourned at 9:00 P.M.

Respectfully submitted,



William J. Monagle, CLM
Executive Director
Secretary to the Board

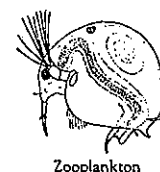
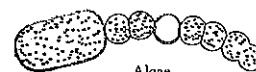
COBBOSSEE WATERSHED DISTRICT

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FINANCIAL REPORT FOR FEBRUARY 2018

(33% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
DIRECT COSTS					
Personnel	185,881.00	13,952.38	122,512.29	63,368.71	34%
Monitoring expenses	11,500.00	4,267.00	10,469.99	1,030.01	9%
Conference expenses	300.00	0.00	0.00	300.00	100%
Pro. Development	500.00	0.00	288.00	212.00	42%
Education/Information	2,200.00	0.00	116.35	2,083.65	95%
Bookkeeping	2,000.00	121.75	1,328.28	671.72	34%
Contractual					
Cobboossee 319	3,987.00	0.00	1,851.00	2,136.00	54%
Cochnewagon 319	6,450.00	3,077.00	3,077.00	3,373.00	52%
NPS Direct					
Cobboossee 319	18,315.00	0.00	17,768.51	546.49	3%
Cochnewagon 319	28,250.00	0.00	0.00	28,250.00	100%
Gage Operation	3,600.00	2,010.42	2,926.04	673.96	19%
Trustees expenses	600.00	0.00	600.00	0.00	0%
TOTAL	263,583.00	23,428.55	160,937.46	102,645.54	39%
OVERHEAD COSTS					
Health benefits	25,000.00	1,969.87	16,498.22	8,501.78	34%
Unemployment comp.	780.00	8.36	38.14	741.86	95%
Social Security	14,220.00	1,067.34	9,392.67	4,827.33	34%
---Benefits subtot.	40,000.00	3,045.57	25,929.03	14,070.97	35%
Office supplies	1,200.00	99.99	928.67	271.33	23%
Photocopy/printing	600.00	0.00	0.00	600.00	100%
Telephone	1,800.00	159.73	1,244.16	555.84	31%
Postage	325.00	0.00	147.00	178.00	55%
GIS License	400.00	400.00	400.00	0.00	0%
Library	825.00	48.92	746.37	78.63	10%
Petty Cash	100.00	0.00	0.00	100.00	100%
---Off. Oper. subtot.	5,250.00	708.84	3,516.20	1,733.80	33%
Office rent	13,506.00	1,108.00	8,640.00	4,866.00	36%
Truck operations	1,750.00	0.00	1,127.19	622.81	36%
Accounting/legal	250.00	0.00	104.78	145.22	58%
Insurance	6,300.00	0.00	3,873.00	2,427.00	39%
TOTAL	67,056.00	4,862.21	43,190.20	23,865.80	36%
Capital expense	1,700.00	226.25	1,378.84	321.16	19%
TOTAL OPERATING COST					
AS BUDGETED	332,339.00	28,517.01	205,506.50	126,832.50	38%
UNBUDGETED EXPENSES		0.00	0.00		
(See Notes*)					
TOTAL EXPENSES		28,517.01	205,506.50		

February 2018, cont'd.

	BUDGETED	Received	YTD	Balance	% Remaining
INCOME					
Municipal assessment	227,705.00	0.00	160,638.00	67,067.00	29%
Water District cont.	9,427.00	0.00	6,284.66	3,142.34	33%
Federal/State Grants					
Cobbossee 319	30,832.00	0.00	38,699.00	-7,867.00	-26%
Cochnewagon 319	47,558.00	0.00	0.00	47,558.00	100%
Contracts/fees	1,500.00	0.00	0.00	1,500.00	100%
Contributions/misc.	750.00	0.00	772.99	-22.99	-3%
Forward from Reserve	14,567.00	0.00	0.00	14,567.00	100%
TOTAL REVENUES AS BUDGETED	332,339.00	0.00	206,394.65	125,944.35	38%

UNBUDGETED REVENUES (See Notes*)	0.00	3,400.00
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TOTAL REVENUES	0.00	209,794.65
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CASH BALANCES

Checking Account	02/28/2018	49,023.78
Stormwater Comp. Funds		
- Cobbossee Lake (DEP)	02/28/2018	16,782.13
- Annabessacook Lake (DEP)	02/28/2018	7,560.84
- Woodbury Pond (DEP)	02/28/2018	623.43
- General Fund (CWD)	02/28/2018	<u>10,874.63</u>
TOTAL		84,864.81

NOTES:

July - Received \$2,400 from Torsey Pond Association for Watershed Survey Report.

January - Received \$1,000 from Lakes Environmental Association for Lakes Collaborative Grant.

TOWN OF READFIELD
ASSESSOR'S OFFICE
8 Old Kents Hill Road
Readfield, Maine 04355
Telephone (207) 685-4939
Fax (207) 685-3420

March, 2018

Re: Information Request from Business Property Owners.

Dear Business Owner:

This letter serves to provide you with information regarding Maine's two property tax relief programs available for business equipment, to provide you information regarding recent changes to Maine property tax law regarding these two programs, and to provide notice to you of the requirement for you to provide a list of taxable property to the Readfield assessors on or before May 1, 2018.

Business Equipment Tax Exemption Program (BETE) and the Business Equipment Tax Reimbursement Program (BETR).

The **BETE** program is a 100% property tax exemption program for eligible equipment that would have been first subject to tax in Maine *on or after 4/1/08*. Maine tax law requires a new application is required to be **filed each year** listing **all equipment** that the taxpayer is requesting be exempt from taxation for the tax year beginning 4/1/2018. An application for exemption under the BETE program will not be accepted for the current tax year unless all eligible equipment for which exemption being applied for is listed. An application which only refers to lists provided in prior tax years **will not be considered a valid application**. Due to recently enacted legislation, businesses engaged in the sale of services will now be eligible to participate in the BETE program for qualifying equipment placed in service after April 1, 2007. The BETE program does not replace the Business Equipment Tax Reimbursement program (see below).

The **BETR** program provides a reimbursement to taxpayers for the property taxes paid on qualified equipment placed in service after April 1, 1995 and on or before April 1, 2007 and for retail equipment placed in service after April 1, 1995 through the present. Under the BETR program, the taxpayer will pay the property taxes to the town on the eligible equipment. The taxpayer may be reimbursed for taxes paid on BETR eligible equipment by applying to Maine Revenue Service on or after August 1st of the year following the calendar year in which payment of the taxes is made to the town. Please note that businesses providing retail services, such as law or accounting offices, salons and barber shops, medical practitioners and financial institutions now qualify for exemption under the BETE program and no longer qualify for BETR.

The following is a partial list of taxable business equipment that does not qualify for either program: office furniture and fixtures, equipment owned by a public utility, a radio paging service, mobile telecommunications services, a cable television company, satellite based TV broadcast services, and gambling equipment. Equipment used in energy plants producing energy primarily for sale remains taxable.

In summary, to qualify for BETE (exemption):

- Eligible equipment must have been first placed in service in Maine after April 1, 2007
- Equipment used in the retail sale of goods does not qualify for exemption
- A new and complete application for all qualified equipment must be made to the assessors on or before May 1st
- Equipment used in retail **services** (*not* the retail sale of goods) qualifies for exemption under BETE for the first time for 2018-19. Generally this is equipment used in the delivery of professional services
- Does not apply to excluded persons or excluded equipment

To qualify for BETR (state reimbursement):

- Eligible equipment must have been first placed in service in Maine after April 1, 1995
- Applies to qualified equipment placed in service after April 1, 1995 and on or before April 1, 2007 and for retail equipment placed in service after April 1, 1995 through the present.
- Property owner must apply to the state for reimbursement in the year following the year the tax on that equipment was paid to the municipality
- Does not apply to excluded persons or excluded equipment

If you think that you have equipment that qualifies for exemption under BETE, you can download an application from the Maine Revenue Services web site <http://www.maine.gov/revenue/forms/property/appsformspubs.htm> or you may contact the Town Office at 207 685-4939. Directions for application are on the back of the form. Please copy the form if you need additional lines to report equipment that you think qualifies for this exemption. Please complete and return this exemption application by **May 1, 2018**. Additional guidance to these programs available on line by clicking on the Business Equipment Tax Exemption Program (BETE) link at www.maine.gov/revenue/propertytax/homepage.html. Please be advised our assessing agent is very familiar with these programs and is willing to assist should you have any questions.

Request for Business Equipment Listing Pursuant to Title 36 Section 706.

Maine law also provides that the assessors may request a list from taxpayers listing the property that is subject to taxation. Pursuant to Title 36 Section 706, the assessors are requesting a listing from you of personal property associated with your business that is subject to taxation. **You are required to report annually, a complete itemized listing of all business equipment owned on April 1 used in the operation of your business.** Costs reported on this list should include all relevant costs to make this equipment operational in your business including transportation and installation and should not be reduced by depreciation. All items physically present should be reported even though they may be fully depreciated for IRS and business accounting purposes. If there are items which are present, but not functional, please note this on the report.

To assist you in accurately reporting this list, we have listed examples of the types of personal property that are subject to taxation in the State of Maine at the bottom of this letter. On the enclosed form, please indicate whether the item was purchased as a new item or if it was used. Please list the date of purchase, a brief description of the item, a model number if readily available and appropriate, the actual or approximate year of manufacture, and the purchase price. The purchase price should include any necessary installation cost to make the item operable in your place of business. On the back of the list, please list any leased equipment located at your place of business.

Your cooperation in providing this information will assure a fair and equitable assessment of your business equipment. **Please return the list to the Readfield Assessors Office by May 1, 2018.** Maine law, Title 36, Section 706, provides that failure to provide a listing of property to the assessor shall bar the taxpayer's right to appeal his or her valuation.

David Ledew
Agent to the Assessors
Assessor@readfieldmaine.org
685-4939

EXAMPLES OF PERSONAL PROPERTY SUBJECT TO PERSONAL PROPERTY TAXATION IN THE STATE OF MAINE

This is not an exhaustive listing of the kinds of personal property, associated with a business in the State of Maine, that are subject to property taxation. These examples are meant to be illustrative of the types of properties that are taxed.

Office furniture, such as tables, chairs, desks, file cabinets, etc.

Office equipment, such as telephones, printers, computers, copiers, fax machines, etc.

Motel furniture and fixtures such as beds, chairs, stands, televisions, etc.

Store furniture and fixtures, such as shelving, displays, cash registers, coolers, freezers, racks, check out stands, etc.

Bank equipment such as teller equipment, vault doors, safes, automatic teller machines, etc.

Medical and dental equipment, such as examination tables, dental chairs, x-ray machines, lab equipment, etc.

Manufacturing equipment used in the manufacture of a product.

Service Station equipment such as lifts or hoists, compressors, diagnostic equipment, tire changers, etc.

Restaurant furniture and equipment such as tables, chairs, stoves, ovens, coolers, hoods, freezers, food preparation tables, etc.

Rental Equipment, such as specific pieces of equipment that are rented out to customers in a business that rents to customers. This includes VCR tapes rented to customers.

Vehicles that the owner does not pay an excise tax on, such as tractors, forklifts, backhoes, bulldozers, trailers, etc. (Please note that an excise tax is not paid on a trailer even if it is registered.)

Vending equipment, such as beverage machines, candy machines, change machines, etc.

Games or Game Machines used in a business, such as a coin operated video machine, a pinball machine, pool table, etc.

Professional Libraries.

Equipment used by contractors, masons, or landscapers, such as; power tools, staging, etc

Signs.

**TOWN OF READFIELD, MAINE
2018/19 PERSONAL PROPERTY DECLARATION**

NAME OF BUSINESS: _____

MAILING ADDRESS OF BUSINESS: _____

NAME OF BUSINESS OWNER: _____

PHONE NUMBER AND E-MAIL ADDRESS: _____

PHYSICAL LOCATION OF BUSINESS: _____

LISTINGS OF ITEMS OF PERSONAL PROPERTY THAT ARE SUBJECT TO TAXATION.

[illegible]

POLICY FOR COMBINING PARCELS FOR TAX PURPOSES

The Readfield Board of Assessors is responsible for the administration of real and personal property taxes in accordance with Maine's Constitutional and statutory requirements. In the maintenance of the real property tax records for the Town, the Board acknowledges that property owners may desire to combine their parcels for tax purposes. When two or more parcels are combined into a single parcel, the resulting parcel is usually valued less than the sum of the value of the parcels that were combined. Though this may reduce the property taxes for the owner of the parcel, the result is the amount of tax saving to the person who is combining parcels will be shifted to the other taxpayers in Readfield.

The purpose of this policy is to establish the procedures necessary for the combining of parcels that will be recognized by Board and will not cause an undue shifting of the property tax burden.

The property owner should understand the following:

- All delinquent property taxes must be paid before parcels can be combined.
- The parcels to be combined must touch each other and cannot be separated by another parcel or a public right of way.
- All parcels must be wholly within the Town of Readfield.
- Filing a request does not guarantee that the parcels will be combined.
- Because of the time between assessment date and the time tax bills are sent, you may receive tax bills for the separate parcels after you fulfilled the requirements of this policy.
- The combining of parcels does not necessarily affect the value that will be placed on your property for tax purposes. You should check with the Board or their assessing agent to understand what the result will be to combining your parcels.
- Combining parcels may affect the owner's ability to use the property per local zoning laws. The owner may want to check with the town's Code Enforcement Officer before making a request to combine parcels.

Any owner wishing to combine two or more parcels must comply with the requirements of this policy.

What the property owner must do if the parcels are not within a subdivision:

- Title to the parcels must have been obtained on the same deed and therefore be held in exactly the same name.
- To combine parcels, the properties to be combined must be described with a perimeter description clearly describing the parcels to be combined as a single parcel.
- Combining parcels will not allowed when one parcel is taxable and another is tax exempt.

What the property owner must do if one or more of the parcel(s) are located within a subdivision:

- If one or more of the parcels to be combined is within a subdivision, the taxpayer must first apply to the Planning Board to have the subdivision amended to combine the parcels before that parcels will be combined for property tax purposes.
- Combining parcels will not allowed when one parcel is taxable and another is tax exempt.

DAVE
SAVED in
Two Places
→ Saved As: Assessor - CEO DRAFT - combining two or more
→ Clear Copy - SAVED AS: Assessor - CEO Draft clear -

POLICY FOR COMBINING PARCELS / MERGING OF LOTS & DEEDS FOR TAX PURPOSES

The Readfield Board of Assessors is responsible for the administration of real and personal property taxes in accordance with Maine's Constitutional and ~~s~~statutory requirements. In the maintenance of the real property tax records for the Town, the Board acknowledges that property owners may desire to combine / merge their parcels for tax purposes. When two or more parcels are combined into a single parcel, the resulting parcel ~~is usually~~ may be valued less than the sum of the value of the parcels that were combined. Though this may reduce the property taxes for the owner of the parcel, the result is the amount of tax saving to the person who is combining parcels will be shifted to the other taxpayers in Readfield.

The purpose of this policy is to establish the procedures necessary for the combining of parcels / merging of deeds that will be recognized by the Board and will not cause an undo shifting of the property tax burden.

The property owner should understand the following:

- The "Owner" certifies that the contiguous parcels are not held for sale and not part of a subdivision. (draft a CERTIFIED REQUEST TO MERGE LOTS Letter to be received by the Board of Assessors and approve / reviewed by Assessor Agent and CEO?)
- All delinquent property taxes must be paid before parcels can be combined.
- The parcels to be combined must ~~touch each other and cannot be separated by another parcel or a public right of way~~ be contiguous, Assessor Agent or CEO may require proof from the applicant.
- All parcels must be wholly within the Town of Readfield.
- Filing a ~~request~~ CERTIFIED REQUEST TO MERGE LOTS letter (CRM) does not guarantee that the parcels will be combined and any required proof to file a CRM shall be the burden of the owner.
- Because of the time between assessment date and the time tax bills are sent, you may receive tax bills for the separate parcels after you fulfilled the requirements of this policy.
- The combining of parcels ~~does not necessarily~~ may affect the value that will be placed on your property for tax purposes. You should check with the Board or their assessing agent to understand what the result will be to combining your parcels.
- Combining parcels ~~may will~~ affect the owner's ability to use the property per Readfield's Land Use Ordinances ~~local zoning laws~~. The owner ~~may want to~~ should check with the town's Code Enforcement Officer before recording or requesting a deed or lot merger ~~to combine parcels~~.

Any owner wishing to combine two or more parcels must comply with the requirements of this policy.

What the property owner must do if the parcels are not within a subdivision:

- Title to the parcels must ~~have been obtained on the same deed and therefore~~ be held in the exactly the same name(s). If / when a corrective deed is required to determine ownership, it shall be recorded at the Kennebec County Register of Deeds (K. C. R. D.) to determine the date of merger, and a sketch showing new boundary / property lines.
- To combine parcels, the properties to be combined must be described with a perimeter description clearly describing the parcels ~~to be combined~~ as a single parcel.
- Combining parcels will not be allowed when one parcel is taxable and another is tax exempt.

What the property owner must do if one or more of the parcel(s) are located within a subdivision:

- If one or more of the parcels to be ~~combined merged~~ is within a subdivision, the taxpayer must first file for a subdivision map amendment through apply to the Planning Board. A Land Use Application is required. When approved the amended subdivision plan / plot will determine the date of the merger ~~which to have the subdivision amended to combine the parcels before that parcels will be taxed as a single property combined for property tax purposes.~~ A corrective deed shall be recorded at the K. C. R. D. reflecting the new plan / plot (book and page) that has the correct metes and bounds showing the new boundary / property lines.
- Combining parcels will not be allowed when one parcel is taxable and another is tax exempt.

(DRAFT) CERTIFIED REQUEST TO MERGE LOTS

I, _____ name _____, certify that I am the owner of, _____ address _____, Map # _____ ? _____, Lot # _____ ? _____ and recorded at the K. C. R. D. in Book # _____ ? _____, Page # _____ ? _____ and would like to combine / merge the above described said lot with the following lot, _____ address _____, Map # _____ ? _____, Lot # _____ ? _____ and recorded at the K. C. R. D. in Book # _____ ? _____, Page # _____ ? _____.

I certify that the above two lots are contiguous and are not part of any subdivision.

A corrective deed and a sketch describing the newly formed boundary lines will be recorded at the K. C. R. D. when the merger/ lot combination has been approve by the Town of Readfield.

_____ owner's signature _____ attested by _____ print name _____

_____ owner print name _____ commission expires _____

BOARD APPROVED _____ DATE _____

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Appointment of the 2018 Ballot & Election Clerks

Ballot clerks are appointed for each municipal election and Election clerks are appointed every two years on the even number year for federal, state, and county elections.

<u>DEMOCRATS</u>	<u>Date</u>	<u>REPUBLICANS</u>	<u>Date</u>
Durgin, Greg _____		Palmer, Marilyn _____	
Peterson, Karen _____		Keene, Grace _____	
Nadeau, Bonnie _____		Rourke, Sandra _____	
Hutchinson, Kristi _____		Buss, Anita _____	
Denison, Mary _____		Clark, Sonya _____	
Tolman, Andrews _____		Bagley, David _____	
Lake, Brenda _____		Woodsum, Kathryn _____	
Tolman, Susan _____		Woodsum, Steve _____	
Wright, Milton _____		Molokie, Thomas _____	
Harris, Bonnie _____			
Soule, Martha _____			

Select Board of Readfield-appointed April 2, 2018

Bourgoine, Bruce

Parent, John

Price, Dennis

Sammons, Christine

Woodsum, Kathryn Mills

TOWN OATH

I, **Robin L. Lint**, hereby certify that the above clerks, by signing this page personally appeared before me and took the following oath:

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

Before me, **Robin L. Lint**, Town Clerk

ME DEMS

MAINE DEMOCRATIC PARTY

2018 DEMOCRATIC CAUCUSES

PO Box 5258 Augusta ME 04332

Readfield Municipal Chair:

Gregory Leimbach
126 Old Kents Hill Rd
Readfield ME 04355
gleimbach01@gmail.com
(207) 242-6524 Mobile

Robin Lee Lint
8 Old Kents Hill Rd
Readfield ME 04355

This is to notify you that on March 4, 2018 the **Democratic Municipal Committee of Readfield** has officially nominated the following persons to serve as Election Clerks to work at the polls on Election Day for the next two years. State law provides that you should select from this list when you choose Democrats to serve as Election Clerks. In the event that any of those persons listed cannot serve, please notify the Readfield Municipal Chair and another name will be submitted.

Please consider this an official notice in compliance with state election law.

Caucus State File ID	Name Address	Email Phone
Readfield 017300527	Philip Durgin Jr 104 Winthrop Rd Readfield ME 04355	(207) 685-4481 Home
Readfield 017301767	Martha Soule 85 Winthrop Rd Readfield ME 04355	martysoule@gmail.com (207) 685-9270 Mobile

OLD BUSINESS

**Annual Town Meeting Warrant
Secret Ballot
Tuesday, June 12, 2018**

To: Anna Carl, resident of the Town of Readfield, in the County of Kennebec, State of Maine

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 12th day of June, A.D. 2018, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 41 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: Elect a moderator to preside at said meeting and to vote by written ballot.

Article 2:

Elect two Select Board members for three year terms:

- ☐ Sammons, Christine
☐ Write in: _____
☐ Write in: _____

Elect two RSU #38 School Board member for a three year term:

- ☐
☐
☐ Write in: _____
☐ Write in: _____

Elect one Local School Committee member for a one year term:

- ☐ Write in: _____

Elect one Local School Committee member for a two year term:

- ☐ Write in: _____

Elect one Local School Committee member for a three year term:

- ☐ Write in: _____

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2018 through June 30, 2019?

Article 4: Shall the Town vote to fix **September 28, 2018** or thirty days after the taxes are committed, whichever is later, and **February 27, 2019** as the dates of ~~upon~~ each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 8% per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 3% , which is lower than the State Rate of 8% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2018 to October 1, 2018?

Article 7: Shall the Town vote to raise and appropriate **\$481,206** for the **General Government for Administration, Insurance, Office Equipment, Assessing, CEO/LPI/BI, Grant Writing, Heating Assistance and Attorney Fees** budget category for the following budget lines with **Grant Writing, Heating Assistance and Attorney Fees** unexpended balances to be carried forward?

Municipal Administration

\$262,035

12884021.1

Insurance	\$134,500
Office Equipment	\$ 6,400
Assessing	\$ 22,556
CEO/LPI/BI	\$ 37,215
Grant Writing/Planning Ser.	\$ 2,000
Heating Assistance	\$ 1,500
Attorney Fees	\$ 15,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 8: Shall the Town vote to raise and appropriate **\$127,415** for the **Municipal Maintenance** budget category?

General Maintenance	\$ 87,895
Building Maintenance	\$ 29,520
Vehicles Maintenance	\$ 10,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 9: Shall the Town vote to raise and appropriate **\$42,112** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the Conservation budget line carried forward?

Appeals Board	\$ 100
Conservation Commission	\$ 40,208
Planning Board	\$ 1,804

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 10: Shall the Town vote to raise and appropriate **\$55,961** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Library budget line carried forward?

Animal Control	\$ 11,595
Kennebec Land Trust	\$ 250
KVCOG	\$ 4,325
Age Friendly Initiatives	\$ 1,750
Library Services	\$ 26,455
Readfield TV	\$ 5,386
Street Lights	\$ 6,200

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 11: Shall the Town vote to raise and appropriate **\$38,708** for the **Recreation, Parks and Activities** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 9,660
Recreation	\$ 11,560
Heritage Days	\$ 5,000
Town Properties	\$ 2,680
Trails	\$ 1,808
Millstream Dam Project	\$ 8,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 12: Shall the Town vote to raise and appropriate **\$132,725** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward with the exception of the Ambulance Service, Dispatching and Emergency Operations Plan lines?

Operations Fire Department	\$ 65,600
Fire Dept. Equipment	\$ 8,000

Ambulance Service	\$ 25,400
Waterholes	\$ 500
Tower Sites	\$ 2,400
Dispatching	\$ 28,625
Personal Protective Gear Replacement	\$ 2,000
Emergency Operations	\$ 200

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 13: Shall the Town vote to raise and appropriate \$16,500 for the Cemetery Materials & Services budget category, with any unexpended balances to carry forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 14: Shall the Town vote to raise and appropriate \$407,930 for the Roads & Drainage budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$147,330
Winter Road Maintenance	\$260,600

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 15: To see if the Town will vote to appropriate \$177,000 to perform Capital Repairs to the Maranacook Outlet Dam, and to authorize the Town Treasurer and Chair of the Select Board to borrow up to \$177,000 on such terms as they deem appropriate. Shall the Town authorize the Select Board to borrow up to \$177,000 on such terms as it deems appropriate, with the proceeds to be appropriated to perform capital repairs to the Maranacook Outlet Dam?

Comment [KMC1]: It's really the Selectmen that should be given the authority, and the Selectmen can then delegate whatever authority to the Chair and Treasurer to sign as needed.

Select Board recommends: Yes

Budget Committee recommends: Yes

MUNICIPAL TREASURER'S FINANCIAL STATEMENT **(30-A MRSA § 5404(1-A & 5772(2-A))** **Town of Readfield**

1. Town Indebtedness

A. Bonds – Principal outstanding and unpaid :	\$720,895.00
B. Bonds – Interest outstanding and unpaid:	\$ 34,399.38
C. Bonds – Authorized and unissued:	\$ 0.00
D. Bonds – To be issued if Article 15 is approved:	\$177,000.00

2. Costs- Warrant Article 15 (Maranacook Dam Outlet Dam)

At an estimated interest rate of three percent (3%) for a term of ten (10) years, the estimated cost of this bond/note/loan will be:

A. Principal	\$177,000.00
B. Interest	\$ 29,189.90
C. Total New Debt	\$206,189.90

3. Validity- The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service or the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

4. Debt Limit- In accordance with 30-A M.R.S.A. 30-A-§5701 & §5702, a municipality may not borrow funds if the borrowing would cause the municipality to exceed its debt limit.

A. 2018 State Valuation	\$259,450,000
B. Limit Factor	x 7.5%
C. Debt Limit	\$ 19,458,750

Prepared By: Eric W. Dyer, Treasurer, March 15, 2018

12884021.1

Article 16: Shall the Town vote to raise and appropriate **\$274,614** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Admin Technology	\$ 6,000
Library Building	\$ 5,000
Cemetery	\$ 5,000
Roads	\$ 50,000
Equipment	\$ 15,000
Equipment Leases	\$ 19,000
Transfer Station	\$ 51,614
Maranacook Lake Dam	\$ 123,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 17: Shall the Town vote to raise and appropriate **\$303,686** for the **Solid Waste Department** budget category with all accounts to be carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 18: Shall the Town vote to raise and appropriate **\$48,000** for the **Regional Assessments** budget category for the following budget lines which the town is legally bound to pay?

Cobbossee Watershed	\$ 23,500
First Park	\$ 24,500

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 19: Shall the Town vote to raise and appropriate **\$270,000** for the **Kennebec County Tax** budget category which the town is legally bound to pay?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 20: Shall the Town vote to raise and appropriate **\$327,956** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2016 Fire Truck Bond	\$ 56,238
2018 Maranacook Lake Dam Bond	\$ 6,000
2013 Road & Bridge Bond	\$109,118
2008 Road & Bridge Bond	\$156,600

Select Board recommends: Yes

Budget Committee recommends: xxx (was Yes, but MLD changed...)

Article 21: Shall the Town vote to appropriate **\$50,000** for **Local Tax Relief** budget category, with any unexpended balances to be ~~carry~~carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 22: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,376** for the **Central Maine**

Agency on Aging/Cohen Center/Senior Spectrum?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Family Violence Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$2,250** for the Courtesy Boat Inspection Program to the **Maranacook Lake Association** for **\$1,500** and the **Torsey Pond Association** for **\$750** on Maranacook Lake and Torsey Pond?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$2,500** for the **30 Mile River Association**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 28: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 29: Shall the Town vote to appropriate the amount equal to that paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation, maintenance and grooming?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 30: Shall the Town vote to raise and appropriate **\$40,000** for the **Unclassified** budget category for the following budget lines with Readfield Enterprise Fund and Revaluation unexpended balance to carry forward?

Readfield Enterprise Fund	\$10,000
Real Estate Property Revaluation	\$10,000
Overdraft	\$ 5,000
Abatements	\$15,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 31: Shall the Town vote to raise and appropriate **\$4,500** for the **General Assistance** budget category?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 32: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, ~~Local~~ and private grant sources ~~(including user fees), in those categories for those purposes for which the revenue grant was intended (if no use is identified, the funds shall be deposited with the General Fund), in addition to the amounts appropriated previously in these articles?~~

Select Board recommends: Yes

Budget Committee recommends: Yes

Comment [KMC2]: Is this necessary if we add the language I suggest to Art. 33?

Article 33: Shall the Town vote to ~~appropriate~~ accept the following **Estimated Revenues** to reduce the 2018 Tax Commitment? ~~Said revenues shall be allocated to the General Fund and appropriated toward any authorized expenditure, if not otherwise appropriated by town meeting or by law.~~

State Revenue Sharing	\$ 135,000
Interest on Property Taxes	\$ 25,000
Interest on Investments	\$ 5,000
Veterans Exemption	\$ 4,000
Homestead Exempt. Reimbursement	\$ 182,343
Tree Growth Reimbursement	\$ 9,000
BETE Reimbursement	\$ 8,468
Boat Excise Taxes	\$ 8,000
Motor Vehicle Excise Taxes	\$ 500,000
Agent Fees	\$ 10,000
Newsletter	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,400
Other Income	\$ 2,000
Heating	\$ 1,500
Plumbing fees	\$ 5,000
Land Use Permit Fees	\$ 6,000
Conservation Grant	\$ 30,517
Dog License Fees	\$ 3,000
Age Friendly	\$ 1,000
Library Revenue	\$ 3,925
Cable Television Fees	\$ 27,000
Beach Income	\$ 9,660
Recreation Income	\$ 9,710
Millstream Dam/Factory Sq	\$ 8,000
Protection	\$ 2,600
Local Roads	\$ 35,000
Transfer Station Capital	\$ 9,022
Maranacook Lake Dam	\$ 177,000
Transfer Station	\$ 193,829
First Park	\$ 10,000
Snowmobile (State reimb.)	\$ 1,377
General Assistance (State reimb.)	\$ 2,250
Total	\$1,426,751

Select Board recommends: Yes

Budget Committee recommends: xxx (was Yes but Homestead and BETE changed)

Article 34: Shall the Town vote to appropriate the following **Designated Funds** to reduce the 2018 Tax Commitment?

Admin Technology	\$ 3,729
Age Friendly	\$ 750
Conservation	\$ 9,644
Heating Fund	\$ 1,500
Maranacook Dam Capital	\$123,000
Recreation	\$ 1,850

Readfield Enterprise Fund	\$ 10,000
Road Bond	\$ 5,830
Roads	\$ 35,000
Transfer Station Capital	\$ 36,000
Total	\$227,303

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 35: Shall the Town vote to authorize the Select Board to expend up to **Twenty Five Thousand Dollars (\$25,000)** from the **Unassigned Fund Balance** (General Fund), ~~in the aggregate for one or more purposes as necessary~~ to meet contingencies that may occur during the ensuing fiscal year?

Comment [KMC3]: Other way to do this is to appropriate \$25,000 toward a contingency account.

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 36: Shall the Town vote to appropriate \$128,000 from the **Unassigned Fund Balance** to **reduce the total tax commitment**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 37: Shall ~~the Town vote to adopt a new~~ ordinance entitled the **Property Tax Assistance Program Ordinance**, ~~and be enacted?~~ ~~be enacted?~~ A copy of said Ordinance is attached to the **posted** Warrant and incorporated by reference.

Article 38: Shall ~~an ordinance entitled the Town vote to amend the 2018 Amendments to the Town of Readfield Land Use Ordinance~~, ~~and be enacted?~~ A copy of said Ordinance is attached to the **posted** Warrant and incorporated by reference.

Comment [KMC4]: If more than 10 pages can say it's available with Town Clerk.

Article 39: Shall ~~the Town vote to amend the an ordinance entitled 2018 Amendments to the Town of Readfield Animal Control Ordinance~~, ~~and be enacted?~~ A copy of said Ordinance is attached to the **posted** Warrant and incorporated by reference.

Comment [KMC5]: Or just repeal the existing ordinance and replace it with the new one, since there are quite a few changes.

Article 40: Shall ~~the an ordinance entitled the 2018 Amendments to the Town of Readfield Cemetery Ordinance~~, ~~and be enacted?~~ A copy of said Ordinance is attached to the **posted** Warrant and incorporated by reference.

Article 41: Should the Town continue to use the **Secret Ballot** process for the 2019 Annual Town Meeting?

Comment [KMC6]: This is advisory only. I'd rather not have it in here. It's always the Selectmen's choice.

Annual Town Meeting Warrant

Secret Ballot

Tuesday, June 12, 2018

To: Anna Carll, resident of the Town of Readfield, in the County of Kennebec, State of Maine

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 12th day of June, A.D. 2018, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 41 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: Elect a moderator to preside at said meeting and to vote by written ballot.

Article 2:

Elect two Select Board members for three year terms:

☐

Sammons, Christine

☐

Write in: _____

☐

Write in: _____

Elect two RSU #38 School Board member for a three year term:

☐☐

Write in: _____

☐

Write in: _____

Elect one Local School Committee member for a one year term:

☐

Write in: _____

Elect one Local School Committee member for a two year term:

☐

Write in: _____

Elect one Local School Committee member for a three year term:

☐

Write in: _____

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2018 through June 30, 2019?

Article 4: Shall the Town vote to fix **September 28, 2018** or thirty days after the taxes are committed, whichever is later, and **February 27, 2019** as the dates upon each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 8% per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 3% , which is lower than the State Rate of 8% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2018 to October 1, 2018?

Article 7: Shall the Town vote to raise and appropriate **\$481,206** for the **General Government for Administration, Insurance, Office Equipment, Assessing, CEO/LPI/BI, Grant Writing, Heating Assistance and Attorney Fees** budget category for the following budget lines with **Grant Writing, Heating Assistance and Attorney Fees** unexpended balances to be carried forward?

Municipal Administration

\$262,035

Insurance	\$134,500
Office Equipment	\$ 6,400
Assessing	\$ 22,556
CEO/LPI/BI	\$ 37,215
Grant Writing/Planning Ser.	\$ 2,000
Heating Assistance	\$ 1,500
Attorney Fees	\$ 15,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 8: Shall the Town vote to raise and appropriate **\$127,415** for the **Municipal Maintenance** budget category?

General Maintenance	\$ 87,895
Building Maintenance	\$ 29,520
Vehicles Maintenance	\$ 10,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 9: Shall the Town vote to raise and appropriate **\$42,112** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the Conservation budget line carried forward?

Appeals Board	\$ 100
Conservation Commission	\$ 40,208
Planning Board	\$ 1,804

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 10: Shall the Town vote to raise and appropriate **\$55,961** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Library budget line carried forward?

Animal Control	\$ 11,595
Kennebec Land Trust	\$ 250
KVCOG	\$ 4,325
Age Friendly Initiatives	\$ 1,750
Library Services	\$ 26,455
Readfield TV	\$ 5,386
Street Lights	\$ 6,200

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 11: Shall the Town vote to raise and appropriate **\$38,708** for the **Recreation, Parks and Activities** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 9,660
Recreation	\$ 11,560
Heritage Days	\$ 5,000
Town Properties	\$ 2,680
Trails	\$ 1,808
Millstream Dam Project	\$ 8,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 12: Shall the Town vote to raise and appropriate **\$132,725** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward with the exception of the Ambulance Service, Dispatching and Emergency Operations Plan lines?

Operations Fire Department	\$ 65,600
Fire Dept. Equipment	\$ 8,000

Ambulance Service	\$ 25,400
Waterholes	\$ 500
Tower Sites	\$ 2,400
Dispatching	\$ 28,625
Personal Protective Gear Replacement	\$ 2,000
Emergency Operations	\$ 200

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 13: Shall the Town vote to raise and appropriate **\$16,500** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 14: Shall the Town vote to raise and appropriate **\$407,930** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$ 147,330
Winter Road Maintenance	\$ 260,600

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 15: Shall the Town authorize the Select Board to borrow up to \$177,000 on such terms as it deems appropriate, with the proceeds to be appropriated to perform capital repairs to the Maranacook Outlet Dam?

Select Board recommends: Yes

Budget Committee recommends: Yes

MUNICIPAL TREASURER'S FINANCIAL STATEMENT
(30-A MRSA § 5404(1-A & 5772(2-A))
Town of Readfield

1. Town Indebtedness

A. Bonds – Principal outstanding and unpaid :	\$720,895.00
B. Bonds – Interest outstanding and unpaid:	\$ 34,399.38
C. Bonds – Authorized and unissued:	\$ 0.00
D. Bonds – To be issued if Article 15 is approved:	\$177,000.00

2. Costs- Warrant Article 15 (Maranacook Dam Outlet Dam)

At an estimated interest rate of three percent (3%) for a term of ten (10) years, the estimated cost of this bond/note/loan will be:

A. Principal	\$177,000.00
B. Interest	\$ 29,189.90
C. Total New Debt	\$206,189.90

3. Validity- The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service or the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

4. Debt Limit- In accordance with 30-A M.R.S.A. §5701 & §5702, a municipality may not borrow funds if the borrowing would cause the municipality to exceed its debt limit.

A. 2018 State Valuation	\$259,450,000
B. Limit Factor	x 7.5%
C. Debt Limit	\$ 19,458,750

Prepared By: Eric W. Dyer, Treasurer, March 15, 2018

Article 16: Shall the Town vote to raise and appropriate **\$274,614** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Admin Technology	\$ 6,000
Library Building	\$ 5,000
Cemetery	\$ 5,000
Roads	\$ 50,000
Equipment	\$ 15,000
Equipment Leases	\$ 19,000
Transfer Station	\$ 51,614
Maranacook Lake Dam	\$ 123,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 17: Shall the Town vote to raise and appropriate **\$303,686** for the **Solid Waste Department** budget category with all accounts to be carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 18: Shall the Town vote to raise and appropriate **\$48,000** for the **Regional Assessments** budget category for the following budget lines which the town is legally bound to pay?

Cobbossee Watershed	\$ 23,500
First Park	\$ 24,500

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 19: Shall the Town vote to raise and appropriate **\$270,000** for the **Kennebec County Tax** budget category which the town is legally bound to pay?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 20: Shall the Town vote to raise and appropriate **\$327,956** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2016 Fire Truck Bond	\$ 56,238
2018 Maranacook Lake Dam Bond	\$ 6,000
2013 Road & Bridge Bond	\$109,118
2008 Road & Bridge Bond	\$156,600

Select Board recommends: Yes

Budget Committee recommends: xxx (was Yes, but MLD changed...)

Article 21: Shall the Town vote to appropriate **\$50,000** for **Local Tax Relief** budget category, with any unexpended balances to be carried forward?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 22: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,376** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Family Violence Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$2,250** for the Courtesy Boat Inspection Program to the **Maranacook Lake Association** for **\$1,500** and the **Torsey Pond Association** for **\$750** on Maranacook Lake and Torsey Pond?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$2,500** for the **30 Mile River Association**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 28: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 29: Shall the Town vote to appropriate the amount equal to that paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation, maintenance and grooming?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 30: Shall the Town vote to raise and appropriate **\$40,000** for the **Unclassified** budget category for the following budget lines with Readfield Enterprise Fund and Revaluation unexpended balance to carry forward?

Readfield Enterprise Fund	\$10,000
Real Estate Property Revaluation	\$10,000
Overdraft	\$ 5,000
Abatements	\$15,000

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 31: Shall the Town vote to raise and appropriate **\$4,500** for the **General Assistance** budget category?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 32: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, and private grant sources for those purposes for which the grant is intended?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 33: Shall the Town vote to accept the following **Estimated Revenues** to reduce the 2018 Tax Commitment?

State Revenue Sharing	\$ 135,000
Interest on Property Taxes	\$ 25,000
Interest on Investments	\$ 5,000
Veterans Exemption	\$ 4,000
Homestead Exempt. Reimbursement	\$ 182,343
Tree Growth Reimbursement	\$ 9,000
BETE Reimbursement	\$ 8,468
Boat Excise Taxes	\$ 8,000
Motor Vehicle Excise Taxes	\$ 500,000
Agent Fees	\$ 10,000
Newsletter	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,400
Other Income	\$ 2,000
Heating	\$ 1,500
Plumbing fees	\$ 5,000
Land Use Permit Fees	\$ 6,000
Conservation Grant	\$ 30,517
Dog License Fees	\$ 3,000
Age Friendly	\$ 1,000
Library Revenue	\$ 3,925
Cable Television Fees	\$ 27,000
Beach Income	\$ 9,660
Recreation Income	\$ 9,710
Millstream Dam/Factory Sq	\$ 8,000
Protection	\$ 2,600
Local Roads	\$ 35,000
Transfer Station Capital	\$ 9,022
Maranacook Lake Dam	\$ 177,000
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First Park	\$ 10,000
Snowmobile (State reimb.)	\$ 1,377
General Assistance (State reimb.)	\$ 2,250
Total	\$1,426,751

Select Board recommends: Yes

Budget Committee recommends: xxx (was Yes but Homestead and BETE changed)

Article 34: Shall the Town vote to appropriate the following **Designated Funds** to reduce the 2018 Tax Commitment?

Admin Technology	\$ 3,729
Age Friendly	\$ 750
Conservation	\$ 9,644
Heating Fund	\$ 1,500
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Recreation	\$ 1,850
Readfield Enterprise Fund	\$ 10,000
Road Bond	\$ 5,830
Roads	\$ 35,000
Transfer Station Capital	\$ 36,000
Total	\$227,303

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 35: Shall the Town vote to authorize the Select Board to expend up to **Twenty Five Thousand Dollars (\$25,000)** from the **Unassigned Fund Balance** (General Fund), in the aggregate for one or more purposes as necessary to meet contingencies that may occur during the ensuing fiscal year?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 36: Shall the Town vote to appropriate **\$128,000** from the **Unassigned Fund Balance** to **reduce the total tax commitment**?

Select Board recommends: Yes

Budget Committee recommends: Yes

Article 37: Shall an ordinance entitled the **Property Tax Assistance Program Ordinance** be enacted? A copy of said Ordinance is attached to the posted Warrant and incorporated by reference.

Article 38: Shall an ordinance entitled 2018 Amendments to the Town of Readfield **Land Use Ordinance**, be enacted? A copy of said Ordinance is attached to the posted Warrant and incorporated by reference.

Article 39: Shall an ordinance entitled 2018 Amendments to the Town of Readfield **Animal Control Ordinance** be enacted? A copy of said Ordinance is attached to the posted Warrant and incorporated by reference.

Article 40: Shall an ordinance entitled the **Cemetery Ordinance** be enacted? A copy of said Ordinance is attached to the posted Warrant and incorporated by reference.

Article 41: Should the Town continue to use the **Secret Ballot** process for the 2019 Annual Town Meeting?

2018 Amendments to the Town of Readfield

ANIMAL CONTROL ORDINANCE

Town of Readfield, Maine

"Readfield Dog & Cat Ordinance: Adopted at Town Meeting on June 11, 1985

"Animal Trespass Ordinance" Adopted at Town Meeting on March 11, 1978

"Animal Ordinance": Adopted at Town Meeting on June 13, 1992

"Animal Ordinance": Adopted at Town Meeting on June 9, 2011

"Animal Ordinance": Adopted at Town Meeting on June 12, 2018

ANIMAL CONTROL ORDINANCE

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ARTICLE I

A. TITLE

This ordinance shall be known and may be cited as the “Animal Control Ordinance of the Town of Readfield, Maine.”

B. PURPOSE

The purpose of this Ordinance is to provide regulations in addition to those contained in State Law with respect to controlling dogs and other animals throughout the Town of Readfield in the interest of the health, safety and general welfare of its residents.

C. DEFINITIONS

“Animal Control Officer (ACO)/Alternate Animal Control Officer” means qualified persons who are employed by the Town of Readfield and ~~shall be known as, and~~ appointed to perform the duties of , Animal Control. The ACO or Alt. ACO, shall be principally responsible for the enforcement of all laws related to dogs, cats, and other domesticated animals and ~~also to~~ undomesticated animals.

“At Large” means off the premises of the owner and not under the control of any person by means of personal presence and attention as will reasonably control the conduct of such animal, ~~which shall mean that the animal is under “Voice Control” at any time the animal is not on a leash or confined on the premises of the owner.~~

“Owner” means any person or persons, firms, partnership, association or corporation owning, keeping or harboring a dog or animal.

“Nuisance”~~“Barking Dog”~~ shall mean an animal which by loud, frequent, and habitual barking, howling, yelping or any continuous sound that disturbs the peace of any person ~~or persons anytime day or night.~~

“Voice Control” as used in this ordinance, the term “voice control” means that the animal returns immediately to and remains by the side of the owner or keeper in response to the owner or keeper’s verbal command, whistle or hand signal. If an animal approaches or remains within 10 feet of any other person other than the owner or keeper, that animal is not under voice control and shall be deemed to be “at large”, unless such person (or in the case of a minor child, an adult present with the child) has communicated to the owner or keeper by spoken word or gesture that such person consents to the presence of the animal.

“Dangerous Dog” means a dog that bites an individual who is not trespassing on the dog owner’s or keeper’s premises at the time of the bite or a dog that causes a reasonable and prudent person who is not on the dog owner’s or keeper’s premises and is acting in a reasonable and non-aggressive manner to fear bodily harm by attacking or threatening to attack that individual or individual’s domestic animal. “Dangerous dog” does not include a dog certified by the State and used for law enforcement use.

For the purpose of this definition, “dog owner’s or keeper’s premises” means the residence or residences, including building and land and motor vehicle, belonging to the owner or keeper of the dog.

“Domesticated” means any animal ~~domesticated or livestock that you are an owner or keeper of including owned or kept by an Owner, including but not limited to dogs, cats, cows/cattle, horses, chickens, swine, sheep, llama llama etc.~~

D. REGULATIONS

- ~~1. An owner shall not permit a nuisance.~~ **Barking Dog.** No owner or keeper shall keep or harbor any animal with the legal limits of the Town of Readfield, which by loud, frequent, or habitual barking, howling, yelping or ~~continuous~~ sound that, through its frequency or duration, unreasonably disturbs the peace of any person or persons anytime day or night.

Any person who observes a dog acting in violation of the ordinance may file and sign a written complaint. This complaint may be filed at the Town Office or with the Animal Control Officer or Local Law Enforcement. This complaint must specify the objectionable conduct of the dog(s), the date and time thereof, a description of the dog(s), and the name and residence of the owner or other person harboring said dog(s) in known. Upon written complaint by the person disturbed, which has been signed and sworn to, any constable, duly qualified law enforcement official, animal control officer or duly appointed alternate animal control officer may investigate and may give written notice to the owner or keeper of such animal that such annoyance or disturbance must cease. The warning shall be made part of the complaint. Thereafter, upon continuance of such annoyance or disturbance, such owner shall be guilty of civil violation and upon conviction there of shall be punished by fees and penalties set in Article VI-A-1 & 2.

- ~~2. Dogs deemed “Dangerous” by local law enforcement or the Animal Control Officer by issuing a civil violation summons for keeping a dangerous dog shall confine the dog in a secure enclosure. For the purposes of this paragraph, “secure enclosure” means a fence or structure of at least 6 feet in height forming or making an enclosure suitable to prevent the entry of young children and suitable to confine a dangerous dog in conjunction with other measures that may be taken by the owner or keeper, such as tethering the dangerous dog. The secure enclosure must be locked, be designed with secure top, bottom and sides and be designed to prevent the animal from escaping from the enclosure.~~

ARTICLE II

A. LICENSES WILL BE IN ACCORDANCE TO STATE LAW

1. Fees shall be paid to the Town Clerk for each license issued on spayed ~~altered~~ and ~~not altered~~ unspayed females and neutered and unneutered males dogs as prescribed by state law.
2. Each owner or keeper of a dog at the age of 6 months or over shall, on or before January 1st, annually, or at such time as such dog becomes 6 months old, cause such dog to be licensed in the Town Clerk's office in the Town where such dog is kept. No Town Clerk shall issue a license for any dog until the applicant ~~owner or keeper~~ has filed with such Clerk proof that such dog has been immunized against rabies.
3. Any person becoming the owner or keeper of a dog after the first day of January, not duly licensed as required, shall, within 10 days after he/she becomes the owner of keeper of said dog, cause said dog to be described and licensed as provided.

ARTICLE III

A. ENFORCEMENT

1. **Animal Control Officer.** The Town Manager shall appoint an Animal Control Officer and Alternate Animal Control Officers for the purpose of enforcement of the provisions of this Ordinance and State Law relating to animals.

B. IMPOUNDMENT

1. Unlicensed ~~Stray~~ dogs, whether or not at large, and dogs, and cats and other small domesticated animals found running at large, shall be taken to its owner if known or if owner is not known, shall be taken to the animal shelter designated by the municipality in which the animal was found for the period set forth in whether or not licensed, shall with or without complaint be taken up and impounded by Animal Control Officer in a shelter designated by the Town as the Town Animal Shelter and there confined in a humane manner for a period of not more than ten (10) ~~six (6) days or current Maine State Law.~~
2. Any owner may regain possession of an impounded dog or cat upon payment of the impoundment fee set by the Readfield Select Board and boarding fees set by the Animal Shelter, as well as any other penalties provided by Maine law. Any dog or cat impounded under the provisions of this Ordinance and not reclaimed by the owner within said ten (10) ~~six (6) days or current Maine State Law~~, shall be considered to be abandoned by the owner and the property of the Town's ~~designated~~ Animal Shelter and may, after consultation with the Humane Society and/or the Animal Refuge League be humanely destroyed or given to the Humane Society and/or the Animal Refuge League, or any person deemed to be responsible and a suitable owner.
3. Where the ownership of any such dog or cat is known, or can be reasonably ascertained by the Animal Control Officer, such officer shall, if possible, notify the owner within three (3) days of such impoundment, but failure to give such notice shall in no way impose any liability upon the Town for the destruction or transfer to another of any dog or cat so impounded and not reclaimed within said period of ten (10) ~~days or current~~ applicable periods under current Maine State Law.

ARTICLE IV

A. ANIMALS NOT TO RUN AT LARGE

It shall be unlawful for any domesticated animal ~~or livestock~~, licensed or unlicensed, to run at large on any highway, street, roadway on public owned property or private property (other than the property of the owner of the animal or of a person who has consented to the presence of the animal on his/her property), except when used for hunting during the appropriate season.

B. SANITATION

It shall be unlawful for any person who owns, possesses or controls an animal to fail to promptly remove and dispose of any feces left by his/her animal on any sidewalk, street, or public owned property or private property (other than the property of the owner of the animal or of a person who has consented to the presence of the animal on his/her property).

1. This provision shall not apply to an assistance dog accompanying a handicapped person who, by reason of his/her disability, is unable to remove and properly dispose of the feces.

C. PROHIBITED PROPERTY

All domestic~~ated~~ animals are prohibited on the grounds of any town cemeteries and the Town's beach property.

ARTICLE V

A. INTERFERENCE FORBIDDEN

No person shall interfere with, hinder or molest any Animal Control Officer in the performance of any duty of such officer, or seek release of any animal in the custody of an Animal Control Officer, except as herein provided.

ARTICLE VI

A. PENALTIES

For violation of Articles I.D, or IV, or V.

1. Any person convicted of violation any provisions of this ordinance shall be subject to a **court determined** fine of not less than \$50.00 no more than ~~\$100.00~~ **250.00** plus **attorney fees and** costs for the first violation. For subsequent violations, the fines shall be not less than \$100.00 no more than \$500.00, ~~to be recovered by complaint for the use of the Town of Readfield.~~ **All fines so assessed by the court and attorney fees and cost to the Town shall be recovered for the use of the Town of Readfield through District Court.** In addition the Court may make such further order regarding the destruction, restraint, or disposition of the offending animal as the Court deems appropriate.
2. A person, not previously convicted of a violation under this ordinance, may elect to pay the minimum penalty of \$50 specified above in lieu of appearing in court to answer the citation. Such payment must be received by the office of the Town Clerk within seven (7) business days from the date the citation was issued. Upon receipt of such payment by the Town Clerk, the Animal Control Officer shall cause the citation to be dismissed. ~~If the Animal Control Officer agrees, a person may elects to pay the minimum penalty of \$50.00 in lieu of appearing in court to answer the first citation, and if the person is cited for a subsequent violations, the civil penalty for the each subsequent violation shall not be a fixed increase of \$50.00 for each additional violation with a maximum of not less than \$100.00 nor more than \$500.00.~~

B. PENALTIES FOR KEEPING A DANGEROUS DOG

1. ~~Any person convicted of keeping a dangerous dog without or not within a secure enclosure shall be punished by a penalty of not less than \$500 nor more than \$1,000 for the first offense.~~
2. ~~Any person convicted of keeping a dangerous dog on a second offense shall be punished by a fine of not less than \$750 nor not more than \$1,000.~~
3. ~~Any person convicted of keeping a dangerous dog on a third or subsequent offense shall be punished by a fine of \$1,000.~~

4. In addition, the court may make such further order regarding the destruction, restraint or other disposition of the offending animal as the court deems appropriate.

2nd Reading

2018 Amendments to the Town of Readfield **ANIMAL CONTROL ORDINANCE** Town of Readfield, Maine

"Readfield Dog & Cat Ordinance: Adopted at Town Meeting on June 11, 1985

"Animal Trespass Ordinance" Adopted at Town Meeting on March 11, 1978

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"Animal Ordinance": Adopted at Town Meeting on June 12, 2018

Clean Draft

ANIMAL CONTROL ORDINANCE

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ARTICLE I

A. TITLE

This ordinance shall be known and may be cited as the “Animal Control Ordinance of the Town of Readfield, Maine.”

B. PURPOSE

The purpose of this Ordinance is to provide regulations in addition to those contained in State Law with respect to controlling dogs and other animals throughout the Town of Readfield in the interest of the health, safety and general welfare of its residents.

C. DEFINITIONS

“**Animal Control Officer (ACO)/Alternate Animal Control Officer**” means qualified persons who are employed by the Town of Readfield and appointed to perform the duties of , Animal Control. The ACO or Alt. ACO, shall be principally responsible for the enforcement of all laws related to dogs, cats, and other domesticated animals and undomesticated animals.

“**At Large**” means off the premises of the owner and not under the control of any person by means of personal presence and attention as will reasonably control the conduct of such animal.

“**Owner**” means any person or persons, firms, partnership, association or corporation owning, keeping or harboring a dog or animal.

“**Domesticated**” means any animal owned or kept by an Owner, including but not limited to dogs, cats, cows/cattle, horses, chickens, swine, sheep, llama etc.

D. REGULATIONS

1. **Barking Dog.** No owner or keeper shall keep or harbor any animal with the legal limits of the Town of Readfield, which by loud, frequent, or habitual barking, howling, yelping or sound that, through its frequency or duration, unreasonably disturbs the peace of any person or persons anytime day or night.

Any person who observes a dog acting in violation of the ordinance may file and sign a written complaint. This complaint may be filed at the Town Office or with the Animal Control Officer or Local Law Enforcement. This complaint must specify the objectionable conduct of the dog(s), the date and time thereof, a description of the dog(s), and the name and residence of the owner or other person harboring said dog(s) in known. Upon written complaint by the person disturbed, which has been signed and sworn to, any constable, duly qualified law enforcement official, animal control officer or duly appointed alternate animal control officer may investigate and may give written notice to the owner or keeper of such animal that such annoyance or disturbance must cease. The warning shall be made part of the complaint. Thereafter, upon continuance of such annoyance or disturbance, such owner shall be guilty of civil violation and upon conviction there of shall be punished by fees and penalties set in Article VI-A, 1 & 2.

ARTICLE II

A. LICENSES WILL BE IN ACCORDANCE TO STATE LAW

ARTICLE III

A. ENFORCEMENT

1. **Animal Control Officer.** The Town Manager shall appoint an Animal Control Officer and Alternate Animal Control Officers for the purpose of enforcement of the provisions of this Ordinance and State Law relating to animals.

B. IMPOUNDMENT

1. Dogs, cats and other small domesticated animals found running at large, shall be taken to its owner if known or if owner is not known, shall be taken to the animal shelter designated by the municipality in which the animal was found for the period set forth in current Maine State Law.
2. Any owner may regain possession of an impounded dog or cat upon payment of the impoundment fee set by the Readfield Select Board and boarding fees set by the Animal Shelter, as well as any other penalties provided by Maine law.
3. Where the ownership of any such dog or cat is known, or can be reasonably ascertained by the Animal Control Officer, such officer shall, if possible, notify the owner within three (3) days of such impoundment, but failure to give such notice shall in no way impose any liability upon the Town for the destruction or transfer to another of any dog or cat so impounded and not reclaimed within applicable periods under current Maine State Law.

ARTICLE IV

A. ANIMALS NOT TO RUN AT LARGE

It shall be unlawful for any domesticated animal or livestock, licensed or unlicensed, to run at large on any highway, street, roadway on public owned property or private property (other than the property of the owner of the animal or of a person who has consented to the presence of the animal on his/her property), except when used for hunting during the appropriate season.

B. SANITATION

It shall be unlawful for any person who owns, possesses or controls an animal to fail to promptly remove and dispose of any feces left by his/her animal on any sidewalk, street, or public owned property or private property (other than the property of the owner of the animal or of a person who has consented to the presence of the animal on his/her property).

1. This provision shall not apply to an assistance dog accompanying a handicapped person who, by reason of his/her disability, is unable to remove and properly dispose of the feces.

C. PROHIBITED PROPERTY

All domesticated animals are prohibited on the grounds of any town cemeteries and the Town's beach property.

ARTICLE V

A. INTERFERENCE FORBIDDEN

No person shall interfere with, hinder or molest any Animal Control Officer in the performance of any duty of such officer, or seek release of any animal in the custody of an Animal Control Officer, except as herein provided.

ARTICLE VI

A. PENALTIES

For violation of Articles I.D, or IV, or V.

1. Any person convicted of violation any provisions of this ordinance shall be subject to a court determined fine of not less than \$50.00 no more than 250.00 plus attorney fees and costs for the first violation. For subsequent violations, the fines shall be not less than \$100.00 no more than \$500.00. All fines so assessed by the court and attorney fees and cost to the Town shall be recovered for the use of the Town of Readfield through District Court. In addition the Court may make such further order regarding the destruction, restraint, or disposition of the offending animal as the Court deems appropriate.
2. A person, not previously convicted of a violation under this ordinance, may elect to pay the minimum penalty of \$50 specified above in lieu of appearing in court to answer the citation. Such payment must be received by the office of the Town Clerk within seven (7) business days from the date the citation was issued. Upon receipt of such payment by the Town Clerk, the Animal Control Officer shall cause the citation to be dismissed.

TOWN OF READFIELD PROPERTY TAX ASSISTANCE PROGRAM ORDINANCE

FINAL DRAFT

Section 1. Purpose

This ordinance is enacted pursuant to 36 M.R.S.A. §6232. The purpose of this Ordinance is to establish a program to provide property tax assistance to eligible persons who reside in the Town of Readfield. Under this program, the Town of Readfield will provide ~~will~~ ~~provide~~ refund payments to those individuals who qualify for and are beneficiaries of the State of Maine Property Tax Fairness Credit pursuant to 36 M.R.S.A. §5219-KK, and who meet the criteria established by this Ordinance.

Section 2. Definitions

Homestead: For purposes of this article, "homestead" shall have the same meaning as defined in 36 M.R.S.A. § 5219-KK(1)(C). Generally, a homestead is a dwelling owned, rented or held in a trust, life tenancy or similar legal instrument for the benefit of the person seeking tax assistance under this Ordinance. The dwelling must be occupied by that person and that person's dependents as a home.

Qualifying applicant: A qualifying applicant is a person who is determined by the Town Manager, after review of a complete application under Section 4 of this Ordinance, to be eligible for a ~~refund-payment-benefit~~ under the terms of this Ordinance.

Section 3. Criteria for Participation

In order to participate in the Property Tax Assistance Program, an applicant shall demonstrate all of the following:

- a. The applicant shall have a homestead in the Town of Readfield at the time of the application and for the entire year prior to the date of application.
- b. If owned by the applicant, the homestead shall be enrolled in the State of Maine Homestead Exemption Program (36 M.R.S.A. §§ 681-689) for the year preceding the date of application.
- c. The applicant has received a refund under the State of Maine Property Tax Fairness Credit (36 M.R.S.A. §5219-KK) for the year preceding the date of application.

~~d. The applicant has been a resident of the Town of Readfield for at least ten years immediately preceding the date of application.~~

Comment [KMC1]: This should be removed. Courts frequently strike down durational residency requirements. This one does not appear to be related to any legitimate government interest. The homestead requirement should be sufficient to accomplish what is intended here.

e.d. Total household income not exceeding an amount equal to 80% of the current United States Department of Housing and Urban Development median family income for the Town of Readfield for the applicable family size.

Section 4. Application and Payment Procedures

Persons seeking to participate in the Property Tax Assistance Program shall submit a written request to the Town Manager no later than August 1 of the year for which the credit is requested. Applications are required every year to participate in this program. The Town Manager shall provide an application form for the program, which shall include, at a minimum, the applicant's name, homestead address and contact information. Attached to all applications shall be proof and dollar amount (copy of check) of any refund under the State of Maine Property Tax Fairness Credit Program (36 M.R.S.A. §5219-KK). Attached to all applications shall be proof of household income for the year preceding the date of application. The Town Manager shall review and determine if the application is complete and accurate and if the applicant is otherwise eligible to participate in the Program. The Town Manager shall notify an applicant if an application is determined to be incomplete. The Town Manager's ~~decision on eligibility to participate in the Program shall be final~~ determination of eligibility to participate in the Program shall be reviewed by themay be appealed to the Chair of the Board of Assessors within twenty (20) days of the date of the Town Manager's decision.

Every effort shall be made to manage the application and award process discreetly, however, applications (or portions thereof) made under this Program may be subject to public record requests pursuant to Title 1 M.R.S.A. Section 402(3).

Section 5. Determination of eligibility and amount of eligibility

If the Town Manager determines that the applicant is eligible to participate in the Program, he shall determine the total amount of such eligibility. Eligibility shall be the lesser of the following amounts:

- a. 40% of the amount of the refund awarded by the State under the Property Tax Fairness Credit (36 M.R.S.A. §5219-KK), for the tax year preceding the date of application;
- b. \$360.00~~Available monies in the Town of Readfield Local Tax Assistance Fund or;~~
- c. Available monies in the Town of Readfield Local Tax Assistance Fund, as prorated among eligible -applicants~~\$360.00.~~

The Town Manager shall report to the Select Board for its approval at a meeting in August each year the benefit amounts and number of eligible applicants to be granted assistance from the program fund.

Comment [KMC2]: For the year prior?

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Section 6. Program Fund - Limitations upon payments

~~The Town Manager shall report to the Select Board for its approval at a meeting in August each year the projected payments and number of eligible applicants requesting assistance from the program fund.~~

~~Payments~~ Benefits under this Ordinance shall be conditioned upon the existence of sufficient monies in the program fund the year in which participation is sought. If there are not sufficient monies in the program fund to ~~pay~~ cover all qualifying applicants under this Ordinance, ~~payments~~ benefits shall be limited to the amounts available in the fund. In the event that a lack of funding results in no ~~payment~~ benefit or less than the full ~~payment~~ benefit to a qualifying applicant, the request will not carry over to the next year.

Comment [KMC3]: This needs to be more specific about how money will be distributed. First come first served, or will all applications be held until August 1 and addressed in some pro-rata way if the total money isn't enough to cover them.

Section 7. Creation of the Program Fund

The program fund from which ~~payments~~ benefits shall be ~~made~~ drawn under the terms of this Ordinance shall be created as follows:

If approved, an initial appropriation of \$50,000 shall be made from the undesignated fund as identified in the June 12, 2018 Town Meeting Warrant. This appropriation shall be deposited in a carry-forward account to be solely for the purpose of tax assistance associated with the Program. As funds are available, the ~~Board of Selectmen~~ Board shall request from the annual town meeting monies from the general fund or other sources to support this program.

Section 8. Timing of ~~Payments~~ Benefits

~~A homeowner who qualifies for a tax benefit under this program shall receive a credit to his/her tax account. A person-renter who qualifies for a tax payment~~ benefit under this Program shall be mailed a check. ~~In all cases for~~ the benefit ~~shall be equal to the~~ amount for which he/she is eligible under Section 5 of this ordinance (or the pro-rated amount if inadequate funds are available) ~~and shall be made available to the applicant~~ no later than 14 days from the date of ~~Select Board~~ Town Manager approval of the applications for the year in which participation is sought.

Comment [KMC4]: Or if this is to run from the Select Board's approval, it should be from the Board's approval of disbursements, not of the approval of the applications (since that is the TM's job).

Section 9. Limitations upon ~~Payments~~ Benefits

Only one qualifying applicant per household shall be entitled to a ~~payment~~ benefit under this Program each year. The right to file an application under this Ordinance is personal to the applicant and does not survive the applicant's death, but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney-in-fact. If an applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Town Manager shall be

disbursed to another member of the household as determined by the ~~Town Assessor~~ Chair of the Board of Assessors or the Town Manager. If the applicant was the only member of a household, then no ~~payment~~ benefit shall be made under this Ordinance.

TOWN OF READFIELD PROPERTY TAX ASSISTANCE PROGRAM ORDINANCE

FINAL DRAFT

Section 1. Purpose

This ordinance is enacted pursuant to 36 M.R.S.A. §6232. The purpose of this Ordinance is to establish a program to provide property tax assistance to eligible persons who reside in the Town of Readfield. Under this program, the Town of Readfield will provide refund payments to those individuals who qualify for and are beneficiaries of the State of Maine Property Tax Fairness Credit pursuant to 36 M.R.S.A. §5219-KK, and who meet the criteria established by this Ordinance.

Section 2. Definitions

Homestead: For purposes of this article, "homestead" shall have the same meaning as defined in 36 M.R.S.A. § 5219-KK(1)(C). Generally, a homestead is a dwelling owned, rented or held in a trust, life tenancy or similar legal instrument for the benefit of the person seeking tax assistance under this Ordinance. The dwelling must be occupied by that person and that person's dependents as a home.

Qualifying applicant: A qualifying applicant is a person who is determined by the Town Manager, after review of a complete application under Section 4 of this Ordinance, to be eligible for a benefit under the terms of this Ordinance.

Section 3. Criteria for Participation

In order to participate in the Property Tax Assistance Program, an applicant shall demonstrate all of the following:

- a. The applicant shall have a homestead in the Town of Readfield at the time of the application and for the entire year prior to the date of application.
- b. If owned by the applicant, the homestead shall be enrolled in the State of Maine Homestead Exemption Program (36 M.R.S.A. §§ 681-689) for the year preceding the date of application
- c. The applicant has received a refund under the State of Maine Property Tax Fairness Credit (36 M.R.S.A. §5219-KK) for the year preceding the date of application.
- d. Total household income not exceeding an amount equal to 80% of the current United States Department of Housing and Urban Development median family income for the Town of Readfield for the applicable family size.

Section 4. Application and Payment Procedures

Persons seeking to participate in the Property Tax Assistance Program shall submit a written request to the Town Manager no later than August 1 of the year for which the credit is requested. Applications are required every year to participate in this program. The Town Manager shall provide an application form for the program, which shall include, at a minimum, the applicant's name, homestead address and contact information. Attached to all applications shall be proof and dollar amount (copy of check) of any refund under the State of Maine Property Tax Fairness Credit Program (36 M.R.S.A. §5219-KK). Attached to all applications shall be proof of household income for the year preceding the date of application. The Town Manager shall review and determine if the application is complete and accurate and if the applicant is otherwise eligible to participate in the Program. The Town Manager shall notify an applicant if an application is determined to be incomplete. The Town Manager's determination of eligibility to participate in the Program may be appealed to the Chair of the Board of Assessors within twenty (20) days of the date of the Town Manager's decision.

Every effort shall be made to manage the application and award process discreetly, however, applications (or portions thereof) made under this Program may be subject to public record requests pursuant to Title 1 M.R.S.A. Section 402(3).

Section 5. Determination of eligibility and amount of eligibility

If the Town Manager determines that the applicant is eligible to participate in the Program, he shall determine the total amount of such eligibility. Eligibility shall be the lesser of the following amounts:

- a. 40% of the amount of the refund awarded by the State under the Property Tax Fairness Credit (36 M.R.S.A. §5219-KK) for the tax year preceding the date of application;
- b. \$360.00 Fund or;
- c. Available monies in the Town of Readfield Local Tax Assistance Fund, as prorated among eligible applicants.

The Town Manager shall report to the Select Board for its approval at a meeting in August each year the benefit amounts and number of eligible applicants to be granted assistance from the program fund.

Section 6. Program Fund - Limitations upon payments

Benefits under this Ordinance shall be conditioned upon the existence of sufficient monies in the program fund the year in which participation is sought. If there are not sufficient monies in the program fund to cover all qualifying applicants under this Ordinance, benefits shall be limited to the amounts available in the fund. In the event that a lack of funding results in no benefit or less than the full benefit to a qualifying applicant, the request will not carry over to the next year.

Section 7. Creation of the Program Fund

The program fund from which benefits shall be drawn under the terms of this Ordinance shall be created as follows:

If approved, an initial appropriation of \$50,000 shall be made from the undesignated fund as identified in the June 12, 2018 Town Meeting Warrant. This appropriation shall be deposited in a carry-forward account to be solely for the purpose of tax assistance associated with the Program. As funds are available, the Select Board shall request from the annual town meeting monies from the general fund or other sources to support this program.

Section 8. Timing of Benefits

A homeowner who qualifies for a tax benefit under this program shall receive a credit to his/her tax account. A renter who qualifies for a tax benefit under this Program shall be mailed a check. In all cases the benefit shall be equal to the amount for which he/she is eligible under Section 5 of this ordinance (or the pro-rated amount if inadequate funds are available) and shall be made available to the applicant no later than 14 days from the date of Town Manager approval of the applications for the year in which participation is sought.

Section 9. Limitations upon Benefits

Only one qualifying applicant per household shall be entitled to a benefit under this Program each year. The right to file an application under this Ordinance is personal to the applicant and does not survive the applicant's death, but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney-in-fact. If an applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Town Manager shall be disbursed to another member of the household as determined by the Chair of the Board of Assessors or the Town Manager. If the applicant was the only member of a household, then no benefit shall be made under this Ordinance.

NEW BUSINESS

2018 Amendments to the Town of Readfield Land Use Ordinance

ARTICLE 2

ADMINISTRATION, ENFORCEMENT AND PENALTIES

SECTION 1. ADMINISTERING BODIES AND AGENTS

A. Code Enforcement Officer

1. Appointment. A Code Enforcement Officer shall be appointed or reappointed annually by the Town Manager.
2. Powers and Duties. The Code Enforcement Officer shall have the following powers and duties in addition to those provided for in Section 2.B of this Article:
 - a. Interpret and enforce the provisions of this Ordinance.
 - b. Act upon permit applications, review applications requiring Planning Board review, and refer requests for variances and administrative appeals to the Board of Appeals.
 - c. Enter any property at reasonable hours or enter any building with the consent of the property owner, occupant or agent, to inspect the property or building for compliance with this Ordinance **in accordance with the provisions of Title 30-A M.R.S.A., Section 4452**.
 - d. Investigate complaints and reported violations, and take action as appropriate.
 - e. Revoke any permits issued in error or which are based on erroneous information.
 - f. Exercise any additional powers or duties authorized by the statutes.
 - g. Exercise additional duties as directed by the Board of Selectmen or Town Manager.
 - h. Develop permit application forms.

B. Planning Board

The Planning Board shall be maintained in accordance with State Law and shall be responsible for reviewing and acting upon Site Review Applications, and as otherwise provided herein. Following approval by the Planning Board, applicants shall return to the Code Enforcement Officer for a Building Permit, if applicable.

C. Board of Appeals

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and granting or rejecting variance requests. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691. The Board of Appeals is governed by the adopted June 13, 2017 Board of Appeals Ordinance.

SECTION 2. ENFORCEMENT

A. Nuisances

Any violation of this Ordinance shall be deemed to be a nuisance in accordance with the provisions of Title 30-A M.R.S.A., Section 4302.

B. Code Enforcement Officer Actions

1. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance. If the Code Enforcement Officer determines that any provision of this Ordinance is being violated, the Code Enforcement Officer shall take action. Such action may include ordering the discontinuance of illegal use of land, buildings or structures, or work being conducted; removal of illegal signs, removal of illegal buildings, structures; and abatement of nuisance conditions. A copy of such order shall be maintained as a permanent record.
2. The Code Enforcement Officer shall conduct on-site inspections to insure compliance with all applicable laws and conditions attached to permit approvals. The Code Enforcement Officer shall also investigate all complaints of alleged violations of this Ordinance and shall take appropriate action.
3. When any violation of any provision of this Ordinance, including failure to comply with any subdivision or site plan approved by the Planning Board, any condition imposed by the Board of Appeals or any order of the Code Enforcement Officer shall be found to exist, the Code Enforcement Officer shall notify the Municipal Officers who may then institute any and all actions to be brought in the name of the Town.
4. The Code Enforcement Officer shall keep a complete record of all essential transactions of the office, including applications submitted, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found, and fees collected. ~~On a biennial basis, a summary of this record for all development in the shoreland district shall be submitted to the Director of the Bureau of Land and Water Quality within the Department of Environmental Protection.~~

C. Legal Actions

When the actions described in subsection B, above, do not result in the correction or abatement of the violation or nuisance condition, the Board of Selectmen, upon notice from the Code Enforcement Officer, may institute any and all actions and proceedings, including seeking injunctions of violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the Town of Readfield.

The Board of Selectmen, following the conclusion of the administrative process in Section 1, may enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action. Such agreements shall not allow an illegal structure or use to continue, unless there is clear and convincing evidence that the illegality was a direct result of erroneous information or advice given by the Code Enforcement Officer, and there is no evidence that the owner/violator acted in bad faith, or unless the removal of the structure or use will result in a threat or hazard to public health, safety and welfare or will result in substantial environmental damage.

D. Civil Penalties

Any person, including but not limited to a landowner, agent or a contractor, who orders or conducts any activity in violation of this Ordinance shall be subject to the penalties prescribed in Title 30-A, M.R.S.A., Section 4452. The minimum penalty for a specific violation shall be \$100 per day and the maximum penalty shall be \$2,500 per day. Notwithstanding the foregoing, the maximum penalty for any violation of this ordinance shall be \$5,000 per day if the violation occurs within an area zoned for resource protection.

requirements to the greatest practical extent as determined by the Planning Board, and provided:

- a) the applicant demonstrates the present subsurface sewage disposal system meets the requirements of the State of Maine Subsurface Wastewater Disposal Rules, or that a new system can be installed in compliance with the Law and said Rules,
- b) any expansions to the relocated structure do not exceed the expansion limitations set forth in Article 3, Section 4.A.1, or the size of the original structure, whichever is greater, and
- c) the structure is not relocated in a manner that causes the structure to become more non-conforming.

2. In determining whether the building relocation meets the setback to the "greatest practical extent," the Planning Board shall consider, among other factors, the size of the lot, the slope of the land, the height of the building, the potential for soil erosion, the location of other structures on the property and or adjacent properties, the location of the septic system and other on-site soils suitable for septic systems, the type and condition of the building's foundation, and the type and amount of vegetation to be removed to accomplish the relocation.

When it is necessary to remove vegetation within the water or wetland setback area in order to relocate a structure, the Planning Board shall require replanting of native vegetation to compensate for the destroyed vegetation. In addition, the area from which the relocated structure was removed must be replanted with vegetation. Replanting shall be required as follows:

- (a) Trees removed in order to relocate a structure must be replanted with at least one native tree, three (3) feet in height, for every tree removed. If more than five trees are planted, no one species of tree shall make up more than 50% of the number of trees planted. Replaced trees must be planted no further from the water or wetland than the trees that were removed.

Other woody and herbaceous vegetation, and ground cover, that are removed or destroyed in order to relocate a structure must be re-established. An area at least the same size as the area where vegetation and/or ground cover was disturbed, damaged, or removed must be reestablished within the setback area. The vegetation and/or ground cover must consist of similar native vegetation and/or ground cover that was disturbed, destroyed or removed.

- (b) Where feasible, when a structure is relocated on a parcel the original location of the structure shall be replanted with vegetation which may consist of grasses, shrubs, trees, or a combination thereof.

C. Reconstruction or Replacement

1. Any non-conforming structure which fails to meet the requirements of this Ordinance, and which is removed, or damaged or destroyed, regardless of the cause, by more than 50% of the market value of the structure before such damage, destruction or removal, may be reconstructed or replaced provided that a permit is obtained within one year of the date of said damage, destruction or removal and provided that such reconstruction or replacement is in compliance with all requirements of this Ordinance to the greatest practical extent as determined by the Planning Board as referenced in paragraph 4.B.2 above. **Except that such a structure may be reconstructed or replaced with a permit from the Code Enforcement Officer if it is in conformance with all requirements of this Ordinance.** In no case shall a structure be reconstructed or replaced so as to increase its non-conformity. When it is necessary to remove vegetation in order to replace or reconstruct a structure, vegetation native to the area must be replanted or the area otherwise stabilized.

2. Any non-conforming structure which is damaged or destroyed by 50% or less of the market value of the structure, excluding normal maintenance and repair, may be reconstructed in place with a permit from the Code Enforcement Officer.

3. In determining whether the building reconstruction or replacement meets the setback requirements to the greatest practical extent, the Planning Board shall consider in addition to the criteria in paragraph B (Relocation) above, the physical condition and type of foundation present, if any.

ARTICLE 4

PERMIT REQUIREMENTS

SECTION 1. PERMIT REQUIREMENTS

Permits shall be required and issued conditionally for the following:

- A. The construction, reconstruction, addition to, demolition, movement, or structural alteration of a building or structure, including temporary buildings or structures, when the fair market value of labor and materials used therein exceeds \$2,000.00 cumulatively within a 12-month period.
- B. Installation or construction of a mobile home, or erection of a modular home.
- C. Expansion, resumption or change of use of a non-conforming use.
- D. Subdivision or Resubdivision
- E. Cluster Development
- F. Mobile Home Park
- G. For a new or expanded residential, commercial, industrial, institutional, or outdoor-resource land use activity as listed in the Land Use Table in Article 7.
- H. Any new, expanding or changing land use requiring a permit identified in Table 1/Table of Uses, Article 7, Section 5 of this Ordinance.
- I. Installation or relocation of internal plumbing, or subsurface wastewater disposal systems or their components.
- J. The installation, alteration or illumination of any sign as required in Article 8, Section 14.
- K. The construction of a new ~~driveway~~ entrance onto a public or privately owned road ~~or Right of Way.~~
- ~~L. Any land use for which a permit by other authorities, including but not limited to state or federal, is required.~~

SECTION 2. PERMITS NOT REQUIRED

Permits are not required for the following:

- A. For an allowed land use activity as indicated in the Land Use Table in Article 7.
- B. For the normal repair and maintenance of any structure.
- C. Whenever any construction, erection, improvement, addition, enlargement, alteration, demolition, or movement of any building or structure, including temporary structures, when the fair market value of such labor and materials used is less than \$2,000.00 cumulatively within a 12-month period. However, all work shall conform to the applicable standards of this Ordinance.

SECTION 3. PERMITS AND CERTIFICATES OF OCCUPANCY OR USE REQUIRED

- A. A permit shall be obtained for all those activities listed in Section 1 prior to the start of any construction, site work, or commencement of a land use activity.
- B. A Certificate of Occupancy or Use shall be obtained from the Code Enforcement Officer upon completion of all activities requiring a permit in Section 1 above for which a permit is issued conditionally. All Certificates of Occupancy or Use shall be obtained *prior to* the occupancy or use of said permitted activities and shall be issued upon completion of all permit requirements and/or conditions of approval. The Code Enforcement Officer may conduct an on-site inspection prior to issuing a Certificate of Occupancy or Use and may require additional or corrective work to be completed to the extent necessary to ensure compliance with all requirements and/or conditions associated with the permit.

14. Wastewater Disposal. The proposed activity shall provide for wastewater disposal meeting all applicable requirements of the Maine Subsurface Wastewater Disposal Rules. For proposed subdivisions, each lot must provide within that lot's proposed developed area at least two suitable subsurface disposal system sites meeting first-time system requirements. Form HHE-200, or its equivalent, shall be required.
15. Stormwater. The proposed activity shall: a. provide for stormwater management, and b. comply with the best management practices set forth in the Stormwater Management for Maine, Best Management Practices (Department of Environmental Protection, State of Maine, January 2006 or as revised).
16. Sufficient Water. The proposed activity shall have sufficient water available for the reasonably foreseeable needs of the proposed development and no evidence of adverse impact to the quality of that water from known or potential sources of contamination including, but not limited to those identified and described in the Department of Environmental Protection's "Environmental and Geographic Analysis Database" (EGAD). For any groundwater contamination risks within 1,000 feet of the proposed activity, the Planning Board may require test well analysis or other data as it deems appropriate be submitted with the application or become a condition of approval.
17. Traffic. The proposed activity shall not cause highway or road congestion or unsafe conditions with respect to the use of the highways or roads existing or proposed.
18. Legal Access. The site shall have legal and reasonable means of access sufficient to meet all proposed uses.
19. Impact on Adjoining Municipality. When a proposed development subject to site review crosses the Town's boundaries, the proposed development shall not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the development is located.
20. Life and Fire Safety. The Planning Board may require a review of any development subject to site review by the Readfield Fire Department for life and fire safety recommendations and may require incorporation of the life and fire safety recommendations in the application or as a condition of approval of the application.
21. Violations. The proposed activity or development is not on property currently in violation of any requirements of this Ordinance. If the Code Enforcement Officer determines that an enforceable violation exists, the Code Enforcement Officer shall issue a written Notice of Violation to the applicant within the review period of time provided for and the application, if otherwise approved, shall be conditioned upon the resolution of the violation prior to the use or occupancy of the permitted activity applied for. This provision shall not prohibit, restrict or otherwise preclude the applicant from appealing to the Board of Appeals under this Ordinance or the Board of Appeals Ordinance any determination by the Code Enforcement Officer of an alleged violation.
22. Compliance with Timber Harvesting Standards. For proposed subdivisions, timber on a parcel purchased on or after January 1, 2005 shall not have been harvested in violation of the Maine Forest Service's *Timber Harvesting Standards to Substantially Eliminate Liquidation Harvesting* within the five-year period preceding the submission of the application for subdivision approval.
23. Road Construction. Proposed road construction applicable under Article 10, Section 2 must be reviewed and approved by the Road ~~Committee~~ Commissioner prior to final Site Review approval by the Planning Board.

D. Decisions

1. After review of a complete application for site review, the Planning Board shall determine whether or not the proposed use meets the review criteria contained in Section 3C. The Planning Board shall make a written finding of fact to support its decision and vote to approve the application, deny the application, or approve the application with conditions. The Planning Board shall submit its written decision to the applicant.

2. If in its findings the Planning Board determines that the application has not met the review criteria and that additional actions by the applicant shall be sufficient to meet them, it may require such actions as conditions of approval. The conditions may set forth requirements in addition to those set forth in this Article only when the Planning Board finds it necessary to further the purposes of this Article. All conditions approved by the Planning Board shall be listed along with the reasons for these conditions in the Planning Board's decision.
3. The Planning Board shall list any waivers approved by the Board in its decision and the reasons for such approval.
4. The Planning Board shall list all conditions imposed on the application, including but not limited to conditions as built, and all waivers approved for the application on the final plan and on the permit.

E. Waivers

1. The Planning Board may vote to waive any of the submission requirements review criteria and/or performance standards of this Ordinance, other than those set forth in Article 7, when it finds one of the following:
 - a. One or more of the review criteria and/or ordinance performance standards are not applicable to the proposal due to the size of the project, circumstances of the site, design of the project, or unique features of the proposed use.
 - b. The applicant has proposed an alternative design that meets or exceeds the requirements set forth in the ordinance performance standards.
 - c. The Planning Board has on file or is otherwise in possession of sufficient documentation or evidence to support the requested waiver.
2. The applicant shall submit information and materials that support the waiver request.
2. The Planning Board may only consider a waiver request when the applicant has submitted a written waiver request. The Planning Board shall review the waiver request and if it meets the criteria stated above shall approve the request and submit its decision to the applicant in writing. If the Planning Board finds that the waiver request does not meet the criteria for a waiver, it shall deny the waiver and submit its decision in writing to the applicant. The Planning Board shall require that the application be amended to include the items necessary to meet the review criteria and/or ordinance performance standards. The Planning Board may vote to suspend review of the application until such time that the applicant supplies all the necessary information. Failure to submit the additional information within 30 days of the Planning Board's decision to suspend review will require that a new application be submitted for review. In no case shall the Planning Board make a final decision on the application until the applicant supplies the additional information to the satisfaction of the Planning Board.

F. Vesting

~~The submittal of the application to the Code Enforcement Officer to review for a complete application~~ The determination of the Planning Board that the application is complete shall ~~not~~ be considered the initiation of the review process for the purposes of bringing the application under the protection of Title 1 M.R.S.A. Section 302. ~~The formal review process shall begin upon written notification to the applicant that a complete application has been received.~~

G. Site Inspection

1. The Planning Board may vote to schedule an on-site inspection of the proposed project. The Planning Board shall schedule the date and time of the site inspection at the sketch plan meeting or at the first public hearing on the proposal. The Planning Board shall post the date, time and place of the site inspection at the Town Office.

one (1) per premises, which may be a free-standing sign.

3. The area of signs shall be computed as follows:
 - a. The area of a sign shall be the surface or space between the outlines of the sign including the borders. The structural supports shall be excluded if they do not constitute a major part of the sign or if the structure is not used to identify or attract attention to the business.
 - b. The area of two-sided signs, or two (2) signs identically sized, and placed back to back and are part of the same sign structure, shall be computed by measurement of one (1) of the faces.
 - c. The area of multi-faced signs shall be computed by adding together the area of all sign faces visible from any one (1) point.
 - d. The area of the sign shall include any device, object or other visual aid which is an integral part of the sign.
4. Signs in the Rural Residential, Village Residential, Resource Protection, Stream Protection, and Shoreland Residential/Recreational Districts shall not exceed six (6) square feet in area and shall not exceed two (2) signs per premises, except that signs used to identify an institutional use may be sized to the extent necessary to comply with the minimum letter height requirement described in Section 14 F.1.a-c (above).
5. The faces of conforming sign structures may be interchangeable provided they shall be of the same area and construction and otherwise comply with all provisions of this Section.
6. Any building exposed directly onto a public way may have a wall sign parallel to and attached to a building, not to be set out more than ten (10) inches from the building.
8. Any building exposed directly onto a public way may have a projecting sign from the wall of the building provided that (a) the area of the sign does not exceed twelve (12) sq. ft., and (b) does not project more than four (4) feet from the building, and (c) the bottom of the sign is at least eight (8) feet above the ground.

G. Removal Of Out-Dated Signs

Conforming signs which relate to any commercial establishment which has been out of business for more than thirty (30) days shall be removed. The owner of the sign or owner of the property or the owner's agent shall be responsible for removing such signs or those portions of signs which identify the commercial establishment within thirty (30) days of its closing.

H. Definitions **Move the following definitions to the definition pages in alphabetical order**

1. **Access way:** An entrance to a property from a public or private way for vehicular or pedestrian use.
2. **Fluorescent colors:** Colors that appear to emit light when absorbing light radiation from some other outside source of light, such as head lights.
3. **Free-standing sign:** A sign not attached to any building, but in a fixed location.
4. **Glaring illumination:** Light of such brilliance or positioning as to distract or impair the vision of pedestrians and/or vehicle operators.
5. **Internally lit signs:** Signs where the source of the illumination is inside the sign and emanates light through the message of the sign, rather than being reflected off the surface of the sign from an external source.

6. **Official business directory signs:** signs erected and maintained in accordance with the Maine Traveler's Information Act, to indicate to the traveling public the route and distance to public accommodations, facilities, commercial services, and points of scenic, historical, cultural, recreational, educational and religious interest.
7. **Off-premises sign:** A sign that draws attention to an activity, location or premises other than the premises on which the sign is located.
8. **Permanent materials:** Long lasting materials that provide for the stable, durable all-weather exterior construction of a sign.
9. **Phosphorescence:** The condition or property of a substance of giving off a lingering emission of light after exposure to light. A continuing luminescence without noticeable heat.
10. **Public way:** Any traveled way designed for vehicular or pedestrian use and is opened for public use.
11. **Permanent signs:** A sign with a fixed location, attached to the ground or a building or other permitted structure.
12. **Projecting signs:** An outdoor sign which is attached to a wall of a building.
13. **Setback:** The distance specified in the Land Use Ordinance that shall be required between the property boundary and any structure on the property.
14. **Sign:** A sign is an object, device or structure, or part thereof, situated outdoors, visible from a public or private way, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business product, service, activity, event or location, by any means including words, letters, figures, design, symbols, advertising flags, banners, insignias, pennants, fixtures, colors, illuminations or projected images. Wall murals, sculptures, yard art and other similar works of outdoor artistic expression not containing words are not considered signs.
15. **Talking signs:** Any sign designed to be transported by means of wheels, including but not limited to those with A or T frames and changeable messages, in which the message may be electronically, mechanically or manually changed by the complete or partial substitution or replacement of one display by another.
16. **Temporary signs:** Any sign not permanently attached to the ground, a building, or other permanent structure by direct attachment to a rigid wall, frame, post(s) or other approved form of permanent construction.
17. **Visible:** Capable of being seen by a person of normal visual perception.
18. **Wall sign:** A sign attached parallel to the exterior surface of a building.

SECTION 15. LIGHTING

A. Applicability

Exterior Lighting. The proposed development shall have adequate exterior lighting to provide for its safe use during nighttime hours, if such use is contemplated. Lighting may be used which serves security, safety and operational needs.

B. The following lighting standards shall apply to all land uses that require site review:

1. Development shall not produce a stray, dazzling light or reflection of that light beyond its lot lines onto neighboring properties or onto any public way so as to impair the vision of any vehicle upon that way.
2. Lighting fixtures shall be shielded or hooded so that lighting elements shine downward so that the lights do not unnecessarily light the night sky.
3. Direct or indirect illumination shall not exceed half (½) foot-candles upon abutting properties, when measured at a distance of four feet from the ground.
4. No lighting fixture, except for street lights shall extend beyond a height of twenty five (25) feet, as measured from ground level.

SECTION 18. TRAFFIC ACCESS

A. Purpose

The purpose of the traffic access standards shall be to control the design and placement of driveways and intersections in order to maintain road safety and traffic carrying capacity of the road. The standards shall be designed to allow traffic to enter and exit driveways safely and efficiently so that the roadway can serve its primary function of providing long distance access.

B. Applicability

The Standards contained in this section shall apply to all development that requires site review.

C. Sight Distance

Driveways and other required accesses shall be located to achieve the required sight distance measured in each direction along the arterial while maintaining adequate distances from adjacent driveways and intersections.

1. Measurements

- a. The sight distance shall be based on the posted speed limit.
- b. Measurements shall be from the driver's seat of a vehicle that is 10 feet behind the curb or edge of the shoulder line with the height of the eye $3\frac{1}{2}$ feet above the pavement and the height of object $4\frac{1}{2}$ feet.
- c. Where truck traffic from the development onto the arterial is expected to be significant, the sight distance shall be increased by 50%. Height of eye should be 6 feet, with the height of the object no more than $4\frac{1}{2}$ feet.
- d. Where recreational vehicle traffic from the development is expected to be significant, the sight distance shall be increased by 25%, height of eye should be $3\frac{1}{2}$ feet, where the height of the object no more than $4\frac{1}{2}$ feet.
- e. Driveway and intersection road placement shall be such that an exiting vehicle has an unobstructed sight distance according to the following schedules for low/medium driveways and high volume driveways.

<u>Low and Medium Driveways</u>	
Highway Speed (MPH)	Minimum Sight Distance in Feet
20	200-155
25	250 200
30	300 250
35	350 305
40	400 360
45	450 425
50	500 495
55	550 570

<u>High Volume Driveways</u>	
Highway Speed (MPH)	Minimum Sight Distance in Feet
25	300
30	380
	580

40	
50	840
55	990

D. Driveways

1. All driveways installed, altered, changed, replaced, or extended after the effective date of this Ordinance shall meet the following requirements:
 - a. Islands between driveway openings shall be provided with a minimum of 12 feet between all driveways and 6 feet at all lot lines.
 - b. Openings for vehicular ingress and egress shall not exceed 24 feet at the street line and 30 feet on the roadway.
 - ~~c. The term driveways in this section shall mean an entrance used by vehicular traffic to access property abutting a road. Driveways shall be further defined as follows:~~
 - ~~(1) A low and medium driveway shall have a traffic volume of less than 1500 vehicle trips per day and less than 150 vehicle trips at peak hour.~~
 - ~~(2) A high volume driveway shall have a traffic volume of more than 1500 vehicle trips per day and more than 150 vehicle trips at peak hour.~~
2. Minimum driveway lengths, as measured from the point of intersection with the arterial, shall be of adequate length to accommodate queuing up of the maximum number of vehicles, as defined by the peak period of operation identified in the traffic impact study, such that, to the maximum extent possible, no waiting vehicle remains on the arterial.
3. After the effective date of this ordinance, all future driveways shall be designed with sufficient vehicle turn-around area to enable a driver to exit the premises without backing onto the arterial. This requirement shall be deemed to be met by an onsite parking lot with a parking aisle, or by a service or frontage road, or by the use of an onsite driveway turn-around for a single vehicle measuring at least 8 feet wide by 15 feet long.

E. Shared Driveways

The Planning Board may require the construction and use of shared driveways to improve public safety by reducing the number of entrances onto a public road or by avoiding a driveway at a potentially dangerous location; to further environmental protection, such as by eliminating a wetlands crossing; and to minimize negative impacts on the surrounding neighborhood.

1. Shared driveways may be shared by two single-family or one two-family dwelling(s) or principal structures;
2. An Application which includes a shared driveway shall include a draft document providing for restrictive covenants and easements binding present and future owners of all lots served by the shared driveway, which must be reviewed and approved by the Planning Board. If the application for a Shared Driveway is approved, the final document(s) shall be recorded at the Kennebec County Registry of Deeds and shall also be recited in and attached to every deed to every lot served by the shared driveway. Such document(s) must include the following information:
 - a) Provision for the management, maintenance, snow removal, improvement and repair of the shared driveway and any improvements thereon, including, but not limited to, the traveled way, drainage systems and signage;
 - b) Text of proposed easements including the metes and bounds description;
 - c) Procedure for the resolution of disagreements;

tents, recreational vehicles and recreational facilities and which is primarily used for recreational purposes and retains an open air or natural character.

Campsite: The only type of dwelling or site permitted within a campground for occupancy and consisting of one of the following: tent site, RV site, housekeeping cabin or non-housekeeping cabin.

Campground Density: The number of campsites permitted per acre of land deemed suitable for development.

Housekeeping Cabin: A single structure where sleeping accommodations, kitchen facilities and which may include a toilet, a lavatory and a shower is furnished to the public for temporary occupancy.

Individual Private Campsite: An area of land which is not associated with a campground, but which is developed for repeated camping by only one group not to exceed ten individuals and which involves site improvements which may include but not be limited to a gravel pad, a parking area, a fire place, or a tent platform.

Non-Housekeeping Cabin: A single structure where sleeping accommodations are furnished to the public for temporary occupancy. These structures shall not include kitchen facilities or toilet facilities.

Recreational Area: All areas developed for activities such as, but not limited to, beaches, tennis, basketball, or volleyball courts, swimming pools, outdoor theaters, softball fields, etc.

Recreational Vehicle Site: An area of the campground designed for the placement of a Recreational Vehicle.

Recreational Vehicle: See definition, Article 11.

Temporary Occupancy: The use of a campsite for a limited duration including a day, week, month or a season.

Tent Site: An area of the campground designed for the placement of a tent and/or a pop-up camper.

Wilderness Park Campground: A campground, or designated area of a campground for which the development requirements have been reduced to provide a more rustic outdoor camping experience. A Wilderness Park Campground shall:

1. be limited to the development of tent sites only with a minimum density of 10,000 sq. ft. for each site
2. be limited to the use of pit, vault, composting or portable toilets only
3. require that all solid waste be carried off-premises by the campsite tenants
4. not permit on-site parking except for handicapped accessible parking
5. require any campground that contains a designated wilderness campground area must ensure that the non-wilderness campground has facilities, e.g. toilets, showers, etc. sized to accommodate campers who may camp in the designated wilderness area.

- B. Specifications for **Roads**: Any traveled way which meets the **building density** as defined in the definition of a **road** shall meet the **dimensional requirements** for **roads** as specified in the **Road** Constructions Standards table of details in Appendix A. All gravel and bituminous material shall meet current M.D.O.T. specifications.

SECTION 6. EASEMENTS

Whenever it is required to create or alter an existing-water course in **constructing a road**, a drainage easement shall be secured from the property owner(s) affected. Wherever the toe of slopes for ditches, shoulders, grading, and other purposes required by this Ordinance cannot be adhered to within the required right-of-way limits, and grading or **excavation** is necessary beyond these limits, slope easements shall be secured from abutting property owners. Said drainage and slope easements shall be secured by the Town or by the **applicant** without cost to the Town.

SECTION 7. DRIVEWAY / ROAD ENTRANCES

The construction of any new **driveway** entrance onto a Town or privately-owned road **or a Right of Way** requires a permit issued by the Road Commissioner or his/her designee and must comply with the Town of Readfield Driveway Entrance Siting and Culvert Installation Policy, adopted April 12, 2004.

SECTION 8. UTILITIES

Longitudinal runs of water mains and sanitary lines shall be located and separated as prescribed by applicable State standards. Public utility poles shall be placed behind the flow line of the road ditches and as approved on Town roads by the Select Board.

SECTION 9. INSPECTION DURING CONSTRUCTION

Roads approved for construction must conform to the following inspection process:

- A. All **roads** shall be inspected by the **Road** Commissioner or a licensed professional engineer appointed by the Town Select Board at the expense of the **applicant** at the following intervals:
1. At the point that the area to be **constructed** has been grubbed.
 2. At the point **subgrade** has been reached, and prior to the delivery of subbase gravel. This inspection may be waived by the **road** inspector if grubbed surface and **subgrade** are the same.
 3. At the completion of grading the sub-base or base gravel.
 4. Upon completion of **graded** or paved surface.
- B. Scheduling of inspections shall be the responsibility of the developer or builder and require a 24-hour notification.
- C. Reports of inspection required in sub-section A shall be provided within 7 days of the completed inspection to all concerned parties.

Bedroom: Any room within a dwelling unit, or any room within an accessory structure to a dwelling unit, that may serve primarily as sleeping quarters; a bedroom must have a closet and a means of exterior egress.

Boarding House: See “Rooming/Boarding House

Buffers/Screening: Buffers/screening are fences, vegetation, landscaping, berms and mounds used to minimize any adverse impacts or nuisance conditions as experienced on the site or from adjacent areas.

Building: see Structure.

Bureau: State of Maine Department of Conservation’s Bureau of Forestry.

Business and Professional Offices: The place of business of doctors, lawyers, accountants, financial advisors, architects, surveyors, real estate and insurance businesses, psychiatrists, counselors, and the like, or in which a business conducts its administrative, financial or clerical operations including banks and other financial services, but not retail sales or activities utilizing trucks as part of the business operation.

Bunkhouse: A detached bedroom having no plumbing; accessory to a single family dwelling for the temporary accommodations of guests of the property owner while the owner is an occupant of the principal dwelling. Such structures shall be constructed only under a permit for limited use occupancy and shall not be converted to a dwelling unit, as defined, until all applicable standards for a dwelling unit are met.

Campground: ~~Reference Article 8, Section 24, L. Definitions. Any area or tract of land to accommodate two (2) or more parties in temporary living quarters, including, but not limited to tents, recreational vehicles or other shelters.~~

Canopy: The more or less continuous cover formed by tree crowns in a wooded area.

Certificate of Mailing: A form of mailing which provides evidence of mailing per U.S. Postal Services Domestic Mail Manual, Section 914.

Church: A building or structure, or group of buildings or structures, designed, primarily intended and used for the conduct of religious services, excluding school.

Civic, Convention Center: A building or complex of buildings that house Town offices and services and which may include cultural, recreational, athletic, convention and entertainment facilities owned and/or operated by a governmental agency.

Cluster Development: A development consisting exclusively of residential dwelling units or commercial uses, planned, developed as a whole, or in a programmed series of developments, and controlled by one developer which contemplates an innovative, more compact grouping of dwelling units or other uses. Cluster developments treat the developed area as an entirety to promote flexibility in design, architectural diversity, the efficient use of land, a reduction in the size of road and utility systems, the creation of permanent, common open space, and the conservation of natural characteristics of the land.

Cluster Subdivision: A subdivision in which the lot sizes are reduced below those normally required in the zoning district in which the development is located in return for the provision of permanent open space. Such open space or the development rights of that open space shall be owned in common by lot/unit owners, the Town, or a land conservation organization. Clustering

on the opposite side of the channel. The average stream or tributary stream channel depth is the average of the vertical distances from a straight line between the normal high-water lines of the stream or tributary stream channel to the bottom of the channel.

Day Care Facility: A building or use of property operated for the care or instruction of three or more persons who are not children of the principal child-care provider or blood relatives of the principal adult caregiver.

DBH: The diameter of a standing tree measured 4.5 feet from ground level.

Dead-end: A road which connects with a Town way at only one intersection.

Demolition: To tear down or raze a structure or portion of any structure, and the appropriate removal and disposal of all the debris resulting from the demolition according to local, state and federal laws and regulations.

Density: The number of dwelling units per lot of land or unit.

Development: Any man-made changes to improved or unimproved real estate including, but not limited to: the construction of, additions or improvements to buildings or other structures, mining, dredging, filling, grading, paving, excavating, or drilling operations, sewage disposal systems or water supply facilities.

Developed Area: Any land area on which development exists.

Dimensional Requirements: Numerical standards relating to spatial relationships including but not limited to setback, lot area, shore frontage and height.

Disability: Any disability, infirmity, malformation, disfigurement, congenital defect or mental condition caused by bodily injury, accident, disease, birth defect, environmental conditions or illness; and also includes the physical or mental condition of a person which constitutes a substantial handicap as determined by a physician or in the case of mental handicap, by a psychiatrist or psychologist, as well as any other health or sensory impairment which requires special education, vocational rehabilitation or related services.

Disruption of shoreline integrity: The alteration of the physical shape, properties, or condition of a shoreline at any location by timber harvesting and related activities. A shoreline where shoreline integrity has been disrupted is recognized by compacted, scarified and/or rutted soil, an abnormal channel or shoreline cross-section, and in the case of flowing waters, a profile and character altered from natural conditions.

District: A specified portion of the Town, delineated on the Official Land Use Map, within which certain regulations and requirements, or various combinations thereof, apply under the provisions of this Ordinance.

Docks, Marinas, Bridges and other Structures and Uses Extending Over or Beyond the Normal High-Water Line of a Waterbody or within a Wetland:

Temporary: Structures which remain in or over the water for less than seven months in any period of twelve consecutive months.

Permanent: Structures which remain in or over the water for seven months or more in any period of twelve consecutive months.

Driveway: a private vehicular way providing access to no more than: ~~_____~~ a) one lot for one single-

~~or one two-family dwelling or other single ownership or two-unit principal structures, or
b) two lots for two single family dwellings or other principal structures if such way is
legally established, constructed and shared as the primary access to each lot.~~

Dwelling Unit: Any building or structure or portion thereof designed, used, or intended for occupancy as separate living quarters, permanent or temporary in nature, used or proposed to be used as separate living quarters seasonally or throughout the year. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have a direct access from the outside of the building or through a common hall. A building or structure providing temporary accommodations such as a bunkhouse, as defined, shall not constitute a dwelling, **but shall be counted as a bedroom as defined in the Maine State Plumbing Codes.** The term shall include mobile homes but shall not include travel trailers or other recreational vehicles.

1. **Single-Family Dwelling:** Any structure containing one (1) dwelling unit for occupation by not more than one (1) family. Units may be attached.

2. **Two-Family Dwelling:** A building containing only two (2) dwelling units, for occupation by not more than two (2) families.

3. **Multi-Family Dwelling:** A building containing three (3) or more dwelling units, such buildings being designed exclusively for residential use and occupancy by three (3) or more families living independently of one another with the number of families not exceeding the number of dwelling units.

Essential Services: The construction, alteration, and maintenance of gas, electricity, communication facilities (excluding communication towers), steam, fuel, or water transmission, distribution, collection supply or disposal systems. Such systems may include towers, poles, wires, pipelines, call boxes, and similar accessories, whether above- or below-ground, but shall not include buildings which are necessary for the furnishing of such services. Essential Services includes primary transmission and pipeline corridors, and wind turbines for off-site energy supply and distribution.

Excavation: Any removal of earth material from its original position.

Expansion of a Structure: An increase in the floor area or volume of a structure, including all extensions such as, but not limited to: attached decks, garages, porches and greenhouses.

Expansion of Use: The addition of one or more months to a use's operating season; or the use of more floor area or ground area devoted to a particular use.

Floor Area: The sum of the horizontal areas of the floor(s) of a structure enclosed by exterior walls, as measured from the exterior faces of these exterior walls, plus the horizontal area of any unenclosed portions of a structure such as porches and decks, but excluding steps or stairways up to four feet in width. Floor area shall include all habitable, or potentially habitable areas of a dwelling, including but not limited to: 1) basements if overhead clearance is 6'0" or more, and 2) half stories measured within points having 4' or more of overhead clearance.

Forest Management Activities: Timber cruising and other forest resources evaluation, management and planning activities, insect and disease control, timber stand improvement, pruning, timber and other forest harvesting, regeneration of forest stands, and other similar associated activities, and the construction of skid trails and roads used primarily for timber harvesting--but not the construction or creation of roads for other developments purposes.

grasses and legumes for grazing purposes, the planting of crops for harvest and the enhancement of wildlife and aquatic habitat and aquatic resources.

Reconstruction: The replacement, repair to, restoration or improvement of a structure, the cost of which equals or exceeds 50 percent of the fair market value of the structure before the start of construction of the improvement.

Recreational Vehicle: A vehicle or an attachment to a vehicle designed to be towed, and designed for temporary sleeping or living quarters for one or more persons, and which may include a pick-up camper, travel trailer, tent trailer, or motor home. In order to be considered as a vehicle and not as a structure, the unit must remain with its tires on the ground, must be registered with the State Division of Motor Vehicles, and must be currently inspected where required to be inspected in the state in which it is registered.

Recycling Operation: A privately owned facility for the recycling of heavy goods and bulk metal.

Redemption: The redemption of goods such as bottles and cans as a recycling activity.

Residual Basal Area: The average of the basal area of trees remaining on a harvested site.

Residual Stand: A stand of trees remaining in the forest following timber harvesting and related activities.

Re-subdivision: The division of an existing subdivision or any change in the plan for an approved subdivision which affects the lot line, including land transactions by the applicant not indicated on the approved plan.

Retail Business: A business establishment engaged in the sale, rental, or lease of goods or services to the ultimate consumer for direct use or consumption and not for resale.

Right-of-way: A strip of land acquired by deed, reservation, dedication, forced dedication, prescription or condemnation and intended to be occupied by a road, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary or storm sewer and other similar uses.

Road: Any route for vehicle access other than a driveway.

Road Committee: Individuals appointed by the Select Board for advising the Road Commissioner.

Rooming/Boarding House: A residential use consisting of at least one dwelling unit together with one or more rooms that are rented or intended to be rented to more than one occupant (s), but which rooms, individually or collectively do not constitute separate dwelling units. A rooming or boarding house is designed to be occupied by longer-term residents as opposed to overnight guests.

Seasonal Conversion: Any development to seasonal dwelling which has the effect of rendering that structure habitable for year-round occupancy (see Article 8, section 27).

Screening: See Buffers/Screening

Setback: The minimum horizontal distance from a road, lot line or normal high-water line of a water body, tributary stream or upland edge of a wetland to the nearest part of any structure.

Shared Driveway: A driveway jointly owned by the owners of the properties it gives access to, either owned in common or with reciprocal right-of-way easements legally described on a deed. A

Appendix A

Road Construction Standards

	Commercial/Industrial Institutional	General Town Road	Private Road
Right-of-way width	66 feet	60 feet	1.50 feet ⁶
Travel way width	22 feet	20 feet	14 feet
Shoulder width ⁵	4 feet	2 feet	2 feet
Gravel base depth ¹	20 inches	16 inches	16 inches
Surface gravel depth	4 inches	4 inches	4 inches
Bituminous pavement ² (Inches of binder/surface)	3/1	2/1	2/1
Roadway crown (paved) (unpaved)	¼ inch per foot	¼ inch per foot ¾ inch per foot	¼ inch per foot ¾ inch per foot
Maximum grade	10%	12%	12%
Minimum grade	0.5 %	0.5%	0.5%
Minimum angle of street intersection	80 degrees	60 degrees	60 degrees
Minimum radius	300 feet	250 feet	150 feet
Minimum tangent	100 feet	25 feet	0
Minimum back slope	2/1	2/1	2/1
Minimum fill slope	4/1	3/1	2/1
Radius at intersection	40 feet	25 feet	20 feet
Sight distance	As per Driveway Entrance Siting Policy	As per Driveway Entrance Siting Policy	As per Driveway Entrance Siting Policy
Sidewalk width	4 feet (if required)	N/A	N/A
Culverts ^{3,4}	18 inches minimum	15 inches minimum	15 inches minimum
Shoulder grade	1-1 ½ inches per foot	1-1 ½ inches per foot	1-1 ½ inches per foot
Ditch elevation	36 inches	30 inches	24 inches
Parking on roadside	If required	N/A	N/A

1. Geo-textile fabric is required for Private Roads (except by waiver) and may be required for General Town Roads at the discretion of the Road Commissioner or the Town's design engineer.

2. Bituminous pavement is not required but when used, must comply with the above construction standards.

3. Culverts must be constructed of High-Density Polyethylene meeting at least AASHTO M294, Type S standards.

4. Actual culvert size to be determined by the Road Commissioner or design engineer based on watershed drainage characteristics.

5. No shoulder is required when concrete, stone, or asphalt curbing is used.

6. 49.5 feet for a layout of an old county or an old town roads.

RESERVED

RESERVED

Future Agenda Items - Proposed DRAFT

Potential Future Meeting / Workshop Items:

Discussion of FirstPark - short-term
Consider RFP for audit services - short-term
Update of fees and fee schedule - mid-term
County Officials and State Delegation Meetings - long-term
Appeals process and appeals matrix review - long-term
Contingency Policy discussion - long-term
Personal Property Taxes - long-term
Student engineering work at the Giles Rd. Bridge - long-term

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