

**Readfield Select Board  
Meeting Agenda  
February 19, 2019, Readfield Town Office**

Annual Chairs Meeting starts at 5:30pm  
Regular Meeting starts at 6:30pm  
Meeting ends (unless extended) at 7:40pm

**Annual Chairs meeting - 60 min.**

- Updates from board, committee and commission Chairs
- Open discussion

**Pledge of Allegiance**

**Regular Meeting Items - 5 min.**

19-074 - Minutes: Select Board meeting minutes of February 4, 2019.

19-075 - Warrants: #34-35(FY19).

**Communications - 25 min.**

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Conservation Commission minutes of 6/12, 10/9, 11/13, and 12/12, 2018
- Solid Waste and Recycling Committee minutes of October 17, 2018
- Cobbossee Watershed District minutes of December 11, 2018

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

**Appointments, Reappointments, and Resignations - 5 min.**

19-076 - Consider the resignation of Emily Roderick from the Planning Board - 5 min.

**New Business - 30 min.**

19-077 - Consider requesting a traffic and speed study on North Rd. - 5 min.

19-078 - Consider pending real estate foreclosures - 10 min.

19-079 - Consider a process for Select Board vote or comment on pending State legislation - 5 min.

19-080 - Consider a revised proposal for police dispatching services - 10 min

**Future Agenda Items - 5 min.**

**Adjournment**

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – February 4, 2019 – Unapproved**

**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), Fran Zambella, Keith Couling, Darcy Whittemore

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

- **19-069 – Minutes: Select Board meeting minutes of January 22, 2019**
  - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of January 22, 2019 as amended, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
- **19-070 – Warrants #32-33 (FY19)**
  - Mr. Price reviewed Warrants #32-33 (FY19)
  - **Motion** made by Mr. Price to approve Warrant #32 in amount of \$ 15,212.27 and Warrant 33 in the amount of \$346,060.09, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

**Communications**

- **Select Board Communications**
  - Mr. Price mentioned once again if anyone is interested in volunteering for Heritage Days to go to the town Facebook page, stop in the town office or contact him. There are numerous ways for anyone to get involved.
  - Mrs. Sammons spoke that they are looking for volunteers to help out with the Library book sale this year during Heritage Days.
  - Mr. Bourgoine mentioned that looking ahead the town is working on taking a look at solar presentations for the town. He has some concerns with our timing should the new state administration possibly be more favorable with financial incentives towards municipalities participating. To still move forward while seeing where the Legislature and Governor goes with it, we might possibly have a non-financial warrant item to gauge town support or authorization to pursue it.
- **Staff Reports**
  - Verbal Staff Report done by Mr. Dyer:
    - \* Winter maintenance: Have had a few issues with roadways and sidewalks and everyone is out trying their best to stay on top of it all. Be careful and use caution.
    - \* Maintenance building: Did just receive the report on the fire station. Both the fire station and library reports will be put up on the town website.
    - \* Mrs. Woodsum spoke on some concerns from the fire department report. Report didn't say when the building was built in the beginning of the report and the step to the front door is not to the right height, doesn't meet safety requirements. Also concern that the door between the non-garage area and garage area doesn't seal. She would like to see better communication between the maintenance staff and fire department on building maintenance.
    - \* Mr. Bourgoine asked if the insulation in the attic area could be fixed sooner than later to save on heating costs and get a cost estimate on the repair cost.
    - \* Mrs. Sammons suggested having a fire station tour along with the library tour.

**Readfield Select Board**  
**Regular Meeting Minutes – February 4, 2019 – Unapproved**

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\* Public announcement: Retirement reception from 12:00 noon – 3:30 pm on March 1<sup>st</sup> for Robin Lint Light refreshments and a change to say hellos and goodbyes to Robin for her many years of service.

\* Have hired the new clerk, Deb Nichols, previous employee of the Town of Readfield. Due to two weeks of overlapping for training may have to use some money out of the contiguously fund to cover the cost.

\* Code Enforcement hours are over due to some legal issues, towards the end of the year may need to use the continuously fund to cover the costs of wages.

\* Have been working on the budget process and will review more tonight. We have had great input from everyone.

\* No Treasures report, hoping to have one together by the next meeting, February 19, 2019.

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

- Conservation Commission minutes of December 12, 2018

- Age Friendly Committee minutes of December 12, 2018

- Budget Committee minutes of January 3, 2019

*Thank you for submitting your minutes*

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

- Fran Zambella has a pet peeve about access to Post Office during the winter time. Several months ago approached the Post Master about lack of parking, winter maintenance and post office ramp to mention a few. Has also spoken to the Department of Transportation and the Readfield Family Market manager about the ally way access and the dangerous situation that it makes for everyone. Mrs. Dyer mentioned that last year they did all meet and are working on the process of better access and safety precautions.

**Old Business:**

• **19-064 – Consider approval of the revised fee schedule for cemetery lots**

- Fee price per lot to be changed from \$200 to \$400.
- **Motion** made by Mrs. Woodsum to accept the cemetery regulations as presented in the second reading, **second** by Mr. Price. **Vote** 4-0 in favor.

• **19-068 – Consider a second draft of the Fiscal Year 2019-2020 (FY20) budget**

- Mr. Dyer went over changes made to the draft of the fiscal year 2019-2020 budget.
- School and County amounts will be changing.
- Maintenance numbers will likely change due to the repairs at the library, fire department and Gile Hall. Area of assessing may change as well.
- Next Budget Committee meeting is Tuesday, February 12, 2019.
- Revenues changes to Motor Vehicles and Use of Undesignated Funds and Use of Carry Forward. Mr. Bourgoine would like to see some of these funds used to help with the MIL Rate and tax burden on residents.

**Readfield Select Board**  
**Regular Meeting Minutes – February 4, 2019 – Unapproved**

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**New Business:**

- **19-071 – Consider action on the poverty abatements discussed in executive session**
  - **Motion** made by Mrs. Woodsum that after coming out of executive session move to grant an abatement in the amount of \$1,697.16 pursuant to Title 36 M.R.S.A.841(2), **Second** by Mr. Price. **Vote** 4-0 favor.
  - **Motion** made by Mrs. Woodsum that after coming out of executive session move to grant an abatement in the amount of \$1,285.76 pursuant to Title 36 M.R.S.A.841(2), **Second** by Mr. Price. **Vote** 4-0 in favor.
  - **Motion** made by Mrs. Woodsum that after coming out of executive session move to grant an abatement in the amount of \$2,000.00 pursuant to Title 36 M.R.S.A.841(2), **Second** by Mr. Price. **Vote** 4-0 in favor.
  
- **19-072 – Consider an MOU with the Torsey Pond Association for repair work at the Torsey Pond Bridge and Dam**
  - Mr. Dyer gave a brief review of concerns and issues of the Torsey Bridge and the Torsey Pond Dam. The town owns the bridge and the dam is owned by the Torsey Pond Association. Memorandum of understanding discusses who's involved and who's responsible for what different parts of the project and work.
  - Keith Couling; Treasurer and dam keeper of Torsey Pond Association gave a brief review of issues and concerns. Been dealing with crack repairs for about 5 years and now concrete degradation and water seeping through the foundation. Estimate cost of project could be around \$30,000 to \$50,000 but nothing is in stone. Torsey Pond Association is going to start fundraising for the project to help with the costs on their end.
  - Unsure on amount that would cost to the Town of Readfield. Work needs to be done before more damage is done.
  - **Motion** made by Mr. Price to approve the Memorandum of Understanding and authorize the Town Manager to sign on behalf of the Select Board, **second** by Mrs. Woodsum. **Discussion:** Fran Zambella mentioned concerns of flooding and the cracks. Mrs. Woodsum spoke on timing of getting bids by spring and start raising funds as soon as there's an idea on cost and the project work to be done in 2020. Mrs. Sammons mentioned to have a fundraiser at Heritage Days if they are interested. **Vote** 4-0 in favor.
  
- **19-073 – Consider participation in a regional broadband exploratory project**
  - **Motion** made by Mrs. Woodsum for the town of Readfield to join with Wayne and Fayette and possibly other towns to include Mt. Vernon and Vienna, to coordinate broad band expansion efforts, to participate in the MCF Grant Application and approve the town manger to designate funds of \$500.00 due February 15<sup>th</sup>, **Second** by Mr. Price. **Vote** 4-0 in favor.

**Future Agenda Items:**

- Next meeting is February 19<sup>th</sup> and is the Annual Chairs meeting; invitations will be going out soon.

**Motion** made by Mrs. Woodsum to adjourn the meeting at 7:56 pm, **second** by Mr. Bourgoine. **Vote** 4-0 in favor.

**Minutes submitted by Kristin Parks, Board Secretary**

**RESERVED**

# **COMMUNICATIONS**

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

## **Readfield Conservation Commission Meeting Notes**

June 12, 2018, 6:30 p.m., Town Office

Present: Greg Durgin, Jerry Bley, Tim Sniffen, Greg Leimbach, Andy Walsh, Bruce Hunter, Brent West

Excused: Bob Mohlar, Martin Hannish

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the May 5, 2018 RCC meeting minutes.

### **New Business**

**Trail Infrastructure Replacement Project** - Jerry B. gave an overview of progress on the bridge and trail work by the Appalachian Mountain Club crew at Torsey Pond Nature Preserve (TPNP) and the Fogg Property. The crew mostly completed the two bridge crossings and started work on the bog bridging. The duck blind replacement is scheduled for August. The upper bridge will accommodate ATVs as needed for future trail maintenance. Installation of a post on the bridge or the placement of a large boulder was discussed to discourage the entry of recreational ATVs onto the TPNP trails. Replacement of the foot bridge and other trail work at the Fogg Property will begin after work at TPNP is completed this week.

### **Old Business**

**Draper Property** - Jerry B. provided an update of the Draper Property. Will Brune of New England Forestry Foundation indicated that a conservation easement will be placed on the property. Mr. Brune is aware that trail access is desired by the town to link existing conservation properties but that the provision for trail access may not be part of the easement.

**Footbridge Replacement, Town Forest** - Tim S. indicated that cedar for the footbridge replacement has been ordered from Tim Pepper & Sons Forest Products (Fayette). The approximate cost of the lumber and hardware will be approximately \$800. The materials will be moved to the work site by RCC; details to be determined. KLT will likely schedule construction in late July or early August.

**Solar Energy Project** - A meeting is scheduled for June 28 to discuss locations to site solar panels. Greg L. and Bruce H. will attend. Readfield Trails Committee member, Ben MacIntosh, will also attend.

**Vernal Pool Inventory** - Bruce H. and Tim S. are working to complete the project; no further updates.

**Open Space Plan** - Brent W. discussed next steps regarding the Readfield Open Space update. Maps should be updated and the plan should highlight any actions



that have been accomplished to date. There are some goals pending such as climate resiliency maps and (update of?) co-occurrence maps that identify hotspots where multiple value priority areas exist. A public hearing with Selectmen will be required if there are substantial changes and town meeting approval may be required. RCC members will review the Open Space Plan before the next scheduled meeting.

**Pulling Stone Loop Trail** – RCC will schedule Kents Hill students to assist in removing the small amount of debris remaining and clearing a short loop trail to the pulling stones.

**Trail Signs** – The trails signs at Torsey Pond Nature Preserve and the Fogg Property have been installed.

### **Town Conservation Properties**

**Torsey Pond Nature Preserve** – Last winter's snow plowing resulted in gravel being pushed to the northerly edge of the parking lot. Greg L. will check and see if a tractor rake can be used to pull the gravel back onto the parking lot.

**Readfield Town Forest** – Howard and Brenda Lake cleared the town forest trails

### **Miscellaneous**

**Mill Stream Dam Project Status** – A contractor will start work on the dam, including installation of posts and railings, by the second week of July.

Meeting Adjourned at 8:15

Submitted by Andy Walsh (Secretary)

## **Readfield Conservation Commission Meeting Notes**

October 9, 2018, 6:30 p.m., Town Office

Present: Greg Durgin, Tim Sniffen, Greg Leimbach, Bruce Hunter, Martin Hanish, Andy Walsh

Excused: Bob Mohlar, Brent West, Jerry Bley

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the September 11, 2018 RCC meeting minutes.

### **New Business**

**Fairgrounds Parking Lot** – RCC members briefly discussed the parking lot design showing expansion of the existing parking area to the north and east. The project, funded in part by RTP grant money, will not begin until next year (2019).

### **Old Business**

**Fall Community Service Day** – the community service day, scheduled for October 4<sup>th</sup>, was cancelled.

**Town Forest Property Tax** – discussion deferred until next RCC meeting.

**RCC Budget Update** – Greg L. recommended that RCC members have a paper copy of the budget available to review every meeting. Tim S. will provide a monthly update of the RCC budget. Further discussion of the budget deferred until the next RCC meeting.

**Draper Property Update** – discussion deferred until the next meeting.

**Vernal Pool Inventory Wrap-up** – Amy Bley completed the database for significant vernal pools identified in the town inventory. IFW also wants information concerning pools that were not identified as providing vernal pool habitat (this may not be completed yet). RCC needs to scan all photos.

**Open Space Plan Goals** – deferred until next meeting.

### **Town Conservation Properties**

**Torsey Pond Nature Preserve** – Trail clean-up will be scheduled for Saturday, October 20<sup>th</sup> (10:00-noon); meet at the Torsey parking lot. After the Torsey trails are done, the group may walk the Fogg Farm trails to remove any debris.

**Readfield Town Forest** – discussion of the next tree harvest deferred until the next meeting.

**Mill Stream Dam Project Status** – Final work on the Mill Stream Dam, including spreading bluestone on the walkway on top of the dam and installing split rail fencing, was completed on September 22. Some cosmetic work using mortar to shore up the dam face will be completed at a later time. The Mill Stream Dam dedication is scheduled for October 27 and will include a ceremony, a few words from Bob Bryant who worked at the mill site when he was young, and refreshments. Attendees will also have an opportunity to walk the new path on the dam and walk the path to the American chestnut tree. Dale Potter Clark, town historian, will also attend.

**Readfield Messenger** – Jerry B. completed an article for the Readfield Messenger.

Meeting Adjourned at 7:50 p.m.

Submitted by Andy Walsh (Secretary)

**Readfield Conservation Commission Meeting Notes**  
November 13, 2018, 6:30 p.m., Town Office

Present: Greg Durgin, Tim Sniffen, Brent West, Bruce Hunter, Bob Mohlar, Jerry Bley, Andy Walsh

Excused: Marty Hanish, Greg Leimbach

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the October 9, 2018 RCC meeting minutes.

**Old Business**

**Fairgrounds Parking Lot Project** – Bruce H. informed the group that the metal gate will not be moved as part of the project (per Eric Dyer, Town Administrator). The parking lot will be expanded to the north only, adding 3 rows of parking. The dimensions of the new parking lot will be 180 ft. x 130 ft. (~0.5 acre) and will double the number parking spaces from 30 to 61 spaces.

**Open Space Plan** – RCC discussed the management and protection of the viewshed from Jessie Lee Church and the water district land around Carleton Pond (owned by the Greater August Water District, GAUD). Jerry B. will contact Maine Farmland Trust to try and get them interested again in pursuing conservation of the farmlands across from the Jesse Lee Church. The Kennebec Land Trust (KLT) Lands Committee will schedule a meeting in February 2019 to discuss conservation options for the Carleton Pond property and whether some level of recreational access (e.g., hiking trails) is possible. Carleton Pond serves as a back-up drinking water supply for the District's water supply wells. The forest land around the pond generates revenues for the District through tree harvesting. Brent W. suggested first discussing the issue with the Winthrop Conservation Commission, KLT, and possibly New England Forestry Foundation before approaching the GAUD.

Brent W. will contact Jean Luc Theriault of KLT to request a GIS map depicting the conservation values on the water district land. RCC members discussed taking a larger role in conservation outreach and identifying land conservation opportunities. Other ideas to facilitate this initiative included creating a brochure highlighting RCC's mission and accomplishments and recognizing KLT in the Town Annual Report to showcase their work in town.

**Draper Property Update** – defer discussion to next meeting

**Readfield Town Forest** – no update regarding the town forest property tax. The Town Forest Management Plan update is due on December 26, 2018; the town received a bill (\$800) from Harold Burnett, Forester for the management plan update. The Town of Wayne has received a copy of the updated forest management plan which they need to maintain tree growth tax status for their portion of the property.

**RCC Budget Update** –Tim S. provided a copy of the RCC Expense Report for review and discussion. Jerry B. will check to see whether the town has been reimbursed by the Recreational Trail Program (RTP) for the costs incurred by AMC for the trail infrastructure work they completed at Torsey Pond N. P. and Fogg Farm Property. Tim S. informed the group that the next fiscal year budget needs to be completed by the end of December.

**Vernal Pool Inventory Wrap-up** – no update

### **New Business**

**Proposed Conservation Easement** - Bob Mohlar discussed a privately-owned 53-acre property located on the west side of Maranacook Lake whose owner wishes to donate an easement to protect the conservation values of the property. The offer has come to KLT for their consideration. Two existing camps are located on the property but are not included in the area of the proposed conservation easement. The property is largely forested by hardwoods; public access is a consideration. The group discussed RCC's role, if any.

**Readfield Messenger** – Greg D. suggested that RCC members become more active to submitting short articles to the Readfield Messenger on a monthly or bi-monthly basis to highlight RCC's work in town and some of the many values served by the town's conservation properties. Greg D. will write a piece for the January issue of the Messenger and suggested that responsibility rotate among RCC members. The proposal was well-received by the group.

Meeting Adjourned at 8:30 p.m.

Submitted by Andy Walsh (Secretary)

## **Readfield Conservation Commission Meeting Notes**

December 12, 2018, 6:30 p.m., Town Office

Present: Tim Sniffen, Greg Leimbach, Bruce Hunter, Jerry Bley, Andy Walsh

Excused: Greg Durgin, Marty Hanish, Brent West, Bob Mohlar,

A motion was made and seconded by Readfield Conservation Commission (RCC) members to approve the November 13, 2018 RCC meeting minutes.

### **New Business**

**Kennebec Land Trust, Lands Committee Project** – Bruce H. summarized his meeting with Theresa Kerchner (KLT) and others regarding KLT's interest in creating a new Lands Committee aimed at developing a community land conservation ethic that would recognize landowners involved in land conservation. KLT would like to collaborate with town Conservation Commissions on this effort. Greg L. suggested that RCC collaborate with an eye toward establishing landscape connectivity. KLT may want some financial contribution toward the initiative. The next meeting is scheduled for December 19.

### **Old Business**

**FY 2019-2020 Budget** – RCC members present spent most of the meeting developing the FY 2019-2020 budget. Tim S. provided an RCC budget template which broke out expenditures based on funding source: property tax, Readfield Conservation Lands Account, and Recreational Trails Grant. Expenditures under each heading were itemized and estimated costs attached. RCC members discussed some items at length including invasive control in harvested sections of the Town Forest and how best to preserve the integrity of the foundation of former Town farm. Tim S. will circulate a cleaned up copy to all RCC members for review.

**Vernal Pool Inventory** - Jerry B. will contact Aram Calhoun (Univ. of Maine) to find out if the IFW wants data for vernal pools deemed "non-significant."

**Recreational Trail Grant** – Jerry B. will contact Eric Dyer (Town Administrator) regarding the status of reimbursement from the Recreational Trail Grant.

**GAUD Water District/Carlton Pond** – Jerry B. will ask to reschedule the February meeting with KLT, Winthrop C.C., and others.

Meeting Adjourned at 8:30 p.m.

Submitted by Andy Walsh (Secretary)

Solid Waste and Recycling Committee (SWRC) Minutes  
Meeting of: Wednesday, October 17, 2018  
5:30 to 6:50 pm at Fayette Elementary School

1. Roll call and determination of quorum.
2. Review of minutes from July 11, 2018. Discussion and Approval. (Attached)
  - a. Motion to approve minutes of the July 11<sup>th</sup> meeting. T 2<sup>nd</sup>, Approved.
3. Oral and written communications.
  - a. Readfield Transfer Station Manager report
    - i. General operations
      1. Getting ready for winter. Constructing a new small sand shed for residents of Readfield.
      2. Readfield now has a Bobcat skid steer, which replace the Holder, that will be used for clearing sidewalks. Future use could be at the Transfer Station for needs, but this year will only be for snow removal.
      3. Crack sealing on the asphalt should take place before winter.
      4. Still struggling with some issues but succeeding with others.
      5. The Swap Shop has been reduced in size by half, and no longer accepts any soft goods (clothing, bedding, etc.). The cleaning out of the swap shop this summer included a thorough removal of all materials that were in the shop when the employees were asked to consolidate only. There were issues with mold in the space and cleaning needed to be done. Some felt this was overkill and should have been done with more oversight. There is another outlet in town, at Maranacook Community Middle School, that provides clothing at no cost for everyone. The idea is to have a more organized layout with clean goods only.
      6. PaintCare program is now running at the Station. Notification was sent via email to Readfield residents and provided to Aaron and Mark to distribute to their towns. This will divert eight pounds per gallon of paint not put in the demo bin.
      7. No clothing bins were able to be provided to our transfer station from any available vendors. Aaron will send a link to a possible vendor that he knows of.
      8. Shingle bins have gotten too full in the past and now we are taking smaller bins from the hauler so the weight is legal for the roadways.
      9. Brush and demo are piling up quickly and will be estimated in the near future to be chipped and hauled away.
      10. We are close to the 100 units of Freon needed to have it removed cost effectively. Someone comes in and removes the Freon, then the items are moved to the metal pile one item at a time, flat, and crushed with the backhoe.
      11. Tires are in good shape.
      12. E-Waste is in good shape.
      13. MSW is coming in at a fairly steady rate. There were some issues over the summer with possibly taking too much commercial waste. We should look into creating a policy about commercial use and summer camp use of the transfer station.

14. Recycling is going well. Press has been good. We have on site supervised disposal. Residents did very well during the summer but the contamination rate is rising again. Signage is good and informative. Kents Hill School is asking if they can bring their recycling to our transfer station. Eric will work up an estimate for the school and see where it goes.

15. Two more cameras have been installed at the transfer station to be able to monitor operations for safety.

ii. Quarterly financial review: July - September 2018

1. Report was presented for the first quarter of the year. The percentages look good across the categories.

2. It was asked if we could have a recycling educator again next year and Eric is not in favor as this year's employee was over utilized beyond education purposes. We should continue education but with a different delivery system.

3. Three-year comparisons were provided by category waste type. We could look into what materials to continue to accept in the future. It is interesting to look at the ratio of MSW and Recycling over time.

b. Other, if any.

i. Bill reported that the pre-crusher is only sold with the compactor, not as a retrofit. Pre-crushers are for uses other than what we were looking at it for. A newer compactor will have a higher compacting pressure and for continuous cycling. Could our compactor be retrofitted on the control panel for continuous cycling now. Consider having a third compactor. Look at this for the next budget cycle.

4. Members of the public may address the SWRC on issues pertinent to the agenda.

None present.

5. Unfinished business.

a. Subcommittees: Report out on any progress made to date from last meeting, if any.  
No reports.

i. Recycling: Aaron & Kathryn

ii. Composting: Mike

iii. Outreach & Education: Kathryn & Mike

iv. Operations/Maintenance: Eric & Bill

b. Wayne Town Manager: Update on membership from Wayne

i. Amy Black from Wayne Select Board is joining us; still advertising for a citizen member

c. Operations Manual review postponed until January meeting

i. Due to unforeseen legal issues in Readfield Eric has been unable to allocate any time to the Operations Manual. Will be ready for January meeting.

d. Update on entrance road paving

i. Will be done this fall, probably the last week in October or first in November

ii. John Cushing did a great job on the road rebuild



- iii. Could use the old entrance for heavy loads in the Spring when the roads are more vulnerable; may do this in 2019 as we won't have the final layer of asphalt down yet
  - e. Update on new recycling efforts (PaintCare, Textiles, Propane) and Swap Shop
    - i. See notes above.
  - f. Update on Attendant Gatehouse
    - i. Will be built prior to next summer. Really. Could be built indoors this winter.
    - ii. Intent is to direct the public and to assess fees, and to keep the employees productive safely
6. New business. None.
7. Set next agenda.
- a. Future scheduled meetings:
  - b. Wednesday January 16, 2019 at Wayne Elementary School Library
    - i. Operations Manual: Constructive comments on first draft previously sent via email
    - ii. Aaron will look into composting more and get us a proposal.
  - c. Wednesday April 16, 2019 at Readfield Town Office
    - i. Operations Manual: Constructive comments on final draft previously sent via email
    - ii.
8. Adjournment.

Respectfully submitted by Kathryn Mills Woodsum  
January 4, 2019  
Approved 2-6-19

# COBBOSSEE WATERSHED DISTRICT

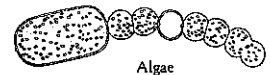
ROBERT C. CLUNIE, JR.  
Chairperson

P.O. Box 418, Winthrop, Maine 04364

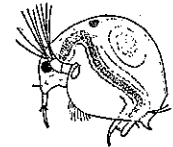
Telephone (207) 377-2234

WILLIAM J. MONAGLE  
Executive Director

*Maine's first regional lake management district*



Algae



Zooplankton

## MINUTES

The Cobbossee Watershed District Board of Trustees held its four hundred and forty-third meeting on December 11, 2018 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Jane Andrews – Wayne Trustee  
Daniel Bailey – Litchfield Trustee  
Robert Clunie – Gardiner Trustee - Chairman  
Mark Fish – Richmond Trustee  
William Grant – Winthrop Trustee  
Ginger Jordan-Hillier – Monmouth Trustee (alt.)  
William Monagle – Executive Director  
Wendy Dennis – Limnologist

Chairman Clunie called the meeting to order at 7:04 PM.

Mr. Monagle presented the Minutes from the October meeting. Trustee Andrews **moved** to accept the October Minutes; Trustee Fish **seconded**; the motion **passed** with two abstentions.

Mr. Monagle presented the October Financial Report. Trustee Jordan-Hillier **moved** to accept the October Financial Report; Trustee Grant **seconded**; the motion **passed** unanimously. Mr. Monagle presented the November Financial Report. Trustee Andrews **moved** to accept the November Financial Report; Trustee Fish **seconded**; the motion **passed** unanimously.

Mr. Monagle reported that he is in the process of wrapping up the Cobbossee Lake Watershed Protection Project (Clean Water Act §319). He said that in November, he submitted the final (6<sup>th</sup>) semi-annual Progress Report to DEP and that a camp (gravel) road improvement project was completed on Wentworth Cove Road in West Gardiner. He said that prospective projects on Larson Lane (Winthrop) and Oak Drive (Manchester) that he had hoped would materialize unfortunately did not, but he informed the board that the proposed Cobbossee Lake Watershed Protection Project, Phase II grant application has recently been approved by DEP, so hopefully these two road projects could resurface in the next year or two. He said that he is currently preparing the Annual Pollutants Controlled Report and the Final Project Report which he will submit to DEP by the end of this month along with the final invoice. Mr. Monagle then reported that progress on the Updating the Watershed-Based Plan for Annabessacook Lake Project (Clean Water Act §604b) has been slow, in part due to the attention required to completing the deadlined Cobbossee Lake project noted above on time. He said he was able to assemble a project steering committee which had their initial meeting in late October. Once the Cobbossee Lake project is complete, he said he will focus on making progress on the Annabessacook Lake Watershed-Based Plan. Ms. Dennis reported on the Cochnewagon Lake NPS Watershed Restoration Project, Phase II (CWA §319) stating that a project involving infiltration steps had recently been completed on a shorefront property. She said the Friends of Cobbossee Watershed's (FOCW) Youth Conservation Corp started the project but were unable to complete it. As a result, she said that a local landscaping company was retained to complete the project which was treated as a cost-share project similar to road related projects. Regarding the Cochnewagon Lake Restoration Project, Phase III: In-Lake Alum Treatment (CWA §319), she said that she has been working on the project design. She said that she and Ryan Burton, CWD Water Resources Technician, had visited East Pond in

**APPOINTMENTS,**  
**REAPPOINTMENTS, &**  
**RESIGNATIONS**

**Robin Lint**

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**From:** Emily Roderick <emroderick1@gmail.com>  
**Sent:** Tuesday, February 05, 2019 11:02 AM  
**To:** Robin Lint  
**Subject:** Re: Planning Board

Dear Robin and Members of the Planning Board,

I regret to inform you that due to my very busy schedule and my kids sports schedules I cannot continue as a member of the Planning Board. Thank you for the opportunity to be a part of this important board, I look forward to being able to help the Town of Readfield at some point in the future.

Thank you,

Emily Roderick

On Tue, Sep 25, 2018 at 1:37 PM Robin Lint <[readfield.clerk@roadrunner.com](mailto:readfield.clerk@roadrunner.com)> wrote:

Emily,

You need to come in and be sworn in to the Planning Board.

*Robin L. Lint*

Town Clerk, Voter Registrar & FOAA Officer

[readfield.clerk@roadrunner.com](mailto: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



## **TOWN OF READFIELD**

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

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

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

February 19, 2019

Dave Allen  
Region II Traffic Engineer  
Maine Department of Transportation  
98 State House Station  
Augusta, ME 04333

Dear Mr. Allen,

On behalf of the Select Board and residents of the Town of Readfield I respectfully request that a traffic and speed study be conducted on the North Road in Readfield, with particular attention paid to the Rt. 17 end where our Transfer Station and the RSU #38 bus garage are located. This area has heavy turning traffic. Anecdotally, we regularly witness speeds in excess of what seems prudent as well as dangerous passing of vehicles entering and exiting the Transfer Station. Several years ago we relocated our entrance to help address sight line concerns but significant issues persist.

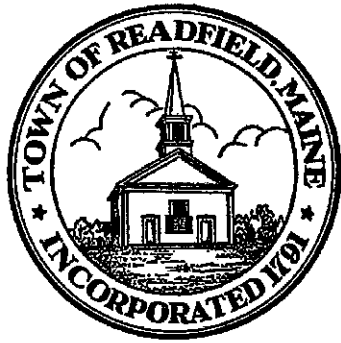
Given these issues we ask that your review include any traffic calming measures that might be considered separately from a reduction in the speed limit. We in Readfield recognize that North Rd. is a State Aid road and are willing to consider shared costs for improvements in order to keep our residents and visitors safe. The Readfield Transfer Station serves approximately 5,000 year-round (and a few thousand more seasonal) residents in the towns of Readfield, Fayette, and Wayne.

Please let me know if there is anything that my office can do to facilitate your work or further the discussion of traffic calming measures. Thank you for your consideration of this request and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Dyer".

Eric Dyer, Road Commissioner  
Town of Readfield



## **TOWN OF READFIELD – Town Manager**

**8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355**  
**Office (207) 685-4939 • Cell (207) 242-5437**  
**Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)**

To: Readfield Select Board  
From: Eric Dyer, Town Manager  
Date: February 15, 2019  
Subject: Property Review - 2016 Tax Year

A number of reference documents are attached to this memo including our Administration Ordinance, policy on Tax Acquired Property Disposition, pre-foreclosure checklist, and foreclosure waiver form. These resources identify the criteria for the property review process as well as legal and policy parameters relating to foreclosure. Additional detailed information on the properties approaching foreclosure has been provided to the Select Board but is not included with this memo.

The lien process for taxes due in the 2016 tax year will be completed on February 22, 2019. Foreclosure of properties is automatic unless all taxes for the year are paid in full or a waiver is granted due to liability that the municipality deems unacceptable. Following foreclosure, property owners are given 30 days to pay all past due taxes and fees for all tax years (2016-2018) and reclaim their property as detailed in the Tax Acquired Property Disposition policy. Properties not reclaimed by their owners are subject to disposition by the Select Board.

As of the writing of this memo there are ten properties at risk of foreclosure as a result of unpaid 2016 property taxes. Although most are expected to be paid before the 22<sup>nd</sup>, six were determined to warrant review for potential liability. Following administrative review by the Town Manager and field review by acting CEO Clif Buuck, it is recommended that all six properties be allowed to foreclose without the granting of a waiver.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Dyer", is written over a horizontal line.

Eric Dyer,  
Readfield Town Manager

# Town of Readfield Administration Ordinance

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The Select Board shall have the authority to manage the following items:

## Sections

- 1.1 ACCEPT PAYMENT OF TAXES**
- 1.2 CONTRACTS AND LEASES**
- 1.3 SALE OF SURPLUS PROPERTY**
- 1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN**
- 1.5 TAX ACQUIRED PROPERTY**
- 1.6 WAIVER OF FORECLOSURE**
- 1.7 INCREASE BUDGET ITEM BY 5%**
- 1.8 MISCELLANEOUS FEES**
- 1.9 DISBURSEMENT WARRANTS**

### **1.1 ACCEPT PAYMENT OF TAXES**

Authorize the Treasurer of Readfield to accept prepayment of taxes not yet committed pursuant to 36 M.R.S.A., Section 506.

### **1.2 CONTRACTS AND LEASES**

On behalf of the Town of Readfield, enter into single or multi-year contracts, leases and lease/purchase agreements, not to exceed five years, in the name of the Town if it is deemed to be in the best interest of the Town.

### **1.3 SALE OF SURPLUS PROPERTY**

On behalf of the Town sell any town owned surplus property, equipment and tools no longer needed by the Town. The Select Board shall determine whether to use the proceeds to offset current year expenses or whether they shall be applied to the General Fund.

### **1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN**

To accept and expend, on behalf of the Town, any gifts or donations, including grants from federal, state and local agencies, unanticipated donations, or pass-through funds that may be provided by individuals, business associations, charitable groups, or other organizations, if the Select Persons determine that the gifts, donations, or pass through funds and their purposes are in the best interest of the Town. Enter into and execute such agreements and contracts and to take all actions as may be necessary, appropriate and convenient to accomplish this acceptance. Any donation or gift that requires additional funds, such funds must be appropriated by a Town ballot vote. The value and intended purpose of all donations accepted on behalf of the Town in excess of \$100, exclusive of volunteered time, whether cash or in-kind, publicly or anonymously given, shall be recorded by the Collection Clerk or designee and a receipt provided to the donor.

### **1.5 TAX ACQUIRED PROPERTY**

To retain; sell to the prior owner for taxes, interest and costs; or sell the tax acquired property on such terms as they deem advisable, and in accordance with the Town's Tax Acquired Property Policy.

### **➔ 1.6 WAIVER OF FORECLOSURE**

To issue Waivers of Automatic Foreclosures when the municipal officers wish to avoid acquiring



# Town of Readfield Administration Ordinance

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property that may be burdensome to the Town and to take court action if needed to foreclose at a later date, if desired.

## **1.7 INCREASE BUDGET ITEM BY 5%**

To increase by up to 5% any budget item previously approved by Town Meeting vote by transferring funds from another line balance or miscellaneous income.

## **1.8 MISCELLANEOUS FEES**

To set Miscellaneous Fees charged for Town services not covered or set by State Statute.

## **1.9 DISBURSEMENT WARRANTS**

Pursuant to 30-A M.R.S. §§ 3001 (municipal home rule) and 5603(2) (A), the treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted for and signed by a majority of the municipal officers at a duly called public meeting, (b) seen and signed by a majority of them acting individually and separately, or (c) signed by any one of them acting alone as provided by law for the disbursement of employees' wages and benefits and payment of municipal education costs and state fees.

Enacted June 9, 2015

### **Amendment History:**

TM: Enacted: June 14, 2016

TM: Amended: June 13, 2017

Certified by:

  
Robin L. Lint, Town Clerk

**TOWN OF READFIELD  
POLICY FOR  
DISPOSITION OF TAX ACQUIRED PROPERTY**

Adopted: Jan. 8, 2007  
Amended: Jan. 4, 2010

**Article 1. General**

- 1.1 The purpose of this Policy is to establish procedures for the efficient and fair management, administration and disposition of real property acquired under the tax lien procedures set forth in Title 36 M.R.S.A. §§942 and 943, as amended. Nothing in this Policy shall be interpreted to (1) give additional substantive or procedural rights to owners or former owners of property forfeited for non-payment of taxes or (2) to limit the right of the Select Board to waive these guidelines if the Select Board deems it to be in the Town's best interest to do so.

**Article 2. Actions Concerning Tax-Acquired Property Pending Final Disposition**

- 2.1 Following the foreclosure of any tax lien mortgage, the Town Treasurer shall by first class mail, return receipt requested, notify the last known owner of record that his or her right to redeem the property has expired. The notification shall also state that the property will be disposed of in accordance with this Policy, a copy of which shall be included with the notification. The same shall be sent via US Mail, 1<sup>st</sup> Class with Certificate of Mailing.

- 2.2 Each year the Treasurer shall prepare a list of properties acquired due to non-payment of property taxes and foreclosure of tax liens and provide this list (the "Tax-Acquired Properties List") to the Town Manager.

- 2.3 The Town Manager and the Code Enforcement Officer, and as necessary in consultation with the Town Attorneys, shall review and inspect (if possible) each property prior to the last Select Board meeting before foreclosure, so that they may be identified on the Tax-Acquired Properties List and a determination may be made as to whether the foreclosure is in the best interest of the Town, based on the following criteria:

- A. The potential liabilities (environmental, structural safety, health or other hazards associated with the property) that the Town might assume by taking possession or by operating the property and whether the Town's interests in light of such potential liabilities would be best served by immediately disposing of the property or retaining it;
- B. The level of insurance required to protect the Town's interest in the property and to protect the Town from liability in the event that the property is retained; and
- C. Whether the property is currently occupied and the likelihood of requiring legal assistance (and estimated costs of the same) to require the occupants to quit the premises.

- 2.4 In the event that a tax-acquired property remains or becomes vacant for sixty (60) consecutive days following the date of foreclosure of the tax liens under which the Town

becomes the owner of a property, the Town Manager shall obtain liability coverage for the property.

### **Article 3. Review and Disposition of Tax-Acquired Properties**

3.1 The Town Manager will offer arrangements to the previous owner to secure just and prompt payment of outstanding and current taxes, related interests and costs to be paid within 30 days of foreclosure.

1. The Town Manager shall present the taxpayer with a written notice for payment of all past due and currently due taxes, interest, and costs under the tax lien process and all outstanding sewer charges, assessments and other lawful charges as are due and owing to the Town.
2. The Town's costs shall include all costs incurred or to be incurred by the Town in addition to those incurred in the tax lien process and shall include, but not be limited to, insurance costs, registry filing and mailing costs, advertisement costs, and attorney's fees.
3. Failure of an owner to respond within thirty (30) days of a written notice will result in a forfeiture of the property being either retained by the Town or sold under the other provisions of this Policy.

3.2 In the event any previous owner fails to respond and forfeits a property, the Town Manager will summarize the results of his or her Section 2.3 review of each property and make one of the following recommendations:

1. Retain the property for a particular public purpose. The Town Manager, in consultation with the Town Attorney shall review and pursue, if appropriate or required, judicial confirmation of the Town's right, title or interests in the subject property under 14 M.R.S.A. §6651 et seq.
2. Sell the property with or without conditions.
3. Take no action other than to set a date for further consideration by the Board, which shall occur at least annually.

The Town Manager shall forward his or her reviews, recommendations and determinations regarding each property to the Select Board. The Select Board may override a particular recommendation of the Town Manager to retain a property but shall otherwise direct that the property be processed in conformance with the terms of this Policy.

### **Article 4. Property to be retained**

4.1 If the Select Board deems it to be in the Town's best interest, it may retain the acquired property for a specified purpose. By way of example, but not limitation, the Select Board may deem it to be in the Town's best interest to retain the property where:

- a. the property has or will have recreational value or economic value to the Town.

- 1
- b. the property has or will have potential for a public facility or additions to public facilities.
- 4.2 If the property is retained, the Select Board may pursue an action for equitable relief in accordance with the provisions of Title 36 M.R.S.A. §946, if desirable.
- 4.3 The Select Board shall cause the tax-acquired property retained to be managed and insured as it would any other municipal property.
- 4.4 If retained, the Town shall pay the outstanding unpaid sewer rates, assessments or other lawful charges.

#### **Article 5. Property to be Sold**

- 5.1 The Select Board shall determine the method of sale for properties acquired for non-payment of taxes. Methods may include but not be limited to brokerage sale, negotiated sale, or public bid process.
- 5.2 If the public bid process is utilized, the Town Manager shall cause to be published a notice of the sale of the tax-acquired property in a local newspaper. The notice shall be posted in a conspicuous place within the Municipal Building. The notice shall be sent to the person from whom the property was acquired and the property owners whose property immediately abuts the property to be sold. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain information useful to prospective bidders and the terms of the sale as determined by the Town Manager.
- 5.3 All bids shall be submitted on forms prescribed by the Town Manager in an envelope clearly marked "Tax-Acquired Property Bid" and accompanied by a cashier's or certified check equal to the bid deposit. Bids shall be publicly opened and read on the date and at the time specified.
- 5.4 The Town Manager shall review all bids and make recommendations to the Select Board. The Select Board shall determine the successful bidder.
- 5.5 The Town of Readfield reserves the right to accept or reject any or all bids, and waive any of the requirements of this Policy should the Select Board, in its sole determination, judge such actions to be in the best interest of the Town of Readfield. Instances where this right may be invoked include, but are not limited to:
- a. The Select Board may wish to sell the property to an abutting property owner rather than the highest bidder.
  - b. The Select Board may determine a use other than the use proposed by the highest bidder is in the best interests of the Town.
- 5.6 Should the Select Board reject all bids, the property may again be offered for sale.
- 5.7 Should the bidder fail to close, the Town shall retain the bid deposit. The Select Board may offer the property to the next highest or any other bidder, if it determines that it is in the best interest of the Town.

- 5.8 Title to tax-acquired property shall be transferred only by means of a Municipal Release Deed.
- 5.9 Unless the property is vacant at the time of sale, the successful bidder shall be responsible for the removal of occupants and contents in a manner according to law.
- 5.10 The proceeds of the sale shall be distributed in the following manner: (1) all taxes, interest and costs under the tax lien process shall be paid, (2) all outstanding sewer rates, assessments or other lawful charges shall be paid, and (3) any balance shall be placed in a General Fund account.

#### **Article 6. Waiver of Foreclosure**

- 6.1 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, the Select Board may authorize the Treasurer to record a waiver of foreclosure in the Registry pursuant to 36 M.R.S.A. § 944, provided that this determination is made before the right of redemption expires.
- 6.2 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, and this determination has been made prior to the issuance of the Impending Foreclosure Notice under 36 MRSA § 943, the Select Board may instruct the Treasurer not to send the Impending Foreclosure Notice, thereby preventing the foreclosure from occurring.

#### **Article 7. Taking Possession of Property**

- 7.1 At such time as it considers the proper disposition of a parcel of tax acquired property, or at such earlier time as may be recommended by the Town Manager, the Select Board shall consider whether it would be desirable for the Town to take immediate possession of the property in order to preserve the value of the property or otherwise protect the interests of the Town.
- 7.2 In making the determination under Section 7.1, the Select Board shall consider the condition of the property, the occupancy status, any potential risks to the value of the property, the status of insurance, any obstacles to exercising possession, the possible need for court assistance and any other factors that the Select Board deems appropriate.

**Town of Readfield Pre-foreclosure Inspection Form**

Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Map: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Lot: \_\_\_\_\_

Inspected by: \_\_\_\_\_

**Potential Liabilities:**

Environmental:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Structural Safety:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health or Sanitary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Security:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance Needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Occupancy Status:**

Occupied \_\_\_\_\_

Unoccupied \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Foreclosure Recommendation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Waiver of Foreclosure Form**

The foreclosure of the tax lien mortgage on real estate for a tax assessed against \_\_\_\_\_ (name) to \_\_\_\_\_ (name of municipality) dated \_\_\_\_\_ and recorded in \_\_\_\_\_ Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_ is hereby waived by a vote of the municipality's legislative body on \_\_\_\_\_, pursuant to 36 M.R.S.A. § 944.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

Treasurer of \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF MAINE

\_\_\_\_\_ ss. Date: \_\_\_\_\_

Then personally appeared the above named \_\_\_\_\_, Treasurer and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before me,

\_\_\_\_\_  
Notary public/Attorney at Law

\_\_\_\_\_  
(Print Name)

**Eric Dyer**

---

**From:** Bruce Bourgoine <bbourgoine@readfieldmaine.org>  
**Sent:** Wednesday, February 13, 2019 4:43 PM  
**To:** Eric Dyer  
**Cc:** Christine Sammons  
**Subject:** 19-079 - Consider a process for Select Board vote or comment on pending State legislation

Eric - Please forward this to the full board as background information for item 19-079 on our next agenda.

I very much appreciate John Parent suggesting we consider that we might as a board endorse or recommend a bill or bills under consider by the state legislature. The intent might be to ask the Board to consider a list of existing legislative bills we would endorse or recommend as a Board with a letter to be sent to our State Representative and Senator.

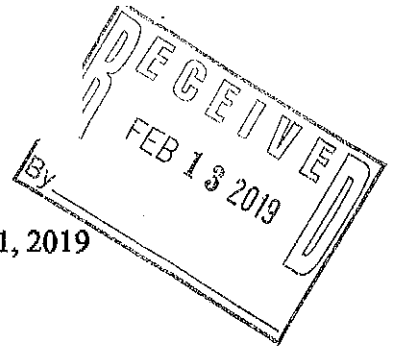
I would think the criteria would be a very short list that we think would garner unanimous support of the board, definitely be likely to be broadly supported by the townspeople we represent, and be of understandable and of utmost benefit to the town. An example might be bills on revenue sharing. I, speaking only for myself, would avoid bills that may be controversial or we think ought be amended - saving those for individuals to act upon if they so desire.

I'm not sure if past boards have done something similar in the past but it seems reasonable to consider. There are also individual timing considerations on bills depending on where each piece of legislation is in the process.

Respectfully;  
Bruce Bourgoine  
Readfield Select Board

*Correspondence with public officials is subject to applicable "Freedom of Information" laws.*





**MEMO**

**TO:** Key Officials of Kennebec County Towns  
**FROM:** Mary Sabins, Vassalboro Town Manager  
Christine Landes, City of Gardiner Manager  
**RE:** Emergency Dispatch

**DATE:** February 11, 2019

As most of you are aware by now, effective July 1, 2019, all but one (Gardiner excluded due to call volume) of the current Kennebec County users of the Central Maine Regional Communication Center (CMRCC) dispatch services have been asked by the Kennebec County Sheriff to contract with the City of Augusta for dispatch services. The requested change is due to a perceived lack of compatibility between the software programs that are currently being used (Spillman vs. IMC). There are a couple of downsides to this proposal to change dispatch service: The City of Gardiner would no longer have any viable and affordable dispatch services; four municipalities will have to expend increased funds for compatible radio equipment; and the conceptual idea does not endorse the ever present thought process of being more regionalized.

At a recent Kennebec County Commissioner's meeting, where a large group of town officials gathered to discuss the perceived hardship the proposed changes in dispatch service will cause on the twenty-two municipalities in the County, the CMRCC Director (Cliff Wells) informed the group that the CMRCC would agree to maintain the current level of dispatch services if the twenty-two participating towns would agree to contribute more money to hire seven more dispatchers dedicated to an IMC desk. This proposal came to the municipalities with a price tag of about \$640,000. Realizing that this price was an increase of about \$265,000 above the City of Augusta proposal, the City of Gardiner has offered to contribute at a higher rate than the other municipalities. They have offered to pay \$185K of this increase, annually for three years, to keep the CMRCC dispatch service functioning status quo. During this time frame, Representatives and Senators of Kennebec County are being asked to support proposed legislation to bring back the Emergency Communications Board that was dissolved a few years ago. This Board, with appointed members that use both the IMC and Spillman programs, would be asked to perform an analysis on both dispatch programs covering costs, benefits, deficits, a request to have an interface between the Spillman and IMC software programs developed, and even the thought process of having a dispatch service back at the county level.

**We write this memo to you today to encourage your municipalities support of staying with the MRCC for the next three-years until a Board can determine how this issue can be resolved. This will allow all of the twenty-two municipalities to continue on, as is for now, and a thorough review process be conducted. Also, your support of a request to bring back the Emergency Communications Board would be appreciated. A request for such proposed legislation has been sent to all Representatives and Senators of Kennebec county.**

Additional information on this topic is expected to be released at the next Kennebec County Commissioner's meeting on Thursday, February 14<sup>th</sup> at 10:00 a.m. at the County House next to the jail. The public is welcome and invited to attend.

1/7/2019

CITY OF AUGUSTA  
DISPATCH PROPOSAL  
KSO COMMUNITIES

TOWNS	POPULATION	PERCENT	75%	RATE	LAW	FIRE	EMS
				\$275,954			NO EMD
Albion	2,057	4.01%	11,065		386		
Belgrade	3,183	6.20%	17,123		727		
Benton	2,704	5.27%	14,546		850		
Chelsea	2,677	5.22%	14,401		900	86	174
China	4,335	8.45%	23,320		1,363		
Farmingdale	2,948	5.75%	15,859		645		
Fayette	1,124	2.19%	6,046		254		
Litchfield	3,637	7.09%	19,565		579	99	214
Manchesterville	2,574	5.02%	13,847		1,160		
Mt Vernon	1,646	3.21%	8,855		200		
Pittston	2,626	5.12%	14,126		451		
Randolph	1,731	3.37%	9,312		560		
Readfield	2,595	5.06%	13,960		684		
Rome	1,013	1.97%	5,449		182		
Sidney	4,253	8.29%	22,879		863		
Unity Plant	31	0.06%	167		7		
Vassalboro	4,353	8.49%	23,417		1,027	97	340
Vienna	585	1.14%	3,147		48		
Wayne	1,166	2.27%	6,272		291		
West Gard	3,459	6.74%	18,607		445		
Windsor	2,601	5.07%	13,992		792	84	181
<b>TOTAL</b>	<b>51,298</b>	<b>100.00%</b>	<b>275,954</b>		<b>12,414</b>	<b>366</b>	<b>909</b>

4 ECS	367,938	91,985		7/1/2019	7/1/2018
CALL VOLUME	PERCENT	25%	RATE	COMB TOTAL	RCC current
			\$91,985	\$367,939	
386	2.82%	\$2,594		\$13,659	\$11,698
727	5.31%	\$4,885		\$22,008	\$18,635
850	6.21%	\$5,712		\$20,258	\$16,787
1,160	8.47%	\$7,795		\$22,195	\$17,930
1,363	9.96%	\$9,159		\$32,479	\$26,914
645	4.71%	\$4,334		\$20,193	\$17,143
254	1.86%	\$1,707		\$7,753	\$6,569
892	6.52%	\$5,994		\$25,559	\$21,545
1,160	8.47%	\$7,795		\$21,641	\$17,424
200	1.46%	\$1,344		\$10,198	\$8,912
451	3.29%	\$3,031		\$17,157	\$14,762
560	4.09%	\$3,763		\$13,075	\$10,812
684	5.00%	\$4,596		\$18,556	\$15,568
182	1.33%	\$1,223		\$6,672	\$5,727
863	6.30%	\$5,799		\$28,678	\$24,453
7	0.05%	\$47		\$214	\$181
1,464	10.69%	\$9,837		\$33,254	\$27,418
48	0.35%	\$323		\$3,470	\$3,073
291	2.13%	\$1,955		\$8,228	\$6,928
445	3.25%	\$2,990		\$21,598	\$18,831
1,057	7.72%	\$7,103		\$21,095	\$17,133
13,689	100%	91,985		\$367,939	\$308,442

△ 2,988

19.3%

2/14/2019

**DRAFT FOR DISCUSSION PURPOSES ONLY**

FY20

Total Cost of 7 Dispatchers  
 Amount Gardiner Contributes  
 Cost Paid by Remaining Customers

\$638,821  
 \$185,000  
 \$453,821

TOWNS	POPULATION	PERCENT OF TOTAL POPULATION	75% OF COST	LAW CALLS	FIRE CALLS	EMS CALLS	TOTAL CALL VOLUME	PERCENT OF TOTAL CALL VOLUME	25% OF COST	Rates Based on Assumptions Above	FY19 Rates	Change in Rates
			\$340,366						\$113,455			
Albion	2057	4%	\$13,648	386			386	2.8%	\$3,199	\$16,848	\$11,698	\$5,150
Belgrade	3183	6%	\$21,119	727			727	5%	\$6,025	\$27,145	\$18,635	\$8,510
Benton	2704	5%	\$17,941	850			850	6%	\$7,045	\$24,986	\$16,787	\$8,199
Chelsea	2677	5%	\$17,762	900	86	174	1,160	8%	\$9,614	\$27,376	\$17,930	\$9,446
China	4335	8%	\$28,763	1,363			1,363	10%	\$11,297	\$40,060	\$26,914	\$13,146
Farmingdale	2948	6%	\$19,560	645			645	5%	\$5,346	\$24,906	\$17,143	\$7,763
Fayette	1124	2%	\$7,458	254			254	2%	\$2,105	\$9,563	\$6,569	\$2,994
Gardiner	Flat Rate						0			\$185,000	\$65,338	\$119,662
Litchfield	3637	7%	\$24,132	579	99	214	892	7%	\$7,393	\$31,525	\$21,545	\$9,980
Manchester	2574	5%	\$17,079	1,160			1,160	8%	\$9,614	\$26,693	\$17,424	\$9,269
Mt Vernon	1646	3%	\$10,921	200			200	1%	\$1,658	\$12,579	\$8,912	\$3,667
Pittston	2626	5%	\$17,424	451			451	3%	\$3,738	\$21,162	\$14,762	\$6,400
Randolph	1731	3%	\$11,485	560			560	4%	\$4,641	\$16,127	\$10,812	\$5,315
Readfield	2595	5%	\$17,218	684			684	5%	\$5,669	\$22,887	\$15,568	\$7,319
Rome	1013	2%	\$6,721	182			182	1%	\$1,508	\$8,230	\$5,727	\$2,503
Sidney	4253	8%	\$28,219	863			863	6%	\$7,153	\$35,372	\$24,453	\$10,919
Unity Plant	31	0%	\$206	7			7	0%	\$58	\$264	\$181	\$83
Vassalboro	4353	8%	\$28,882	1,027	97	340	1,464	11%	\$12,134	\$41,016	\$27,418	\$13,598
Vienna	585	1%	\$3,882	48			48	0%	\$398	\$4,279	\$3,073	\$1,206
Wayne	1166	2%	\$7,736	291			291	2%	\$2,412	\$10,148	\$6,928	\$3,220
West Gardiner	3459	7%	\$22,951	445			445	3%	\$3,688	\$26,639	\$18,831	\$7,808
WindSOR	2601	5%	\$17,258	792	84	181	1,057	8%	\$8,760	\$26,018	\$17,133	\$8,885
TOTAL	51298	100%	\$340,366	12,414	366	909	13,689	100.0%	\$113,455	\$453,821	\$373,781	\$285,040

**FYI**

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

### Potential Future Meeting / Workshop Items:

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

19-068 - Consider a third draft of the Fiscal Year 2019-2020 (FY20) budget - 20 min.

Library site visit (off regular meeting schedule)

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