

**Readfield Select Board
Meeting Agenda
December 10, 2018, Readfield Town Office**

Meeting starts: 6:00 PM
Meeting ends (unless extended) at 8:20 PM

Pledge of Allegiance

Executive Session - 30 min.

To have the Select Board hold an executive session to discuss the Town Manager's annual evaluation and contract renewal pursuant to 1 MRSA, Section 405, subsections 6(A).

Regular Meeting Items - 10 min.

19-051 - Minutes: Select Board meeting minutes of November 19, 2018.

19-052 - Warrants: #22-25(FY19).

Communications - 25 min.

Select Board communications. - 5 min.

Town Staff reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- No minutes presented...

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

New Business - 70 min.

19-053 - Hear an update and discuss planned RSU 38 capital expenditures and borrowing with Superintendent Jay Charette - 20 min.

19-054 - Conduct an annual review of Comprehensive Plan goals - 15 min.

19-055 - Consider a revised contract and renewal for the Town Manager- 10 min.

19-056 - Hold a development discussion for the Traffic and Parking Ordinance - 15 min.

19-057 - Appoint a Select Board member to serve on the Town Clerk interview Committee. - 10 min.

Future Agenda Items - 5 min.

Adjournment

EXECUTIVE SESSION

RESERVED

REGULAR MEETING

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

Readfield Select Board
Executive Session & Regular Meeting Minutes – November 19, 2018 – *Unapproved*

Executive Session

Motion made by Bruce Bourgoine at 6:00 PM to go into executive session to discuss the Town Manager's annual evaluation and contract renewal pursuant to 1 MRSA, Section 405, subsections 6(A), **Second** by Kathryn Woodsum. **Passed** 4-0, John Parent had an excused absence. Executive session ended at 6:25 PM.

Regular Meeting of Readfield Select Board

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

Excused Absence: John Parent

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Rebecca Lambert, Deborah Peele, Sonya Clark, Dennis Bouley, Annae Bouley

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm.

- **19-044 – Minutes: Select Board meeting minutes of October 29, 2018**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of October 29, 2018 as presented, **second** by Mr. Price. **Vote** 4-0 in favor.
- **19-045 – Warrants #20-21 (FY19)**
 - Mr. Bourgoine reviewed Warrants #20-21 (FY19)
 - **Motion** made by Mrs. Woodsum to approve Warrants #20A&B-21 (FY19) in the amount of \$107,871.10, **second** by Mr. Price. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons: The Trunk and Treat was a huge success. Thank you to the Union Meeting House and all the trunks that participated and the 100s of children and parents that attended. Veterans Day was also a huge success. A big thank you to Dale Potter Clark, The Third Maine, Readfield Fire Department, United Methodist Church, Nancy Perkins and also had a special guess Cliff West.
 - Mrs. Woodsum: Thank you to Mrs. Sammons for organizing these events.
- **Town Staff Reports**
 - Mr. Dyer went over the Town Manager report dated for November 19, 2018
 - Mr. Dyer went over the Treasurers Report for October 2018
 - Quick review of the 2018 Readfield Beach Report reported by Rob Concannon
- **Boards, Committees, Commissions & Departments**
 - Assessor's minutes of October 15, 2018
 - Conservation Commission minutes of September 11, 2018
 - Library Board minutes of October 3, 2018
 - Cemetery Committee minutes of September 18, 2018
 - Trails Committee minutes of September 25, 2018

Thank you for submitting your minutes

Readfield Select Board
Executive Session & Regular Meeting Minutes – November 19, 2018 – *Unapproved*

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

Appointments, Reappointments and Resignations

- **19-046 – Consider the appointment of Rebecca Lambert to the Budget Committee**
 - Rebecca Lambert was present for her appointment.
 - **Motion** made by Mrs. Woodsum to appoint Rebecca Lambert to the Budget Committee for a term beginning tonight and ending 06-30-2021. **Second** by Mr. Price. **Vote** 4-0 in favor.

New Business:

- **19-047 – Hear an update from the Library Board of Trustees and Town Manager on Library activities and building maintenance issues**
 - Mr. Dyer gave a brief summary. Two main issues are a leak in the roof and a timber in roof that is in very poor condition. CES performed a study on the roof and we are waiting for the report.
 - Deb Peele went over the information sheet she compiled regarding the Readfield Community Library Building and invited the Select Board to come have a walking tour of the library. Mr. Dyer to invite the Budget Committee.
 - Discussion amongst the Select Board on repairs, renovations and the importance of the building to the town.
 - Sonya Clark spoke on the grant through the Stephen King Foundation that she has worked on and submitted. Also working on other grants to help with the library.
- **19-048 – Discussion of a Local Food Ordinance and related issues**
 - One of the Select Board goals was to investigate the needs and benefits as well as the best fit approach for our town of a local food/farms ordinance with public and farmer input.
 - Mrs. Sammons spoke that Deb Doten is interested in working on this ordinance and has spoken with local farmers and they are interested as well.
 - Suggested by Mr. Bourgoine to have a workshop and invite those that may be affected or have ideas with a Local Food Ordinance. Mr. Bourgoine to contact Craig Hickman and schedule a workshop for an upcoming meeting.
- **19-049 – Consider a facilitation process with the Cove Road Subdivision**
 - Mr. Dyer gave a brief overview involving the Cove Road Subdivision and some issues and concerns that have arose. A very complicated situation with many issues happening and needs some sorting out. Suggesting for \$3,000 to be used for facilitation from the contingency fund to help correct the situation.
 - Dennis Bouley spoke about his concerns and the length of the process. Doesn't want to see it be dragged out.
 - Mr. Price spoke of his concerns that this is a very complicated situation.
 - Mrs. Woodsum would like everyone involved to remain courteous and have a professional manner of one another.
 - **Motion** made by Mrs. Woodsum to grant the Town Manager to request up to \$3,000 from the contingency fund to hire a mediator to address the conflict issues of the Cove Road Association, **Second** by Mrs. Sammons. **Vote** 4-0 in favor.

Readfield Select Board

Executive Session & Regular Meeting Minutes – November 19, 2018 – *Unapproved*

- **19-050 – Develop Select Board Goals for the 2019-2020 (FY20) budget and consider options for Town Meeting Warrant Articles and Ordinances**
 - Mr. Price would like to see the Readfield Beach be free for Readfield Residents. An area to look at and approaches towards recreation in town along with looking at Heritage Days.
 - Mrs. Woodsum would like to see a plan move forward with the Library Building improvements. Have a review/evaluation of the Fire Station for needs they may need.
 - Cannabis consideration for the town – start working on where we should be for an ordinance.
 - Local Traffic, Parking and Roads Ordinance – continue to work on.
 - Mr. Bourgoine would like to see the warrant structure very similar as the past.

Motion made by Mr. Price to adjourn the meeting at 7:59 pm, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Next meeting scheduled for Monday, December 10, 2018

RESERVED

COMMUNICATIONS

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

Eric Dyer

From: Robin Lint <readfield.clerk@roadrunner.com>
Sent: Friday, December 07, 2018 3:02 PM
To: Eric Dyer
Subject: Boston Post Cane

Eric,

Our current Boston Post Cane holder has moved out of town. It is time we award the cane to another eldest citizen.

According to history the Boston Post cane was a gift from the Boston Post distributed to most New England towns with the exception of Vermont which only received a few and Connecticut which did not receive any, totaling 431 or 600 canes depending on whether you accept Boston Post accounts of 1909 or 1954.

Initially the canes were intended for the oldest male resident, but after protests in the 1930s, the Boston Post relaxed its requirements to allow women to hold the cane.

According to my records I have resident born 8/1/1923 but would like to double check with residents to find out if we have another resident that was born before that date.

Robin L. Lint

Town Clerk, Voter Registrar & FOAA Officer

readfield.clerk@roadrunner.com

(207)685-4939 Fax (207)685-3420

DISCLAIMER: Please be advised that pursuant to Title 1 M.R.S.A. Section 402(3), a public record includes any written, printed or graphic matter or any mechanical or electronic data in the possession or custody of any agency or public official that has been received or prepared for the use in connection with the transaction of public or governmental business and contains information relating to the transaction of said business; therefore, the public is advised that any correspondence, whether by traditional method or e-mail Town office s or Town officials, with certain limited exceptions, is public record and is available for review by any interested party.

NEW BUSINESS

SPECIMEN BALLOT

STATE OF MAINE
REGIONAL SCHOOL UNIT NO. 38
REGIONAL SCHOOL UNIT REFERENDUM
OFFICIAL BALLOT FOR THE TOWN OF READFIELD
JANUARY 8, 2019

SPECIMEN BALLOT

Chair of the School Board

INSTRUCTIONS TO VOTERS:

Vote "yes" or "no" by making a cross (X) or check mark (✓) in the square of your choice at the left of the article.

Yes

No

Article 1: Do you favor authorizing the School Board of Regional School Unit No. 38 (the "RSU") to issue bonds or notes in the name of the RSU in an amount not to exceed \$5,843,710 to fund renovations and improvements to Maranacook Area Schools, including Manchester Elementary School, Mount Vernon Elementary School, Readfield Elementary School, Wayne Elementary School, Maranacook Middle School, and Maranacook High School?

Select Board Goals from Readfield Comprehensive Plan dated 6-11-09

Part I. Implementation of the General Policies (Based on Section Two, Chapters 1 through 9)

Check with:

Goal	Completed Date	Reviewed Last Date	Notes	Eric	Gary	Robin	Teresa
<u>Short-term</u>							
1. Implement the recommendations of the 2004 Readfield Corner Revitalization Study to make new commercial development in the village more attractive. (Policy 3.3) Investigate special assessments as a means to raise revenue. (5.12)	2010 (K)	2010 (K)	Part of CIP. Goal for SB FY 2018-19.	Eric & Gary			
2. Create a committee and appropriate funds for a study to determine municipal building needs. (5.1)	2010 (K)	12/2016 (K)		Teresa & Eric			
3. Improve planning for capital expenditures through an annually updated Capital Improvements Program (CIP). (5.11)	2010 (K)	11/2018 (ED)	Part of annual budget process.	Teresa			
4. Finance open space acquisition and improvements through impact fees or other sources as recommended in the Open Space Plan. (5.12)	2011 (K)		Voted down at Town Meeting			Robin	
5. Review and consolidate the town's two Road Ordinances (6.1). Modify the ordinances, as necessary, to reduce impacts on visual character and the natural environment. (9.7)	2010 (K)	11/2018 (ED)	Traffic and Parking Ord. in progress	Eric	Gary	Robin	
6. Petition the Federal Emergency Management Agency to amend Readfield's floodplain maps to reflect more accurately the location of floodplains in the community when new floodplain information becomes available. (9.3)	2010 (K) 2015 (K)		Electronic and online now.		Gary		
7. Participate in and implement the Maranacook Lake Watershed Management Plan. (9.14)	2010 (K)	11/2016 (K)	Formed the MLDC		Gary		
8. Seek funding to create a Torsey Pond Watershed Management Plan. (9.14)		2011 (K)			Gary		
Update Readfield's Floodplain Management Ordinance. (9.3)	2016 (K)				Gary		

Mid-term

- | | | | | | |
|---|----------------------|-----------|---|------|-------|
| 1. Seek partnerships with Manchester and other municipalities to pursue regional housing projects that will benefit Readfield citizens. (Policy 4.2) | | | | Eric | Gary |
| 2. Provide land or other incentives, as applicable, for the construction or rehabilitation of affordable housing. (4.2) | | | | Eric | Gary |
| 3. Adopt standards governing the conversion of seasonal dwellings to year-round dwellings and single-family dwellings to multi-family (or accessory) units. (4.4) | 2012 (K) | | | | |
| 4. Review each of the town's ordinances and regulations. Repeal or update ordinances as appropriate. (5.6) | 2011 (K)
2014 (K) | 2018 (ED) | Reviewed all over 3 years 2009, 2010, 2011. Reviewed all each year 2014, 2015. "As needed" currently. | Eric | Robin |
| 5. Annually recognize individual volunteers who have made significant contributions of their time to town activities. (5.9) | | 2018 (ED) | "Volunteer Appreciation" & S.o.A. | Eric | |
| 6. Promote the development of a park-and-ride lot in a central location in Readfield perhaps in conjunction with other traffic and parking improvements. (6.3) | 2012 (K) | 2010 (K) | Built sidewalk and no plans for this. | Eric | Robin |
| 7. Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torsey Pond, Echo Lake and Lovejoy Pond. (7.1) | | 2011 (K) | | Eric | Gary |
| 8. Prepare for implementation prior to July 1, 2012 of the statewide Maine Uniform Building and Energy Code. | 2011(K) | | Town exempted due to low population | | Gary |

Long-term

- | | | | | | |
|--|----------|-----------|---------------------------------------|------|------|
| 1. Work with the school board to undertake long-term school facilities planning. (Policy 5.12) | 2011 (K) | 2018 (ED) | RSU working on major capital projects | | |
| 2. Investigate the feasibility of turning some solid waste activities over to the private sector. (5.5) | | 2016 (K) | Town Meeting voted to add Fayette | Eric | |
| 3. Establish a protocol for the acquisition and management of dams in coordination with other towns as appropriate. (9.16) | | | | Eric | Gary |

4. Consider acquisition of the Augusta Water District property if, and when, the District (or its successor) decides to divest. (9.15)

12/2016 (K) Augusta working with Winthrop; have long-term plans. Check history with His. Society. Eric Gary

Ongoing

1. Support the Historical Society financially and in-kind in its educational and research efforts by assisting in finding exhibition and research space, assisting in additional inventory efforts and assisting in nominations for buildings or sites to the National Register of Historic Places. (Policy 1.3)

Eric Robin

2. Continue to support the Economic Development Committee. (3.3)

2018 (ED) Readfield Enterprise Fund re-formed Eric

3. Support efforts to establish a local or regional community land trust for affordable housing. (4.2)

2011 (K) Eric

4. Establish written job descriptions for boards and committees to be distributed by the Select Board or the Town Manager. Require that boards and committees utilize these descriptions. (5.6)

2010 (K)
2014 (K) Eric

5. Strongly suggest that each board and committee periodically review its administrative procedures to assure predictable timeframes and cost-effective decision-making. (5.6)

2015 (K) Ad-Hoc Committee worked on this Eric

6. Encourage residents to volunteer for local boards, committees and activities. (5.9)

11/2018 (ED) Part of every SB agenda

7. Request from the Fire Department an annual assessment of fire equipment and the need for future replacements or upgrades. (5.12)

2015 (K) Discussed annually w/ budget & CIP

Teresa

8. Continue to plan for long-range solid waste disposal and recycling needs. (5.12)

2009 (K) SWRC and TM - Ops manual update Eric

9. Work closely with the Maine Department of Transportation to set appropriate speed limits on state and local roads. (6.2)

11/2018 (ED) Review & speed study as requested Eric

<p>10. Continue to support the expansion and maintenance of the snowmobile trail network through snowmobile registration fee reimbursements from the state, donations from individuals and businesses and state and federal grant funding. (7.2)</p>	<p>2008 (K)</p>	<p>On warrant for every annual Town Meeting to fund.</p>	<p>Eric Gary</p>
<p>11. Maintain communications with owners of private recreation resources and work cooperatively to address issues of public use. (7.4)</p>	<p>2014 (K)</p>	<p>Milt Wright worked on this with others</p>	<p>Eric Gary</p>
<p>13. Encourage owners of farmland, significant open space and forestlands to participate in the farm, open space and tree growth tax programs. (8.2)</p>	<p>11/2016 (K)</p>	<p>Eric Gary</p>	<p>Eric Gary</p>
<p>14. Work with adjoining communities to address issues of common concern such as watershed and open space protection and minimizing conflicts in growth and rural area designations. (9.10, 9.16)</p>	<p>2009 (K)</p>	<p>On warrant for every annual Town Meeting to fund.</p>	<p>Eric</p>
<p>15. Continue membership in the Cobbossee Watershed District (CWD) and Kennebec Land Trust (KLT) and continue to work with other organizations devoted to protection of natural resources in Readfield. (9.10, 9.13, 9.16)</p>	<p>2013 (K)</p>	<p>Town Meeting approved every other year. On warrant for every annual Town Meeting to fund.</p>	<p>Eric</p>
<p>17. Encourage the use of and pride in historic sites such as the Union Meeting House and the Jesse Lee Church. (1.2)</p>	<p>11/2018 (ED)</p>	<p>financial support for UMH, Mill Stream Dam project, Jesse Lee land</p>	<p>Eric</p>

**EMPLOYMENT AGREEMENT & CONTRACT
TOWN OF READFIELD AND ERIC W. DYER**

Readfield Select Board
December 10, 2018
Item # 19-055

This Employment Agreement & Contract outlines the terms and conditions of employment for the position of Town Manager by and through the Select Board of the Town of Readfield, Maine and Mr. Eric W. Dyer. The effective date of this agreement is October 1, ~~2017~~2018.

Duties and Appointments

Mr. Eric W. Dyer agrees to perform faithfully and diligently the duties of Town Manager, fulfilling all statutory obligations for Town Manager as described in Maine law, together with obligations as described in Town Manager's Roles and Responsibilities as approved on 02/10//2014, attached hereto as Exhibit A.

It is expected that the Town Manager will also serve the following annual administrative appointments: Tax Collector, Treasurer, Road Commissioner, Transfer Station Manager, and Welfare Administrator as prescribed by the Town of Readfield's ordinances and procedures, including any other municipal positions to which appointed by the Select Board.

Salary

Annual salary shall be payable in accordance with the payroll procedures in place for all Town employees. Base salary as of October 1, 2018 shall be \$62,250. Annually at the anniversary of this contract, beginning on October 1, 2019, a minimum salary change of the Northeast Regional Consumer Price Index for all goods and services for the 12 month period ending in July of the current year will be implemented. The Select Board reserves the right to supplement the CPI adjustment with additional merit pay, as deemed appropriate at the sole discretion of the Select Board.

Performance Evaluations

A full 360-degree Performance Evaluation will be conducted annually by the anniversary of employment, including comments developed in advance by Town Manager. Results, including any plans for improvement, will be jointly developed and signed by the Select Board and by the Town Manager and included in the Town Manager's personnel file. Less formal semi-annual reviews will be held to determine progress and any resources or support necessary to help achieve or adjust to evolving priorities. The evaluation tools and documents to be used in the annual and semi-annual evaluations are attached to and incorporated as part of this contract. These documents may be amended by mutual agreement.

Personal Time Off

PTO will be granted at 18 days per year. PTO will be cumulative and any unused balance may be carried forward to subsequent years. Total PTO accrual, at the end of the Fiscal Year, will not exceed 120 hours. Upon separation, the Town will compensate the Town Manager for 100% of all accrued PTO-based upon the Town Manager's salary as of the date of separation.

Health and Dental Insurance

The Town shall pay 100% of the cost of the health insurance for the Town Manager and his family, and 100% of the dental insurance premium for the Town Manager. If the Town Manager elects any additional dependent insurance premiums, the Town Manager shall pay for such cost. Any consideration of a plan change during the contract period will be negotiated jointly by the Select Board and Town Manager.

Retirement/Dependent Care

The Town participates in the Social Security System. Both the Town and the Town Manager shall make the required respective contribution to the System, the amounts of the contributions to be determined in accordance with federal law. The Town shall also match any contribution made by the Town Manager to the International City Manager's Retirement Corporation or similar retirement plan, or to a town managed dependent care account up to six (6.00%) percent of the Town Manager's annual salary. Payment shall be made ~~to ICMA-RC~~ in accordance with the plan in place for the Town of Readfield.

Travel Allowance

At his discretion, the Town Manager shall use private transportation on Town business. He will be paid for all actual and necessary use of private transportation on Town business at the current IRS mileage reimbursement rate for private vehicles or the actual cost of the transportation for mass transit. Incidental vehicle expenses (tolls and parking) will be reimbursed when documented with any other travel expenses on an expense report along with receipts.

Professional Development

The Town agrees to budget for and pay for the professional dues, subscriptions, travel and seminar registrations and related expenses of the Town Manager for professional participation, meetings, workshops and training adequate to continue his professional development. Said participation on Town time may include the international City Manager's Association, Maine Town and City Manager's Association, and other national, regional, state and local groups that the Town Manager and Select Board agree are desirable. The Town Manager may attend the Maine Municipal Association convention and the Maine Town and City Management annual meeting. Subject to annual budget constraints, the Town Manager may attend either the International City Manager's Association or National League of Cities annual meeting on a biennial basis.

Term and Termination

The initial Term of this contract shall be three years extending from October 1, ~~2017~~2018 through September 30, ~~2020~~2021. The Select Board shall notify the Town Manager on or prior to June 30, ~~2018~~2019 as to whether it wishes to negotiate a one-year extension of this contract through ~~2021~~2022, and again prior to June 30, ~~2019~~2020 as to whether it wishes to negotiate a one-year extension of this contract through ~~2022~~2023.

The Select Board may terminate the Town Manager's contract for cause or malfeasance at any time. No severance payment or continuation of health or dental insurance will be required of the Town in the event of termination for cause or malfeasance.

The Select Board may choose, for any reason, without the requirement to prove cause or malfeasance, to terminate or decline to renew the Town Manager's contract at any time. In this case, the Town will pay the Town Manager a severance amount equal to three months (25%) of the current annual salary; and ~~will~~ continue the Town Manager's health and dental insurance for three months from the date of termination, or end of the contract period in the event of non-renewal.

The Town Manager will give three months prior notice in the event he intends to resign his employment with the Town, without any severance pay or additional benefits beyond the date of resignation, unless otherwise negotiated with the Select Board.

Indemnification

The Town will defend and indemnify the Town Manager against any tort, professional liability claim or demand or other legal action, whether or not it appears to have merit, arising out of an alleged act or omission occurring in the performance of the Town Manager’s duties, except if the claim alleges fraud or other intentional torts or a criminal act, and as prohibited by law. The Town will either litigate or compromise and settle any such claim or suit and pay the amount of any judgment or settlement rendered thereon, whether levied against the Town of Readfield or the Town Manager personally. Indemnification will extend beyond termination of employment, to provide full and complete protection to the Town Manager, by the Town of Readfield, as described herein, for any acts lawfully undertaken or committed as Town Manager, regardless of whether the notice or filing of such a claim or lawsuit occurs during or after the Town Manager’s employment with the Town.

Other Benefits and Obligations

Some other benefits and obligations shall be provided in accordance with the management and Personnel Policies of the Town of Readfield. The provisions in the Personnel Policies on Work Performance Evaluation, Grievances, Discipline and Appeals do not apply to the employment of the Town Manager. In lieu of these procedures, this contract will refer to MMA’s guidelines on these items.

Signatures

Town Manager:

Read and agreed to: _____ Date: _____
Mr. Eric W. Dyer, Town Manager

Select Board for the Town of Readfield:

Read and agreed to:

Bruce Bourgoine, Chair

Chris Sammons, Vice Chair

Dennis Price

Kathryn Mills Woodsum

John Parent

Date

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Signatures

Town Manager:

Read and agreed to: _____ Date: _____
Mr. Eric W. Dyer, Town Manager

Select Board for the Town of Readfield:

Read and agreed to:

Bruce Bourgoine, Chair

Chris Sammons, Vice Chair

Dennis Price

Kathryn Mills Woodsum

John Parent

Date

**Public Ways, Traffic, and Parking
Ordinance
Of the
Town of Readfield, Maine**

DRAFT - 12-10-2018

ENACTED: _____

CERTIFIED BY: _____

Signature

CERTIFIED BY: _____

Printed Name

Title

**Public Ways, Traffic, and Parking Ordinance
of the
Town of Readfield, Maine**

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	DRAFT Section Key	Symbol	
	“Standard Ordinance Language”	S	
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	New Language	N	

1. GENERAL PROVISIONS:

- A. This Ordinance shall be known and may be cited as the “Public Ways, Traffic, and Parking Ordinance” and will be referred to herein as this Ordinance.
- B. The purpose of this Ordinance is to lessen safety hazards and the risk of injury to the traveling public, aid in the control of the movement and stopping of vehicular traffic, to prevent damage to and extend the life expectancy of public ways, and to reduce the public expense for their maintenance, operation, and repair within the Town of Readfield,
- C. The provisions of this Ordinance apply to all public ways within the Town of Readfield. This Ordinance does not govern traffic, parking, or pedestrian activity on private ways.
- D. This ordinance does not apply to motor vehicles parked in a prohibited area for the following reasons:
 - 1. Mechanical problems or breakdown lasting less than 24 hours;
 - 2. Emergency situations;
 - 3. Maintenance, construction, repair or installation of utilities or the public way by any State or municipal agency or utility company.

2. ESTABLISHMENT & AUTHORITY

- A. This Ordinance is established under M.R.S. Title 30-A §3009 and §4452, and M.R.S. Title 29-A §2395 and §2388, pursuant to an affirmative vote by the Town of Readfield Select Board.
- B. The Select Board has the exclusive authority to enact all traffic ordinances in the municipality, subject to the following provisions:
 - 1. The Select Board may regulate pedestrian traffic in the public ways, including, but not limited to, setting off portions of a municipality's public ways for sidewalks and regulating their use; providing for the removal of snow and ice from the sidewalks by the municipality; and establishing crosswalks or safety zones for pedestrians.
 - a. The violation of any ordinance authorized by this paragraph is a civil violation.
 - b. The Select Board may establish a method by which persons charged with the violation of ordinances governing pedestrian traffic on the public ways may waive all court action by payment of specified fees within stated periods of time. [1991, c. 549, §16 (AMD); 1991, c. 549, §17 (AFF).]
 - 2. The Select Board may regulate the operation of all vehicles in the public ways and on publicly owned property.

- a. The violation of any ordinance authorized by this paragraph is a civil violation.
 - b. A municipality may not adopt or enforce an ordinance authorized by this paragraph that is the same as or conflicts with any speed or other traffic control limits imposed by the Department of Transportation pursuant to Title 23 or 29-A. [1999, c. 753, §8 (AMD)].
3. The municipal officers may regulate the parking of motor vehicles on any public way or public parking area.

3. DEFINITIONS

Except as otherwise provided herein, the definitions contained in M.R.S shall govern the construction of words contained in this Ordinance. Any words not defined therein shall be given their common and ordinary meaning.

- A. Designee - Any person granted permission to enforce this Ordinance, including but not limited to municipal officials and State, County, and other law enforcement officials.
- B. Public Way - As read in this Ordinance, “public way” means any public road, bridge, parking area, or sidewalk; way dedicated to public use; or way upon which the public has a right of access or has access as invitees or licensees.

4. PARKING & USE RESTRICTIONS

A. Readfield Corner.

1. A map of parking restrictions at Readfield Corner is attached as an appendix.
2. There shall be NO PARKING at any time in the following areas
 - c. 70 feet from the center of Main St. along Church Rd, both sides.
 - d. 90 feet from the center of Church Rd. along Main St. toward Maranacook Lake, on the Mt. Vernon side of the road.
 - e. 200 feet from the center of Rt. 41 along Main St. toward Maranacook Lake, on the Winthrop side of the road.
 - f. 50 feet from the center of Main St. along Rt. 41, both sides.
 - g. 90 feet from the center of Church Rd. along Main St. toward Fayette, on the Mt. Vernon side of the Rd.
 - h. 90 feet from the center of Rt. 41 along Main St. toward Fayette, on the Winthrop side of the Rd.

3. Only parallel parking shall be allowed outside of the above referenced areas.

B. Town-Wide.

1. Parking is allowed only on one side of any public way. Parking on both sides of any public way is prohibited unless prior consent is granted by the Road Commissioner or their designee.
 - a. It is the responsibility of the organizer or sponsor of any event requiring on-street parking to ensure that this requirement is met.
 - b. Signage identifying which side of the street is restricted must be in place prior to the start of the event and must be removed within 24 hours of the end of the event.
 - c. Signage shall include clear language stating "NO PARKING THIS SIDE" or similar.
2. Except in compliance with a statute or with this Ordinance, a person shall not stop or park a vehicle on any public way in any of the following places:
 - a. On a sidewalk.
 - b. In front of a public or private driveway.
 - c. Within an intersection.
 - d. Within seven (7) feet of a fire hydrant, except as otherwise designated by the Road Commissioner.
 - e. On a crosswalk.
 - f. Alongside or opposite any excavation or obstruction when stopping or parking would obstruct traffic.
 - g. On the roadway side of any vehicle stopped or parked at the edge or curb of a public way.
 - h. On any bridge or other elevated structure.
 - i. At any place where official signs or yellow striped areas or yellow curbing indicates a restricted, no-stopping or no-parking area.
 - j. Within twenty (20) feet of a marked crosswalk.
 - k. Within twenty (20) feet of the near corner of the curbs at an intersection unless otherwise designated..

3. A person shall not park any vehicle on a public way so as to leave available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic.
4. Where parking places are marked by painted lines, a person must park a vehicle within the lines.
5. A person shall not park a vehicle in a parking stall specifically designated and clearly marked for persons with physical disabilities unless the vehicle is equipped with a special designating plate or displays placard issued by the secretary of state under the provisions of and in compliance with 29A M.R.S.A. § 521. A person shall not park in an access aisle adjacent to a disability parking space regardless of whether the person has been issued a disability registration plate or removable placard by the State of Maine. Disability access aisles shall be marked by painting on the pavement a rectangular box with white or yellow diagonal stripes.
6. Where traffic-control signals are not in place or in operation, the operator of a vehicle shall yield the right-of-way to a pedestrian crossing a public way within any marked crosswalk or at any intersection protected by a stop sign. When any vehicle is stopped at a crosswalk or intersection to permit a pedestrian to cross, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.
7. Every pedestrian crossing a public way at any point other than within a crosswalk or protected intersection shall yield the right-of-way to all vehicles on the way.
8. Pedestrians shall walk on a sidewalk when there is one, otherwise, they shall walk on the left side of a public way, and shall yield to oncoming traffic by stepping off the paved portion of the way when traffic approaches.
9. A person shall not drive a vehicle within any sidewalk area except at a driveway.
10. No person shall ride a bicycle or skateboard on a sidewalk except in a prudent and reasonable manner having proper regard for public safety. In all cases, bicyclists on a sidewalk shall yield the right-of-way to pedestrians.

5. TRAFFIC CONTROL DEVICES

- A. The Road Commissioner, with the aid of any necessary municipal staff or contractors, shall place and maintain all traffic signs and traffic control devices authorized by the Select Board and this Section.
- B. Any provision of this Ordinance for which signs are required may not be enforced if at the time and place of the alleged violation an official traffic sign is not properly positioned and sufficiently legible to be seen and read by an ordinarily observant person.

1. All traffic signs shall, whenever possible, meet the guidelines established in the most current version of the Manual on Uniform Traffic Control Devices.
 2. Speed limit signs may be advisory or regulatory. Regulatory signs must reflect the speed limit for the roadway established by the Maine Department of Transportation.
 3. No-parking signs must be placed in no-parking areas in such a manner as to be seen and understood by an ordinarily observant person.
- C. Crosswalk signs and pavement marking shall be placed on all crosswalks situated on public ways.
- D. Physical traffic control devices including but not limited to speed bumps, humps, and tables may be installed on any public way.

6. SNOW REMOVAL & PLOWING

Maintaining safe and navigable roadways is of fundamental importance to the Town of Readfield. This is especially so in the winter months when snow removal requires municipal crews, private residents, and contractors to perform snow removal on, across, and adjacent to our public ways. Accordingly:

- A. No person shall plow, or transfer in any manner, snow or ice across any public way within the Town of Readfield, unless such plowing or transfer is done in such a manner as to:
1. Leave no ridge, lump, or other trace of snow or ice within the traveled portion of such public way; and.
 2. Create no bulge or other protuberance in the banks along such public way.
- B. For the purpose of facilitating snow removal, the Road Commissioner may place temporary signs along any public way from which the snow is about to be removed, indicating that parking a vehicle is prohibited. A person shall not park a vehicle within the area indicated by the signs.
- C. Vehicles or other personal property interfering with winter maintenance of any public way may be removed at the owner's expense in accordance with the OBSTRUCTION OF A PUBLIC WAY section of this Ordinance.
- D. Any person who violates the above provisions of this section shall be subject to a penalty of \$100 for each violation.

7. OBSTRUCTION OF A PUBLIC WAY

- A. No person shall obstruct any public way. Any vehicle or other personal property parked, disabled, or abandoned on any public way that interferes with or hinders maintenance, snow removal, or the normal movement of pedestrians or traffic on any public way may be removed and stored, at the owner's expense, at the order of the Road Commissioner or designee without notice.
- B. Advance notice will be provided whenever possible, however, and reasonable efforts to contact the owner of the vehicle or property shall be made prior to removal. The Town and its agents will in no way be responsible for any damage or loss to a vehicle stored in compliance with this Section.
- C. When any vehicle is towed pursuant this Ordinance, the following procedure shall be followed:
 - 1. Notice shall be sent to the registered owner of the vehicle by regular mail 1st class mail within 24 hours following the tow, by the company that did the towing.
 - 2. The notice shall contain the registration number & brief description of the vehicle, location of where the vehicle is stored, the cost of the tow & the daily storage charge if the vehicle is left more than 48 hours in storage after the notice has been mailed.

8. TEMPORARY ROAD CLOSURE

- A. The Road Commissioner or their designee may establish one-way traffic on such streets and ways at such times of the year as may appear necessary, by appropriate signs or markings clearly indicating such restrictions. This action is not regarded as a Temporary Road Closure within this Ordinance.
- B. An 'on the spot' closure by the Police or Fire Department during emergencies or processions, or a closure by the Road Commissioner or their designee for road construction or maintenance are not regarded as Temporary Road Closures within this Ordinance.
- C. The Road Commissioner or their designee may close streets for the purposes of a Temporary Road Closure to allow for such activities as Block Parties, Fairs, Carnivals, Fun-Runs and Exhibitions when the Select Board determines a need exists.
- D. Procedures for Processing Temporary Road Closure Applications
 - 1. An application in writing must be received by the Select Board at least 6 weeks prior to the closure. Details should include:-
 - a. Applicant's name and address.
 - b. Street names to be closed.

- c. Limits of the closure.
 - d. Date(s) and Time(s) of the closure.
 - e. Reasons for the closure.
2. A fee to cover costs may be required as a condition of approval, set and adjusted from time to time by the Select Board.
 3. The applicant is to obtain consent in writing to the closure from the occupants of properties situated along the street(s) to be closed. This is to be included with the application.
 - a. If the proposed closure is to be short term (less than 24 hours) the matter does not require consideration by the Road Committee and Road Commissioner. However, concurrence must be obtained from the Police, Fire Department and Road Commissioner. If buses are to be effected, the RSU #38 should also be consulted.
 - b. If the proposed closure is to be longer term, the matter must be referred to the Road Committee and Road Commissioner for consideration.
 4. In conjunction with the above, the Select Board will direct the Town Office to advertise the closure and seek comments from the public.
 5. Following receipt of comments, the matter is referred to the Select Board for approval/rejection.
 6. The applicant is notified of the Select Board's decision.
 7. The Town Office is also to notify the Ambulance Service and Fire Department if the closure is approved.

E. Standard Conditions.

1. Below is a list of standard conditions to be applied for Temporary Road Closures. Additional conditions may be applied for specific cases:
 - a. The closure is to be indicated by suitable barriers and signs which are to be removed promptly at the conclusion of proceedings.
 - b. Notices to the public of the upcoming road closure are to be posted at the town office, post offices, other prominent locations, and also along all public entries of the road to be closed at least 7 days in advance.

- c. Barriers are to be manned at all times by a competent person.
- d. Traffic Hazard Warning Lamps are to be kept in operation at all times during the hours of darkness.
- e. The local Police are to be notified and any Police directions are to be obeyed.
- f. A clear access is to be maintained for emergency vehicles at all times.
- g. Any person having a legitimate reason to gain access is to be permitted to do so without undue delay.
- h. The area is to be left clear and tidy at the conclusion of proceedings.

9. ROAD OPENING

- RESERVED -

10. WEIGHT RESTRICTIONS & ROAD POSTING

A. Restrictions and Notices.

- 1. The municipal officers may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in their judgment, be necessary to protect the traveling public and prevent abuse of the highways, and designate the public ways to which the restrictions shall apply.
- 2. Whenever notice has been posted as provided herein, no person may thereafter operate any vehicle with a gross registered weight in excess of the restriction during any applicable time period on any public way so posted unless otherwise exempt as provided herein.
- 3. Pursuant to 29-A M.R.S. § 2395, the notice shall contain, at a minimum, the following information: the name of the public way, the gross registered weight limit, the time period during which the restriction applies, the date on which the notice was posted, and the signatures of the municipal officers. The notice shall be conspicuously posted at each end of the restricted portion of the public way in a location clearly visible from the traveled way.
- 4. Whenever a restriction expires or is lifted, the notices shall be removed wherever posted. Whenever a restriction is revised or extended, existing notices shall be removed and replaced with new notices. No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

B. Exemptions

1. The following vehicles are exempt under State law: Any vehicle delivering home heating fuel or organic animal bedding and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying sufficient water for residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4-A).
2. Frozen road exemption: This ordinance shall not apply to any restricted road which is frozen. The highway is considered “frozen” only when the air temperature is 32° F or below and no water is showing in the cracks of the road. Both conditions must be met.
3. The following vehicles are also exempt under the specific provisions of this ordinance:
 - a. Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
 - b. MaineDOT vehicles or other vehicles authorized by MaineDOT or a municipality or county to maintain the roads under their authority.
 - c. Authorized emergency vehicles as defined in 29-A M.R.S. § 2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or fewer under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
 - d. Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities may operate without a permit. Special Commodities includes any of the following:
 - i. Home delivered heating fuel (oil, gas, coal, stove size wood that is fewer than 36” in length, propane and wood pellets);
 - ii. Petroleum products;
 - iii. Groceries;
 - iv. Bulk milk;
 - v. Bulk feed;
 - vi. Solid waste;

- vii. Organic animal bedding; or
- viii. Sewage from private septic tanks or porta-potties

C. Permits

1. The owner or operator of any vehicle not otherwise exempt as provided herein may apply in writing to the Road Commissioner for a permit to operate on a posted public way notwithstanding the restriction. The Road Commissioner may issue a permit only upon all of the following findings:
 - a. no other route is reasonably available to the applicant;
 - b. it is a matter of economic necessity and not mere convenience that the applicant use the public way; and
 - c. the applicant has tendered cash, a bond or other suitable security running to the municipality in an amount sufficient, in their judgment, to repair any damage to the public way which may reasonably result from the applicant's use of same.
2. Even if the Road Commissioner makes the foregoing findings, they need not issue a permit if they determine the applicant's use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the public ways.
3. In determining whether to issue a permit, the Road Commissioner shall consider the following factors:
 - a. the gross registered weight of the vehicle;
 - b. the current and anticipated condition of the public way;
 - c. the number and frequency of vehicle trips proposed;
 - d. the cost and availability of materials and equipment for repairs;
 - e. the extent of use by other exempt vehicles; and such other circumstances as may, in their judgment, be relevant.
4. The Road Commissioner may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

D. Penalties

Any violation of this Ordinance section shall be a civil infraction subject to a fine of not less than \$250.00 nor more than \$1,000.00. Each violation shall be deemed a separate offense. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs. Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

11. DRIVEWAY SITING & CULVERTS

A. Permit Required.

1. Any new driveway entrance onto a Town or privately-owned road requires an entrance permit to be applied for, approved and issued by the Road Commissioner or the Commissioner’s designee following the payment of the applicable review fee. Driveway entrances requiring site review in accordance with the Land Use Ordinance shall first require approval from the Planning Board.
2. If a new entrance requires the installation of a culvert, the Road Commissioner or designee will state on the permit the diameter and length of the culvert. The culvert must be installed according to these installation specifications and any other conditions which the Road Commissioner or designee may impose.

B. Siting Requirements

1. Driveway entrances to lots must be located to provide for the minimum Sight Distances for the speed limit posted on any public or private road and required as Basic Safety Standards in Chapter 299 of the Maine Department of Transportation “Highway Driveway and Entrance Rules”: Part B, Section 2. These sight distances are as follows:

Posted Speed (MPH) Sight Distance (feet)	Sight Distance (feet)
Less than 20	None required
20	155
25	200
30	250
35	305
40	360
45	425

2. If the required sight distance cannot be achieved due to the topography, configuration or other unique circumstances of the property, and not for the convenience of or as the result of any action taken by the owner of the lot, this distance may be reduced to the extent necessary to provide the greatest sight distance as determined by the Road Commissioner.

3. The edge of the driveway shall be setback at least 10 feet from the edge of any side or rear property line unless there is a survey of the property completed by a Registered Land Surveyor and corner pins properly locating the property lines exist. In such case, the edge of the driveway may be as close as 3 feet from a side or rear property line, provided proper drainage is installed to ensure that stormwater runoff is not channeled onto abutting property without a legal drainage easement. Shared driveways shall be exempt from the setback requirements.

C. Culvert Installation Standards.

1. The minimum diameter of any culvert shall be 15 inches, the minimum length shall be 20 feet and the maximum length shall not exceed 30 feet unless the Road Commissioner approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer's recommendations. Where there may be inconsistencies or conflicts between these, the Road Commissioner shall make the final determination.
3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the culvert must be placed on 12 inches of acceptable bedding material.
4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a 24 ft. culvert).
5. Backfill material around the culvert and a minimum of 12 inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum 12-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Road Commissioner.
6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that of the base, or invert, of the installed culvert.
7. The grade of the entrance shall slope away from the road surface at a rate of 1/2 inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.

8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.
9. When it is anticipated the culvert size may need to exceed 24 inches in diameter, the landowner/developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.
10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.
11. The landowner/developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.

D. Culvert Installation, Maintenance, and Replacement.

1. Following approval of the installation, the landowner/developer is responsible for the purchase, installation and proper backfilling of said culvert.
2. If the culvert is installed within the limits of a Town-owned road, the Town thereafter becomes responsible for the maintenance and any necessary replacement of the culvert according to the requirements of this policy.

12. ENFORCEMENT & PENALTIES

- A. Enforcement of this Ordinance, including but not limited to the issuance of permits and notices of violation, shall be the responsibility of the Road Commissioner and Code Enforcement Officer or their designees, acting as duly authorized representatives of the Town of Readfield.
- B. Action to enforce this Ordinance may also be taken through the Land Use Ordinance of the Town of Readfield.
- C. When necessary to meet an emergency situation in the interest of the health, safety or general welfare of the residents of the town, the Fire Chief, or his designee, may temporarily suspend any provision of this Ordinance. They may restrict and divert vehicular and pedestrian traffic, and may restrict or regulate parking.
- D. Penalties under this ordinance may include the removal of personal property or vehicles from the public way at the owner's expense, as well as monetary penalties.
 1. Unless otherwise noted, monetary penalties for violation of this Ordinance shall be as follows:

- 1st offense - \$25
- 2nd offense - \$50
- 3rd offense - \$100
- 4th or subsequent offense - up to \$500

2. In any instance where penalties in this section conflict with penalties identified elsewhere in this Ordinance, the more substantive penalty shall apply.
3. Penalties shall be payable to the Readfield Town Office within three business days of notice of violation.
4. Unpaid penalties shall be collected using the most expedient means, including the use of third party collection agencies.

13. CONFLICTS WITH OTHER ORDINANCES

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other Ordinance, regulation or statute, the more restrictive provision shall apply.

14. AMENDMENT

This Ordinance may be amended by the Select Board at any properly noticed meeting.

15. SEVERABILITY

The invalidity of any section or provision of this Ordinance shall not be held to invalidate any other section or provision of this Ordinance.

16. ABROGATION

This Ordinance repeals and replaces any municipal ordinance, portion thereof, or legislative action previously enacted relating to the management or operation of public ways, traffic, and parking in the Town of Readfield. Known ordinances and policies include:

- The Readfield Corner Parking Ordinance,
- The Readfield Select Board Traffic Ordinance - Temporary Road Closure Policy,
- The Snow Plowing Ordinance, and
- The Driveway Entrance Siting and Culvert Installation and Maintenance Policy

17. APPENDICES

Appendix A - Driveway Application & Permit

Appendix B - Road Opening Application & Permit

- Appendix C - Temporary Road Closing Application & Permit
- Appendix D - Over Weight Application & Permit
- Appendix E - Notice of Violation
- Appendix F - Parking Maps
- Appendix G - Listing of Town Roads and Public Ways



TOWN OF READFIELD

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To: Town of Readfield Select Board and Hiring Committee
From: Eric Dyer, Town Manager
Date: November 28, 2018
Subject: Proposed Hiring Process for Town Clerk

Background & Introduction:

After 15 years of continuous service, and several more before that, our municipal Clerk Robin Lint will be retiring. This memo presents a process that:

1. Fills the position within approximately six to eight weeks of initiation
2. Allows ample time for notice, application, review, interviewing, recommendation, and selection
3. Balances the need for a decision benefiting from broad input with the requirement for an appointment to be made by the Select Board

Outline:

1. Interview Committee:
 - a. Readfield Select Board member - TBD
 - b. Readfield Finance Officer - Teresa Shaw
 - c. Readfield Town Manager - Eric Dyer
 - d. Non-Readfield Municipal Official - Mark Robinson
2. Hiring Notice submitted to the following entities no later than Friday, November 30:
 - a. Print Media - Kennebec Journal
 - b. Digital Media - Maine Municipal Association Classifieds, Maine Clerks Association list serve, JobsInME (or similar, through KJ package)
 - c. Others as appropriate (will seek press on retirement and position opening)
3. Application materials (resume, letter, app.) due from applicants by Friday, December 21.
4. Initial review of applications by Interview Committee, top suitable applicants notified, and interviews scheduled no later than December 28.
5. Initial interviews held no later than January 2-5. If necessary, top applicants will be contacted for a follow-up interview.
6. Following consultation with the Hiring Committee, Town Manager recommends appointment of a municipal Clerk, to be confirmed by the Select Board on January 7 or 22.
7. Clerk begins duties as early as January but may not be available until a later date if notice to a current employer is required.
8. A transition and training period is expected where both the current and new Clerk will work together, during which time the current Clerk will likely work under a negotiated contract.