

**Readfield Select Board  
Meeting Agenda  
May 14, 2018, Readfield Town Office**

Public Hearing starts at 6:00 PM  
Select Board Meeting starts: 6:30 PM (unless delayed by the hearing)  
Select Board Meeting ends (unless extended) at 8:00 PM

**Pledge of Allegiance**

**Public Hearing (6:00pm)**

The Select Board will conduct a public hearing on the June 12, 2018 Town Meeting Warrant pursuant to M.R.S. Title 30-A, §2528.

**Regular Meeting- 10 minutes**

18-133 - Minutes: Select Board meeting minutes of April 26 & 30, 2018.

18-134 - Warrants: #45 & 46.

**Communications - 35 minutes**

Select Board communications. - 10 minutes

Town Staff reports - 5 minutes

Boards, Committees, Commissions & Departments - 10 minutes

- Trails Committee minutes of March 27, 2018
- Library Board minutes of April 4, 2018

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

**Old Business - 10 minutes**

18-120 - Sign the Return for the June 12, 2018 Town Meeting Warrant - 5 minutes

18-124 - Extend membership on the ad hoc Solar Committee to include the Trails Committee - 5 minutes

**New Business - 30 minutes**

18-135 - Hear a presentation by the Age Friendly Committee and consider an application for the 2018 AARP Community Challenge Grant - 5 minutes

18-136 - Hear a presentation by the Conservation Commission and consider bids for trail work at the Torsey Pond Nature Preserve and Fogg Farm Recreation Area - 10 minutes

18-137 - Consider an agenda for the upcoming Volunteer Appreciation Brunch on June 23, 2018 - 5 minutes

18-138 - Consider an RFP for audit services - 5 minutes

19-139 - Consider the process for the Town Manager semiannual review - 5 minutes

**Future Agenda Items - 5 minutes**

**Adjournment**

# PUBLIC HEARING

**RESERVED**

*See Agenda Item 18-120*

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Executive Session April 26, 2018 – *Unapproved***

Readfield Select Board  
May 14, 2018  
Item # 18-133

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

**Others Attending:** Eric Dyer (Town Manager), Gary Quintal (CEO) and Legal Counsel Representative

**Executive Session**

**Motion** made by Mr. Bourgoine to go into executive session at 6:00 PM to discuss legal matters relating to ongoing code violations on property at map 114 lot 015, and on Terrace Road, pursuant to 1 MRSA, Section 405, subsection 6(E). The Code Enforcement Officer, legal counsel and the Town Manager were invited to attend. **Second** by Mr. Price. **Passed** 5-0 in favor.

Executive session ended at 6:30 PM.

DRAFT

**Readfield Select Board**  
**Regular Meeting Minutes – April 30, 2018 – *Unapproved***

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**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), Greg Durgin, Pamela Osborne, Grace Keene, Andrews Tolman, Deb Doten, Anna Carll, Stephen Monsulick, James Dinkle, Jennifer Henderson

**Regular Meeting**

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

- **18-126 – Minutes: Select Board meeting minutes of April 2, 2018**
  - **Motion** made by Mr. Parent to approve the Select Board meeting minutes of April 2, 2018 as presented, **second** by Mrs. Woodsum. **Vote 5-0 in favor.**
  
- **18-127 – Warrants # 41 & 44**
  - Mr. Price went over Warrants #43 & 44
  - **Motion** made by Mrs. Woodsum to approve Warrants #43 & 44 in the amount of \$366,209.24, **second** by Mr. Parent. **Vote 5-0 in favor.**
  - **Motion** made by Mrs. Woodsum to approve Warrants #41 & 42 in the amount of \$49,857.34, **second** by Mr. Parent. **Vote 5-0 in favor.**

**Communications**

- **Select Board Communications**
  - Mr. Parent reminded everyone that May 12<sup>th</sup> is the annual roadside cleanup day from 9:00 am to 12:00 pm. Will meet at the fairgrounds between 8:45-9:00 am. Lunch will be provided. Contact Mr. Parent if there is a road that you would like to take care of.
  - Mrs. Sammons spoke on Family Fun Day; Lafayette Lodge will be doing a pancake breakfast, Readfield Trails is doing an Easter Egg Hunt, the annual Library Book Sale and Bean Hole Supper plus Friends of the Library will be selling lunch food, Capital City Improv doing a show at Gile Hall. Wine and Cheese Social put on by the Historical Society and Union Meeting House having their yard sale.
  - Mr. Price reminded everyone to get out and vote. Congratulations to MCHS on holding a great prom. Thank you to Humble Beginnings at the Readfield Emporium as there would be no Capital City Improv without them and condolences to Mr. Bittar on the loss of his wife, Helen.
  
- **Town Staff Reports**
  - Mr. Dyer went over the Town Manager report dated 4-30-2018
  - Mr. Dyer went over the March 2018 Treasurer's Report
  
- **Boards, Committees, Commissions & Departments**
  - Solid Waste & Recycling Committee minutes of October 22, 2017 & January 31, 2018
  - Trails Committee minutes of January 30 & February 27, 2018
  - Budget Committee minutes of February 15 & March 15, 2018
  - Library Board minutes of March 7, 2018
  - Conservation Commission minutes of March 19, 2018

**Readfield Select Board**  
**Regular Meeting Minutes – April 30, 2018 – *Unapproved***

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- Cemetery Committee minutes of March 22, 2018
- Readfield Water Association Annual Meeting Agenda of May 8, 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:**

- **18-128 – Consider the appointment of Jennifer Henderson to the Library Board of Trustees**
  - Jennifer Henderson was present for the appointment and gave a brief introduction.
  - **Motion** made by Mr. Bourgoine to appoint Jennifer Henderson to the Library Board of Trustees for a term ending June 30, 2019. **Second** by Mr. Parent. **Vote** 5-0 in favor.
- **18-129 – Consider the appointment of Jessica Guba to the Library Board of Trustees**
  - Not present for the appointment. There will be another opening July 1, 2018 and hoping she will keep her application open.

**New Business:**

- **18-130 – Discussion of FirstPark with Executive Director Jim Dinkle**
  - Stephen Monsulick, the Town's FirstPark representative gave a brief introduction and introduced Jim Dinkle, Executive Director.
  - Jim Dinkle spoke about FirstPark and what they do in the community and his vision for the future.
  - Brief discussion amongst the Select Board regarding the benefits of First Park and the Town of Readfield.
  - Greg Durgin shared information he gathered about FirstPark from their website and would like to see more information on the administrative costs.
- **18-131 – Consider bids for Cemetery Tree Work**
  - Mr. Dyer went over the information included in the packet on the two bids that's were received and recommendations from the town's forester.
  - Anna Carll spoke about the two bids along with discussion from the Select Board. The recommendation is to go with Stevens Solutions in the amount of \$4,500.
  - Deb Doten gave information on the fazing questions of the trees.
  - **Motion** made by Mrs. Woodsum to approve the proposal as set forth with the x's or bold to award the bid to Stevens Solutions, **Second** by Mr. Parent. **Discussion:** Mr. Dyer thanked everyone for their hard work and dedication. **Vote** 5-0 in favor.
- **18-132 – Consider nominations for the Spirit of America Awards**
  - There were 3 nominations received as of April 25, 2018.
  - **Motion** made by Mr. Bourgoine to award 4 Spirit of America awards, one being a couples award, to the nominees within the packet, **Second** by Mrs. Woodsum. **Vote** 5-0 in favor.
  - Mr. Dyer spoke that the recognition will be June 21, 2018 at the Town Office along with the Volunteer Appreciation event.

**Readfield Select Board**  
**Regular Meeting Minutes – April 30, 2018 – *Unapproved***

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**Old Business:**

- **18-065 – Consider a final draft Cemetery Ordinance**
  - Brief discussion of the changes of the Cemetery Ordinance.
  - **Motion** made by Mrs. Woodsum to approve the new Cemetery Ordinance as amended by vote of tonight, **Second** by Mr. Price. **Vote** 5-0 in favor.
  
- **18-096 – Consider a final draft Property Tax Assistance Program Ordinance**
  - **Motion** made by Ms. Woodsum to approve the revised Property Tax Assistance Program Ordinance which has only removed one word, “Fund”, **Second** by Mr. Price. **Vote** 5-0 in favor.
  
- **18-120 – Sign the final Town Meeting Warrant (to include the attached ordinances & ordinance revisions)**
  - No action, just signing of the final Town Meeting Warrant.

**Motion** made by Mrs. Woodsum to adjourn the meeting at 7:55 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**



## **TOWN OF READFIELD**

**8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355**

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

**Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)**

### **Town Manager Report**

**May 14, 2018**

#### **Maintenance & Infrastructure:**

- Roadside sweeping will begin in the next two weeks.
- The refurbished book drop will be back at the library next week.
- The Road Committee has recommended moving forward with repairs to the Torsey Pond Bridge (maintained by the Town), in conjunction with adjacent dam repairs (to be paid for by the Torsey Pond Association) this summer. The abutments to the bridge and dam are contiguous. Costs for the Town are expected to be under \$10,000. Half of this amount was budgeted this fiscal year and the remainder is included in the proposed FY19 budget.

#### **Administration & Personnel:**

- We are continuing to look for someone to fill our seasonal maintenance position.
- Rob Concannon was hired as our Beach Superintendent for the summer season. Rob has worked as an attendant at the Beach for the past four years. Please feel free to share your ideas for programming and events as we look to add value to this important community resource!

#### **Transfer Station:**

- Stricter contamination limits in China mean stricter limits here in Readfield. If we have too much contamination in our recycling loads may be turned away or assessed a surcharge by ecomaine. Please be sure to only include clean materials and materials that have a recycle symbol on them in your recycling.
- We have a special collection barrel for plastic films at the Transfer Station. Plastic film should not be included in your regular recycling. Thank you.
- The striping at the station has been touched up and the unloading stalls are now easier to access. We've also added two handicap accessible parking spaces next to the maintenance building for access to the swap shop. If you have a disability or trouble unloading your waste for any reason, park in the regular unloading stalls and ask an attendant for assistance.

#### **Announcements:**

- Absentee ballots are available at the Town Office.
- Secret Ballot voting will take place on June 12 from 8am to 8pm at Gile Hall.

# April 2018

## Treasurer's Report

**Reporting Date:** 5/14/2018

**Report Period:** April-18

**Fiscal Year:** 2018

**Ongoing Activities:**

**Check Reconciliation:** Check reconciliation was completed through 4/30/2018. Our accounts are in balance with our bank statements. We had a few correcting journals to address issues with wrong accounts, etc. but no other unusual activity was observed.

**Audit:** We have developed an RFP for audit services to cover the next 3-5 years. Many thanks are due to Teresa Shaw for her work in putting the RFP together. If approved at the meeting on May 14, the RFP will be released immediately and the Select Board may be able to select a preferred firm in June.

**Comments:**

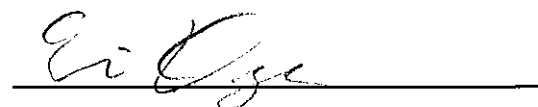
Revenue and expense lines should be at about 83%. We see a large (351%) increase between April of 2017 and April of 2018 in the Protection Dept. This is due to approximately \$9,000 in equipment O&M and close to a \$3,750 dispatching payment that had not occurred in April the prior year. The 2nd half of our ambulance contract (about \$12,000) also did not show up in April of last year. Real Estate payments were up over 50% for the month, but are up just over 1% for the year. This monthly variability has been ongoing since December, but the fact that we are very close to where we should be for the year is a good indication May and June will look closer to normal.

**Summary Data:**

	Month			Fiscal Year-to-Date		
	Apr-18	Apr-17	% Change	2018	2017	% Change
<b>KEY INDICATORS:</b>						
Checking Accounts	\$ 2,460,759	\$ 2,101,024	17.1%	N/A	N/A	N/A
Posted Journals	49	47	4.3%	435	463	-6.0%
Real Estate Payments	\$ 100,898	\$ 66,131	52.6%	\$ 4,278,511	\$ 4,226,663	1.2%
Total Receipts	\$ 200,718	\$ 157,438	27.5%	\$ 5,672,908	\$ 5,448,256	4.1%
<b>MAJOR NET REVENUES:</b>						
State Revenue Sharing	\$ 5,742	\$ 5,950	-3.5%	\$ 104,997	\$ 102,922	2.0%
Interest on Taxes	\$ 1,721	\$ 1,214	41.8%	\$ 28,726	\$ 22,723	26.4%
Homestead Exemption	\$ -	\$ -	-	\$ 138,363	\$ 94,647	46.2%
Motor Vehicle Payments	\$ 53,969	\$ 48,452	11.4%	\$ 427,713	\$ 403,709	5.9%
Transfer Station Fees	\$ 2,733	\$ 1,748	56.4%	27,728	\$ 27,352	1.4%
All Other Revenues	\$ 21,023	\$ 14,802	42.0%	\$ 4,900,752	\$ 4,827,522	1.5%
TOTAL NET REVENUES	\$ 85,188	\$ 72,166	18.0%	\$ 5,628,279	\$ 5,478,875	2.7%
<b>MAJOR NET EXPENSES:</b>						
General Government	\$ 32,492	\$ 32,938	-1.4%	\$ 355,908	\$ 367,707	-3.2%
Protection	\$ 27,085	\$ 6,004	351.1%	\$ 135,972	\$ 107,983	25.9%
Roads and Drainage	\$ 29,342	\$ 30,763	-4.6%	\$ 249,860	\$ 501,714	-50.2%
Capital Improvements	\$ -	\$ -	-	\$ 9,997	\$ 18,544	-46.1%
Solid Waste	\$ 21,605	\$ 18,858	14.6%	\$ 227,636	\$ 200,316	13.6%
Education	\$ 293,966	\$ 286,863	2.5%	\$ 2,939,663	\$ 2,868,626	2.5%
Regional Organizations	\$ -	\$ -	-	\$ 293,637	\$ 294,533	-0.3%
Debt Service	\$ -	\$ -	-	\$ 328,475	\$ 346,250	-5.1%
All Other Expenses	\$ 17,157	\$ 7,944	116.0%	\$ 201,538	\$ 172,054	17.1%
TOTAL NET EXPENSES	\$ 421,647	\$ 383,370	10.0%	\$ 4,742,686	\$ 4,877,727	-2.8%

Eric Dyer, Treasurer

Signature: \_\_\_\_\_



Checking Recon

Apr-18

	Money Markt	Andro45053704	Andro45156092	And452054	Totals
	\$ 283,520.72	\$ 50,000.00	\$ 2,144,250.28	\$ 63.86	\$ 2,477,834.86
O/S Checks	\$ (386.09)	\$ (16,689.89)			\$ (17,075.98)
	\$ 283,134.63	\$ 33,310.11	\$ 2,144,250.28	\$ 63.86	\$ 2,460,758.88

Computer/Manual Bal	\$ 284,186.46	\$ 2,198,846.80			\$ 2,483,033.26
Interest	\$ 57.70		\$ -	\$ -	\$ 57.70
O/S Deposit J#433	\$ (1,075.57)		\$ (11,674.85)		\$ (12,750.42)
Deposit Tickets	\$ (89.96)		\$ 89.96		\$ -
Bad CK deposit	\$ 56.00		\$ (56.00)		\$ -
O/S Deposit J#430Andro			\$ (1,740.88)		\$ (1,740.88)
O/S Deposit J# 433CC			\$ (487.27)		\$ (487.27)
Transfer in Limbo			1,482.72		\$ 1,482.72
Sec of State, 4/19/2018			\$ (3,058.08)		\$ (3,058.08)
Sec State,			\$ (5,778.15)		\$ (5,778.15)

\$ 283,134.63	\$ 2,198,846.80	\$ (21,222.55)	\$ -	\$ 2,460,758.88
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Camden Bank Total	\$ 283,134.63
Camden Bank Total	\$ 283,134.63
	\$ (0.00)

Andro Bank Total	\$ 2,177,624.25
Andro Manual Total	\$ 2,177,624.25
	\$ (0.00)

Completed 5/9/18 Andro Teresa  
 Completed 5/3/18 Camden Teresa

Reviewed By:



# Check Reconciliation

05/03/2018

Page 2

## Balancing Report

Bank: 2 Camden National

Statement Date: 04/30/18

Check	Type	Date	Amount	Code	Date	Payee	--Status--
BEGINNING BALANCE.....					292,082.24		
+ DEPOSITS ON STMT....					16,380.78		15
+ INTEREST.....					57.70		1
- OTHER DEBITS.....					25,000.00		1
STATEMENT BALANCE.....					283,520.72		
+ OUTSTANDING DEPOSITS					1,075.57		1
CHECKBOOK AT STMT DATE.					284,596.29		
+ OTHER DEPOSITS.....					3,687.64		2
CURRENT CHECKBOOK.....					288,283.93		

# Check Reconciliation

## Balancing Report

Bank: 4 Androscoggin Bank

Statement Date: 04/30/18

Check	Type	Date	Amount	--Status--		Payee
				Code	Date	
65769	OD	04/19/18	500.00	VOID	04/17/18	
65786	OD	05/03/18	500.00	VOID	04/30/18	
165769	OD	04/19/18	964.25	VOID	04/17/18	
165770	OD	04/19/18	1,593.07	VOID	04/17/18	
165771	OD	04/19/18	575.82	VOID	04/17/18	
165772	OD	04/19/18	1,040.97	VOID	04/17/18	
165773	OD	04/19/18	716.24	VOID	04/17/18	
165774	OD	04/19/18	1,241.87	VOID	04/17/18	
165775	OD	04/19/18	1,039.11	VOID	04/17/18	
165776	OD	04/19/18	1,147.06	VOID	04/17/18	
165786	OD	05/03/18	1,019.09	VOID	04/30/18	
165787	OD	05/03/18	1,593.07	VOID	04/30/18	
165788	OD	05/03/18	575.82	VOID	04/30/18	
165789	OD	05/03/18	1,034.24	VOID	04/30/18	
165790	OD	05/03/18	710.84	VOID	04/30/18	
165791	OD	05/03/18	1,325.06	VOID	04/30/18	
165792	OD	05/03/18	1,039.11	VOID	04/30/18	
165793	OD	05/03/18	1,625.37	VOID	04/30/18	

Count 18                      Total 18,240.99

BEGINNING BALANCE.....	2,415,104.45	
+ DEPOSITS ON STMT....	186,392.05	55
+ OTHER CREDITS.....	35,454.17	13
- CASHED CHECKS.....	442,636.53	125
<hr/>		
STATEMENT BALANCE.....	2,194,314.14	
+ OUTSTANDING DEPOSITS	13,903.00	3
- OUTSTANDING CHECKS..	16,689.89	18
<hr/>		
CHECKBOOK AT STMT DATE.	2,191,527.25	
+ OTHER DEPOSITS.....	41,801.89	17
- ISSUED CHECKS.....	357,373.01	51
+ ISSUED OTHER	122.40	7
<hr/>		
CURRENT CHECKBOOK.....	1,876,078.53	

# Journal Summary List

All Journal Types

April

Jrnl	Date	Type	Per	Expense	Revenue	G / L	Cash	Enc	Description
0377	04/03/18	AP	04	366,995.83	0.00	7,951.43	-374,947.26	0.00	04/05/18 A/P
0387	04/03/18	PY	04	15,070.78	0.00	-532.50	-14,538.28	0.00	04/05/2018 Payroll
0388	04/02/18	CR	04	0.00	-14.89	0.00	14.89	0.00	04/02/2018 R/R Deposit
0389	04/02/18	CR	04	0.00	-519.37	0.00	519.37	0.00	04/02/2018 R/R Deposit
0390	04/03/18	CR	04	0.00	-3,910.16	-6,306.49	10,216.65	0.00	04/02/2018 C/R
0391	04/03/18	CR	04	0.00	-278.36	0.00	278.36	0.00	04/03/2018 R/R Deposit
0393	04/04/18	CR	04	0.00	-1,731.46	-11,306.05	13,037.51	0.00	04/03/2018 C/R
0394	04/05/18	CR	04	0.00	-4,736.92	-4,098.08	8,835.00	0.00	04/04/2018 C/R
0395	04/05/18	CR	04	0.00	-1,393.53	0.00	1,393.53	0.00	04/05/2018 R/R Deposit
0396	04/05/18	CR	04	0.00	-243.52	0.00	243.52	0.00	04/05/2018 R/R Deposit
0397	04/19/18	AP	04	24,751.44	0.00	10,052.41	-34,803.85	0.00	04/19/18 A/P
0398	04/06/18	GJ	04	-4.57	0.00	0.00	4.57	0.00	Audette's/Irving Discounts
0399	04/06/18	CR	04	0.00	-5,268.83	-8,689.81	13,958.64	0.00	04/06/2018 C/R
0400	04/09/18	GJ	04	0.00	-158.98	107.59	51.39	0.00	Interest, Ken Wealth
0401	04/09/18	CR	04	0.00	-10,704.06	-7,639.17	18,343.23	0.00	04/09/2018 C/R
0402	04/12/18	CR	04	0.00	-2,509.95	-6,068.33	8,578.28	0.00	04/10/2018 C/R
0403	04/12/18	CR	04	0.00	-2,982.74	-3,074.11	6,056.85	0.00	04/11/2018 C/R
0404	04/12/18	CR	04	0.00	-445.15	0.00	445.15	0.00	04/12/2018 R/R Deposit
0405	04/12/18	CR	04	0.00	-1,619.41	0.00	1,619.41	0.00	04/12/2018 R/R Deposit
0406	04/12/18	CR	04	0.00	-863.54	0.00	863.54	0.00	04/12/2018 R/R Deposit
0407	04/17/18	CR	04	0.00	-2,488.05	-14,588.21	17,076.26	0.00	04/13/2018 C/R
0408	04/17/18	CR	04	0.00	-84.34	0.00	84.34	0.00	04/17/2018 R/R Deposit
0409	04/17/18	CR	04	0.00	-93.91	0.00	93.91	0.00	04/17/2018 R/R Deposit
0410	04/19/18	PY	04	14,859.39	0.00	194.10	-15,053.49	0.00	04/19/2018 Payroll
0411	04/18/18	CR	04	0.00	-3,707.05	-14,576.33	18,283.38	0.00	04/17/2018 C/R
0412	04/18/18	CR	04	0.00	-1,412.87	0.00	1,412.87	0.00	04/18/2018 R/R Deposit
0413	04/19/18	CR	04	0.00	-1,696.68	-2,884.67	4,581.35	0.00	04/18/2018 C/R
0414	04/19/18	GJ	04	-26.00	-771.74	0.00	797.74	0.00	Boat, Unemploy, WC,
0415	04/19/18	CR	04	0.00	-268.95	0.00	268.95	0.00	04/19/2018 R/R Deposit
0417	04/23/18	CR	04	0.00	-448.28	0.00	448.28	0.00	04/20/2018 R/R Deposit
0418	04/23/18	CR	04	0.00	-9,608.20	-7,807.96	17,416.16	0.00	04/20/2018 C/R
0419	04/23/18	CR	04	0.00	-552.35	0.00	552.35	0.00	04/23/2018 R/R Deposit
0420	04/24/18	CR	04	0.00	-8,253.62	-20,599.46	28,853.08	0.00	04/23/2018 C/R
0421	04/25/18	CR	04	0.00	-3,307.89	-947.03	4,254.92	0.00	04/24/2018 C/R
0422	04/25/18	CR	04	0.00	-116.97	0.00	116.97	0.00	04/24/2018 R/R Deposit
0423	04/25/18	GJ	04	0.00	-204.20	0.00	204.20	0.00	Online Boats
0424	04/25/18	CR	04	0.00	-623.67	0.00	623.67	0.00	04/25/2018 R/R Deposit
0425	04/26/18	CR	04	0.00	-3,453.42	-3,972.40	7,425.82	0.00	04/25/2018 C/R
0426	04/26/18	CR	04	0.00	-550.86	0.00	550.86	0.00	04/26/2018 R/R Deposit
0427	04/26/18	AP	04	0.00	0.00	0.00	0.00	0.00	Pto-Holder wrong account
0428	04/27/18	CR	04	0.00	-568.68	0.00	568.68	0.00	04/27/2018 R/R Deposit
0429	04/27/18	GJ	04	0.00	0.00	0.00	0.00	0.00	Carry Forwards Y-E 2017
0430	04/30/18	CR	04	0.00	-5,077.62	-5,929.05	11,006.67	0.00	04/27/2018 C/R
0431	05/01/18	CR	04	0.00	-289.11	0.00	289.11	0.00	04/30/2018 R/R Deposit
0433	05/01/18	CR	04	0.00	-4,228.31	-9,009.38	13,237.69	0.00	04/30/2018 C/R
0435	05/01/18	GJ	04	0.00	-122.40	0.00	122.40	0.00	Online Boats 4-26
0438	05/02/18	GJ	04	64.00	-64.00	0.00	0.00	0.00	FS bulbs correction
0439	05/02/18	AP	04	0.00	0.00	0.00	0.00	0.00	phone correction
0449	05/09/18	GJ	04	0.00	-3.23	3.17	0.06	0.00	Kenn Wealth Interest
<b>Totals</b>				<b>421,710.87</b>	<b>-85,377.27</b>	<b>-109,720.33</b>	<b>-226,613.27</b>	<b>0.00</b>	

\* - Incorrect control entry

- 49 Journals Listed
- 0 Out of Balance
- 0 Expense Control Errors
- 0 Revenue Control Errors
- 0 Encumbrance Control Errors



Actual Date Between 04/01/2018 and 04/30/2018, Receipt Types:  
1,2,3,4,5,6,7,8,9,10,11,22,23,24,25,26,29,31,32,33,35,43,44,45,46,47,48,49,50,51,52,53,54,55,57,58,59,60,64,67,68,70,73,81,90,91,92,93,94,95,96,97,98,99,190,800,801,802,803,804,890,891,893,894,895,896,901,999

**Receipt Summary**

<b>Type</b>	<b>Count</b>	<b>Amount</b>
1 AUTO REGISTRATION	3	517.89
2 BOATS	29	1,548.10
5 SPORTING LICENSE	16	581.00
7 Heating Assistance	1	169.05
23 DOG LICENSE-Correct	4	20.00
24 BEACH PERMIT	1	40.00
29 VITAL RECORDS	4	85.00
35 COPIES	6	83.00
43 MISCELLANEOUS	6	50.00
44 CEO/LPI PERMITS	7	1,247.00
45 GILE HALL	1	25.00
46 LIBRARY INCOME	1	27.50
47 PB-BOA LAND USE FEE	2	200.00
49 STATE REIMBURSEMENT	1	5,741.67
51 RECREATION	19	1,455.00
57 TRANS STATION FEES	4	14,919.47
58 TRANS STATION FEES	225	2,727.00
73 BOTTLE REDEMPTION TS	2	0.00
90 Real Estate Payment	171	100,897.78
91 Tax Lien Payment	12	8,251.77
92 Personal Property Payment	3	183.88
99 Motor Vehicle	310	61,536.84
190 Moses	4	88.00
800 Dog Registration	14	323.00
	<b>846</b>	<b>200,717.95</b>

# Revenue Summary Report

Department(s): ALL

April

Account	Budget Net	- C U R R M O N T H -		YTD Net	Uncollected Balance	Percent Collected
		Debits	Credits			
10 - GENERAL GOVERNMENT	5,763,517.44	216.09	66,046.39	5,350,799.03	412,718.41	92.84
12 - Maintenance	0.00	0.00	0.00	212.35	-212.35	---
15 - BOARDS & COMMISSIONS	0.00	0.00	0.00	38.00	-38.00	---
25 - COMMUNITY SERVICES	29,580.00	0.00	242.50	35,908.57	-6,328.57	121.39
30 - RECREATION, PARKS,& ACTIVITIES	21,782.00	0.00	1,620.00	15,145.14	6,636.86	69.53
40 - PROTECTION	25,000.00	0.00	0.00	17,511.43	7,488.57	70.05
50 - CEMETERIES	0.00	0.00	0.00	21.12	-21.12	---
60 - Roads & Drainage	45,000.00	0.00	0.00	36,024.00	8,976.00	80.05
65 - CAPITAL IMPROVEMENTS	10,975.00	0.00	914.58	16,750.08	-5,775.08	152.62
70 - SOLID WASTE	181,636.00	32.00	16,801.89	152,976.99	28,659.01	84.22
90 - UNCLASSIFIED	20,940.00	0.00	0.00	1,765.81	19,174.19	8.43
95 - GENERAL ASSISTANCE	2,325.00	0.00	0.00	1,315.93	1,009.07	56.60
Final Totals	6,100,755.44	248.09	85,625.36	5,628,468.45	472,286.99	92.26

### Expense Summary Report

ALL Departments  
April

Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
10 - GENERAL GOVT	458,085.00	33,305.18	429.72	356,291.01	101,793.99	77.78
12 - Maintenance	169,895.00	8,835.28	33.15	99,952.22	69,942.78	58.83
15 - BOARDS & COM	9,300.00	55.00	0.00	964.95	8,335.05	10.38
25 - COMM SERVICE	57,135.00	4,769.04	0.00	47,698.59	9,436.41	83.48
30 - REC,PARKS/AT	40,486.00	3,130.62	0.00	22,489.01	17,996.99	55.55
40 - PROTECTION	180,875.00	27,085.18	0.00	135,971.86	44,903.14	75.17
50 - CEMETERIES	16,050.00	80.00	0.00	2,997.26	13,052.74	18.67
60 - Rds & Drain	373,950.00	29,341.85	0.00	249,860.02	124,089.98	66.82
65 - CAPITAL IMPR	260,812.00	0.00	0.00	9,997.05	250,814.95	3.83
70 - SOLID WASTE	282,576.00	21,608.68	3.42	227,636.40	54,939.60	80.56
75 - EDUCATION	3,527,596.00	293,966.33	0.00	2,939,663.34	587,932.66	83.33
80 - REGIONAL ORG	317,600.00	0.00	0.00	293,636.83	23,963.17	92.45
85 - DEBT SERVICE	328,824.00	0.00	0.00	328,474.70	349.30	99.89
90 - UNCLASSIFIED	72,921.44	0.00	0.00	25,237.31	47,684.13	34.61
95 - GENERAL ASST	4,650.00	0.00	0.00	1,879.90	2,770.10	40.43
Final Totals	6,100,755.44	422,177.16	466.29	4,742,750.45	1,358,004.99	77.74

# Exp / Rev Summary Report

ALL Departments

April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>10 GENERAL GOVT</b>					
<b>REVENUES</b>					
1011 R-PROP TAX	4,502,418.21	0.00	4,504,406.81	-1,988.60	100.04
1012 P-PROP TAX	42,233.89	0.00	42,233.89	0.00	100.00
1013 STATE REV SH	135,000.00	5,741.67	104,997.11	30,002.89	77.78
1014 INT ON TAXES	20,000.00	1,720.79	28,726.11	-8,726.11	143.63
1021 INVEST INC	3,000.00	949.95	5,999.61	-2,999.61	199.99
1031 VETERAN EXMP	3,200.00	0.00	3,909.00	-709.00	122.16
1032 HOMESTD EXMP	145,329.90	0.00	138,363.00	6,966.90	95.21
1033 TREE GROWTH	9,800.00	0.00	9,358.25	441.75	95.49
1034 BETE Reimb	8,436.44	0.00	8,436.00	0.44	99.99
1051 BOAT EXCISE	7,500.00	804.20	2,205.60	5,294.40	29.41
1052 MOTOR VEH	460,000.00	53,969.14	427,713.34	32,286.66	92.98
1053 AGENT FEE	9,500.00	1,003.00	8,096.25	1,403.75	85.22
1054 NEWSLETTER	250.00	0.00	0.00	250.00	0.00
1060 Business Lic	0.00	0.00	80.00	-80.00	0.00
1065 CERT COPY F	1,300.00	75.00	1,402.80	-102.80	107.91
1090 OTHER INCOME	500.00	133.00	56,610.32	-56,110.32	11322.06
1095 Heating Asst	1,500.00	169.05	901.40	598.60	60.09
3010 PLUMBING FEE	5,000.00	489.50	3,167.00	1,833.00	63.34
3020 LAND USE FEE	6,000.00	775.00	4,192.54	1,807.46	69.88
5000 Use Undesign	217,731.00	0.00	0.00	217,731.00	0.00
5001 Use Carryfor	184,818.00	0.00	0.00	184,818.00	0.00
Revenue Total	5,763,517.44	65,830.30	5,350,799.03	412,718.41	92.84
<b>EXPENSES</b>					
<b>10 Admin</b>	<b>259,945.00</b>	<b>16,728.21</b>	<b>203,706.02</b>	<b>56,238.98</b>	<b>78.37</b>
10 ADMIN	49,520.00	2,445.02	36,437.21	13,082.79	73.58
15 INSURANCE	0.00	0.00	8.00	-8.00	0.00
20 PERSONNEL	181,800.00	13,741.64	144,943.45	36,856.55	79.73
25 STIPEND	4,550.00	0.00	3,187.50	1,362.50	70.05
40 UTILITIES	4,700.00	471.55	4,245.32	454.68	90.33
50 CONTRACT SVC	17,875.00	70.00	14,275.14	3,599.86	79.86
60 EQUIP O,R &M	1,500.00	0.00	609.40	890.60	40.63
<b>12 Insurance</b>	<b>128,130.00</b>	<b>11,323.55</b>	<b>91,852.88</b>	<b>36,277.12</b>	<b>71.69</b>
15 INSURANCE	128,130.00	11,323.55	91,750.43	36,379.57	71.61
20 PERSONNEL	0.00	0.00	102.45	-102.45	0.00
<b>15 Office Equip</b>	<b>3,350.00</b>	<b>237.66</b>	<b>5,714.05</b>	<b>-2,364.05</b>	<b>170.57</b>
10 ADMIN	350.00	76.25	305.00	45.00	87.14
60 EQUIP O,R &M	2,050.00	161.41	1,614.10	435.90	78.74
65 EQUIP REPLAC	950.00	0.00	3,794.95	-2,844.95	399.47
<b>20 Assessing</b>	<b>24,655.00</b>	<b>1,349.80</b>	<b>19,251.56</b>	<b>5,403.44</b>	<b>78.08</b>
10 ADMIN	150.00	149.80	274.80	-124.80	183.20
20 PERSONNEL	7,105.00	0.00	135.33	6,969.67	1.90
50 CONTRACT SVC	17,400.00	1,200.00	18,841.43	-1,441.43	108.28
<b>30 Code Enforce</b>	<b>36,505.00</b>	<b>3,236.24</b>	<b>35,396.60</b>	<b>1,108.40</b>	<b>96.96</b>
10 ADMIN	100.00	0.00	175.00	-75.00	175.00
20 PERSONNEL	36,405.00	3,236.24	35,221.60	1,183.40	96.75
<b>50 MUNI MAINT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
15 INSURANCE	0.00	0.00	0.00	0.00	0.00
20 PERSONNEL	0.00	0.00	0.00	0.00	0.00
40 UTILITIES	0.00	0.00	0.00	0.00	0.00
60 EQUIP O,R &M	0.00	0.00	0.00	0.00	0.00

**Exp / Rev Summary Report**  
ALL Departments  
April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>10 GENERAL GOVT CONT'D</b>					
<b>60 Grant/Plan</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>
10 ADMIN	4,000.00	0.00	0.00	4,000.00	0.00
<b>70 Heating Ast</b>	<b>1,500.00</b>	<b>0.00</b>	<b>369.90</b>	<b>1,130.10</b>	<b>24.66</b>
40 UTILITIES	1,500.00	0.00	369.90	1,130.10	24.66
Expense Total	458,085.00	32,875.46	356,291.01	101,793.99	77.78
<b>Net Profit / (Loss)</b>	<b>5,305,432.44</b>	<b>32,954.84</b>	<b>4,994,508.02</b>	<b>(310,924.42)</b>	

12 Maintenance

REVENUES

4010 Fuel Reimb	0.00	0.00	212.35	-212.35	0.00
Revenue Total	0.00	0.00	212.35	-212.35	0.00

EXPENSES

<b>10 Gen Maint</b>	<b>83,825.00</b>	<b>4,995.26</b>	<b>59,821.28</b>	<b>24,003.72</b>	<b>71.36</b>
10 ADMIN	125.00	0.00	76.00	49.00	60.80
15 INSURANCE	0.00	0.00	0.00	0.00	0.00
20 PERSONNEL	81,600.00	4,774.40	56,812.91	24,787.09	69.62
40 UTILITIES	600.00	50.00	375.00	225.00	62.50
60 EQUIP O,R &M	550.00	170.86	1,341.44	-791.44	243.90
65 EQUIP REPLAC	900.00	0.00	1,175.93	-275.93	130.66
70 BUILDING O&M	50.00	0.00	40.00	10.00	80.00
<b>20 Bldg Maint</b>	<b>29,470.00</b>	<b>2,900.96</b>	<b>20,037.26</b>	<b>9,432.74</b>	<b>67.99</b>
40 UTILITIES	19,360.00	1,971.01	15,080.63	4,279.37	77.90
65 EQUIP REPLAC	0.00	0.00	-38.40	38.40	0.00
70 BUILDING O&M	10,110.00	929.95	4,995.03	5,114.97	49.41
<b>30 Veh/Eq Maint</b>	<b>46,600.00</b>	<b>905.91</b>	<b>20,093.68</b>	<b>26,506.32</b>	<b>43.12</b>
40 UTILITIES	0.00	0.00	36.78	-36.78	0.00
60 EQUIP O,R &M	11,500.00	905.91	17,101.06	-5,601.06	148.70
65 EQUIP REPLAC	35,100.00	0.00	2,955.84	32,144.16	8.42
<b>40 Interlocal W</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
20 PERSONNEL	2,000.00	0.00	0.00	2,000.00	0.00
60 EQUIP O,R &M	4,000.00	0.00	0.00	4,000.00	0.00
80 PUBLIC WAYS	4,000.00	0.00	0.00	4,000.00	0.00
Expense Total	169,895.00	8,802.13	99,952.22	69,942.78	58.83
<b>Net Profit / (Loss)</b>	<b>(169,895.00)</b>	<b>(8,802.13)</b>	<b>(99,739.87)</b>	<b>70,155.13</b>	

15 BOARDS & COM

REVENUES

3015 Conservation	0.00	0.00	38.00	-38.00	0.00
Revenue Total	0.00	0.00	38.00	-38.00	0.00

EXPENSES

<b>10 Appeals Brd</b>	<b>100.00</b>	<b>55.00</b>	<b>55.00</b>	<b>45.00</b>	<b>55.00</b>
10 ADMIN	100.00	55.00	55.00	45.00	55.00
<b>30 Consvr Comm</b>	<b>7,750.00</b>	<b>0.00</b>	<b>513.47</b>	<b>7,236.53</b>	<b>6.63</b>
10 ADMIN	700.00	0.00	56.67	643.33	8.10
40 UTILITIES	0.00	0.00	85.00	-85.00	0.00
55 COMMUNITY SV	650.00	0.00	221.80	428.20	34.12
80 PUBLIC WAYS	6,400.00	0.00	150.00	6,250.00	2.34

**Exp / Rev Summary Report**  
ALL Departments  
April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>15 BOARDS &amp; COM CONT'D</b>					
<b>40 Planning Brd</b>	<b>1,450.00</b>	<b>0.00</b>	<b>396.48</b>	<b>1,053.52</b>	<b>27.34</b>
10 ADMIN	0.00	0.00	105.00	-105.00	0.00
20 PERSONNEL	1,450.00	0.00	291.48	1,158.52	20.10
Expense Total	9,300.00	55.00	964.95	8,335.05	10.38
<b>Net Profit / (Loss)</b>	<b>(9,300.00)</b>	<b>(55.00)</b>	<b>(926.95)</b>	<b>8,373.05</b>	

20 TOWN BLDG

EXPENSES

<b>10 Fire Station</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
40 UTILITIES	0.00	0.00	0.00	0.00	0.00
70 BUILDING O&M	0.00	0.00	0.00	0.00	0.00
<b>20 Gile Hall</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
40 UTILITIES	0.00	0.00	0.00	0.00	0.00
70 BUILDING O&M	0.00	0.00	0.00	0.00	0.00
<b>30 Library</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
40 UTILITIES	0.00	0.00	0.00	0.00	0.00
Expense Total	0.00	0.00	0.00	0.00	0.00
<b>Net Profit / (Loss)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>	

25 COMM SERVICE

REVENUES

1010 ACO DOG FEES	1,500.00	195.00	2,790.00	-1,290.00	186.00
1011 Rabies Clini	0.00	0.00	840.00	-840.00	0.00
1012 Dog Vac Fund	0.00	20.00	355.00	-355.00	0.00
4005 LIB DONATION	655.00	0.00	1,663.00	-1,008.00	253.89
4010 LIB SALE PRD	1,000.00	0.00	1,475.70	-475.70	147.57
4015 LIB Contrib	375.00	27.50	369.09	5.91	98.42
4020 Lib nonres P	50.00	0.00	25.00	25.00	50.00
5010 CATV FRANCHS	26,000.00	0.00	28,390.78	-2,390.78	109.20
Revenue Total	29,580.00	242.50	35,908.57	-6,328.57	121.39

EXPENSES

<b>10 Animal Cntrl</b>	<b>11,420.00</b>	<b>1,257.24</b>	<b>10,826.03</b>	<b>593.97</b>	<b>94.80</b>
10 ADMIN	50.00	0.00	420.49	-370.49	840.98
20 PERSONNEL	4,020.00	224.53	3,297.20	722.80	82.02
25 STIPEND	0.00	0.00	2,062.50	-2,062.50	0.00
40 UTILITIES	150.00	0.00	75.00	75.00	50.00
50 CONTRACT SVC	4,350.00	1,032.71	4,970.84	-620.84	114.27
65 EQUIP REPLAC	100.00	0.00	0.00	100.00	0.00
95 Contingency	2,750.00	0.00	0.00	2,750.00	0.00
<b>20 K Land Trust</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00</b>
55 COMMUNITY SV	250.00	0.00	0.00	250.00	0.00
<b>25 KVCOG</b>	<b>4,295.00</b>	<b>0.00</b>	<b>4,295.00</b>	<b>0.00</b>	<b>100.00</b>
45 ASSESSMENTS	4,295.00	0.00	4,295.00	0.00	100.00
<b>30 Age Friendly</b>	<b>2,000.00</b>	<b>0.00</b>	<b>219.07</b>	<b>1,780.93</b>	<b>10.95</b>
10 ADMIN	0.00	0.00	54.00	-54.00	0.00
55 COMMUNITY SV	2,000.00	0.00	165.07	1,834.93	8.25
<b>40 Library</b>	<b>26,090.00</b>	<b>2,631.80</b>	<b>22,694.92</b>	<b>3,395.08</b>	<b>86.99</b>

**Exp / Rev Summary Report**  
ALL Departments  
April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>25 COMM SERVICE CONT'D</b>					
10 ADMIN	675.00	458.98	1,001.58	-326.58	148.38
20 PERSONNEL	18,000.00	1,384.82	16,013.76	1,986.24	88.97
40 UTILITIES	1,315.00	19.70	718.86	596.14	54.67
55 COMMUNITY SV	6,100.00	745.42	4,937.84	1,162.16	80.95
60 EQUIP O,R &M	0.00	22.88	22.88	-22.88	0.00
<b>50 Readfield TV</b>	<b>6,830.00</b>	<b>386.37</b>	<b>4,805.17</b>	<b>2,024.83</b>	<b>70.35</b>
10 ADMIN	0.00	12.93	193.28	-193.28	0.00
20 PERSONNEL	230.00	0.00	172.14	57.86	74.84
25 STIPEND	3,000.00	0.00	2,250.00	750.00	75.00
65 EQUIP REPLAC	3,600.00	373.44	2,189.75	1,410.25	60.83
<b>60 Street Light</b>	<b>6,000.00</b>	<b>493.63</b>	<b>4,858.40</b>	<b>1,141.60</b>	<b>80.97</b>
55 COMMUNITY SV	6,000.00	493.63	4,858.40	1,141.60	80.97
<b>90 Maran Dam</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00</b>
10 ADMIN	250.00	0.00	0.00	250.00	0.00
Expense Total	57,135.00	4,769.04	47,698.59	9,436.41	83.48
<b>Net Profit / (Loss)</b>	<b>(27,555.00)</b>	<b>(4,526.54)</b>	<b>(11,790.02)</b>	<b>15,764.98</b>	

**30 REC,PARKS/AT**

REVENUES

1010 BEACH INCOME	9,142.00	40.00	2,673.64	6,468.36	29.25
2021 RB BB	2,966.00	830.00	2,420.00	546.00	81.59
2022 RB SOCCER	2,125.00	0.00	2,025.00	100.00	95.29
2024 RB Basketbal	3,330.00	0.00	3,620.00	-290.00	108.71
2025 RB OTHER REC	600.00	0.00	72.50	527.50	12.08
2026 RB Softball	1,540.00	750.00	1,185.00	355.00	76.95
2073 HD SALES	0.00	0.00	2,899.00	-2,899.00	0.00
7010 Trails	0.00	0.00	250.00	-250.00	0.00
8010 Millstream	2,079.00	0.00	0.00	2,079.00	0.00
Revenue Total	21,782.00	1,620.00	15,145.14	6,636.86	69.53

EXPENSES

<b>10 BEACH</b>	<b>9,142.00</b>	<b>15.38</b>	<b>6,189.97</b>	<b>2,952.03</b>	<b>67.71</b>
10 ADMIN	225.00	0.00	0.00	225.00	0.00
20 PERSONNEL	7,732.00	0.00	5,682.35	2,049.65	73.49
40 UTILITIES	435.00	15.38	369.68	65.32	84.98
60 EQUIP O,R &M	350.00	0.00	77.37	272.63	22.11
70 BUILDING O&M	400.00	0.00	60.57	339.43	15.14
<b>20 REC BOARD</b>	<b>10,561.00</b>	<b>3,115.24</b>	<b>7,009.91</b>	<b>3,551.09</b>	<b>66.38</b>
30 RECREATION	10,561.00	3,115.24	7,009.91	3,551.09	66.38
<b>25 HERITAGE DAY</b>	<b>10,000.00</b>	<b>0.00</b>	<b>8,091.13</b>	<b>1,908.87</b>	<b>80.91</b>
10 ADMIN	0.00	0.00	551.38	-551.38	0.00
30 RECREATION	10,000.00	0.00	7,454.75	2,545.25	74.55
40 UTILITIES	0.00	0.00	85.00	-85.00	0.00
<b>70 Trails</b>	<b>2,483.00</b>	<b>0.00</b>	<b>795.00</b>	<b>1,688.00</b>	<b>32.02</b>
40 UTILITIES	0.00	0.00	255.00	-255.00	0.00
80 PUBLIC WAYS	2,483.00	0.00	540.00	1,943.00	21.75
<b>80 Millstream</b>	<b>8,300.00</b>	<b>0.00</b>	<b>403.00</b>	<b>7,897.00</b>	<b>4.86</b>
30 RECREATION	8,300.00	0.00	403.00	7,897.00	4.86
Expense Total	40,486.00	3,130.62	22,489.01	17,996.99	55.55

### Exp / Rev Summary Report

ALL Departments

April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>Net Profit / (Loss)</b>	<b>(18,704.00)</b>	<b>(1,510.62)</b>	<b>(7,343.87)</b>	<b>11,360.13</b>	
<b>40 PROTECTION</b>					
<b>REVENUES</b>					
1010 FD DONATION	0.00	0.00	41.43	-41.43	0.00
1035 FD Burn Perm	0.00	0.00	270.00	-270.00	0.00
3500 Tower Sites	25,000.00	0.00	17,200.00	7,800.00	68.80
Revenue Total	25,000.00	0.00	17,511.43	7,488.57	70.05
<b>EXPENSES</b>					
<b>10 FIRE DEPART</b>	<b>87,650.00</b>	<b>11,247.00</b>	<b>48,419.45</b>	<b>39,230.55</b>	<b>55.24</b>
10 ADMIN	4,600.00	10.00	960.24	3,639.76	20.87
15 INSURANCE	900.00	0.00	850.00	50.00	94.44
20 PERSONNEL	30,050.00	0.00	16,948.46	13,101.54	56.40
25 STIPEND	7,200.00	0.00	5,125.00	2,075.00	71.18
40 UTILITIES	500.00	43.69	392.66	107.34	78.53
50 CONTRACT SVC	3,900.00	1,887.00	4,779.83	-879.83	122.56
60 EQUIP O,R &M	37,000.00	9,306.31	16,917.76	20,082.24	45.72
65 EQUIP REPLAC	3,500.00	0.00	2,445.50	1,054.50	69.87
<b>15 FIRE EQUIP</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>
65 EQUIP REPLAC	8,000.00	0.00	0.00	8,000.00	0.00
<b>20 AMBULANCE</b>	<b>25,400.00</b>	<b>12,015.75</b>	<b>24,031.50</b>	<b>1,368.50</b>	<b>94.61</b>
55 COMMUNITY SV	25,400.00	12,015.75	24,031.50	1,368.50	94.61
<b>30 WATER HOLES</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>
55 COMMUNITY SV	500.00	0.00	0.00	500.00	0.00
<b>35 Tower Sites</b>	<b>27,000.00</b>	<b>72.93</b>	<b>37,502.99</b>	<b>-10,502.99</b>	<b>138.90</b>
40 UTILITIES	750.00	72.93	627.42	122.58	83.66
50 CONTRACT SVC	25,750.00	0.00	36,875.57	-11,125.57	143.21
60 EQUIP O,R &M	500.00	0.00	0.00	500.00	0.00
<b>40 Dispatching</b>	<b>30,200.00</b>	<b>3,749.50</b>	<b>26,017.92</b>	<b>4,182.08</b>	<b>86.15</b>
50 CONTRACT SVC	30,200.00	3,749.50	26,017.92	4,182.08	86.15
<b>50 Physicals</b>	<b>125.00</b>	<b>0.00</b>	<b>0.00</b>	<b>125.00</b>	<b>0.00</b>
10 ADMIN	125.00	0.00	0.00	125.00	0.00
<b>60 PPG Replace</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>
60 EQUIP O,R &M	2,000.00	0.00	0.00	2,000.00	0.00
Expense Total	180,875.00	27,085.18	135,971.86	44,903.14	75.17
<b>Net Profit / (Loss)</b>	<b>(155,875.00)</b>	<b>(27,085.18)</b>	<b>(118,460.43)</b>	<b>37,414.57</b>	

**50 CEMETERIES**

**REVENUES**

5020 Donations	0.00	0.00	21.12	-21.12	0.00
Revenue Total	0.00	0.00	21.12	-21.12	0.00

**EXPENSES**

<b>10 CEMETERIES</b>	<b>16,050.00</b>	<b>80.00</b>	<b>2,997.26</b>	<b>13,052.74</b>	<b>18.67</b>
10 ADMIN	75.00	0.00	0.00	75.00	0.00
20 PERSONNEL	0.00	0.00	0.00	0.00	0.00
40 UTILITIES	0.00	0.00	0.00	0.00	0.00
50 CONTRACT SVC	8,500.00	0.00	1,808.50	6,691.50	21.28
55 COMMUNITY SV	350.00	0.00	0.00	350.00	0.00



### Exp / Rev Summary Report

ALL Departments  
April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>50 CEMETERIES CONT'D</b>					
60 EQUIP O,R &M	0.00	0.00	264.46	-264.46	0.00
70 BUILDING O&M	775.00	0.00	152.72	622.28	19.71
80 PUBLIC WAYS	4,100.00	80.00	771.58	3,328.42	18.82
95 Contingency	2,250.00	0.00	0.00	2,250.00	0.00
Expense Total	16,050.00	80.00	2,997.26	13,052.74	18.67
<b>Net Profit / (Loss)</b>	<b>(16,050.00)</b>	<b>(80.00)</b>	<b>(2,976.14)</b>	<b>13,073.86</b>	
<b>60 Rds &amp; Drain</b>					
REVENUES					
2010 LOCAL ROAD	35,000.00	0.00	35,924.00	-924.00	102.64
2030 SIGNS	0.00	0.00	100.00	-100.00	0.00
7010 Interlocal	10,000.00	0.00	0.00	10,000.00	0.00
Revenue Total	45,000.00	0.00	36,024.00	8,976.00	80.05
EXPENSES					
<b>10 Road Maint</b>	<b>117,500.00</b>	<b>599.05</b>	<b>19,438.63</b>	<b>98,061.37</b>	<b>16.54</b>
80 PUBLIC WAYS	117,500.00	599.05	19,438.63	98,061.37	16.54
<b>40 Winter Maint</b>	<b>256,450.00</b>	<b>28,742.80</b>	<b>230,421.39</b>	<b>26,028.61</b>	<b>89.85</b>
40 UTILITIES	450.00	113.24	542.70	-92.70	120.60
70 BUILDING O&M	500.00	0.00	0.00	500.00	0.00
80 PUBLIC WAYS	255,500.00	28,629.56	229,878.69	25,621.31	89.97
<b>60 Vehicle Mnt</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
60 EQUIP O,R &M	0.00	0.00	0.00	0.00	0.00
Expense Total	373,950.00	29,341.85	249,860.02	124,089.98	66.82
<b>Net Profit / (Loss)</b>	<b>(328,950.00)</b>	<b>(29,341.85)</b>	<b>(213,836.02)</b>	<b>115,113.98</b>	
<b>65 CAPITAL IMPR</b>					
REVENUES					
6525 Ballfields	0.00	0.00	1.22	-1.22	0.00
6570 Transfer Sta	10,975.00	914.58	16,748.86	-5,773.86	152.61
Revenue Total	10,975.00	914.58	16,750.08	-5,775.08	152.62
EXPENSES					
<b>20 Gile Hall</b>	<b>24,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>0.00</b>
80 PUBLIC WAYS	24,000.00	0.00	0.00	24,000.00	0.00
<b>25 Parks/Rec</b>	<b>7,762.00</b>	<b>0.00</b>	<b>4,766.31</b>	<b>2,995.69</b>	<b>61.41</b>
80 PUBLIC WAYS	7,762.00	0.00	4,766.31	2,995.69	61.41
<b>50 Sidewalks</b>	<b>45,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>0.00</b>
80 PUBLIC WAYS	45,000.00	0.00	0.00	45,000.00	0.00
<b>55 Roads</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>
80 PUBLIC WAYS	15,000.00	0.00	0.00	15,000.00	0.00
<b>65 Equipment</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>
65 EQUIP REPLAC	5,000.00	0.00	0.00	5,000.00	0.00
<b>70 Transfer Sta</b>	<b>39,050.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>35,550.00</b>	<b>8.96</b>
10 ADMIN	19,050.00	0.00	0.00	19,050.00	0.00
50 CONTRACT SVC	0.00	0.00	3,500.00	-3,500.00	0.00
80 PUBLIC WAYS	20,000.00	0.00	0.00	20,000.00	0.00
<b>90 Maran Dam</b>	<b>125,000.00</b>	<b>0.00</b>	<b>1,730.74</b>	<b>123,269.26</b>	<b>1.38</b>

# Exp / Rev Summary Report

ALL Departments

April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>65 CAPITAL IMPR CONT'D</b>					
10 ADMIN	0.00	0.00	223.82	-223.82	0.00
80 PUBLIC WAYS	125,000.00	0.00	1,506.92	123,493.08	1.21
Expense Total	260,812.00	0.00	9,997.05	250,814.95	3.83
<b>Net Profit / (Loss)</b>	<b>(249,837.00)</b>	<b>914.58</b>	<b>6,753.03</b>	<b>256,590.03</b>	

**70 SOLID WASTE**

REVENUES

7010 TS FEES	35,000.00	2,765.00	27,791.75	7,208.25	79.41
7020 TS REDEMP	0.00	0.00	0.00	0.00	0.00
7021 Recycle/Comp	0.00	0.00	16.00	-16.00	0.00
7023 TS RECYC MTL	8,000.00	1,316.80	12,029.90	-4,029.90	150.37
7025 TS RECYC OTH	500.00	0.00	24.00	476.00	4.80
7026 TS Single So	500.00	0.00	1,538.31	-1,038.31	307.66
7040 Com Haulers	450.00	0.00	450.00	0.00	100.00
7050 TS GRANTS	0.00	0.00	968.64	-968.64	0.00
7089 TS Fayette	63,412.00	5,864.92	44,950.48	18,461.52	70.89
7090 TS REV-WAYNE	73,774.00	6,823.17	65,207.91	8,566.09	88.39
Revenue Total	181,636.00	16,769.89	152,976.99	28,659.01	84.22

EXPENSES

<b>10 TRANSFER STA</b>	<b>277,376.00</b>	<b>21,432.73</b>	<b>215,624.10</b>	<b>61,751.90</b>	<b>77.74</b>
10 ADMIN	3,825.00	558.00	2,383.39	1,441.61	62.31
15 INSURANCE	32,696.00	2,616.67	23,937.07	8,758.93	73.21
20 PERSONNEL	75,055.00	6,819.38	66,455.12	8,599.88	88.54
40 UTILITIES	4,400.00	772.59	3,765.14	634.86	85.57
50 CONTRACT SVC	156,450.00	10,502.19	111,857.41	44,592.59	71.50
60 EQUIP O,R &M	1,750.00	139.28	5,921.06	-4,171.06	338.35
70 BUILDING O&M	1,100.00	24.62	554.91	545.09	50.45
80 PUBLIC WAYS	2,100.00	0.00	750.00	1,350.00	35.71
<b>50 BACKHOE</b>	<b>5,200.00</b>	<b>172.53</b>	<b>12,012.30</b>	<b>-6,812.30</b>	<b>231.01</b>
60 EQUIP O,R &M	5,200.00	172.53	12,012.30	-6,812.30	231.01
Expense Total	282,576.00	21,605.26	227,636.40	54,939.60	80.56
<b>Net Profit / (Loss)</b>	<b>(100,940.00)</b>	<b>(4,835.37)</b>	<b>(74,659.41)</b>	<b>26,280.59</b>	

**75 EDUCATION**

EXPENSES

<b>10 RSU#38</b>	<b>3,527,596.00</b>	<b>293,966.33</b>	<b>2,939,663.34</b>	<b>587,932.66</b>	<b>83.33</b>
45 ASSESSMENTS	3,527,596.00	293,966.33	2,939,663.34	587,932.66	83.33
Expense Total	3,527,596.00	293,966.33	2,939,663.34	587,932.66	83.33
<b>Net Profit / (Loss)</b>	<b>(3,527,596.00)</b>	<b>(293,966.33)</b>	<b>(2,939,663.34)</b>	<b>587,932.66</b>	

**80 REGIONAL ORG**

EXPENSES

<b>10 COBBOSSEE WD</b>	<b>22,000.00</b>	<b>0.00</b>	<b>21,436.00</b>	<b>564.00</b>	<b>97.44</b>
45 ASSESSMENTS	22,000.00	0.00	21,436.00	564.00	97.44
<b>20 KENNEBEC CTY</b>	<b>270,000.00</b>	<b>0.00</b>	<b>259,976.56</b>	<b>10,023.44</b>	<b>96.29</b>
45 ASSESSMENTS	270,000.00	0.00	259,976.56	10,023.44	96.29
<b>40 First Park</b>	<b>25,600.00</b>	<b>0.00</b>	<b>12,224.27</b>	<b>13,375.73</b>	<b>47.75</b>
12 FINANCIAL	25,600.00	0.00	12,224.27	13,375.73	47.75

### Exp / Rev Summary Report

ALL Departments  
April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>80 REGIONAL ORG CONT'D</b>					
Expense Total	317,600.00	0.00	293,636.83	23,963.17	92.45
<b>Net Profit / (Loss)</b>	<b>(317,600.00)</b>	<b>0.00</b>	<b>(293,636.83)</b>	<b>23,963.17</b>	

**85 DEBT SERVICE**

EXPENSES

<b>10 Fire Truck</b>	<b>56,857.00</b>	<b>0.00</b>	<b>56,856.80</b>	<b>0.20</b>	<b>100.00</b>
12 FINANCIAL	56,857.00	0.00	56,856.80	0.20	100.00
<b>25 '13 Road Bnd</b>	<b>109,117.00</b>	<b>0.00</b>	<b>109,116.65</b>	<b>0.35</b>	<b>100.00</b>
12 FINANCIAL	109,117.00	0.00	109,116.65	0.35	100.00
<b>70 '08 Road Bnd</b>	<b>162,850.00</b>	<b>0.00</b>	<b>162,501.25</b>	<b>348.75</b>	<b>99.79</b>
12 FINANCIAL	162,850.00	0.00	162,501.25	348.75	99.79
Expense Total	328,824.00	0.00	328,474.70	349.30	99.89
<b>Net Profit / (Loss)</b>	<b>(328,824.00)</b>	<b>0.00</b>	<b>(328,474.70)</b>	<b>349.30</b>	

**90 UNCLASSIFIED**

REVENUES

1250 First Park	10,000.00	0.00	0.00	10,000.00	0.00
3010 Snowmobile F	940.00	0.00	1,376.96	-436.96	146.49
4010 REF	10,000.00	0.00	388.85	9,611.15	3.89
Revenue Total	20,940.00	0.00	1,765.81	19,174.19	8.43

EXPENSES

<b>10 Abate/Overly</b>	<b>16,149.44</b>	<b>0.00</b>	<b>14,440.31</b>	<b>1,709.13</b>	<b>89.42</b>
90 ABATEMENTS	16,149.44	0.00	14,440.31	1,709.13	89.42
<b>20 NON-PROFIT</b>	<b>10,832.00</b>	<b>0.00</b>	<b>9,857.00</b>	<b>975.00</b>	<b>91.00</b>
10 ADMIN	10,832.00	0.00	9,857.00	975.00	91.00
<b>40 Contingency</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>
10 ADMIN	25,000.00	0.00	0.00	25,000.00	0.00
<b>50 Snowmobiling</b>	<b>940.00</b>	<b>0.00</b>	<b>940.00</b>	<b>0.00</b>	<b>100.00</b>
30 RECREATION	940.00	0.00	940.00	0.00	100.00
<b>60 R Ent Fund</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
10 ADMIN	10,000.00	0.00	0.00	10,000.00	0.00
<b>90 Revaluation</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
50 CONTRACT SVC	10,000.00	0.00	0.00	10,000.00	0.00
Expense Total	72,921.44	0.00	25,237.31	47,684.13	34.61
<b>Net Profit / (Loss)</b>	<b>(51,981.44)</b>	<b>0.00</b>	<b>(23,471.50)</b>	<b>28,509.94</b>	

**95 GENERAL ASST**

REVENUES

1010 GA ST REIMB	2,325.00	0.00	1,315.93	1,009.07	56.60
Revenue Total	2,325.00	0.00	1,315.93	1,009.07	56.60

EXPENSES

<b>10 GENERAL ASST</b>	<b>4,650.00</b>	<b>0.00</b>	<b>1,879.90</b>	<b>2,770.10</b>	<b>40.43</b>
10 ADMIN	1,150.00	0.00	1,570.00	-420.00	136.52
40 UTILITIES	3,500.00	0.00	309.90	3,190.10	8.85
Expense Total	4,650.00	0.00	1,879.90	2,770.10	40.43

**Exp / Rev Summary Report**  
ALL Departments  
April

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>Net Profit / (Loss)</b>	<b>(2,325.00)</b>	<b>0.00</b>	<b>(563.97)</b>	<b>1,761.03</b>	

## Readfield Trails Committee Minutes

March 27, 2018

Present: Nancy Buker, Ken Clark, Greg Durgin, Jeanne Harris, Bob Harris, Ben McIntosh, Rob Peale, Holly Rahmlow, Becky Walsh

Excused: Greg Leimbach, Henry Whittemore

Guest: Chris Sammons

The meeting was called to order at 6:32 p.m.

Jeanne reported that the current balance in our account is \$1,688.

Chris Sammons spoke about her goal as a Select Board member to increase the use of the trails. She is planning a family-fun-oriented event on August 11, during Heritage Days.

Also, on Halloween she wants to plan a trunk or treat, where the kids walk from the library to the Town Office and get treats from car trunks.

She is open to any ideas others might have as well and asked for volunteers.

The minutes for February were read and approved. Rob, Becky and Ben were absent in February and abstained.

The minutes for January were read and approved. Bob, Jeanne and Becky were absent in January and abstained.

Ken passed out a summation of the meeting he, Rob and Nancy had with Don Rahmlow regarding his mapping software and how it can be used to create printable maps.

We had some discussion of what kind of GPS interface will be easiest and work with the software.

Greg asked if landmarks will be on the map. Ken said probably not because we want to keep the maps clean.

Rob suggested we collect all the details when we GPS the trails, even if they don't all make it onto the map.

Nancy said she told the snowmobile group about the map software, but she's not sure if they're interested. Snowmobile trails require a big map covering large areas.

Ken et al. will continue with their work. Greg L. is out of town. Don can't send him the software to experiment with because his computer is a Mac, not a PC, which isn't compatible. Hopefully he will be back soon and can attend the next meeting of the group.

Rob will be out of town for the month of April as well, so the map group will not be able to resume work until May.

Greg said he didn't have any new information about the Draper property, but he will update us if he learns anything new about the New England Forestry Foundation's plans.

Rob asked if anyone had a map of the property so he could see what roads about it.

Bob updated us on the Mill Stream Dam project. He was offered more wood chips from the Poulins if we need any more. We will need to wait a little longer until the snow has cleared.

There was discussion of how the Mill Stream Dam can be filled in so it will be safe to walk across. Bob said there is a machine that can cut the top of the cement so it can be filled in and then resurfaced. It costs \$170 a day to rent this machine.

At the January meeting Henry raised several questions, including about how we keep track of the trails and what needs to be done, when it needs to be done and who is going to do it.

Jeanne said she and Bob were assigned as stewards of the Fogg Trail and Milt Wright and Gary Keilty were stewards for the Fairgrounds Trail. Rob has been taking the lead on the Esker Trail. Greg said many of the trails are walked regularly and planning is made when the school kids are scheduled to help.

Jeanne said that she and Bob signed something when they agreed to be stewards, but we don't know where the records are and what other trails might have stewards.

Nancy suggested we keep a record of the trails and their maintenance. She also said that Trails has a file cabinet with stuff in it, including some books purchased by Trails in the early days.

Greg said he will look for that cabinet. Nancy volunteered to help. He will also look for and report back on any documents regarding easements, conservation, etc.

We returned to the discussion of possible new trails. Rob volunteered to work on the Morrill Road Trail, if approved.

Nancy brought up another possible trail on the Fairgrounds, which she has mentioned before. Her idea is to make the Fairgrounds Trail a circle rather than an out-and-back. She said that she has broached this trail previously, but that there were objections from a property owner. She says more bushes have grown up so maybe it will be more acceptable now.

Nancy and Greg will set a time to walk that trail and let the rest of the committee know in case they also want to go, and Greg will broach the topic with the property owner.

Ben noted that there is a big washout on the Esker Trail that he fears might be dangerous, that people might walk off the trail and fall. We'll look at that when the snow goes.

Greg passed out a document with the budget and a list of in-kind contributions from Trails volunteers as of June. He said there was some confusion about the number being presented to the Budget Committee including the carryover, so it looks like we are getting more than we should, and he will tend to that.

Greg thinks the Kents Hill School work day will be April 23, but he's not sure.

Greg said he will plan the work based on the weather. Rob noted that there needs to be some cleanup on the approach to the Esker Trail. Greg said that the students often work on the Fairgrounds because it's sunny and dries out quickly.

Greg noted that his term on Trails is up, as are several others. He said he will talk to Robin about getting the forms for re-upping on the committee.

Greg admitted that the lack of a Trails write-up in the April Messenger is his fault, but that Robin said she'd post it on the website.

Nancy asked if anyone has any funding ideas. Holly suggested we all present an idea at our next meeting. Rob noted that KLT has kiosks with envelopes for donations. Nancy said they have applications and envelopes in a box on their property for snowmobilers to join and that it works.

Bob noted that many of the people who use the Trails are nonresidents and would probably gladly donate toward the trails. Greg suggested they could be Friends of Readfield Trails.

The next meeting will be April 24.

Meeting adjourned at 8:10 p.m.

Minutes prepared and submitted by Holly Rahmlow

READFIELD COMMUNITY LIBRARY BOARD MEETING  
APRIL 4, 2018

The meeting was called to order at 6:40 by Vice Chair, Brenda Lake

Present were: Brenda Lake, Pam Mitchell, Donna Witherill, Jan Tarbuck, Betty Peterson and Maureen Kinder, Librarian.

Those excused: Deb Peale, Beverly Monsulick, Sonya Clark

**Secretary's Report:** The minutes of the March 2018 meeting were approved.

**Treasurer's Report:** The Treasurer's Report was approved.

**Librarian's Report:**

- Snowshoes: The snowshoes have been put away until next season. Overall, we had an excellent circulation of the adult snowshoes. The children's snowshoes didn't circulate quite as well. Total circulation as of March 31 was 34.
- Sandwich Board: Has been purchased and ready to be used for the next Library event.
- Book Drop Box: Book Drop Box is being repaired. It will probably be gone the month of April. Books can be returned to the Town Office while the box is being repaired. Patrons can drop off books at the Town Office when the Library is closed.
- Kents Hill School Day of Service – April 26: Maureen will contact the school to arrange for raking and other yard work to be done.
- State Park Pass: This will be available for circulation beginning this week.
- Annual Report: Maureen completed and submitted the FY 2016-2017 Annual Report to the State on March 22.

**Programming/Event Updates:**

- Cribbage Club: This program continues but has not shown much interest.
- Dale Potter-Clark Book Talk and Signing, March 12: Good attendance and patrons enjoyed this event.
- "Let's Talk Chickens": This program was well attended and most informative.
- Book Club "Knots & Crosses": This book club was also well attended.

**April Events:**

- April 4 and 18: Cribbage Club
- April 11: Family Literacy Night at the Readfield Elementary School: We will have a table set up with applications, cards and a selection of books to checkout.
- April 18: Elizabeth Toftner from AARP will be at the Library at 6:30 for an AARP Q & A session.
- April 25: Justine Fontes will lead the next Book Club discussion "This Perfect Day." This program will be held at 6:30.

**May Events:**

- May 9 at 6:30: Author book Talk and Signing – Sandra Neily
- May 2 and 16: Cribbage Club
- May 23 at 6:30: Book Club "Killers of the Flower Moon: led by Jan Tarbuck.

**June Events:**

- Justine Fontes has a program in mind. Will hear more about it next month.



- Summer Reading Program: Kickoff date is Monday, June 25 at 6:30. This year's theme is "Libraries Rock!"

Librarian's Report was approved.

**Old Business:**

- Summer Reading Program: Discussed in Librarian's report.

**New Business:**

- Kents Hill School Day of Service – Discussed in Librarian's report.
- Summer Book Sale: Date of book sale is Saturday, August 11. Brenda wanted us all to be aware of the date and to see how many Board members will be there to help as this is a big event for the Library.

Next meeting will be held on Wednesday, May 2 at 6:30 at the Library.

The meeting was adjourned at 7:30.

Respectfully submitted,  
Betty Peterson, Secretary

# OLD BUSINESS

## Town of Readfield

# MUNICIPAL OFFICERS' NOTICE OF PUBLIC HEARING ON SECRET BALLOT REFERENDUM TO BE HELD JUNE 12, 2018

Notice is hereby given that the Municipal Officers of the Town of Readfield will hold a public hearing on May 14<sup>th</sup>, 2018 at 6:00 pm at the Readfield Town office building in Readfield to hear public comment on the following:

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

**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
Transfer Station	\$ 193,829
First Park	\$ 10,000
Snowmobile (State reimb.)	\$ 1,377
General Assistance (State reimb.)	\$ 2,250
<b>Total</b>	<b>\$1,426,751</b>

*Select Board recommends: Yes*

*Budget Committee recommends: Yes*

**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
<b>Total</b>	<b>\$227,303</b>

*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.

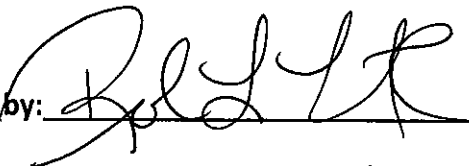
Article 41: Should the Town continue to use the **Secret Ballot** process for the 2019 Annual Town Meeting?


## RETURN

Readfield, Maine

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

Dated: May 7, 2018

Posted by:  Printed Name: Robin L. Lint

Asst:  Date: 5-7-18  
Kristin Parks Town Clerk, Dep.

Bruce Bourgoine, Chair: \_\_\_\_\_ Date: \_\_\_\_\_

John Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Dennis Price: \_\_\_\_\_ Date: \_\_\_\_\_

Christine Sammons, Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Kathryn Mills Woodsum: \_\_\_\_\_ Date: \_\_\_\_\_

# **TOWN OF READFIELD PROPERTY TAX ASSISTANCE PROGRAM ORDINANCE**

## **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 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.

2018 Amendments to the

# Land Use Ordinance



Town of  
Readfield, Maine

**Adopted June 12, 2018**

Revised: March 20, 2000; June 14, 2001; September 17, 2001; June 13, 2002; June 12, 2003; September 15, 2004; June 15, 2006; June 16, 2007; May 15, 2008; June 11, 2009; June 10, 2010; June 14, 2012; June 13, 2013; June 12, 2014; June 9, 2015; June 14, 2016; June 13, 2017

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**Table of Contents**  
**Readfield Land Use Ordinance**  
**As Revised June 14, 2016**

<b>Article 1 - General Provisions</b> .....	<b>1-2</b>
Section 1. Title	1
Section 2. Authority	1
Section 3. Purpose	1
Section 4. Effective Date	1
Section 5. Applicability	1
Section 5A. Vested Rights	1
Section 6. Relationship with Other Ordinances	2
Section 7. Validity and Severability	2
Section 8. Amendments	2
<b>Article 2 - Administration, Enforcement and Penalties.</b> .....	<b>4-5</b>
Section 1. Administering Bodies and Agents	4
Section 2. Enforcement	5
<b>Article 3 - Non-Conformance</b> .....	<b>6-11</b>
Section 1. Purpose	6
Section 2. General Allowances	6
Section 3. Non-Conforming Lots of Record	6
Section 4. Non-Conforming Structures	8
Section 5. Non-Conforming Uses	11
<b>Article 4 - Permit Requirements.</b> .....	<b>12-13</b>
Section 1. Permit Requirements	12
Section 2. Permits Not Required	12
Section 3. Permits and Certificates of Occupancy or Use Required	12
Section 4. Permits Issued After Appropriate Review	13
Section 5. General Permit Requirements	13
Section 6. Permit and Review Fee	13
Section 7. Expiration of Permit	13
Section 8. Plumbing Permit Required Prior to Land Use Permit	13
Section 9. Installation of Public Utility Service	13
<b>Article 5 - Permit Review Requirements.</b> .....	<b>14</b>
Section 1. Purpose	14

## 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 I 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 3½ feet above the pavement and the height of object 4½ 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 ½ 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 3½ feet, where the height of the object no more than 4½ 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	<del>200</del> 155
25	<del>250</del> 200
30	<del>300</del> 250
35	<del>350</del> 305
40	<del>400</del> 360
45	<del>450</del> 425
50	<del>500</del> 495
55	<del>550</del> 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.
- e. The term driveways as used 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;



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 ~~one~~ 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.

## Appendix A Road Construction Standards

	Commercial/Industrial Institutional	General Town Road	Private Road
Right-of-way width	66 feet	60 feet	1.50 feet <sup>6</sup>
Travel way width	22 feet	20 feet	14 feet
Shoulder width <sup>5</sup>	4 feet	2 feet	2 feet
Gravel base depth <sup>1</sup>	20 inches	16 inches	16 inches
Surface gravel depth	4 inches	4 inches	4 inches
Bituminous pavement <sup>2</sup> (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 <sup>3,4</sup>	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.

# **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

## Table of Contents

ARTICLE I.....	2
A. TITLE .....	2
B. PURPOSE.....	2
C. DEFINITIONS.....	2
D. REGULATIONS .....	3
ARTICLE II.....	3
A. LICENSES .....	4
ARTICLE III.....	4
<b>A. ENFORCEMENT.....</b>	<b>4</b>
B. IMPOUNDMENT .....	4
ARTICLE IV .....	4
A. ANIMALS NOT TO RUN AT LARGE.....	4
B. SANITATION.....	4
C. PROHIBITED PROPERTY .....	5
ARTICLE V .....	5
A. INTERFERENCE FORBIDDEN .....	5
ARTICLE VI .....	5
A. PENALTIES .....	5
B. PENALTIES FOR KEEPING A DANGEROUS DOG.....	5

### 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, ~~lama~~ 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 1<sup>st</sup>, 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.

# CEMETERY ORDINANCE

of the Town of Readfield MAINE

Adopted by the Town Meeting: Effective:

## SECTION 1 TITLE

This Ordinance shall be known as and may be cited as the "Cemetery Ordinance for the Town of Readfield, Maine," and shall be referred to herein as "this Ordinance".

## SECTION 2 PURPOSE AND AUTHORITY

The purpose of this Ordinance is to establish a Cemetery Committee under Title 13, M.R.S.A. 301, and to create a framework for regulating and managing the use and operation of cemeteries in Readfield. This Ordinance is adopted pursuant to 30-A M.R.S.A. 3001.

## SECTION 3 DEFINITIONS

Burial: A burial refers to the remains of a single person, whether in a casket or in cremated form.

Grave/grave site: A parcel of cemetery land suitable for the burial of a single full casket. Some gravesites are specifically for cremations, and are smaller,

Lot: A cemetery lot is a parcel of cemetery land that may contain a block of graves, sometimes, but not always, owned by a single family.

## SECTION 4 THE CEMETERY COMMITTEE

- I. Appointment, qualifications, tenure, and vacancies on the Cemetery Committee
  - A. The Cemetery Committee will have nine (9) members appointed by the Select Board. They shall serve without compensation.
  - B. The Sexton will serve as a non-voting, ex-officio member of the Committee. The Select Board may also appoint other staff of the Town, such as the staff member who maintains the Cemetery accounts, as non-voting ex-officio members of the Committee.
  - C. Members shall be legal residents of the Town of Readfield. The term of office of each regular member shall be three years.
  - D. The terms of office shall be staggered, with the terms of 3 members expiring each year.

- E. The Committee may create subcommittees to work on particular issues. These subcommittees may include members who are not members of the Cemetery Committee.
  - F. Vacancies may occur by reason of resignation, death, or removal from the Town. The Selectboard will fill vacancies for the unexpired term
2. Organization and Rules of the Committee
- A. The Committee shall annually elect a Chair, Vice Chair, and a Secretary. Each of these officers shall serve a one-year term and shall be eligible for reelection, The Chair will call the meetings and the Secretary will take minutes.
  - B. A majority of the members shall constitute a quorum
  - C. All meetings shall be held pursuant to public notice and be held in a public building.
  - D. All records of meetings and actions of the Committee shall be public records except for deliberations and decisions relating to personnel or cases involving individual burials.
  - E. The Committee may adopt additional rules, not inconsistent with this Ordinance, for its operation, as necessary.
3. Duties of the Cemetery Committee
- A. The Committee is advisory to the Select Board. The committee shall make recommendations to the Selectboard concerning:
    - i. Regulations for the Cemetery.
    - ii. Policy for the operation, care and maintenance of the Cemetery, including recommendations for capital expenditures.
    - iii. Changes in fees to be charged for Cemetery services,
    - iv. Expansion of the Cemeteries.
4. The Cemetery Committee will provide an annual report to the Select Board on the operation and financing of the Cemetery.

## SECTION 5.

## CEMETERY FINANCES

### 1. The Perpetual Care Fund

This fund is created under 13 MRSA 1306 that requires that at least 30 percent of the proceeds from the sale of lots and individual gravesites in the Cemetery be deposited in an endowment fund for the Cemeteries. The Cemetery Committee will make recommendations to the Select Board on the proportion of monies from the sale of lots to be invested in the Perpetual Care Fund. Seventy-five percent of all monies received from the sale of burial plots will be placed in the Perpetual Care Fund. The interest earned on the perpetual care fund may be used, for upkeep and maintenance, for all town owned cemeteries.

### 2. Expansion Fund

The remaining twenty-five percent will be placed in an expansion fund Account. The monies in the expansion fund may be used only for additional land.. The amount of funds on hand will be public knowledge and are to be included in the Town's Annual Report.

### 3. Individual Endowment Fund

The Endowment funds are funded by several revenue streams and are used for Cemetery capital expenditures such as repair and maintenance of gravestones. Certain trust funds are dedicated to particular grave sites or families. Its revenues are:

A. Interest from the Endowment Fund. Under state law, this interest may be devoted to maintenance and upkeep of their Cemetery lot(s).

### 4. The Town Appropriation

The Town will annually budget for the operation of the Cemetery including compensation for employees and regular annual expenses.

5. The Cemetery Committee shall assist in developing the annual budget for the Cemetery. This budget will recommend operating expenses from the Town appropriation, and expenditures from the Cemetery Trust Funds.

SECTION 6. OPERATION OF THE CEMETERIES

1. A Sexton will be hired by and will report to the Town Manager. The Sexton's duties are described in a Job Description, included as an attachment, and as amended by the Select Board from time to time. Under 304 MRSA 2901 Municipalities are responsible for decorating graves of veterans of the Armed Forces of the United States of America with an American flag in an appropriate flag holder on Memorial Day (observed). They are also required to request that the Church bell be rung at 11 AM on Veterans Day.
2. Opening or closing of a Town cemetery will be determined by a vote at Town Meeting, unless all lots in said cemetery are sold.

SECTION 7. ENFORCEMENT AND PENALTIES

This Ordinance shall be enforced by the Select Board and the Town Manager

SECTION 8 AMENDMENTS

This Ordinance may be amended by Town Meeting at any properly noticed meeting.

SECTION 9. SEVERABILITY

If any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.

SECTION 10. ABROGATION

This Ordinance repeals and replaces any municipal ordinance or legislative action previously enacted.



**Readfield Select Board  
Regular Meeting Minutes – April 2, 2018**

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- **Public Communications** - *Members of the public may address the Select Board on any topic*
  - None

**Appointments, Reappointments and Resignations:**

- **18-114 – Consider the appointment of Martha Soule as a Ballot Clerk**
  - **Motion** made by Mrs. Bourgoine to appoint Martha Soule as a Ballot Clerk for 2018, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

**Old Business:**

- **18-120 – Final budget and Warrant review and approval**
  - Review of final budget and warrant review by the Select Board.
  - **Motion** made by Mrs. Woodsum to approve the clean copy draft warrant as presented along with the additions of the 2 noted votes needed by the budget committee, **second** by Mr. Price. **Discussion:** Article 20 and 33 need review from Budget Committee. Annotated explanation sheet will be available this week or next week. **Vote** 5-0 in favor.
- **18-109 – Consider a final draft revised Animal Control Ordinance**
  - Review of final draft Animal Control Ordinance by the Select Board.
  - **Motion** made by Mr. Price to approve the clean draft of the Animal Control Ordinance as presented in the packet, **Second** by Mrs. Woodsum. **Discussion:** Thank everyone who worked on the Animal Control Ordinance. **Vote** 5-0 in favor.
- **18-096 – Consider a final draft Property Tax Assistance Program Ordinance**
  - Review of the final draft Property Tax Assistance Program Ordinance by the Select Board.
  - **Motion** made by Mr. Bourgoine to approve the Property Tax Assistance Program Ordinance as presented in the packet, **Second** by Mrs. Sammons. **Discussion:** Thank u to all who have worked on this ordinance. **Vote** 5-0, Mr. Parent voted yes with reservations..

**New Business:**

- **18-123 – Consider draft changes to the Land Use Ordinance**
  - **Motion** made by Mrs. Woodsum to approve the suggested LUO amendments as submitted in our packets with the addition of the suggestions made by legal counsel, **Second** by Mrs. Sammons. **Amended:** Suggested by legal counsel as of this date. **Vote** 5-0 in favor.
- **18-124 – Solar Energy Ad-hoc Committee**
  - There has been discussion and a presentation at the Select Board level for all of the town buildings.
  - **Motion** made by Mr. Bourgoine to put together an Adhoc committee to review the proposal of revision energy along with any other proposal and to have 2 select board members and invite 2 members from the budget committee and 2 from the conservation committee in reviewing the solar energy proposals and any other solar options that may be received, **Second** by Mrs. Woodsum. **Discussion:** Have an upfront explanation of purchase credits and how it all works. **Vote** 5-0 in favor.

# **NEW BUSINESS**

***18-137 - Hear a presentation by the Age Friendly Committee and consider an application for the 2018 AARP Community Challenge Grant***

The Age Friendly Committee is seeking authorization to pursue an approximately \$8,000 AARP Community Challenge Grant. The Project Summary for the Grant is as follows:

*Readfield community volunteers working with municipal government have collaborated over the past decade to develop interconnected recreational resources. We have two miles of wheelchair accessible trails that meander through the historic Readfield Fairgrounds and connect to a recently completed sidewalk through the village area and to the middle and high schools. In addition, the trails and sidewalk connect to a cemetery, town beach, and village center which include the library, town office, a small restaurant, post office and small store. The Fairgrounds also contain open space and a ball field completed a few years ago.*

*Because of its history as a fairgrounds, location of the trails, proximity to the Cemetery, the ball field and beach, the Fairgrounds is becoming a hub of the community with multiple uses for persons of all ages. Yet it lacks infrastructure which limits its use.*

*Our Challenge grant application proposes to begin to address this need. We propose to purchase low bleacher seating for up to 60 spectators at the ball field which can also serve as an outdoor concert venue. It is approximately 550 feet between the parking lot and the ball field which can be awkward or difficult to lug a chair, particularly an older person who may want to watch a grandchild's game. We also propose to add two bike racks and two ADA accessible picnic tables at the Fairgrounds. Four benches will be added to the trails surrounding the Fairgrounds, including one overlooking a farm and lake.*

The Grant does not require any matching funds, but some municipal and volunteer resources are being offered in-kind to help strengthen the overall application, and ensure its successful implementation.

- The Town Manager will manage the purchase and installation of equipment.
- Volunteers from our various committees will help assemble equipment as needed and provide manual labor to complete appropriate landscaping.
- Town maintenance staff will deliver the equipment and ensure it is properly secured, as well as provide routine maintenance and inspection moving forward.

If authorized to proceed, the grant application will be submitted immediately and the project will be completed by the fall of 2018.

E.D.

**18-136 - Hear a presentation by the Conservation Commission and consider bids for trail work at the Torsey Pond Nature Preserve and Fogg Farm Recreation Area**

The Conservation Commission, in collaboration with the Town of Readfield, applied for and received RTP grant funding for trail infrastructure work at the Torsey Pond Nature Preserve and Fogg Farm Recreation Area as well as improvements to our parking and trailhead at the Fairgrounds. The trail infrastructure portion of the project was put out to bid this spring and four bids were received. AMC is the apparent low bidder with a base bid of \$28,952. Grant and grant matching funds are available to cover the full cost of the project if the low bidder is selected. If an alternate bidder is selected additional funding sources will need to be identified.

F.D.



May 8, 2018

Town of Readfield  
8 Old Kents Hill Road  
Readfield, Maine 04355

RE: Response to RFP – Readfield Trail Infrastructure Project

Submitted by: Andrew Norkin, Director of Trails and Recreation Management

### **Appalachian Mountain Club (AMC)**

#### **Summary of qualifications**

The AMC professional trail crew has over 98 years of proven experience in performing trail construction and maintenance in the Appalachian region of the United States. We have performed work for numerous federal and state agencies, local land trusts, other non-profit organizations and for private land owners. The AMC maintains over 1800 miles of trails throughout the Northeastern United States including 350 miles of the famed Appalachian National Scenic Trail (AT). We employ 9 full-time trails staff and hire up to 100 seasonal employees each year to construct and maintain trails.

In addition to our management and maintenance responsibilities, each year we contract with state and federal agencies and other non-profits to perform trail assessments, construct new trails, repair and maintain existing trail networks and provide or assist with recreational management plans. In 2018 we have a crew of 11 dedicated to working constructing and maintaining trails for “outside” organizations.

Our AMC professional crews are trained yearly in the proper use of hand and power tools that are used in trail construction / reconstruction work. Our chainsaw operators come with a federal and state recognized certification. The techniques that we use are often recognized by other agencies and trail partners as being state of the art and “tried and proven”. Trail crews are also provided with a 3 day – training in “Safe Rigging Practices for Trail Work” each year. Crew members all are required to have a minimum Wilderness First Aid certification.

AMC has also applied its extensive trail experience in writing and publishing the 4<sup>th</sup> edition of the Complete guide to trail Building and Maintenance which is often

AMC Headquarters: 10 City Square • Boston, MA 02129-3740 • 617-523-0636 • outdoors.org

Training & Equipment Center: 6 Spice Street • Boston, MA 02129-3740

Regional Headquarters: Pinkham Notch Visitor Center • 361 Route 16 • Gorham, NH 03581-0298 • 603 466-2721

Additional Offices: Amherst, MA • Bethlehem, PA • Bretton Woods, NH • Greenville, ME • New York, NY • Portland, ME



**APPALACHIAN  
MOUNTAIN CLUB**  
YOUR CONNECTION TO THE OUTDOORS

regarded as the “go to” guide for those seeking detailed information on how to design and build non-motorized use.

**Recent trail projects completed by the AMC’s professional trail crew include:**

1. 2017 Phase VI of the Great Circle Trail, Namakanta Unit, Maine Bureau of Parks and Lands
2. 2017 Lost Pond trail (AT), 197’ elevated boardwalk and 36’ pedestrian bridge, White Mountain National Forest
3. 2016 – Mt. Pismire trail, Raymond Maine – design and construction, Loon Echo Land Trust
4. 2016 – Oyster River ADA trail and pedestrian bridge, Town of Durham, NH
5. 2016 – Glassface Mountain trail, Rumford, Maine – design and construction- Mahoosuc Land Trust
6. 2016 – Installed 120 Bog Bridges on the Mahoosuc Trail (AT) – Goose Eye Mtn, Fulling Mill Mountain, Appalachian Trail Conservancy/ Maine Bureau of Parks and Lands
7. 2015 – 40’x 5’ Gluelam stringer bridge – 19 Mile Brook trail, White Mountain National Forest
8. 2015 – ADA compliant trail and pedestrian bridge , Notte-Mehan Park, North Providence, RI
9. 2014 – 97’ pedestrian bridge on Firewarden’s trail, Bigelow Preserve, Maine Bureau of Parks and Lands

**Work performance**

For the Readfield Trail Infrastructure project the AMC does not plan on hiring any subcontractors to do the work. Work will be performed using mostly hand tools, cable highlines, chainsaws, an ATV and trailer and truck to dispose of project materials.

Attached are photos showing some of our recent pedestrian bridge and bog bridge projects.

AMC Headquarters: 10 City Square • Boston, MA 02129-3740 • 617-523-0636 • [outdoors.org](http://outdoors.org)

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**APPALACHIAN  
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### Cost Breakout

#### **Cost breakout includes:**

- Removing existing bog bridging, footbridges, and viewing platform
- Build three footbridges
- Replace existing 6'x9' viewing platform
- Replace 425' of bog bridging

(costs include changes/variances to project agreed upon via Jerry Bley's email dated May 1, 2018)

**Labor** – includes crew time and project supervision = \$18,200.

**Equipment** – includes pick-up truck, ATV, trailer, large stake-bed truck to transport lumber/bog bridges = \$2000.

**Materials** – includes 3"x8" cedar/tamarack bog bridge planks, all weather wood, fasteners, diamond piers and other materials to construct structures listed above = \$8752.

**Total Labor, Equipment and Materials = \$28,952**

\*Price per additional 2 stringer 3"x8"x8' bog bridge (materials and labor) = \$110.

\*Price to haul materials out of woods and trucking to the town transfer station = \$850

AMC Headquarters: 10 City Square • Boston, MA 02129-3740 • 617-523-0636 • outdoors.org

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Additional Offices: Amherst, MA • Bethlehem, PA • Bretton Woods, NH • Greenville, ME • New York, NY • Portland, ME

**PROPOSAL FORM**

**Readfield Trail Infrastructure Project:**

**Project Base Price**

Lump sum price to complete the project as specified. \$28,952 \$

twenty eight thousand nine hundred fifty two dollars

**Project Alternates**

Proposers are welcome to recommend project alternates that may increase or decrease the project scope and/or cost. Use additional pages as necessary.

Alternate #1

Additional 2 stringer bog bridge  
\$ 110. each

Alternate #2

Haul materials out of woods & to transfer station  
\$ 250. lump sum

Alternate #3

\_\_\_\_\_  
\$ \_\_\_\_\_

**Material Estimates**

Each proposer is responsible for performing their own material calculations.

Material estimate provided on separate sheet.

Name of Proposer (Company):

Appalachian Mountain Club

Name of Proposer (Authorized Representative):

Andrew Norkin

5 Readfield Trail Infrastructure Project

Andrew Norkin  
Director of Trails



# Caribou Recreation Development, LLC

15 Summer Street, Kennebunk, Maine 04043 ♦ mikecoope@gmail.com ♦ 207.357.7587

May 8, 2018

## **Proposal for Readfield Trail Infrastructure Project: Fogg Farm Conservation Area and Torsey Pond Nature Preserve, Readfield, Maine**

### ***Company Summary***

Caribou Recreation Development, LLC (CRD) incorporated in 2002 in Bethel, Maine. For the past seventeen years, CRD has provided services for operating and managing Nordic ski centers; as well as trail design, trail layout, trail assessments, and trail construction. CRD has extensive experience in backcountry, front country, and multi-use trails.

Caribou Recreation Development's owner, Michael Cooper has over thirty years of experience in trail design and trail construction. Michael as principal in the company and hires a number of employees to meet seasonal needs. Recently Caribou has hired two full-time and five part-time during the winter months, and two full-time and one part-time in the summer, and fall months. CRD has the capability to hire additional employees based on job requirements. Michael has reviewed the work sites on the two trails. He is familiar with completing work on and near wetlands, he is a Contractor Certified in Erosion and Sediment Control through Maine DEP and has worked on several numerous projects in sensitive areas. He and his staff understand the project goals, the sub-committees interests in maintain access here, as well as the nature of the properties. Our intent will be to meet the board and committees' vision, and maintain the design goals throughout the construction process. We keep a solid working relationship with our clients and we will remain actively engaged in the process to create an appealing and remarkable trail for the community.

### ***Description of work***

The goals for Caribou Recreation Development on the Otter Pond Mountain trails are to limit the impact of recreation and allow use for a wide range of user skills and abilities. We will use the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG) 2013 to describe minimum requirements as we construct trails..

- Caribou will cut and remove brush and deadfall from the flagged corridor to the width of five feet and a height of eight feet. CRD will clear to support a stable three-foot wide trail surface. Leveling, grading and compaction of this bed will occur only as needed to ease travel for construction crews.
- Little or no tread way definition is expected, and no water bars, grade dips, steps, check dams, or bridging will be constructed. Any trail bed alterations will have slopes under 12% .
- Caribou is certified in erosion control practices by the Maine DEP (#2114 12/31/2019) and is capable of excavating in and around shore land zones. CRD will use best management practices for erosion and sedimentation control as outlined in the Maine Trails Manual and DEP's Voluntary Contractor Certification.
- CRD or volunteers will paint 2"x 6" rectangular blazes on trees so that a paint blaze can be seen at all times. MWWC will provide two pints of school bus yellow exterior enamel acrylic paint for the blazes.
- CRD will add brush to decommission and obscure any side trails used in the construction process and encourage use of the main trail.

- Maine Wilderness Waterway Trust will provide volunteers to remove brush and cut logs from the corridor as well as remove small limbs and herbaceous plants with loppers and hand saws. Use of chainsaws and cross cut saws is limited to CRD staff while the volunteers work with CRD as its liability insurance does not cover saw use by non-certified sawyers.
- CRD will and expects volunteers to distribute brush and slash widely and at least fifty feet from the trail corridor. CRD will remove larger blowdowns, snags, and trees within the corridor.

### ***Worksite Management***

CRD has a work-site-safety plan in place that ensures the safety of its employees and trail users. We may ask members of the Town of Readfield to aid us in meeting our goals by adhering to standard operating policies and procedures we use ourselves, when visiting or volunteering.

Temporary signs will be placed at the trailheads explaining the work underway. Additionally, at each work site, a sign explaining the work and our expectations for passing through a work zone will be placed. Bridges under construction will be fenced to restrict foot traffic. If necessary, when machines, rocks or materials move over the ground, the public may be asked to wait briefly until the area is safe for travel. In general, CRD employees using motorized machines or tools will turn off machines and come to a complete stop when visitor approach. A clean and orderly work site will be maintained at all times. Tools will be removed from the work site at the end of each day, and the area under construction will be left in an orderly and stable state. CRD staff will interact with the public during the construction phase, providing information on the goals of the project and the Readfield Trail Infrastructure Project when appropriate, but

### ***Proposed Timeline, Work Schedules and Payment Schedules***

Caribou Recreation Development intends to complete work on the Fogg Farm Conservation Area's bridge, and the first bridge on the Torsey Pond Nature Preserve trail before the end of June. We expect to purchase and stage materials to reconstruct the puncheons, observation platform and the second Torsey Pond bridge as soon as the first Torsey bridge is complete. Construction in and near the shoreline zones is planned for dryer periods in mid-July and August. We intend to start after, the worst of the black fly season, and expect the first projects to extend about three weeks. We will work solely on this project once starting construction up to five days per week and

Caribou Recreation typically seeks to receive payments for work and materials in three disbursements: one third as a deposit prior to construction, one-third mid-way through the project and one third after the construction is completed.

We enjoy maintaining running conversations with the organizations we work with, and we will expect members of the Town of Readfield to review work, and discuss specific ideas, or concerns. We typically seek to have one organization representative to complete all formal communications. Ideally, this person is capable of defining completion of contractual expectations and express any concerns the Town may have with the construction processes.

### ***Costs***

Outlined below are brief descriptions for specific construction materials and the total cost for the job. CRD will honor the price below for a period of one hundred and eighty days from the date submitted.

### ***Construction Outline***

#### **Fogg Farm Conservation Area**

CRD will construct a 26' long bridge that is 3' wide bridge using 3- 2"x12" joists spaced 18' on center with pressure treated lumber. 2"x6" pressure treated deck boards will be screwed to the

joist using 3 1/8" GRK screws driven flush. Abutments made from a box of 6"x6" pressure treated timbers lag bolted together and filled with soil will also act as stairs the bridge surface. #5 rebar driven through the timbers and 2' into the earth will secure the boxes remain aligned and stable. A railing made from 4"x4" post and 2"x6" pressure lumber spaced no more than 4" apart will be constructed on both side of the bridge.

#### Torsey Pond Nature Preserve Bridge II

CRD will construct a 18' long bridge that is 3' wide bridge using 2- 2"x10" joists spaced 18' on center with pressure treated lumber. 2"x6" pressure treated deck boards will be screwed to the joist using 3 1/8" low head GRK screws. Abutments made from a box of 6"x6" pressure treated timbers bolted together and filled with soil will act as stairs the bridge surface. #5 rebar driven through the timbers and 2' into the earth will secure the box remains aligned and stable. A railing made from 4"x4" post and 2"x6" lumber spaced no more than 4" apart will be constructed on both side of the bridge.

#### Puncheons

CRD will replace 425' of puncheons in compliance with the Wetland Trail Design and Construction by the US Forest Service. CRD will use 3- 4"x 6"x8' pressure treated lumber spaced to complete an 18 inch tread width. Deck boards will be secured to the sleepers with 6" low head GRK screws. The puncheons will be placed level and no more than 2% slope. Sleepers will not be more than 6 feet apart. Existing boards will be remove and disposed as the Town wishes

#### Viewing Platform

CRD will replace the Viewing Platform at Torsey Nature Preserve with a new structure of the same size. All materials, except the roofing, which is 2<sup>nd</sup> clear cedar shingles, and the 1"x6" rough shiplap pine, will be pressure treated wood. Diamond Pier or similar pier from another manufacturer is planned as a foundation. A frame of 4"x4" posts capped with 4"x6" headers hold up 4"x6" rafters. The rafters are screwed to the headers with 8" timberloc screws and a skin of 5/8" PT plywood ties the roof together.

#### Construction Costs

Labor Cost: \$26,225.00

Material Costs: \$9,550.00

Machines Cost: \$500.00

Kubota RTV utility ATV

Removal of exsting structures to transfer station (included above): \$6200.00\*

*\*CRD assumes the Town of Readfield will cover the tipping fees at the transfer station*

**Total Cost \$36,275.00**

***Warranty of Work***

CRD warranties that its construction will remain stable and identifiable for a period of two years, with the exception of vandalism, damage from severe storms such as tornadoes or microbursts, and flood damage caused by re-routing a number of minor streams to trail surfaces. CRD will continue to monitor the success of these bridges, puncheons, and platform for a period of three years after construction.

***Insurance***

Caribou Recreation Development is remains up-to-date with its liability, worker's compensation, and vehicle insurances. Proof of policies available on request.

***References***

Lee Dassler, Western Foothills Land Trust, 207-739-2124

Andy Bartleet, Hurricane Hisland Outward Bound School, 207-706-6290

Kirk Siegel, Mahoosuc Land Trust, 207-890-8670

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# Caribou Recreation Development Projects:

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- **Mahoosuc Land Trust : 2017**
  - Layout, plan and construct a new one and a quarter mile universally accessible trail on their machine build multi-use trail that circles their Valentine Farm Bethel, Maine
- **Western Foothills Land Trust: 2015-2016**

Layout, plan and construct a new three mile machine build multi-use trail that circles their Witt Swamp Preserve in Norway Maine
- **Maine Wilderness Watershed Trust: 2016-2017**

*Establish a recreation management plan to include developing new trails, and campsites on a 10,000 acre property in Pierce Pond Maine.*
- **Bureau of Parks and Land, 2016**

*Construct 2 shelters, a campsite, and two miles of new backcountry trail on a 40,000 acre property on its Namakanta Unit.*
- **Mahoosuc Land Trust, 2015**

*Construct a parking area, erosion control gardens and timber steps to allow hand carry boat access area to the Androscoggin River in Rumford Center,*
- **Western Foothills Land Trust, 2011-2014**

*Design, layout, and construct a three-mile multi-use trail on a 1,200 acre property in Buckfield, Maine*
- **Town of Bethel, 2014-2015**

*Provide trail assessment and trail log for the Mount Will Trail. Establish relocations around steep and eroding pitches. Design a three-mile hiking trail on the Town's "Bingham" property.*
- **Mahoosuc Land Trust, 2010-2012**

*Asses existing trails, provide alternative routes and construct significant trail relocations on Rumford Whitecap. Design trail to Black Mountain in Rumford, Maine*
- **Western Foothills Land Trust, 2009-2015**

*Design, layout, and develop plans for a 12-kilometer multi-use trail system outside downtown Norway, Maine.*
- **Appalachian Mountain Club 2004-2011**

*Design, and build 120-mile multi-use trail system in Bowdoin College Grant, on a 37,000 acres*
- **Grafton Loop Trail Coalition 2000-2005**

*Design, layout, and supervise the construction of a 37-mile backcountry hiking trail in Newry, Maine*



# FRAZIER CONSTRUCTION

Tom Frazier  
(207) 491-5828

29 Tradition Way Livermore Falls Me. 04254  
frazierconstruction@roadrunner.com

May 8, 2018

Town of Readfield 8 Old Kent's Hill Rd. Readfield Me. 04355	Readfield trail infrastructure project
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These are the total costs of materials and labor that would be put into the trail work specified in the RFP and the changes on the follow up email from Jerry Bley. All of the cedar materials would be supplied by Dueys Lumber in Liberty Me. ACQ pressure treated materials to be supplied from Ware N Butler supply in Livermore Falls Me. The DP 75/63 diamond piers will be supplied from one of the southern branches of Hammond Lumber and delivered on site. Archies would be supplying and hauling away the trash container with all the demo debris. All of the work would be done with a couple of four wheelers with trailers. A separate trailer will house a tool box that would consist of a generator, chain saw and all of the hand and power tools needed for the job.

Trash container and dump fees. \$1,250.00

Removal of all the debris. \$6,720.00

Total cost of all the materials for the projects. \$12,237.50

Equipment costs. \$2,500.00

Labor. \$17,640.00

Total cost of project \$40,347.50

Payment conditions upon agreement will be \$ at the start of project, and or material delivery, \$

And remainder upon completion \$

**SPECIFICATIONS**  
**Readfield Trail Infrastructure Project**

- 1) Permitting – All local and State permits are the responsibility of the Town of Readfield.
- 2) Notifications, Regulations, and Requirements – The proposer shall also be required to meet all laws, rules and regulations of the State of Maine during the course of this project.
- 3) Erosion Control – Erosion control shall be the responsibility of the proposer, and shall be installed in compliance with the existing MEDEP best practices.
- 4) Bridges (US Forest Service Trail Bridge plans should be referenced)
  - a) Fogg Farm Conservation area
    - i) Existing bridge removed and disposed of properly
    - ii) 26' length
    - iii) 36" tread width
    - iv) Railings on both side
    - v) Pressure treated sub deck with pressure treated or rough sawn cedar decking
    - vi) Abutments need to be built to ensure proper bridge anchor and alignments
  - b) Torsey Pond Nature Preserve Bridge I
    - i) Existing bridge removed and disposed of properly
    - ii) 18' length
    - iii) 60" tread width
    - iv) Railing on both sides
    - v) Pressure treated sub deck with pressure treated or rough sawn cedar decking
    - vi) Abutments need to be built to ensure proper bridge anchor and alignments
  - c) Torsey Pond Nature Preserve Bridge II
    - i) Existing bridge removed and disposed of properly
    - ii) 18' Length
    - iii) 36" tread width
    - iv) Railings on both side
    - v) Pressure treated sub deck with pressure treated or rough sawn cedar decking
    - vi) Abutments need to be built to ensure proper bridge anchor and alignments
- 5) Bog Bridging (Please reference Wetland Trail Design and Construction by the US Forest Service, 2007)
  - a) 425' of raised bog bridges need to be replaced.
    - i) Pressure treated or rough sawn cedar for all parts of bog bridges
    - ii) 18 inch tread width
    - iii) Bridging should be level to reduce slipping
    - iv) Sleepers should not be more than 6 feet apart
    - v) Planks should be made of 2 inch or thicker wood
    - vi) Existing bog bridging should be remove and disposed of properly
- 6) Viewing Platform at Torsey Nature Preserve
  - a) 6' x 9' roofed viewing platform
  - b) Diamond Pier is encouraged to be used
  - c) Built with Pressure treated lumber

**PROPOSAL FORM**  
Readfield Trail Infrastructure Project:

**Project Base Price**

Lump sum price to complete the project as specified. 40,347.50 \$

**Project Alternates**

Proposers are welcome to recommend project alternates that may increase or decrease the project scope and/or cost. Use additional pages as necessary.

Alternate #1

\_\_\_\_\_  
\$ \_\_\_\_\_

Alternate #2

\_\_\_\_\_  
\$ \_\_\_\_\_

Alternate #3

\_\_\_\_\_  
\$ \_\_\_\_\_

**Material Estimates**

Each proposer is responsible for performing their own material calculations.

Name of Proposer (Company):

Frazier Construction

Name of Proposer (Authorized Representative):

Tom Frazier



Signature of Authorized Representative:

Date: 5/8/18

**SERVICES**  
**AGREEMENT**

Readfield Trail Infrastructure Project:

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and \_\_\_\_\_ (hereinafter "CONTRACTOR").

The CONTRACTOR shall perform work on the Trails, as needed and directed by the Town Manager or his/her designee. All equipment and materials involved with the completion of the specified work shall meet current US Forest Service specifications and DEP standard best practices.

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Specifications and Proposal Form, and shall do so in accordance with the CONTRACTOR's Proposal Form dated \_\_\_\_\_, 2018.

The CONTRACTOR agrees to abide by the OWNER's prohibitions against workplace violence, sexual harassment, and political activities in Readfield while working in Readfield.

The CONTRACTOR must maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or financial resources sufficient to satisfy the requirements of the Workers' Compensation Act.

The CONTRACTOR shall provide to the OWNER a Certificate of Insurance naming the OWNER as an additional insured prior to the start of any work under this agreement. The OWNER disclaims any and all responsibility for injury or damages to the CONTRACTOR, its agents, or others at any time during this agreement.

The CONTRACTOR shall provide the OWNER with a current and complete W-9 form prior to the start of any work under this agreement.

The CONTRACTOR, to the fullest extent permitted by law, shall indemnify and hold harmless the OWNER, and their agents, employees and/or invitees against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the OWNER.

The CONTRACTOR guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same shall be free from defects or flaws. This warranty shall be for a period of one year from the date of completion.

All materials and work may be subject to inspection by the OWNER. The Town Manager or designee shall be allowed access to all parts of the work and shall also have the right to inspect and test, at the OWNER's expense, by any methods adequate to ensure an acceptable quality of work

It is strongly recommended that the CONTRACTOR, before submitting a bid, become completely familiar with the job site and the required work. The OWNER may be available to participate in

pre-bid inspections or site visits at designated times and locations, and occasionally by request. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of a formal pre-bid inspection.

The price(s) quoted in the Proposal Form shall include preparation, mobilization, installation, final cleanup, and all labor and materials required to complete the work as specified in the Specification and Proposal Form. The price shall be firm for the term of this AGREEMENT.

The OWNER reserves the right to submit Change Orders in writing to the CONTRACTOR. In that event, the OWNER shall negotiate with the CONTRACTOR to determine any new terms or costs. At the completion of work, each site shall be left in a neat and clean condition, subject to approval of the Town Manager or a Designee.

The OWNER shall remit to the CONTRACTOR full payment within two weeks of final project completion. The OWNER reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the Road Work Specification.

Every effort shall be made to resolve conflicts between the OWNER and CONTRACTOR through direct negotiations between the parties. If resolution cannot be reached within a reasonable time frame then the matter shall be referred to third party arbitration by mutual agreement of the OWNER and CONTRACTOR.

The OWNER shall have the right to terminate this contract for cause with a minimum notice to the CONTRACTOR of Five (5) business days. Failure to comply with any requirement of this contract shall be cause for termination.

Witness

TOWN

By: \_\_\_\_\_

Eric Dyer,

Town Manager

Witness

CONTRACTOR

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

**ATTACHMENTS**

Readfield Trail Infrastructure Project

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# Town of Readfield

PROPOSAL FOR TRAIL IMPROVEMENTS AT TORSEY POND  
NATURE PRESERVE AND FOGG FARM CONSERVATION AREA

May 8, 2018

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## OBP Trailworks, LLC



*"Promoting Sustainable Trails"*

110 Poplar Hill Road, Turner, ME 04282

[www.obptrailworks.com](http://www.obptrailworks.com) ♦ 207.312.1340 ♦ [Jed@obptrailworks.com](mailto:Jed@obptrailworks.com)

## Table of Contents

I. Cover Page.....	Page 1
II. Table of Contents.....	Page 2
III. Letter of Interest.....	Page 3
IV. Company Description.....	Page 4
V. Project Description.....	Page 6
a. Project Specifications.....	Page 6
b. Contractor Scope of Work .....	Page 7
c. List of Individuals Committed to the Project.....	Page 7
d. List of Equipment Available for the Project.....	Page 8
VI. Fee Proposal.....	Page 9
VII. Supporting Documents.....	Page 10
a. References.....43	Page 10
b. Examples of Bridges and Trail Projects.....	Page 11
c. Certificate of Insurance.....	Page 16



# OBP Trailworks, LLC

Construction, Design and Educational Services for Sustainable Trails

8 May 2018

Town of Readfield  
8 Old Kents Hill Road  
Readfield, ME 04355

Dear Readfield Municipal Officers and Conservation Commission Members,

It is with considerable pleasure that OBP Trailworks, LLC (OBP) submits this proposal for trail improvements at Torsey Pond Nature Preserve and Fogg Farm Conservation Area. This project has special significance, as two of our full time staff members have deep-seated ties to Readfield. Tyler Keniston, who has worked for OBP for six years grew up less than a mile from the trailheads and Alice Webber who has also worked for OBP off and on for six years, spent each summer with her family at Skoglund Camp on Long Lake.

OBP Trailworks, LLC has the experience and expertise to complete this project in a naturalistic, sustainable, and safe manner. We pride ourselves in low impact construction techniques, a distinctly experienced crew, an eye for detail, and a commitment to provide the highest quality trail work at a reasonable cost. As the company owner and project supervisor, I have been building trails across the northeast for twenty years and maintain an everyday presence on OBP's projects.

This proposal is based on information contained in the Request for Proposals, the pre-bid meeting held on May 1, 2018 (attended by Alice Webber) and associated correspondence. Additional background information was gleaned from a site visit conducted on April 25, 2017 and through the process of bidding on the design work in November 2016.

We have made a sincere effort to complete this proposal in its entirety; however, if we have excluded anything, or if any clarifications are needed, please do not hesitate to contact us.

Please feel free to visit our website [www.obptrailworks.com](http://www.obptrailworks.com) or Facebook page [www.facebook.com/trailwork](http://www.facebook.com/trailwork) to see photos of recent work and learn more about our business.

Thank you for your consideration.

Sincerely,

Jedediah J. Talbot,  
Owner, *OBP Trailworks, LLC*



## Philosophy

OBP stands for “Off the Beaten Path” which has both literal and philosophical connotations. Our approach to trail design, building, and education is one that blends traditional construction techniques with evolving technological trends. By melding time honored stone and timber craft with environmentally sensitive equipment and methods, we promote safe and sustainable trails that are naturalistic and aesthetically pleasing while protecting the landscape and resources that we help provide access to.

## Projects

Although trail planning and construction is a relatively niche business, OBP is proud of the breadth of our scope. We relish the opportunity to design and build all types of trails from high use community centered accessible paths to remote backcountry projects. Whether it is a flowing singletrack, gravel surfaced nordic ski trail or a remote stone staircase above tree line, we seek to create trails that enhance the recreational experience and direct connection with nature for our clients and trail users. Technical stone work, natural surface accessible trails, backcountry rigging systems, and materials transportation in logistically challenging areas are strengths of the company. Typical projects include pedestrian trail layout and design, new trail construction (hand built and machine built), intensive trail reconstruction (such as large rock staircases and technical retaining walls), trail infrastructure improvements (such as bridges, boardwalks, kiosks, benches, trailheads etc.), and trail skills instruction. During the winter months, OBP focuses on trail design projects and small scale low impact forestry operations.

## Experience

OBP Trailworks, LLC typically has 4-7 full time workers from April through November. 2-3 workers stay employed year round. Every returning member of the OBP team has a minimum of five seasons of trail work experience. The practical knowledge of each person insures that each and every task will be approached with the skill of a practiced, professional hand.

Company owner Jed Talbot is a nationwide leader in low impact material transportation for difficult to access project sites. He is the co-author of the upcoming United States Forest Service Trail Manual titled “Principles of Backcountry Trail Rigging,” which will be the first published resource on how to safely move materials with hand powered equipment for backcountry construction projects. To date, Jed has facilitated nearly 100 workshops on trail building techniques and crew leading skills to volunteer, municipal, federal, private, public, and non-profit crews across the country.

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# Jedediah J. Talbot

## Owner, OBP Trailworks, LLC



### Summary of Experience

Jed has over two decades of experience with trail planning, maintenance, and construction as well as conservation based training services. OBP Trailworks, LLC designs, builds, and consults on all types of pedestrian and motorized trails. Company hallmarks include technical stone work, rustic timber joinery, naturalistic accessible trails and challenging backcountry rigging systems. Jed has facilitated over 100 workshops on trail building techniques and conservation skills to volunteer, municipal, federal, private, public, and non-profit crews across the country.

### Education

Carleton College, BA 1998, *Cum Laude*

### Professional Affiliations & Committees

Vice President and Board Member of the Professional Trail Builders Association (PTBA)  
PTBA Finance Committee Member  
Maine Trails Advisory Council Member  
Chair of the Stewardship Committee for the Northern Forest Canoe Trail (NFCT)

### Certifications

Maine DEP Erosion Control Specialist  
Maine Certified Logging Professional  
Federal Motor Carrier Certification

### Work Experience

#### 2004– Present

Owner, OBP Trailworks, LLC (formally Off the Beaten Path), a trail construction and design company in Turner, ME.

#### 2005– 2009

Founding Partner, Peter S. Jensen and Associates, LLC, a trail contracting company specializing in accessible trails and boardwalks in West Stockbridge, MA.

#### 1999– 2015

Conservation Work Skills Instructor (Lead Instructor 2004-15), Crew and Project Leader for SCA, a non-profit organization based in Charlestown, NH.

#### 1988– Present

Assistant at Charles M. Talbot Associates, a family business dealing with colonial era antiques and restoration carpentry projects in Turner, ME.

### Selected List of Relevant Projects

- ♦ Outdoor Learning and Education Center Trails, *Auburn, ME*. Design/build of a mile+ long accessible trail system for the Auburn-Lewiston YMCA. Phase I completed in 2017, Phase II to be completed in 2018.
- ♦ Hidden Lakes Trail Network, *Perito Moreno National Park, Argentina*. Contract to design and layout a 150 km hiking trail system and hire a team of US trail experts to train local and national crews while supervising construction.
- ♦ Langlais Sculpture Trails, *Cushing, ME*. Design/build of an accessible trail system at the Langlais Sculpture Preserve for the Georges River Land Trust.
- ♦ School to School Trail, *Guilford, ME*. Construction of an accessible trail between the Piscataquis Primary and Secondary Schools.
- ♦ Eleanor's Trail at Pleasant Hill Preserve, *Scarborough, ME*. Design/build of a 2040' long accessible path in partnership with Terrance J. Dewan and Associates, LLC.
- ♦ Big A Trail System, *York, ME*. Design/build of a mile long accessible trail system at Mt. Agamenticus, including a circular observation platform, picnic areas, overlooks, and spur trails.
- ♦ Hinkley Cove and Emmit Brook Trails, *Kokadjo, ME*. Construction of two 8-10' wide multi-use natural surface trails starting at Appalachian Mountain Club's Medawisla wilderness lodge.
- ♦ Quarry Mtn. Trail, *Alton, NH*. Design/build of a hiking trail for the Society of Protection of New Hampshire Forests.
- ♦ Donnabeth Lippman Park, *N. Windham, ME*. Design, layout, and construction of an accessible trail to Torsey Pond for the Windham Parks and Recreation Department.
- ♦ Mahana Cobble Trail, *Pittsfield, MA*. Design, layout and construction of a section of the Berkshire High Road, a community based long distance trail system for the Berkshire Natural Resources Council.
- ♦ Foss Mtn. Trail, *Eaton, NH*. Design, layout, and construction of a natural surface hiking trail for the Eaton Conservation Commission.
- ♦ Sandwich Notch Park, *Sandwich, NH*. Intensive stream bank restoration and park improvements including stone steps and a steel, cedar and locust bridge for the Town of Sandwich.
- ♦ Lily Bay, Baker and Number Four Mtns., *Greenville, ME*. Design and layout of hiking trails for the Maine Bureau of Parks and Lands.
- ♦ White Dot Trail, *Mt. Monadnock State Park, Jaffrey, NH*. Annual contract for stone staircase construction for the Society for Protection of New Hampshire Forests.
- ♦ Jones-Bonney Village Park, *Turner, ME*. Design and layout of an accessible trail system with picnic areas and a boat launch.
- ♦ Mad River Path, *Waterville Valley, NH*. Design/build of trail realignment and stream crossing for the town of Waterville Valley.
- ♦ Cider Hill Trail, *Old Orchard Beach, ME*. Construction of a natural surface multi-use trail in the Cider Hill Condominium Association.
- ♦ Irene's Way, *Waterville Valley, NH*. Design and construction of 1.3 miles of hand built backcountry hiking trail in a remote and challenging region of the White Mountains for the United States Forest Service.



## V. Project Description

### a. Project Specifications

- All structures will be built based on USFS specifications at a minimum strength rating of 65 lbs./ft.
- Approaches to bridges will be wooden steps

#### **Fogg Farm Conservation area**

- Existing bridge removed and disposed of on site
- 22' length
- 36" tread width
- 42" high railings on both sides
- 3 stringers will be comprised of 3 laminated 2"x12" with staggered joints
- Pressure treated sub deck with pressure treated deck and railings
- Abutments to be built to ensure proper bridge anchor and alignments

#### **Torsey Pond Nature Preserve Bridge I**

- Existing bridge removed and disposed of on site
- 18' length
- 60" tread width
- 42" railing on both sides
- Pressure treated sub deck with pressure treated deck and railings
- Abutments to be built to ensure proper bridge anchor and alignment

#### **Torsey Pond Nature Preserve Bridge II**

- Existing bridge removed and disposed of properly
- 18' Length
- 36" tread width
- 42" railings on both side
- Pressure treated sub deck with pressure treated deck and railings
- Abutments to be built to ensure proper bridge anchor and alignment

#### **Torsey Pond Nature Preserve Bog Bridging**

- 425' of raised bog bridges to be replaced
- Pressure treated or rough sawn cedar for all parts of bog bridges
- 18 inch tread width
- Bridging will be level to reduce slipping
- 4" x 4" pressure treated sleepers will not be more than 6 feet apart
- Planks will be made of 3" x8" inch lumber
- Existing bog bridging will be removed and disposed of on site

#### **Torsey Pond Nature Preserve Viewing Platform**

- 6' x 9' roofed viewing platform
- Roofed with cedar shakes or shingles

- Sided with rough sawn boards
- Diamond Pier (Pin Foundations) foundations will be used
- Built with pressure treated lumber

#### **b. Contractor Scope of Work**

OBP will serve as the prime contractor and will be responsible for trail design and construction, project coordination, communication with Readfield Town Officials, materials suppliers, and employees. The layout and construction of trail structures may involve specific duties including but not limited to: mechanized and hand excavation, installation and removal of temporary erosion and sediment control barriers, chainsaw and clearing work, installation of culverts, stone cribbing, coping stones, rock drilling and stone removal, bridge, boardwalk and timber construction, removal of excess excavation debris, seeding, mulching, site restoration and rehabilitation.

#### **c. List of Individuals Committed to the Project**

##### **Jed Talbot**

Jed has over two decades of trail planning, maintenance, and construction, as well as conservation based teaching. He has conducted conservation based work in the majority of the US states and has facilitated over 100 workshops for private, federal, municipal, volunteer, and non profit groups.

Jed is the Vice President of the Professional Trailbuilders Association, a member of the Maine Trails Advisory Board, a certified Logging Professional and a certified Erosion Control Specialist.

Jed will set up the project, manage logistics, mobilize/demobilize OBP equipment, act as the primary contact for the Town of Readfield, conduct final trail alignments, act as a primary excavator operator and quality control supervisor.

##### **Tyler Keniston**

Tyler started his trails career after graduating from the University of Maine, Orono. He worked for the Maine Conservation Corps as a crew member, then crew leader, eventually becoming a trail trainer for crew leaders. Tyler has worked for OBP for six years and maintains a wood shop where he builds custom furniture during the winter months.

##### **Alice Webber**

Alice graduated from SUNY Purchase with a degree in fine art and has been using the landscape as her canvas ever since. She has worked for SCA as a crew leader and skills trainer, Maine Conservation Corps as Trail Training Instructor, and the Appalachian Mountain Club as Trails Supervisor of the Southern New England Region. She has worked with OBP in various capacities since 2010.

##### **Wil Libby**

Wil comes to OBP after 7 years as the Camp Director for the Auburn-Lewiston YMCA where he designed and built their outdoor education center trail system and features. He is the founder and Scoutmaster of a boy scout troop for disabled boys in Lewiston and guides backcountry trips for

veterans for various organizations. His experience includes operating and maintaining well drilling rigs for his family's business and specialized tracked equipment in the Army.

### **Dan Newton**

Dan has been working on trails for over 30 years and previously worked as an educator and backcountry guide for hiking, skiing and fly fishing in the White Mountains. Dan is the President of the Waterville Valley Athletic and Improvement Association (WVAIA), which is a valued USFS partner organization responsible for talking care of trails in the Waterville Valley Region of NH. Dan has worked for OBP seasonally for seven years.

#### **d. List of Equipment Available to the Project**

- ASV RC-60 rubber tracked skid steer with attachments
- Volvo EC35C rubber tracked mini-excavator
- Kubota KX0018-4 rubber tracked excavator
- CanyCom S25 rubber tracked rotating crawler carrier
- Hitachi CG-30 rubber tracked crawler carrier
- Cormidi 100 self loading hauler/dumper
- CanyCom 602 walk behind rubber tracked dumper
- Wacker Neuson 1550 vibratory plate compactor
- Wacker Neuson RD12 vibratory drum roller compactor
- Enclosed job site trailer with all hand tools, generators, rock drills, etc. necessary for the job

## VI. Fee Proposal

### PROPOSAL FORM

#### Readfield Trail Infrastructure Project:

#### Project Base Price

Lump sum price to complete the project as specified. **\$39,850.00**

#### Cost Breakdown:

Material Estimate: \$9,250.00

Labor Estimate: \$ 25,500.00

Equipment Estimate: \$5,100.00

#### Project Alternates:

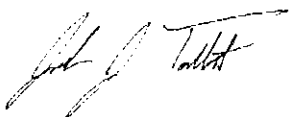
Alternate #1: Lump sum cost to haul all existing structures from their current location to the Town Transfer Station: \$850.00

Alternate #2: Replace pressure treated lumber with eastern white cedar: \$1.25 per lineal foot plus actual cost of sourcing vendors and transporting material at \$50/hr.

#### Name of Proposer (Company):

OBP Trailworks, LLC  
110 Poplar Hill Road  
Turner, ME 04282  
207.312.1340  
jed@obptrailworks.com

#### Name of Proposer (Authorized Representative):



Jedediah Talbot, Owner

## VII. Supporting Documents

### a. References

#### **Additional references and letters of support available upon request**

- James McCain, Arboretum Director, Fort Williams Park Foundation, email: James.McCain@fortwilliams.org, phone: 207.332.7488
- Brent West, Stewardship Program Manager, Georges River Land Trust, email: brent@grlt.org, phone: 207.491.2750
- Robin Kerr, Conservation Coordinator, Mt. Agamenticus Conservation Region, email: rkerr@yorkmaine.org, phone: 207.361.1110
- Dick Fortin, Tin Mountain Conservation Center and Eaton Conservation Commission; email: troutproject@tinmountain.org; phone: 603.447.6991
- Cristin Bailey, Trails Program Manager, Saco Ranger District, White Mountain National Forest; email: cristinbailey@fs.fed.us; phone: 603.447.5448 x112
- Jack Waldron, President of Wonalancet Out Door Club; email: jack@g4com.com; phone: 603.323.8913

# Town of Readfield

## Volunteer Appreciation Brunch

**Saturday June 23, 2018, 10:00am at Gile Hall**

All are welcome to attend this community event celebrating the contributions of our many dedicated volunteers!

### Brunch:

Brunch will be served beginning at 10:00am. Guests will enjoy a variety of breakfast items, egg-bakes, pastry, fresh fruit, and coffee.

### Agenda:

1. Welcome and summary of events - \_\_\_\_\_ - *5 minutes*
2. Volunteer Appreciation Statement(s) - \_\_\_\_\_ - *5 minutes*
3. Boston Post Cane Presentation - \_\_\_\_\_ - *5 minutes*
4. Awards - *15 minutes*
  - Spirit of America Awards
  - Unsung Hero Award
  - Dedicated Volunteer / Service Award
5. Open mic for those wishing to thank or recognize our volunteers - *10 minutes*

## INVITATION TO BID

### AUDIT PROPOSAL FOR THE TOWN OF READFIELD

The municipality of Readfield, Maine, (hereinafter The Town), is seeking a proposal to perform external audits for the following years: 2018, 2019 and 2020, with the option of extension for an additional two years through 2022.

One (1) signed original and five (5) copies of the proposal will be accepted in the Town office, Attn: Eric Dyer, 8 Old Kents Hill Road, Readfield, Maine 04355 until **2:00PM on Wednesday, June 6, 2018** at which time they will be publicly opened. Proposers must be qualified independent public accountants. Proposal forms and specifications may be obtained on our website: [readfieldmaine.org](http://readfieldmaine.org). Bidders may be present at the bid opening if so desired.

### STANDARD INSTRUCTIONS TO BIDDERS

1. The attached proposal is to be signed by the bidder, with full knowledge of and agreement with, the general specifications, conditions and requirements of this bid.
2. Bids shall be submitted in sealed envelopes which shall be addressed to the Town of Readfield, 8 Old Kents Hill Road Readfield, Maine 04355 and shall be clearly marked "**AUDIT BID DOCUMENT – DO NOT OPEN**".
3. Bids received later than the time and date specified in the "Invitation to Bid" will not be considered. Withdrawals of bids, received later than the time and date set for the bid opening, will not be considered. Faxed or incomplete bids will not be considered.
4. The bidder shall insert in the attached proposal the price per stated unit and extend a total price for each item. In accordance with the provisions of 36 M.R.S.A. sec. 1760 et. Seq., the municipality is exempt from the payment of State sales and use tax and such tax or taxes shall not be included in the bid prices.
5. The Town of Readfield reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.

## **SPECIFICATIONS FOR CONTRACT**

A certified public accounting firm shall perform the general audit. These audits will be performed in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and procedures of the laws of the State of Maine, and the provisions of OMB Circular A-133 Audits of State, Local Governments, and Non-Profit Organizations.

The period of each audit shall be for 12-month periods ending June 30, 2018, 2019 and 2020, with the option of extension for an additional two years through 2022. The Town uses a modified accrual basis of accounting.

Auditing firms are requested to submit signed, written proposals giving fixed firm bids on the attached proposal form. It is the Town's intent to award the audit for a period of three years to the selected firm. However, the Town reserves the right to terminate the contract after the completion of any audit year, but no later than ninety (90) days prior to the completion of the next audit year.

Bidders are requested to attach to their bid an outline of their auditing qualifications, including a list of municipalities, governmental organizations and federal programs that they may have audited in recent years. The Town reserves the right to accept or reject any or all proposals, to negotiate with any vendor, to waive procedures or take any action which it considers to be in its best interest.

Questions regarding this audit should be referred, in writing, to:

**Eric Dyer  
Town Manager  
Town of Readfield  
8 Old Kents Hill Road  
Readfield, Maine 04355**

**OR**

**[Readfield.tmgr@roadrunner.com](mailto:Readfield.tmgr@roadrunner.com)**



## **REQUEST FOR PROPOSALS**

The Town of Readfield invite qualified independent public accountants to submit proposals for the performance of an audit of its financial records for the 12 month period ending June 30 for the purpose of rendering an auditor's opinion regarding the fairness of applicable financial statements and compliance of the Town with applicable legal provisions, in accordance with generally accepted auditing standards. The members wish to have a general-purpose financial statement audit and will require an audit in accordance with A-133.

### **I. GENERAL INFORMATION**

The Town of Readfield is a Municipal Corporation of the State of Maine, with Town Meeting/Board of Selectman/Town Manager form of government. The principal municipal departments, of which will be subject to this audit include General Government, Maintenance, Boards & Commissions, Community services, Recreation & Parks, Protection, Cemeteries, Roads & Drainage, Capital Improvement, Transfer Station (shared with the Towns of Wayne and Fayette), Education, Regional Organizations, Debt Services, Unclassified, General Assistance and Trust Funds. The gross budget of the Town of Readfield (including contribution to RSU#38) for the fiscal year ending June 30, 2018 is in excess of \$6,000,000. The Town of Readfield has approximately 55 employees (includes volunteer fire fighters).

### **GOVERNMENTAL FUNDS**

- a. General Fund – The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted in another fund.
- b. Special Revenue Fund – The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally or contractually restricted to expenditures for specific purposes.
- c. Capital Improvement Fund – The Capital Projects Fund is used to account for the municipal non-education designated balances that pertain to all "capital" larger related expenditures.

### **FIDUCIARY FUNDS**

- d. Fiduciary Funds – Trust and Agency Funds are used to account for assets held by the members in a trustee or agency capacity. Non-expendable trust funds are accounted for in essentially the same manner as proprietary funds. Expendable

trust funds are accounted for in essentially the same manner as government funds. Agency funds are custodial in nature and do not involve measurement of results of operation.

The financial statements of the general, special revenue funds, CIP funds, trust funds and non-expendable trust funds are presented on the modified accrual basis. The proprietary funds are presented on a full accrual basis. As of June 30, 2018, the Town's financial statements may need assistance in complying with the provisions of the Governmental Accounting Standards Board's Statement No. 34.

## **II. AUDIT SPECIFICATIONS**

The auditor shall examine the financial statements and supporting records of the members for twelve-month periods ending June 30, 2018, June 30, 2019, and June 30, 2020, with the option of extension for an additional two years through 2022. These audits will be performed in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and procedures of the laws of the State of Maine, and the provisions of the Single Audit Act, OMB Circular A-133, and OMB's compliance Supplement. In addition, the provisions of the Single Audit Act and the provisions of OMB Circular A-A-128, Audits of State and Local Governments will apply.

The audit will also be conducted to satisfy the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A. Section 5823 dealing with municipal audits.

In addition to the Town's financial statements, the following reports or types of reports will be required for each of the members.

- Reports on internal control related to financial statements and major programs. These reports will describe the scope of testing of internal control and the results of the auditor's test of internal controls.
  
- Reports on compliance with laws, regulations, and provisions of contracts or grant agreements. The report will include any noncompliance, which could have a material effect on each major program; and any noncompliance, which could have a direct and material effect on each major program.
  
- A schedule of findings and questioned costs

The Town desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with general accepted accounting principals. The audit firm is also expected to assist the members in the preparation of

the financial statements and supplementary schedules in accordance with generally accepted accounting principals.

### **III. SCOPE OF AUDIT**

The auditor shall be engaged to conduct an examination of the financial statements, accounts, records and procedures for the Town of Readfield.

**Town of Readfield**, 8 Old Kents Hill Road, Readfield, ME 04355. Office hours are Monday, Tuesday 8:30 a.m. to 4:30 p.m., Wednesday 12:00 p.m. to 6:00 p.m. and Friday 7:30 a.m. to 3:30 p.m.

The scope of the audit shall include, but not be limited to, the following:

- a. The audit shall be conducted in accordance with the standards set forth in this Request for Proposals, Section II, Audit Specifications.
- b. The auditor shall review the system of internal control, operating procedures and compliance with the budgetary and legal requirements of the members and comment on any weaknesses in a management letter at no additional cost to the Town. Said management letter is to be completed by December 15<sup>th</sup> of each year. The purpose of the letter is to make known the recommendations of the auditor to increase efficiencies, improve internal controls and improve financial management policies. Seven (7) copies of the management letter will be necessary for the Town of Readfield.
- c. The auditor should conduct an interview with the Treasurer at the conclusion of the audit.
- d. The audit and report shall at a minimum contain the following, in conformance with applicable statements by the Governmental Accounting Standards Board:
  1. Balance Sheet – All fund types
  2. Statement of Revenues, Expenditures and Changes in Fund Balance for all fund types.
  3. Statement of General Fund Revenues, Expenditures and Changes in Fund Balance – Budget vs. Actual.
  4. Combined Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balance for Proprietary Fund types and similar Trust Funds.
  5. Notes to financial statements and scope of examination.

6. Statement of Changes in General and Proprietary Funds for Long Term Debt.
  7. Schedule of Federal Financial Assistance.
  8. Taxes Receivable, Tax Liens and Tax Acquired Property – General Fund.
  9. Property Valuation, Assessment and Appropriations – General Fund.
  10. Any Community Development Block Grant Funds.
  11. Schedule of School Department Revenues, Expenditures and Balances.
  12. Single Audit Act.
  13. All recently instated GASB requirements.
  14. Any statements/schedules to comply with GASB-34.
  15. Schedules of Federal and State Financial Assistance
- e. The auditor shall submit a written report containing an expression of opinion that the financial statements are fairly stated, or if a qualified or adverse opinion or disclaimer of opinion is necessary, the reasons thereof. The auditor shall agree to make available its working papers upon request to meet any municipal financial needs, as well as in accordance with any federal and state provisions.
  - f. The partner or manager in charge of the audit shall be available to attend public meetings at which the auditor's report may be discussed.
  - g. The Town views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to consult as required on auditing, accounting, financial reporting and other financial management questions which arise during the course of a year. In addition, the firm is expected to provide the municipality with information on current developments especially as they relate to the ongoing requirements of GASB and professional pronouncements, which would affect its financial operations and management.
  - h. The firm shall furnish audit adjusting entries and a beginning Trial Balance for General Ledger accounts in electronic form, no later than December 15<sup>th</sup>.
  - i. Pre-audit work to be scheduled to begin prior to June 30<sup>th</sup> and the audit to commence when financial records have been closed for the fiscal year.

- j. The completed report with appropriate schedules is to be delivered to the Town office by December 31<sup>st</sup> of each year – 10 copies in total. In addition to the required hard copies of the management letter and all reports, the members require an electronic copy (in .xls, .doc or .pdf format) of the complete audit.

#### **IV. QUALIFICATIONS OF THE FIRM**

The auditor shall include a summary of qualifications to perform a municipal audit, and shall also include a copy of its most recent peer review opinion and a sample of a recently completed municipal audit, preferably that of a Town in Maine. The auditor's proposal and qualifications must include a description of the audit firm and a summary of its prior experience. Also, the individuals assigned to audit the Town must have a minimum of three (3) years of municipal audit experience gained within the last ten (10) years. A list of local government clients including names, addresses and phone numbers must be included. The firm must have certified public accountants on staff supervising the work team and overseeing all reporting. Information included should state whether the firm is local, regional or national.

In the event that the audit firm currently provides audit services to the Town, the individual assigned to lead the audit under the new initial contract term must not be the same individual having led the audit in any of the past three years.

#### **V. METHODOLOGY**

The Auditor shall provide a summary of the methodology to be used in performing the audit, which should include a brief description of audit procedures. This information should be presented in a form to enable the own to evaluate the firm's ability to identify, evaluate and communicate on local governmental financial problems.

#### **VI. STAFF ASSISTANCE**

Town staff will provide assistance to the degree practicable and necessary. Response will be prompt for required information and all necessary books and records will be provided as well as the necessary physical facilities. There shall be a pre-audit meeting to discuss schedules the members are to complete by June 15<sup>th</sup> of each year. Also at this time, the Town will sign all necessary bank confirmations.

#### **VII. COMPENSATION**

The proposal must indicate the maximum total fee your firm will charge for the audit services outlined in the Request for Proposal.

A bid form is enclosed. The auditor shall not be reimbursed for any travel, per diem, photocopying, telephone bills or other related expenses of the audit unless incurred at the specific request. The final payment shall become due only after the submission of all reports required and their acceptance by the Town.

### **VIII. PROPOSAL GUARANTEE**

In the event the auditor, at any time, is unable to provide the audit services outlined in this proposal and agreed to in the bid proposal, the Town may, at its discretion, seek compensation in the amount of the grand total audit costs for that year plus a 20% penalty.

### **IX. INSTRUCTIONS FOR SUBMITTING**

A copy of your proposal will be accepted in a sealed envelope marked "AUDIT BID DOCUMENT" until *2:00PM, Wednesday, June 6, 2018*. In order to obtain uniform evaluation and maximum comparability, the proposal must be organized in the following manner:

1. Title Page  
The title page should reference the Request for Proposal subject and the municipality name, the firm's name, address, telephone number, the date, and the name and title of the contact person
2. Table of Contents  
The table of contents must clearly identify the organization of the proposal by sections and include page numbers for easy reference.
3. Letter of Transmittal  
The letter should state the firm's understanding of the scope of the audit and contain a firm commitment to meet the audit specifications contained in Section II.  
  
In addition, the letter should identify the name of the person who will be authorized to make representation of the firm and include that person's title, address and phone number.
4. Qualifications of the Firm  
This section must include all relevant information to assist the municipality in evaluating the firm's qualifications and experience in conducting municipal audits.
5. Technical Approach  
The proposal must include a summary of the firm's technical approach to performing a municipal audit.

6. Compensation

The proposal must indicate total fee as outlined in Section VII. Please use enclosed bid form for dollar breakdown per category. The proposal must also indicate the hourly rate(s) the firm would charge for any out of scope services required by the Town.

**X. EVALUATION OF PROPOSAL**

The Town shall evaluate the proposals on the basis of the qualifications, experience, references, and responsiveness of the audit firms. The town must be satisfied that the auditors and their firm have a solid understanding of government programs generally and the operations of the municipality in particular. After all bids are reviewed and the relevant proposals are selected as "acceptable", then the estimated costs of the engagement for those selected will be analyzed.

The Town reserve the right to reject any or all proposals submitted and or to request additional information or clarifications from proposes, or to allow corrections of errors or omissions. There is no expressed or implied obligation the Town to reimburse firms for any expense incurred in preparing proposals in response to this request. The Town may wish to conduct oral interviews with the firms considered most qualified in order to assist the municipality in the selection process.

**XI. TERMS OF ENGAGEMENT**

A three (3) year contract is contemplated, with an option to renew for an additional two (2) year period, subject to the annual review and recommendations, the satisfactory negotiation of terms (including a price acceptable to the Town and the selected firm), and the availability of an appropriation.

**XII. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS**

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Town of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the Town.

In addition, the firm shall respond to the reasonable inquiries of successor Auditors and allow successor Auditors to review working papers relating to matters of continuing accounting significance.

**XIII. FURTHER INFORMATION**

Audit firms who want additional information or clarification should contact Eric Dyer, Town Manager, Town of Readfield, 8 Old Kents Hill Road, Readfield, ME 04355. [Readfield.tmgr@roadrunner.com](mailto:Readfield.tmgr@roadrunner.com). 207-685-4939.



**CONTRACT FOR ANNUAL AUDIT PROPOSALS**

**Town of Readfield**

**Page 1 of 3**

To: **The Town of Readfield**  
Attn: Eric Dyer, Town Manager  
8 Old Kents Hill Rd  
Readfield, ME 04355

Municipal Officials:

THE UNDERSIGNED HEREBY DECLARES that:

- A. No person other than those named herein are interested in this proposal or in the Contract proposed to be taken; that it is made without any connection with any other person or persons making any proposal for the same work, and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Readfield is now or will hereafter be directly or indirectly interested therein, or in any portion of the profits thereof in any manner which is unethical or contrary to law;
- B. The information contained herein relating to the work has been read;
- C. In the event the vendor fails to enter into such a written Contract, the member may determine that the bidder has abandoned the Contract, and thereupon the acceptance of this proposal and the award shall be null and void, and that the proposal guarantee may be forfeited in whole or in part to the member as the member may determine; and
- D. By entering into such a Contract, the vendor agrees to furnish all materials herein required, within the time stipulated by the Town, to perform all services and to assume all liabilities and obligations connected therewith, all in accordance with the Contract, Specifications, and Instructions to Bidders, all of which are made a part hereof, and will accept in full payment therefore the following sums, to wit:

**CONTRACT FOR ANNUAL AUDIT PROPOSALS**

**Town of Readfield**

**Page 2 of 3**

The undersigned representative of \_\_\_\_\_

\_\_\_\_\_

hereby submits the following bid proposal on the work as specified:

The undersigned hereby submits the following bid for 2018, 2019, and 2020 audits of the Town of Readfield based on the specifications dated.

***Initial Term:***

a. 2018 Audit

1. Town Audit Cost \_\_\_\_\_

b. 2019 Audit based on a \_\_\_\_\_ increase

1. Town Audit Cost \_\_\_\_\_

c. 2020 Audit based on a \_\_\_\_\_ increase

1. Town Audit Cost \_\_\_\_\_

***Optional: Extensions may be negotiated at a future date.***

d. 2021 Audit based on a \_\_\_\_\_ increase

1. Town Audit Cost \_\_\_\_\_

e. 2022 Audit based on a \_\_\_\_\_ increase

1. Town Audit Cost \_\_\_\_\_

**CONTRACT FOR ANNUAL AUDIT PROPOSALS**

**Town of Readfield**

**Page 3 of 3**

The undersigned declares that the signer of this proposal is:

(d) INDIVIDUAL doing business as \_\_\_\_\_

(e) PARTNERSHIP doing business as \_\_\_\_\_

(f) CORPORATION entitled \_\_\_\_\_

organized under the laws of the State of \_\_\_\_\_ and having its principal offices at \_\_\_\_\_.

The names of all partners of a partnership or the principal officers of a Corporation will be submitted upon request.

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Signature	Print Name and Title
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Print Firm Name	Print Street Address
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Print City, State and Zip Code
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Contact Name	E-mail Address
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Area Code and Telephone Number	Area Code and Fax Number
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I, \_\_\_\_\_,  
hereby certify that I do not hold any executive or appointive office in the government of the **Town of Readfield**; furthermore, I do not anticipate holding or seeking office in the Town of Readfield for the duration of this contract. I further certify that the firm that I represent, as named above, is an Equal Opportunity Employer.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Readfield Town Manager Evaluation Process for periodic 6 month review

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

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

The evaluation format of the intermediate is as follows:

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

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

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

Town of Readfield  
Six Month Town Manager Intermediate Review

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

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

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

Indicators:

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

Additional Feedback

## **Future Agenda Items - Proposed DRAFT**

### Potential Future Meeting / Workshop Items:

- Municipal Order for the Collection of Taxes - (June/July)
- Annual Committee & Municipal Official Appointments (June/July)
- Select Board Retreat - mid-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

**FYI**