

**Readfield Select Board
Meeting Agenda
January 7, 2019, Readfield Town Office**

Meeting starts: 6:30 PM
Meeting ends (unless extended) at 8:00 PM

Pledge of Allegiance

Regular Meeting Items - 10 min.

19-058 - Minutes: Select Board meeting minutes of December 10, 2018.

19-059 - Warrants: #26-29(FY19).

Communications - 25 min.

Select Board communications. - 5 min.

Town Staff reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Readfield Library Board minutes of November 7, 2018

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

Appointments, Reappointments, and Resignations – 5 min.

19-060 - Consider the resignation of Benjamin McIntosh from the Trails Committee

Old Business - 20 min.

19-054 - Conduct an annual review of Comprehensive Plan goals - 10 min.

19-056 - Hold a first reading for the Traffic and Parking Ordinance - 10 min.

New Business - 25 min.

19-061 - Accept a \$25,000 grant from the Stephen and Tabitha King Foundation for the Readfield Community Library - 5 min.

19-062 – Discuss the status of law enforcement dispatching services - 10 min.

19-063 - Set the date and time of the Annual Chairs Meeting - 5 min.

19-064 - Consider approval of the revised fee schedule for cemetery lots – 5 min.

Future Agenda Items - 5 min.

Adjournment

Readfield Select Board
Regular Meeting Minutes – December 10, 2018 – Unapproved

Executive Session

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

At 6:00 PM Bruce made a **motion** to enter Executive Session to discuss the Town Manager's annual evaluation and contract renewal pursuant to 1 MRSA, Section 405, subsections 6(A) and it was **seconded** by Kathryn. Invited the Town Manager to join us and we will be acting on our discussion during the Select Board meeting. **Passed** 4-0, John Parent had an excused absence. We came out of Executive Session at 6:25

Regular Meeting of Readfield Select Board

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

Excused Absence: John Parent

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), David Trunnell, Jay Charette

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

- **19-051 – Minutes: Select Board meeting minutes of November 19, 2018**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of November 19, 2018 as presented, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
- **19-052 – Warrants #22-25 (FY19)**
 - Mr. Bourgoine reviewed Warrants #22-23 (FY19)
 - **Motion** made by Mr. Bourgoine to approve Warrants #22-23 (FY19) in the amount of \$82,377.92, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - Mrs. Sammons reviewed Warrants #24-25 (FY19)
 - **Motion** made by Mrs. Woodsum to approve Warrants #24-25 (FY19) in the amount of \$398,418.32, **second** by Mr. Price. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Price would like to start to get the committee together for Heritage Days. Looking for volunteers, help and ideas. Mr. Price and Mrs. Sammons would both like to help on the Heritage Days Committee. **Motion** made by Mrs. Woodsum to appoint Dennis Price as the liaison for the Heritage Days Committee and have Chris Sammons serve as the assistant liaison, **Second** by Mr. Bourgoine. **Vote** 4-0 in favor.
 - Mrs. Woodsum just wanted to mention that the sidewalks looked great during the past snowstorms and the town is decorated nicely.
- **Town Staff Reports**
 - Notice from Town Clerk, Robin Lint: Looking for a person to award the Boston Post Cane to as the current holder has moved out of town. Looking for someone 95 or older; born before 8/1/1923 as that's the oldest resident we know of at this time.

Readfield Select Board
Regular Meeting Minutes – December 10, 2018 – Unapproved

➤ Mr. Dyer went over his Town Manger Report dated December 10, 2018.

• **Boards, Committees, Commissions & Departments**

No minutes presented

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

➤ None

New Business:

• **19-053 – Hear an update and discuss planned RSU 38 capital expenditures and borrowing with Superintendent Jay Charette**

- Jay Charette gave a brief introduction and gave a review of the repairs/upgrades at the RSU schools that need to be done. Bonds not to exceed \$5,843,710. He talked about different state funding programs that the RSU could apply for and the challenges of applying and receiving those grants/funds. The RSU will be going through Maine Municipal Bond Bank. Looking at holding a January 8, 2019 referendum vote.
- Mrs. Woodsum – Asked about replacing the roof and structural work. Possibility of some sheathing needing to be replaced when shingles are removed. Mrs., Woodsum asked about consolidation in the district and why not relook at consolidating instead of all repairs. Jay Charette said that consolidating would be a longer process than getting the major items fixed at the schools that are a priority.
- Mr. Dyer – asked what the estimated interest rates are – Jay Charette to send the information to Mr. Dyer as he doesn't know off the top of his head.
- A letter with the referendum question will be going out to all residents.

• **19-054 – Conduct an annual review of Comprehensive Plan goals**

- Review of the Comprehensive Plan goals of the Select Board. Focus on affordable housing.
- Add annotations of where things are now/progress that has been made. Mr. Dyer and Mrs. Woodsum to work together on this.
- David Trunnell spoke – reviewed the comprehensive plan several months ago – 4 items that jumped out at him. 1) Clear and compelling vision – feels it's missing from the comprehensive plan. 2) Concept about the preservation of historical and agricultural aspects of the town. 3) The schools and working relationships with the schools and town leadership. Keeping everyone working together 4) Don't haven't as a town for decades really focused on vision/direction that Readfield is attractive. Would like to see a motto for Readfield.

• **19-055 – Consider a revised contract and renewal for the Town Manager**

- Review of the changes to the revised contract for the Town Manager. Very positive evaluation.
- **Motion** made by Mr. Bourgoine to approve the employment agreement and contract for the Town of Readfield and Eric Dyer, **second** by Mrs. Woodsum. **Discussion:** Mr. Bourgoine to write a complimentary letter for Mr. Dyers file on his annual etiolation . **Vote** 4-0 in favor.

Motion made by Mr. Price to extend the meeting for 10 minutes, **Second** by Mrs. Sammons. **Vote** 4-0 in favor.

Readfield Select Board
Regular Meeting Minutes – December 10, 2018 – *Unapproved*

- **19-056 – Hold a development discussion for the Traffic and Parking Ordinance**
 - Brief review of the draft Traffic and Parking Ordinance.
 - Select Board to review and send feedback to Mr. Dyer.
 - Mrs. Woodsum would like more on parking in park areas like trail heads and the community park behind the library.
 - Mr. Bourgoine #12 – who supports the authority. Be slightly more specific.

- **19-057 – Appoint a Select Board member to serve on the Town Clerk interview Committee**
 - Robin Lint has been a great asset to the town and will be greatly missed.
 - Plan some kind of goodbye celebration/open house for Robin.
 - Mr. Bourgoine willing to be the member to serve on the interview committee. Mrs. Woodsum nominated Mr. Bourgoine to be the representative for the Town Clerk Interview Committee. Select Board agrees with Mrs. Woodsums nomination.

Motion made by Price to adjourn the meeting at 8:32 pm, **second** by Sammons **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

DRAFT

RESERVED

READFIELD COMMUNITY LIBRARY BOARD MEETING
NOVEMBER 7, 2018

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

Present were: Deb Peale, Brenda Lake, Donna Witherill, Jen Henderson, Pam Mitchell, Pat Clark, Betty Peterson, and Maureen Kinder, Librarian.

Those excused: Jan Tarbuck, Sonya Clark

Secretary's Report: Approved

Treasurer's Report: Approved

Librarian's Report:

- MSLN bandwidth upgrade & wireless router: We now have an account.

Programming/Event Update

- Cribbage Club continues
- Children's Story Hour is being held Thursday mornings at Readfield Elementary School and at the Library the first Thursday of the month. There were 20 children and 17 adults in attendance in October.
- Guess the weight of the pumpkin: there were 25 entries and lots of interest.
- Book Club: This month's book was "The Halloween Tree" by Ray Bradbury. Good participation with 8 attendees.
- Halloween Trick-or-Treat at the Library: The Library was very busy with trick-or-treaters on Halloween: We had 169 children, 25 teens and 72 adults come in.
- Volunteer Appreciation Night: Good turnout for this event.

November Events:

- Cribbage Club continues
- Story-time with Pat Clark on Thursday mornings
- Library closed on Monday, November 12 in observance of Veteran's Day.
- Modified Library hours on Wednesday, November 21 – 2 to 5
- Library closed on Thursday, November 22, Thanksgiving
- Rock Talk on Monday, November 26 at 6:30
- Book Club – Wednesday, November 28. Book is "The One in a Million Boy" by Monica Wood.

December Events:

- Continue Cribbage Club
- Continue Story Time
- Book Club on hold until January.
- Saturday, December 1 – 1 pm to 3 pm - Children's craft activity "Make your own leather pouch".
- Monday, December 3 - 5:30 to 6:30 – Children and adult craft "Making dreidels"
- Wednesday, December 12 – 6:30 to 7:30 – adult (and children over 12) craft activity – "origami boxes".

Librarian's Report was approved.

Old Business:

- Volunteers: administration and management Maureen is working on it.
- Book donations guidelines: Maureen is working on this.
- Tree Lighting: Details were discussed.

New Business:

- Holiday Hours: Christmas Eve and New Years Eve fall on Monday night therefore the library will be closed.
- Weeding the collections: We will begin this shortly.
- The Board approved the purchase of two inexpensive shades to provide Maureen with some privacy when the library is open in the evening.

Next meeting will be held on Wednesday, December 5 at 6:30 at the Library.

Respectfully submitted,

Betty Peterson

READ MESSAGE

Usage 4% of 5000.0 MB

Inbox (325)

Drafts (1)

Sent Mail

Deleted Items (181)

Junk Mail (8)

Manage Folders

Deleted Messages
Gap Emails
Maine.gov
Notes
Sent Messages

Compose Get Mail Search Mail Address Book Settings Log Out

Reply Reply All Forward View Header Delete Report SPAM Printable View Move to: <v> << Prev | Next >>

From: durgie@roadrunner.com
To: readfield.tmgr@roadrunner.com
Cc:Subject: Fwd: Re: Committee member
Priority: Normal Date: Saturday, December 29, 2018 6:25 AM Size: 10 KB

Attachments: Re: Committee member (8.3 KB)

Good morning Eric,

This attachment is from Ben McIntosh resigning from the Trails Committee. As noted in his message, he is living out of state. This may have to be acted upon by the SB as they approve committee assignments and may have to accept resignations.

Ben was a big help on the Mill Stream project once the actual construction got underway. He was a valued member of the committee during his tenure.

Happy New Year!

Greg D.

— Forwarded Message —

Date: [Sat, 15 Dec 2018 16:36:46 -0500]
From: Stele Mc <benmcintosh90@gmail.com>
To: Mr.Durgen <durgie@roadrunner.com>
Subject: Re: Committee member

Will do. I will resign my position on the Readfield Trail committee do to unable to attend meetings and unable to help out with trails. I have moved to NH and haven't been able to reach out to the committee to send this email do to how busy I am with work. I am sorry I wasn't able to do this earlier and please let me formally apologize for the inconvenience of my sudden move and disappearance.

On Sat, Dec 15, 2018, 05:58 Greg/Nancy Durgin <durgie@roadrunner.com> wrote:

Morning. Hope all is well with you and things are good with your job. I have sent you a couple of emails, possibly at another email address of yours, regarding your membership on Trails Committee. Ben, if you could, send me an email resigning from the committee because of your unavailability to attend our meetings, I could forward it to the town. We would rather you leave the committee this way instead of the town removing you officially due to unexcused absences. Naturally if you came back to Readfield we would welcome you with open arms back on the committee!

Greg

Sent from my iPad Greg D.

On Oct 10, 2018, at 7:57 AM, Stele Mc <benmcintosh90@gmail.com> wrote:

Yeah I got a job in MA and don't get much down time from it. Seeing I keep homes safe by making locks now and yeah I really miss the trails and am possibly going to be up around Christmas

On Wed, Oct 10, 2018, 6:39 AM Greg/Nancy Durgin <durgie@roadrunner.com> wrote:

Hello Ben,
Long time no hear from you! Last I knew you were in NH. We miss you on the trails committee. Are you planning on returning to Readfield soon?

In another email I will send you a picture of our finished mill stream dam project. It was just about a year ago you were a huge help with Bob and I clearing the top.

We are having a dedication of the dam on October 27 at 10:00 at the dam site.

Best,

Greg

Sent from my iPad Greg D.

[Previous Message](#) | [Next Message](#)

Future Agenda Items - Proposed DRAFT

Potential Future Meeting / Workshop Items:

Update of fees and fee schedule - short-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
- Finalize a solar energy plan for town facilities
- Town buildings planning focused on the Library and Fire Station
- Cannabis considerations
- Consider annualizing Heritage Days
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance

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)

Goal	Due or Complete	Last Date of Review	Notes	Responsible Party / "Owner"
<u>Short-term</u>				
1. Implement the recommendations of the 2004 <i>Readfield Corner Revitalization Study</i> to make new commercial development in the village more attractive. (Policy 3.3) Investigate special assessments as a means to raise revenue. (5.12)	Ongoing	2018	Planned sidewalk extension on Church Rd., planned safety and access improvements in front of Masonic Hall.	Manager, Assessor
2. Create a committee and appropriate funds for a study to determine municipal building needs. (5.1)	2019	2018	Part of CIP. Goal for SB FY 2018-19. Library August of 2018, Fire Station in 2019.	Manager
3. Improve planning for capital expenditures through an annually updated Capital Improvements Program (CIP). (5.11)	Annual	2018	Part of annual budget process. Most recent complete CIP update in 2018.	Treasurer, Manager
4. Finance open space acquisition and improvements through impact fees or other sources as recommended in the Open Space Plan. (5.12)	Ongoing	2018	Voted down at Town Meeting. Trails and Conservation committees both pursue and manage open space (no impact fees).	Conservation, Trails
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	2018	Traffic and Parking Ordinance in progress for 2019 to replace and further consolidate prior Ordinances.	Manager, Road Committee
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 / 2015	2018	Electronic and online as of 2016 / 2017.	CEO
7. Participate in and implement the Maranacook Lake Watershed Management Plan. (9.14)	2010	2018	Formed the MLOD Committee. Significant repairs to MLOD in 2019.	Manager, MLOD Committee

8.	Seek funding to create a Torsey Pond Watershed Management Plan. (9.14)	2020	2018	Torsey Pond Watershed Survey completed in 2017.	Cobbossee Watershed District, Torsey Pond Association
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9.	Update Readfield's Floodplain Management Ordinance. (9.3)	2016	2018	Periodic review and updates should be performed, as with any ordinance.	CEO
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Mid-term

1.	Seek partnerships with Manchester and other municipalities to pursue regional housing projects that will benefit Readfield citizens. (Policy 4.2)	2022	2018	To be considered by Select Board and other groups in 2019.	Manager, CEO
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2.	Provide land or other incentives, as applicable, for the construction or rehabilitation of affordable housing. (4.2)	2024	2018	To be considered by Select Board and other groups in 2019.	Manager, CEO
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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	2018	Included in Land Use Ordinance. should be performed, as with any ordinance.	CEO
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4.	Review each of the town's ordinances and regulations. Repeal or update ordinances as appropriate. (5.6)	2011 / 2014	2018	Reviewed all over 3 years 2009, 2010, 2011. Reviewed all each year 2014, 2015. Ordinances are reviewed annually and amended as needed. Most recent review in 2018.	Manager, Clerk
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5.	Annually recognize individual volunteers who have made significant contributions of their time to town activities. (5.9)	Annual	2018	Volunteer Appreciation events held annually, Spirit of America awards given annually. Both in 2018.	Manager
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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	2018	Built sidewalk and no plans for this as of 2018.	Manager, Road Committee
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7.	Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torsey Pond, Echo Lake and Lovejoy Pond. (7.1)	2022	2018	Most control is at the State level for inland waters. There ha been increasing interest in a "Mooring Ordinance". Discussed at Summer Resident meetings in 2018.	Manager, CEO
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8. Prepare for implementation prior to July 1, 2012 of the statewide Maine Uniform Building and Energy Code.	2011	2018	Town exempted due to low population. May wish to consider as population / building issues increase	CEO
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Long-term

1. Work with the school board to undertake long-term school facilities planning. (Policy 5.12)	2011 / 2018	2018	RSU working on major capital expenditures with a Bond vote planned for January of 2019. No long-range operational planning exists to support these expenditures however.	RSU, Select Board
2. Investigate the feasibility of turning some solid waste activities over to the private sector. (5.5)	Ongoing	2018	Town Meeting voted to add Fayette in 2016 / 2017. No plans to privatize other than working with commercial haulers as of 2018.	Eric

3. Establish a protocol for the acquisition and management of dams in coordination with other towns as appropriate. (9.16)	2024	2018	Currently co-own the MLOD with Winthrop. Major project	Manager, CEO
4. Consider acquisition of the Augusta Water District property if, and when, the District (or its successor) decides to divest. (9.15)	Ongoing	2018	Augusta working with Winthrop; have long-term plans. Check history with His. Society.	Manager, AWD

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)	Ongoing	2018	This goal would require Town Meeting approval of expenditures. Also, support for non-profits should be approached carefully. Town added an historic marker to the Gile Hall and supported collaboration and grant proposals for the 2018 Mill Stream project.	Manager
2. Continue to support the Economic Development Committee. (3.3)	Ongoing	2018	Readfield Enterprise Fund re-formed in 2018. We may wish to form a dedicated EDC at some point, or expand the scope of the REF to include these activities.	Manager

3. Support efforts to establish a local or regional community land trust for affordable housing. (4.2)	Ongoing	2018	Related to mid-term goals 1 & 2.	Manager
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 / 2014	2018	Ad-Hoc Committee worked on this, reviewed, and pulled together these resources in 2015. Lack of clear direction can result in conflict so all newly formed BCCs have supporting documentation from the outset.	Manager
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	2018	Ad-Hoc Committee worked on this and developed a fairly complete administrative process in 2015.	Manager
6. Encourage residents to volunteer for local boards, committees and activities. (5.9)	Ongoing	2018	Part of every Select Board agenda.	Manager, All BCCs
7. Request from the Fire Department an annual assessment of fire equipment and the need for future replacements or upgrades. (5.12)	2015	2018	Discussed annually w/ budget & CIP	Manager, Treasurer, Fire Chief
8. Continue to plan for long-range solid waste disposal and recycling needs. (5.12)	2009	2018	SWRC and TM - Ops manual update in process, to be completed in 2019	Manager, SWRC
9. Work closely with the Maine Department of Transportation to set appropriate speed limits on state and local roads. (6.2)	Ongoing	2018	Review & speed studies are performed as requested.	Manager
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)	2008	2018	On warrant for every annual Town Meeting to fund.	Manager, Treasurer
11. Maintain communications with owners of private recreation resources and work cooperatively to address issues of public use. (7.4)	Ongoing	2018	Trails Committee and Conservation have developed several trail easements. The Blizzard busters do this work as well, but informally without easements.	Manager

12. Retain public easements for recreational purposes on discontinued town roads in the future. (6.4, 7.6)	2014	2018	Milt Wright worked on this with others. The status of this remains unknown as of 2018.	Manager, CEO
13. Encourage owners of farmland, significant open space and forestlands to participate in the farm, open space and tree growth tax programs. (8.2)	Ongoing	2018	This topic is discussed regularly with landowners. More publicity and perhaps a "greenbelt" incentive program could be implemented.	Manager, CEO
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)	Ongoing	2018	Work with Lake Associations and Dam Committees is ongoing. Watershed Associations receive financial support. Technical support is offered as well.	Manager
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)	2009	2018	On warrant for every annual Town Meeting to fund. Never once voted down. We meet annually with these entities during the budget process and have rep's on their boards.	Manager
16. Hold the Readfield Heritage Days on an annual basis, in conjunction with the Heritage Days Committee (5.10)	2013	2018	Town Meeting had approved HD every other year. On 2019 warrant to return to an annual event with same total funding (\$5,000 annually)	Manager, HD Committee
17. Encourage the use of and pride in historic sites such as the Union Meeting House and the Jesse Lee Church. (1.2)	Ongoing	2018	financial support for UMH, Mill Stream Dam project, Jesse Lee land	Manager

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

DRAFT - 01-07-2018

ENACTED: _____

CERTIFIED BY: _____

Signature

CERTIFIED BY: _____

Printed Name

Title

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

TABLE OF CONTENTS

1. GENERAL PROVISIONS	S/N	1
2. ESTABLISHMENT & AUTHORITY	S/N	1
3. DEFINITIONS	S/N	2
4. PARKING & USE RESTRICTIONS	E	2
5. TRAFFIC CONTROL DEVICES	N	4
6. SNOW REMOVAL AND PLOWING	C	5
7. OBSTRUCTION OF TRAFFIC	N	5
8. TEMPORARY ROAD CLOSURE	C	6
9. ROAD OPENING	N	8
10. WEIGHT RESTRICTIONS & ROAD POSTING	N	8
11. DRIVEWAY SITING & CULVERTS	C	11
12. ENFORCEMENT & PENALTIES	E	13
13. CONFLICTS WITH OTHER ORDINANCES	S	14
14. AMENDMENT	S	14
15. SEVERABILITY	S	14
16. ABROGATION	S	14
17. APPENDICES	S	14

DRAFT Section Key	Symbol
“Standard Ordinance Language”	S
Current Ordinances or Policies	C
Significantly Expanded Language	E
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

STEPHEN & TABITHA KING FOUNDATION

Readfield Select Board
January 07, 2019
Item # 19-061

December 7, 2018

Sonya Clark
Readfield Community Library
1507 Main Street
Readfield, ME. 04355


Dear Ms. Clark,

Please find enclosed a check for \$25,000 for your library projects. Depositing or cashing the check is an agreement that the money will be used as outlined in the application.

When you receive funding, we ask that you wait at least two years before applying again. We would appreciate an update when your project is completed. If you have questions about this, please call me.

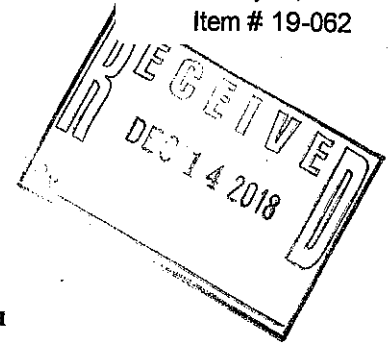
Congratulations and continued success with your good work.

Sincerely,


Stephanie Leonard
Administrator



STATE OF MAINE
Department of Public Safety
Consolidated Emergency Communications Bureau
42 State House Station
Augusta, Maine
04333-0042



PAUL R. LePAGE
GOVERNOR

JOHN E. MORRIS
COMMISSIONER

December 10, 2018

Dear Town Select Board Members and Town Managers,

This letter is a follow up to my letter of August 29, 2018, which informed you that the Bureau of Consolidated Emergency Communications will discontinue its contractual relationship with the Kennebec County Sheriff's Office for law enforcement dispatching effective June 30, 2019. This change will occur because the Bureau is purchasing a new CAD software program which will not be interfaced with the KSO's law enforcement CAD system.


What does this mean for your town? You have a decision to make.

The Bureau can still provide PSAP services and fire and rescue dispatch services – just not law enforcement dispatching.

If your community would like to continue to purchase PSAP and fire and rescue dispatch services from the State, I need to know soon in order to adjust staffing and to recalculate the rate structure.

I respectfully request that you contact me via email (Clifford.S.Wells@maine.gov), or mail by January 15, 2019, to inform me of your decision – whether you decide to stay with the State or whether you will purchase your services elsewhere as of July. It is important that I hear from you.

Sincerely,


Cliff Wells
Director

INTEGRITY * FAIRNESS * COMPASSION * EXCELLENCE

Offices located at: 45 Commerce Drive, Suite #1, Augusta, Maine
(207) 624-7001 (Voice) (888) 524-7900 (TDD) (207) 287-3428 (Fax)

Annual Meeting of Select Board and Board/Committee/Commission Chairs

Policy: There will be a collective annual gathering of the Select Board and the Chairs of Town Boards, Committees and Commissions convened with the following objectives:

- 1) to meet legal requirements pertaining to training and education of municipal officers;
- 2) to review administrative structure of Town government with particular attention to the responsibilities, duties and interactions of committees, Town administration and the Select Board; and;
- 3) to present and discuss the action plans and goals for the committees, Town administration and Select Board.

Attendance is required by all Board/Committee/Commission Chairs. Exception: Chair attendance may be substituted with the applicable Vice-Chair or other appropriate member representative.

Frequency: Annual

When: To take place as a Special Select Board Meeting, ideally after completion of committee appointments, election of chairs, completion of action plans and forecast budgets, typically during the month of January.

Initially approved by the Select Board on October 14, 2008

Revised and approved by the Select Board on January 26, 2015



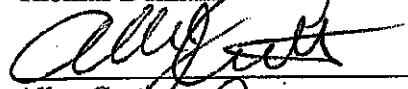
Sue Reay, Chair



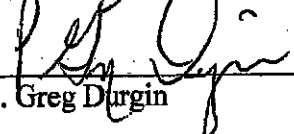
Valarie Pomerleau, Vice Chair



Thomas Dunham



Allen Curtis



P. Greg Durgin

From 2018 Cem. Rules

Cemetery Regulations

1. Sale of Lots

- a. Anyone may purchase a lot in the Readfield cemeteries.
- b. To purchase a cemetery lot, interested parties must contact the Sexton, or designee, to make arrangements concerning (a) the details of the purchase including cemetery availability and (b) a visit to the cemetery to view the available lots.
- c. A lot will assure space for one full body burial or the remains of two people.
- d. Purchase of more than four Lots must be approved by the Sexton.
- e. Upon the purchase of a lot(s) a Certificate of Burial Rights and a deed will be issued.
- f. The lot will be paid in full at the time of purchase. In cases of hardship, special arrangements may be made with the Town Manager.
- g. The sale or transfer of a lot by the lot owner is allowed upon written notification to the Town Clerk or Sexton. This notification must include the new owner's name, address, written evidence of the transfer, and other pertinent contact information.
- h. The purchase price for cemetery lots is determined by the Select Board with consideration of recommendations given by the Cemetery Committee.
- i. The purchase price per lot is currently \$400 and includes perpetual care. This amount may be amended by the Select Board from time to time.

2. Interments

- a. The Town of Readfield will make every effort to accommodate interment plans. It is important that lot owners and those making arrangements for interments make plans according to the Town of Readfield's seasonal restrictions. In general, Readfield cemeteries are closed to interments during winter and early spring.
- b. Disposition permits will be filed as required by state law, 22 MRSA §2843.
- c. All interments for full burials shall be handled by a licensed funeral director.
- d. No burial, full or remains, shall be made without the knowledge of the Sexton.
- e. Lots in all cemeteries available for sale are graded to be at level surface. Lot owners are not permitted to change this grade.