

**Readfield Select Board
Meeting Agenda
April 1, 2019, Readfield Town Office**

Regular Meeting starts at 6:30pm
Meeting ends (unless extended) at 8:25pm

Pledge of Allegiance

Regular Meeting Items - 5 min.

19-093 - Minutes: Select Board meeting minutes of March 18, 2019.

19-094 - Warrants: #40-41(FY19).

Communications - 25 min.

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Budget Committee minutes of January 17 and February 12, 2019
- Readfield Enterprise Committee minutes of December 18, 2018 and January 15, 2019

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

Appointments, Reappointments, & Resignations - 5 min.

19-095 - Consider the appointment of Maura Moody to the Heritage Days Committee

19-096 - Consider the appointment of the 2019 Ballot and Election Clerks

Old Business - 40 min.

19-068 - Fiscal Year 2019-2020 (FY20) budget & Warrant review - 30 min.

19-092 - Discussion of state statutes relating to cannabis and “opt-in” requirements - 10 min.

New Business - 35 min.

19-097 - Consider a Liquor License for the Weathervane Restaurant - 5 min

19-098 - Update and discussion with the Town Assessing Agent - 25 min.

19-099 - Regional broadband project update and discussion - 5 min.

Other Business and Future Agenda Items - 5 min.

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – March 18, 2019 – *Unapproved*

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

Excused Absences: John Parent

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Mark Roy, Abby Austin, Grace Keene, Ralph Eno

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

- Mark Roy Auditor for Barry, Talbot & Royer gave a review of the audit completed for the Town of Readfield.
- **19-089 – Minutes: Select Board meeting minutes of March 4, 2019**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of March 4, 2019 as presented, **second** by Mr. Price. **Vote** 4-0 in favor.
- **19-090 – Warrants #38-39 (FY19)**
 - Mr. Price reviewed Warrants #38-39 (FY19)
 - **Motion** made by Mr. Price to approve Warrants #38-39 (FY19) in the amount of \$43,437.15, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Price made one last announcement that if anyone is interested in helping with Heritage days to please stop by the Town Office or contact him. The first meeting will be on a Sunday in April.
 - Mrs. Woodsum wanted to thank Mr. Dyer on the weekly updates that he sends to the Select Board and how they are very informative and nicely done.
- **Staff Reports**
 - Mr. Dyer went over the February Treasurers Report
- **Boards, Committees, Commissions & Departments**
 - Trails Committee minutes of January 22, 2019
 - Library Board minutes of February 13, 2019
 - Thank you for submitting your minutes*
- **Public Communications - *Members of the public may address the Select Board on any topic***
 - Ralph Eno spoke on the audit report and likes to hear that it's a clean report. Would like to Town to ask the auditor for some input on the undesignated funds balance and where they should be.

Old Business:

- **19-068 –Fiscal Year 2019-2020 (FY20) budget & Warrant review**
 - Mr. Dyer reviewed the Municipal Building Projects Soft Cost Analysis report. Combined total cost for both Fire Department and Library around \$850,000.
 - Mrs. Woodsum reviewed the different proposals received from Dirigo Architectural Engineering and Main-Land Development Consultants, Inc. with the Select Board.

Readfield Select Board
Regular Meeting Minutes – March 18, 2019 – *Unapproved*

- **Motion** made by Mrs. Woodsum to accept the proposal from Dirigo Architectural Engineering for the project titled; Town of Readfield - Library in the amount of \$9,405.00 and authorize the town manager to proceed, **second** by Mr. Price. **Discussion:** More money may be taken from the Stephen King grant if needed. **Vote** 4-0 in favor.
- **Motion** made by Mrs. Woodsum to accept the proposal from Dirigo Architectural Engineering for the project titled; Readfield Fire Station Additions in the amount of \$63,500.00 for the phased project and authorize the town manager to proceed, **second** Mr. Price. **Motion** made by Mr. Bourgoine to amend the main motion to suspend the purchasing policy pursuant to the main motion, **second** by Mrs. Sammons. **Vote** on the amendment to the motion 4-0 in favor. **Vote** on the amended motion 4-0 in favor.
- **Motion** made by Mr. Bourgoine that we suspend the purchasing policy in regards to the single source expenditure plan approved earlier for the Town of Readfield – Library project, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

Motion made by Mr. Bourgoine to extend the meeting for 40 minutes, **second** by Mr. Price. **Vote** 4-0 in favor.

- **Motion** made by Mrs. Woodsum to accept the bid proposal from Main-Land Development Consultants, Inc. for Readfield Fire Station Expansion – Site Civil Engineering Design Services in the amount of \$39,500.00 and suspend the purchasing policy for this one bid and authorize the town manager to proceed, **second** by Mr. Price. **Vote** 4-0 in favor.
- Review of Draft Warrant:
 - Articles 1 - 6 – no motion needed
 - **Motion** made by Mr. Bourgoine with a Select Board recommendation of Yes for Articles 7 - 14 and Articles 17 – 21, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Bourgoine with a Select Board Recommendation of Yes for Articles 15 & 16, **second** by Mrs. Woodsum. **Discussion:** Changes to be made to the Town Building Improvements. Should or shouldn't the Fire Department and Library projects be combined. **Motion withdrawn** by Mr. Bourgoine, **second withdrawn** by Mrs. Woodsum.
 - Articles 15 & 16 – Hold off to refine the two articles
 - **Motion** made by Mr. Bourgoine with a Select Board recommendation of Yes for Articles 22 – 29, **second** by Mr. Price. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Price with a Select Board recommendation of Yes for Articles 30 & 31, **second** by Mrs. Woodsum. **Discussion:** Mrs. Woodsum asked if the town could step up time on property reevaluations. Suggested to invite the assessor to speak or have an assessor meeting in April to discuss property reevaluation. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum with a Select Board recommendation of Yes for Articles 32, 33 & 35 with the amounts listed, **second** by Mr. Price. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum with a Select Board recommendation of Yes for Article 34 with the amount to change to \$106,560 with the change of the Fire Station Addition, **second** by Mr. Price. **Vote** 4-0 in favor.
 - Article 36 – postponed
 - Article 37 – Public Hearing for LUO changes scheduled for Wednesday, March 27.

Readfield Select Board
Regular Meeting Minutes – March 18, 2019 – *Unapproved*

New Business:

- **19-091 – Discussion of LED streetlight conversion**
 - Background information included in Select Board packet. Follow up from CMP in supplemental packet distributed at tonight’s meeting.
 - Mr. Dyer feels we shouldn’t be perusing this for this fiscal year but start planning for the next year.

- **19-092 – Discussion of state statues relating to cannabis and “opt-in” requirements**
 - Tabled to next meeting

Future Agenda Items:

- April meetings are Monday, April 1 and Tuesday, April 23. Public Hearing on Warrant will be May 16.

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

Minutes submitted by Kristin Parks, Board Secretary

RESERVED

COMMUNICATIONS

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

**TOWN OF READFIELD
BUDGET COMMITTEE**

**Minutes of Meeting
January 17, 2019**

APPROVED

The Readfield Budget Committee held a regularly scheduled meeting on January 17, 2019 at Town Hall. Committee members in attendance included: Andrews Tolman, Chairman; Marty Hannish; and Ellen Schneider. Also present were Eric Dyer, Town Manager, and Teresa Shaw, Finance Director. Peter Davis and Rebecca Lambert were absent.

The meeting convened at 6:35 pm and began with a review of the minutes of the Committee's meeting of January 3rd. Hannish moved that the minutes, which included nonsubstantive corrections from the draft version, be accepted. The motion was seconded by Tolman and passed without objection.

The Committee then turned to the budget items scheduled for review at the meeting, beginning with Department 25-40, Library. Deb Peale and Sonya Clark attended the meeting and presented an overview of the Library's budget request. The Library Board's objectives for the coming year include expanding the librarian's hours from 20 to 30 hours each week, along with an expansion of the library's hours and enhanced programming. Peale and Clark indicated they would be providing historical data related to public use of the library. While the Board will be seeking grant dollars to assist with these initiatives, they are also seeking increased support from tax revenues. Dyer noted that the current balance in the library's reserve fund is \$6,700. The total proposed increase in the library budget is approximately \$9,200.

Dyer explained that the proposed budget reflects expenses associated with an increase in the librarian's hours to 28, below the level at which an employee would be considered full time and would be eligible for the benefits package that accompanies full time employment. The cost of this increase is 47,860.

The budget as currently proposed includes \$440 for electronic communications. Clark explained that the library receives a subsidy from ConnectME, which discounts access to electronic communications.

The Committee discussed the condition of the library building, which had come up in discussions during the prior fiscal year's budget meetings. Peale and Clark explained that due to the age of the building and the fact that the structure was designed and built as a residence, the second floor will not safely support the weight of stored books. This means that either the Friends of the Library will have to find an alternative site in which to store books donated for the fund raising sale, or they will have to stop holding the sale and refuse contributions of books.

The building is in need of substantial repair including roof repair/replacement, shingling, climate control upgrading, as well as repair and replacement of some equipment. The King Foundation has provided a \$25k grant that will be put toward the cost of these upgrades, but additional monies will be required. The Budget Committee will discuss the budget request for this purpose during its review of the capital budget, on a later date.

The next agenda item was Department 25-30, Age Friendly Community initiatives. Romaine Turyn was present at the meeting to present the budget, which does not reflect any increased expenditures for FY20. Turyn noted that while Readfield's age friendly activities were initially funded with a grant, the program now receives \$1,750 in appropriations. There is no longer a reserve fund for this purpose; all grant funds had to be spent down by last November.

Turyn explained that the age friendly activities rely to the greatest extent possible on volunteer support and contributions. For example, the Committee worked with the Red Cross to obtain new smoke detectors for older Readfield residents. The Red Cross purchased the equipment and local volunteers installed them in some 20 homes.

The Age Friendly initiative also delivers buckets of sand to residents for use on ice and runs a "handy helpers" program that provides volunteers to address small home projects for seniors. Turyn noted that in the coming year, the Committee plans to increase publicity for the services.

Next, the Budget Committee reviewed the proposed budget for Department 50-10, Cemetery. Ben Rodriguez, who oversees the Town's cemeteries, was present to explain the budget. Rodriguez noted that while there remains a good deal of unspent appropriations in this account in the current year, a good deal more work is planned between now and the end of the fiscal year. He expects that virtually all of the appropriated funds for FY19 will be spent down.

The cemetery budget for FY20 reflects the impact of inflation. Dyer noted that the budget numbers included in the Committee's review materials appear to be incorrect, as they do not include the supplies budget; there may be other corrections required, as well.

Rodriguez informed the Committee that there is a list of cemetery projects that they would like to undertake over the longer term. These include continued tree work and the purchase and implementation of software that will allow cemetery records to be digitized. A good deal of culvert work has been done alongside the stone wall of the cemetery at Readfield Corner, and it is hoped that will obviate the need to replace that wall. There is a reserve fund, however, that currently holds \$30k to offset the cost of wall repairs, should they become necessary.

Department 25-10, Animal Control, was reviewed next. The proposed budget includes \$575 to fund the increase in wages of the Animal Control Officer, required under terms of the contract negotiations, as well as the cost of contract services with KVHS.

Members then reviewed Departments 25-20, Kennebec Land Trust, 25-25, Kennebec Valley Council of Governments and 25-50, Public Access TV. The proposed budgets for these items reflect either no increase or small decreases, truing up budget for historical rates of spending.

Department 25-60, Street Lights, reflects a proposed increase in budget of approximately \$9,600. This increase is due to an expected 10-15% hike in CMP rates in the coming year. Dyer mentioned that he is currently exploring the feasibility of the Town taking ownership of the streetlights, and converting them to LED, which would save money over time.

The Committee next considered the proposed budget for Department 40-10, Protection. Dyer explained that the budget for ambulance services (40-20) might be low; the proposed figures represent a rough estimate. Because the Town of Winthrop is facing revenue constraints, Readfield may see an increase in costs for the rescue services purchased from Winthrop. Overall, the proposed figures for ambulance are \$1,350 higher than the current year's budget.

Dyer explained to Members that dispatch services are currently up in the air, and in flux. Lake Region Mutual Aid runs through the Town budget - this includes the costs associated with towers, transmitters, receivers and generators - and other towns subsequently pay Readfield for their share of the services. These payments are reflected in the revenue budget for our Town. Dyer went on to say that some 911 calls are routed through RCC to Augusta, due to the Sheriff's preference. That route results in higher costs for the Town, and the budget reflects an increase of about \$2,400 year over year for that service. The Town also incurs expense for some 911 service routed through Somerset County.

The Committee also discussed the budget proposed for the Fire Department. This proposal includes an increase of \$2k for training of personnel (Firefighters 1 & 2), which has to be carried out on a particular cycle. Funding for SCBA Testing is also proposed to increase by \$800 to square the budget with actual, historical levels of spending. The budget for EMS equipment has been zeroed out (\$500) to reflect the fact that the Fire Department, for liability reasons, no longer engages in any lifesaving activities.

The proposed budget moves \$8k that has, to this point, appeared in the operating budget as equipment replacement, to the capital budget, as these dollars are used for capital investments.

There was a brief discussion regarding the desire of the Fire Department to undertake a substantial capital improvement project: adding another bay to the firehouse, along with material improvements to that building. Dyer pointed out that by the close of FY19, the Town will have retired \$138k in debt associated with the 2008 road bond. Because we are actively following a strict investment plan in road maintenance, the Town should not have to float another bond for road activity, save unforeseen circumstances. The borrowing for the last fire truck will be retired in 2023. At that point in time, we will likely need to invest in a new truck.

Therefore, it seems that there is room in the debt portfolio of the Town to invest in upgrades to the firehouse.

As the meeting drew to a close, the group discussed how Dyer planned to show the public the breakout of the town budget and its associated mil rate from the impact the school budget and the county budget will have on Readfield taxpayers' mil rate. The Select Board is interested in presenting the information in this segregated fashion, as there is little influence the Town can exercise over the school and county budgets. As the proposed budget currently stands, there will be no impact on the mil rate *for those expenditures outside the school and county budgets*.

The meeting adjourned by unanimous consent at approximately 8:50 pm.

Respectfully submitted,
Ellen Schneiter

TOWN OF READFIELD
BUDGET COMMITTEE
Meeting of February 12, 2019
Minutes

APPROVED

The Budget Committee of the Town of Readfield held a regularly scheduled meeting on February 12, 2019. Members in attendance included: Andrews Tolman, Chair; Rebecca Lambert; Pete Davis; and Ellen Schreier. Martin Hanish was absent. Eric Dyer, Town Manager, was also present. The meeting was convened at approximately 6:35 pm.

Dyer reminded Members that the next meeting of the Committee would be February 28, 2019. That meeting, which will focus on the capital budget plan, will be held in conjunction with the Select Board.

Dyer then reviewed an updated version of the current calculation of the 2020 mil rate. He pointed out that this iteration assumes no change in valuations, but has been adjusted to reflect the increase in revenue sharing proposed in Governor Mills' biennial budget. The current version of the mil calculation shows no change, year over year.

Sean Keegan and Hannah Flannery of the Recreation Association presented the proposed budget for Recreation (Department 30-10) to the Committee. Keegan noted that the budget builds in an increase of \$250 to account for the cost of swim instruction, which the Association plans to build into the rec program in the coming summer season. He added that they anticipate that fee revenues will offset the cost of lifeguards at the beach, noting that the rec budget is entirely fee based/funded.

Keegan and Flannery stated that there are no plans to change any of the charges or fees for the sports programs in the coming year. Much of the equipment, which was very old, has been replaced over the course of the current year.

The group discussed recreation fees and programming. Keegan noted that Maine Vocational Rehabilitation programming helps provide some support for staff, as does the Fed Cap program. Last summer, the rec programs met their revenue targets and received very good public feedback.

Dyer then reviewed the proposed budget for Readfield Heritage Days, which are held on a two-year cycle, with the Heritage Day celebration being held during the even numbered fiscal years (e.g. FY20). Each year, \$5k is put in reserves for the celebration; this happened for FY19. The additional \$5k included in the proposed FY20 will make \$10k available for the festival and fireworks.

The Committee briefly reviewed the budget for Town Properties (30-60), which show no change, year over year.

Greg Durgin of the Trails Committee then presented an overview of the Trails budget (30-70). The only budget increase requested is \$2,510 for materials needed to attend to trail building and maintenance. These funds will be provided from the trails' reserves; no new tax revenues are required.

Durgin noted there are various factors that influence annual spending on trails. These include weather, the availability of volunteer support and timing. The Trails Committee cannot always accurately predict when a new trail will be built because of the various factors mentioned above. Dyer noted that the offsetting revenue for the trails budget is included in the revenue budget for the Department.

Millstream Dam (30-80) was then reviewed. That budget reflects an \$8k decrease, as project investments have now been completed.

The discussion then turned to Roads (60-10); this FY20 budget shows a large (\$42.4k) decrease as the Town moves away from most of the very heavy road projects and shifts to a routine maintenance cycle of projects. This shift is very deliberate and intended to smooth out the level of investment in roads that is needed, providing more stability to the roads budget and, barring unforeseen circumstances, the need for large bond issues in the future. It was noted, though, that the paving budget that is part of the maintenance work, appears in the capital budget, rather than the operating budget, and will be discussed later.

The Committee then reviewed the proposed Capital Improvements budget (65-01). This includes the purchase of three computers for town staff. There was a brief discussion regarding the appropriateness of including this item in the capital budget, as computers of this nature may be classified as a supply and included, instead, as an operating expense.

Department 65-05, Capital Improvements/Fire Department, was next on the agenda. The proposed budget includes \$10.5k for investments in equipment repair and maintenance. While this appears to be an increase, Dyer pointed out that these line items had been “moved” to this department from other areas of the budget.

65-12 is the proposed budget for an addition to the fire station. Dyer is now estimating the cost of that project, which would be bonded, at \$500k. This project will include the addition of another bay, as well as a remodeling and expansion of the office portion of the building, adding some rooms, laundry facilities and a second bathroom. The bond issue would be part of the fall issuance from the Maine Bond Bank. Dyer expressed some reservations about the project moving ahead this year, however. The fire station, library and the café building next to the library all share the same septic system. It appears that the system may not be sized to accommodate the additional bathroom and laundry contemplated for the fire station, and it is not yet clear that there is room available to expand the current septic system to proper size. Such an expansion would require additional funding. Further, bonding of this project will need to be a standalone question on the June warrant; fire station building projects have proven to be controversial in the past. Therefore, this project is still quite up in the air.

The group then discussed capital needs at the Library (65-30), which are included in the proposed budget at \$100k. This would not be a bond project but would be funded out of the Town’s undesignated funds. Capital needs include roof repair/replacement, the installation of heat pumps and a fire escape to provide 2nd floor egress. Note that the Library Committee had previously informed the Budget Committee that they had received a grant from the King Foundation to help with some of the costs of this project. The \$100k in the capital budget would provide the rest of the funding required.

The capital budget for cemeteries (65-40) was discussed next. Dyer noted that the Town was in Year 2 of a savings plan to build a \$100k fund for repairs, particularly in case efforts to save the stone wall fail. The budget proposes expenditures of \$5k for repairs at the Readfield Corner cemetery.

Department 65-55, Salt and Sand Shed, was then reviewed. The group discussed the fact this repair project had been included in the FY19 budget but was appearing again in the FY20 budget. Dyer explained that the cost of the project had been substantially underestimated in the last budget cycle; the cost of engineering for the project alone is \$10k. In addition to the \$35k appropriated for the project last year, another \$15k is requested for FY20 to provide the balance of funds now projected to be needed for the project.

The road repair budget appears in Department 80-60. This budget includes \$5k for the repair of the Torsey Pond bridge, bringing the total appropriated for this purpose, over time, to \$15k. Dyer expects this total will now cover the expense of the repair project.

Department 80-90 is the paving budget, which includes a request for \$150k in FY20 to pave the South Road. Dyer and Davis (who is a member of the Roads Committee) noted this is the annual investment needed to adhere to a 12-year maintenance cycle. Adherence to this cycle should allow for proper maintenance of the roads and help obviate the need for any periodic, large investments in the roads.

Department 65-66 includes \$19k for leases of capital equipment including the JD mower and the Bob Cat sidewalk vehicle. This equipment was acquired last year under lease-to-own arrangements.

The FY20 budget includes \$20.5k in capital improvements at the Transfer Station (65-70). Dyer commented that several receptacles need replacement in the coming year. The funds for these replacements (the allocated \$20.5k) would be taken from the capital reserves, which are funded by all three towns that use the station.

The Maranacook Dam project (65-90) shows in the FY20 as a \$300k decrease, as the investment on this project is completed.

Dyer pointed out that, overall, the FY20 capital budget shows a year over year increase of \$400.5k, primarily driven by the fire station project.

Department 70, Transfer Station, was then reviewed. The budget reflects a slight increase associated with the cost of personnel. Dyer noted that it is desirable to have two staff persons on site at all times, which increases costs a bit. Additionally, these staff have built up considerable vacation, sick and comp time, which creates a liability that must be accounted for in the budget.

The cost of hauling (50-81) is expected to decline by almost 12% next year. Tipping fees (50-82) are also expected to decline a bit, but are still much higher than they were several years ago. Dyer pointed out, however, that it is his assessment that the Town is still better off sticking with single sort recycling not only as an ecological matter, but fiscally, too.

The costs associated with trash tipping (50-87) are also expected to fall somewhat.

Equipment maintenance at the Transfer Station (60-35) reflects a proposed budget of \$8k, which is a \$7k increase over the current fiscal year. Dyer explained that this line has been historically underbudgeted and in his judgement, needs to be adjusted to reflect need more accurately.

The Committee then reviewed the "unclassified" budget. This included the budget for the Local Tax Relief Program (90-15), which was started in FY19, with the approval of the voters. The group recalled that the original funding for this initiative derived from proceeds of the sale of a foreclosed property on Main Street. The program is meant to piggyback on the

State's Circuit Breaker program. Dyer reported that thus far, only one taxpayer had applied to the program for relief.

The FY20 budget includes no changes in any requests from the various non-profit organizations that approach the Town for support.

The last budget item discussed was First Park (90-1250). Dyer noted that the Town is getting \$5k more in revenue this year than last. That increase in revenue serves to offset losses associated with the Town's commitment to the business park, reducing them to \$10k.

Tolman informed the group that he had put a notice in the Messenger newsletter about the budget process and the goal of keeping tax increases to a minimum. He reported that he had received a note from one taxpayer, thanking him for working toward that goal.

The meeting was adjourned at 8:35 pm by unanimous consent.

Respectfully submitted,
Ellen Schneiter

Minutes for Readfield Enterprise Committee 1.15.19

Present: Clifford Buuck, Stephen Monsulick, Jr, Christine Sammons, Eric Dyer

Excused Absence: Les Priest

Program Guidelines and Eligibility, under who is eligible, we added entity to any person who owns an existing business or plans to start a new business.

We added LLC on Phase One Application under Type of Organizational Structure.

Section II: Business Plan Information, #6, we added business to your income. And did the same under #7.

Section V: Signatures for Landlords, we add, I have been informed of the Applicant's intention to conduct business and/or the Applicant's intention to perform improvements.

Phase Two Application Draft

A lot of the information for a Complete Business Plan is in Section II of Phase One Application. Make a check list to work from and don't make it so difficult, we scare them off. We might give them Phase One and Phase Two together, so they are aware of the information they will need if they get invited to Phase Two. Eric is going to go through Phase Two documents to see if they are all necessary. They should request a credit score since they can get one free each year.

We would like to invite the applicants who have been successful and hear their side of the process. They could join the Committee or be a mentor.

Send a copy of application process to such organizations as KVKOG, First Park, Winthrop Chamber of Commerce, and other towns that have programs. Add University of Maine to list of resources. Chris offered to contact KVCOG to see if they can speak to us about their resources.

We should take down the Old Information on the Website.

Submitted by Chris Sammons

Minutes for Readfield Enterprise Committee 12/18/18

REC is committee
REF is the fund

It was decided by all that Cliff would be the Chair, Steve would remain the Vice-Chair and Chris would be the Secretary.

Used original What is the Readfield Enterprise Fund document to set up new parameters. No Federal rules and do we keep low income. Eric to check if income was voted in on warrant. Current value of fund is \$54,288.

Delete the 3rd and 4th bullets and not require a down payment.

Add two items under Funds may be used for: 7. Job creation and /or retention plus salaries for employees. 8. IT Development

Funds may be combined with other sources of financing. Decided it could be used as leverage for other sources of financing.

No changes to Funds may not be used for.

No changes to Why does the REC exist?

Who administers the REF and who is eligible to apply for funding. Change first bullet to read The REC loan review committee is composed of Readfield residents and an outside professional advisor. Add entrepreneur to the end of the second bullet. Remove #1 under this bullet. Look at #3 if we want to limit it to 4 employees.

When and where does REC meet. Change first bullet to read monthly or as needed.

How does the REF application work? First bullet change Phase 1 applications are accepted on a rolling basis and will be reviewed within 30 days. Bullet 2 change to Promising projects will be invited to submit a Phase 2 application. Bullet 3 to read Phase 2 applications will be reviewed at the next scheduled REC meeting following the applicant's acceptance of Phase 1 application. Decisions on loans will be made within 30 days from the date of completion of Phase 2. Strike 2. That the loan and grant are not simply replacing other available financing.

We discussed adding proof of what the funds are being used for such as an invoice. We suggested the applicator be given Phase 1 and 2 at the beginning so they are aware of what kind information we need. Phase 1 application has check off for non-profits. Ask on the application if they applied for professional financing. Leave the percentage at 0% because collecting the interest is going to make bookkeeping difficult. The Town of Readfield collects the payments. We have had 2 successful business from past loans.

Submitted by Chris Sammons

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Deborah Nichols

From: Deborah Nichols <clerk@readfieldmaine.org>
Sent: Monday, March 25, 2019 1:38 PM
To: Eric Dyer (manager@readfieldmaine.org)
Subject: Heritage Days committee applicant

Hi, Maura Moody came in today and applied for appointment to the Heritage Days Committee. She said she was referred by Dennis Price. However, she is a resident of Mt. Vernon, so I believe the SB needs to make special consideration of her appointment because the policy specifies Readfield residents only. I have attached the policy section that addresses this with her application and it is in the SB folder. She is highly qualified in my opinion and eager to volunteer, hopefully the board will make an exception to their policy!

Let me know if you'd like me to do anything further with this, thanks.

Deborah Nichols, Clerk
Town of Readfield
8 Old Kents Hill Rd.
Readfield, ME 04355
clerk@readfieldmaine.org
(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.

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE
3/25/2019
DATE RECEIVED

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Which Board, Committee or Commission

are you applying for?

Old Heritage Days

Term:

1 yr

Do you have previous experience on this board or committee?

Yes

No

Name: maura moody

Phone (H): _____

Street address: 690 Wings Mills Road

Phone (C): 485 3922

Mailing address: " _____ " Mount Vernon ME 04352

E-Mail: maurdmooody@gmail.com

Below please tell us of any experience and/or training that might be useful in this position.

I have served on many community committees throughout my
tenure as the Director of the Boys and Girls Club.

Below please tell us the reason you are interested in applying for this position.

I have recently moved to the community and would like to
give back as best as possible.

If you are currently employed, what is your position?

Director, Boys and Girls Club Southern Maine Auburn Lewiston
Clubhouse

APPLICATION FOR APPOINTMENT FOR:

Name: maura moody Position: old Heritage Days Term: 1yr

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

- I approve the use of my e-mail and phone numbers on the Town's public sites and publications.
- I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: [Signature] Date: March 25, 2019

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

Was this position advertised? Yes No If no, please explain: _____

Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No

Confirmed meeting date: _____, 20__

SELECT BOARD APPROVAL

To [Redacted] of Readfield, in the County of Kennebec and State of Maine: There being a position on the [Redacted] we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

[Redacted] thru [Redacted]. Given under our hand this [Redacted] day of [Redacted] 20__.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date: [Redacted]

Is an Oath appropriate: Yes No If yes, what date: [Redacted]

TOWN OF READFIELD

PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT

TO BOARDS, COMMITTEES AND COMMISSIONS (BCC)

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. The Select Board may exclude from consideration any applicant with a physical or mental disability only when the physical or mental disability would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made. The Select Board shall have final authority over the appointment of citizens to Boards, Committees, and Commissions (BCC) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

Note: All positions becoming open for any reason will be open to all interested applicants.

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC:

- 1) US citizenship
 - 2) Resident of the Town of Readfield
 - 3) Notwithstanding the above two criteria, the Select Board, at its discretion, may appoint members of certain Ad Hoc committees that may not meet these criteria as circumstances warrant.
1. Vacancies on BCCs will occur from time to time and are due to three primary causes. Depending upon the reason for a vacancy, different appointment/ reappointment procedures apply:
- a) Vacancy by expiring term: By May 1st of the expiring year, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1.
 - b) Vacancy by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to excessive absenteeism, death or change of residency of the volunteer, the Clerk shall notify the Town Manager to include such notice of vacancy on the next Select Board agenda to declare the position formally open for advertising.
 - c) Vacancy by resignation: Resignations may be in written (letter, email) or verbal form. If verbal, resignations must be communicated to the BCC chair. The BCC Chair shall document all resignations in writing to the Clerk.

Appointment of the 2019 Ballot & Election Clerks

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

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

Select Board of Readfield-appointed April 1, 2019

Bourgoine, Bruce

Parent, John

Price, Dennis

Sammons, Christine

Woodsum, Kathryn Mills

TOWN OATH

I, **Deborah Nichols**, hereby certify that the above clerks, by signing this page personally appeared before me and took the following oath:

I, _____, do swear, that I will support the Constitution of the United States and of the State, so long as I shall continue a citizen thereof.

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

Before me, **Deborah Nichols**, Town Clerk

OLD BUSINESS

Annual Town Meeting Warrant For Secret Ballot held on Tuesday, June 11, 2019

To: Lee Mank, resident of the Town of Readfield, in the County of Kennebec, State of Maine

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 11th day of June, A.D. 2019, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 41 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

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

Article 2:

Elect two Select Board members for three year terms:

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

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

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

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

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2019 through June 30, 2020?

Article 4: Shall the Town vote to fix **September 27, 2019** or thirty days after the taxes are committed, whichever is later, and **February 28, 2020** as the dates upon each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 9% per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 5% , which is lower than the State Rate of 9% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2019 to October 1, 2019?

Article 7: Shall the Town vote to raise and appropriate \$ 485,750 for the **General Government for Administration, Insurance, Office Equipment, Assessing, CEO/LPI/BI, Grant Writing, Heating Assistance and Attorney Fees** budget category for the following budget lines with **Grant Writing, Heating Assistance and Attorney Fees** unexpended balances to be carried forward?

Municipal Administration	\$264,825
Insurance	\$131,340
Office Equipment	\$ 5,400
Assessing	\$ 19,875
CEO/LPI/BI	\$ 37,810
Grant Writing/Planning Ser.	\$ 2,000
Heating Assistance	\$ 1,500
Attorney Fees	\$ 23,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 8: Shall the Town vote to raise and appropriate **\$135,175** for the **Municipal Maintenance** budget category?

General Maintenance	\$ 91,425
Building Maintenance	\$ 37,000
Vehicles Maintenance	\$ 6,750

Select Board recommends: Yes Budget Committee recommends: Yes

Article 9: Shall the Town vote to raise and appropriate **\$7,850** for the **Boards and Commissions** budget category for the following budget lines, with unexpended balance of the Conservation budget line carried forward?

Appeals Board	\$ 100
Conservation Commission	\$ 6,050
Planning Board	\$ 1,700

Select Board recommends: Yes Budget Committee recommends: Yes

Article 10: Shall the Town vote to raise and appropriate **\$65,037** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Library budget line carried forward?

Animal Control	\$ 12,170
Kennebec Land Trust	\$ 250
KVCOG	\$ 4,305
Age Friendly Initiatives	\$ 1,750
Library Services	\$ 35,652
Readfield TV	\$ 4,410
Street Lights	\$ 6,500

Select Board recommends: Yes Budget Committee recommends: Yes

Article 11: Shall the Town vote to raise and appropriate **\$37,412** for the **Recreation, Parks and Activities** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 9,912
Recreation	\$ 12,310
Heritage Days	\$ 10,000
Town Properties	\$ 2,680
Trails	\$ 2,510

Select Board recommends: Yes Budget Committee recommends: Yes

Article 12: Shall the Town vote to raise and appropriate **\$132,200** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward with the exception of the Ambulance Service, and Dispatching?

Operations Fire Department	\$ 67,900
Ambulance Service	\$ 26,750
Tower Sites	\$ 2,550
Dispatching	\$ 35,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 13: Shall the Town vote to raise and appropriate **\$17,000** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 14: Shall the Town vote to raise and appropriate **\$370,578** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$ 104,928
Winter Road Maintenance	\$ 265,650

Select Board recommends: Yes Budget Committee recommends: Yes

Article 15: Shall the Town authorize the Select Board to borrow up to **\$550,000** on such terms as it deems appropriate, with the proceeds to be appropriated to perform capital improvement to the Fire Station and Library?

Select Board recommends: Budget Committee recommends:

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

1. Town Indebtedness

A. Bonds – Principal outstanding and unpaid :	\$576,764.30
B. Bonds – Interest outstanding and unpaid:	\$ 38,939.14
C. Bonds – Authorized and unissued:	\$ 0.00
D. Bonds – To be issued if Article 15 is approved:	\$550,000.00

2. Costs- Warrant Article 15 Town Building Improvements

At an estimated interest rate of three and one half percent (3.5%) for a term of fifteen (15) years, the estimated cost of this bond/note/loan will be:

A. Principal	\$550,000.00
B. Interest	\$161,640.96
C. Total New Debt	\$711,640.96

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

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

A. 2019 State Valuation	\$274,950,000
B. Limit Factor	x 7.5%
C. Debt Limit	\$ 20,621,250

Prepared By: Eric W. Dyer, Treasurer

Article 16: Shall the Town vote to raise and appropriate **\$566,070** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Town Buildings Improvements	\$ 260,000
Cemetery	\$ 5,000
Roads	\$ 230,000
Equipment	\$ 15,000
Equipment Leases	\$ 19,150
Transfer Station	\$ 26,420
Fire Dept. Equipment	\$ 8,000
Fire Dept. Waterholes	\$ 500
Fire Dept. Personal Protective Gear Replacement	\$ 2,000

Select Board recommends: Budget Committee recommends:

Article 17: Shall the Town vote to raise and appropriate **\$300,700** for the **Solid Waste Department** budget category with all accounts to be carried forward?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 18: Shall the Town vote to raise and appropriate **\$47,852** for the **Regional Assessments** budget category for the following budget lines which the town is legally bound to pay?

Cobbossee Watershed	\$ 22,852
First Park	\$ 25,000

Select Board recommends: Yes Budget Committee recommends: Yes

Article 19: Shall the Town vote to raise and appropriate **\$275,000** for the **Kennebec County Tax** budget category which the town is legally bound to pay?

Select Board recommends: Yes Budget Committee recommends: Yes

Article 20: Shall the Town vote to raise and appropriate **\$184,673** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2016 Fire Truck Bond	\$ 55,583
2018 Maranacook Lake Dam Bond	\$ 19,973
2013 Road & Bridge Bond	\$109,117

Select Board recommends: Yes Budget Committee recommends: Yes

Article 21: Shall the Town vote to appropriate **\$10,000** for **Local Tax Relief** budget category, with any unexpended balances to be carried forward?

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$2,362** for the Courtesy Boat Inspection Program to the **Maranacook Lake Association** for **\$1,575** and the **Torsey Pond Association** for **\$787** on Maranacook Lake and Torsey Pond?

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

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

maintenance and grooming?

Select Board recommends: Yes Budget Committee recommends: Yes

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

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

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

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

Select Board recommends: Yes Budget Committee recommends: Yes

Article 33: Shall the Town vote to accept the following **Estimated Revenues** to reduce the 2019 Tax Commitment?

State Revenue Sharing	\$ 158,500
Interest on Property Taxes	\$ 30,000
Interest on Investments	\$ 6,000
Veterans Exemption	\$ 4,000
Homestead Exempt. Reimbursement	\$ 181,150
Tree Growth Reimbursement	\$ 9,000
BETE Reimbursement	\$ 13,805
Boat Excise Taxes	\$ 8,000
Motor Vehicle Excise Taxes	\$ 525,000
Agent Fees	\$ 10,000
Newsletter	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,500
Other Income	\$ 2,000
Heating	\$ 1,500
Plumbing fees	\$ 6,000
Land Use Permit Fees	\$ 7,000
Dog License Fees	\$ 2,500
Library Revenue	\$ 1,271
Cable Television Fees	\$ 28,000
Beach Income	\$ 9,912
Recreation Income	\$ 11,210
Protection	\$ 3,350
Local Roads	\$ 35,000
Bond Proceeds	\$ 550,000
Municipal Building Projects Donations	\$ 25,000
Transfer Station Capital	\$ 11,646
Transfer Station	\$ 191,025
First Park	\$ 15,000
Snowmobile (State reimb.)	\$ 1,344
General Assistance (State reimb.)	\$ 2,250
Total	\$1,851,113

Select Board recommends: Budget Committee recommends:

Article 34: Shall the Town vote to appropriate the following **Designated Funds** to reduce the 2019 Tax Commitment?

Conservation	\$ 6,050
Heritage Days	\$ 10,000
Library	\$ 2,000
Local Tax Relief	\$ 10,000
Readfield Enterprise Fund	\$ 10,000
Recreation	\$ 1,100
Roads	\$ 60,000
Trails	\$ 2,510
Transfer Station Capital	\$ 6,000
Total	\$107,660

Select Board recommends: *Budget Committee recommends:*

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

Select Board recommends: Yes *Budget Committee recommends: Yes*

Article 36: Shall the Town vote to appropriate **\$257,488** from the **Unassigned Fund Balance** to reduce the total tax commitment?

Select Board recommends: *Budget Committee recommends:*

Article 37: Shall an ordinance entitled 2018 Amendments to the Town of Readfield **Land Use Ordinance**, be enacted? A copy of said Ordinance is attached to the posted Warrant and incorporated by reference.

Article 38: Shall the Town vote to hold the Heritage Days celebration annually, and limit the amount raised each year to \$5,000 or less?

Article 39: Shall the Town vote to consolidate the following **Fire Department reserve accounts** (Physicals, Equipment, Personal Protective Gear, Tower Sites, and Water Holes) into a single reserve account?

Article 40: Shall the Town vote to authorize the municipal officers to negotiate a **Power Purchase Agreement (PPA)** with one or more service providers, and authorize the **installation of a solar project at the Readfield Transfer Station** upon such terms and conditions as are determined to be in the best interests of the Town, only if the terms and conditions represent a net reduction in electrical utility costs to the Town over the life of the project?

Article 41: Should the Town continue to use the **Secret Ballot** process for the 2020 Annual Town Meeting?

END DRAFT WARRANT

Action requested on 4/1/2019

To approve the draft warrant as amended, and authorize municipal staff to complete and submit the final warrant following:

- Legal review and any legally required changes
- Consideration and recommendation of articles 16,33,34,and 36 by the Budget Committee
- The addition to article 2 of any candidates for elected office certified by the Town Clerk

Posting of the warrant will require Select Board signature of the final document at their next meeting

Readfield Land Use Ordinances Revisions

Planning Board approved March 27, 2019:

The Planning Board also recommends a fee schedule review by the Select Board to reflect actual cost of processing a Land Use Application (newspaper posting and notification to abutters).

APPENDIXES - **add**

Appendix A - Road Construction Standards	132
Appendix A-1 – Turnarounds.....	133
Appendix B - Other Town Ordinances Adopted by Reference . . .	134
Appendix C - Riparian Rights Lines.....	136
Appendix D - Standard Conditions of Approval	137

ARTICLE 1, Section 4. Effective Date – ~~remove / delete~~

This Ordinance is adopted pursuant to the enabling provisions of Article VIII-A of the Maine Constitution, the provisions of Title 30-A, MRSA Section 3001 (Home Rule), the State's Growth Management Law, Title 30-A, MRSA Section 4312 et. seq., the Mandatory Shoreland Zoning Act, Title 38, MRSA Section 435 et. seq., and the Subdivision Law Title 30-A, MRSA Section 4401, et seq.

SECTION 3. PURPOSE

The purpose of this Ordinance is to ensure that land use changes or developments, which may have major or significant impacts on the Town, or parts thereof, will protect the health, safety and welfare of the townspeople, consistent with the goals expressed in the Readfield Comprehensive Plan. This Ordinance supplements the requirements of Federal and State laws, rules, regulations and ordinances.

SECTION 4. EFFECTIVE DATE

This Ordinance takes effect upon its enactment by the Town.

Portions of this ordinance applying within the shoreland district shall become effective upon approval by the Commissioner of the Department of Environmental Protection. A certified copy of the Ordinance, or Ordinance Amendment, attested and signed by the Municipal Clerk, shall be forwarded to the Commissioner for approval. If the Commissioner fails to act on this Ordinance or Ordinance Amendment, within 45 days of his/her receipt of the Ordinance, or Ordinance Amendment, it shall be approved automatically. Any application for a permit in a shoreland district submitted to the municipality within the 45 day period is governed by the terms of this Ordinance, or Ordinance Amendment, if the Ordinance, or Ordinance Amendment, is approved by the Commissioner.

~~Article 8, Section 19.K is repealed on the statutory date established under 38 MRSA section 438-A(5), at which time Article 8, Section 19 Section K.1 shall become effective. Until such time as Section K is repealed, Section K.1 is not in effect.~~

~~———— NOTE: The statutory date referred to is the effective date of state-wide timber harvesting standards. That date is “the first day of January of the 2nd year following the year in which the Commissioner of Conservation determines that at least 252 of the 363 municipalities identified by the Commissioner as the municipalities with the highest acreage of timber harvesting activity on an annual basis for the period 1992-2003 have either accepted the state-wide standards or have adopted an ordinance identical to the state-wide standards.”~~

SECTION 5. APPLICABILITY

The provisions of this Ordinance apply to all land, all land uses and all structures within the boundaries of the Town of Readfield. No structure hereafter erected, moved, added to or structurally altered, no existing structure and no land shall be used except under the rights vested through this Ordinance.

SECTION 5A. VESTED RIGHTS

ARTICLE 5 PERMIT REVIEW REQUIREMENTS ~~-changes/delete~~

SECTION 1. PURPOSE

Activities listed in Article 4, Section 1, which require a permit shall be reviewed according to the review classification established in this Article.

SECTION 2. INTERNAL PLUMBING AND SUBSURFACE DISPOSAL SYSTEMS

Internal plumbing and subsurface wastewater disposal systems that require a permit according to the State of Maine Internal and Subsurface Wastewater Disposal Rules shall be reviewed by the Local Plumbing Inspector (LPI). A permit shall be issued if the application complies with the Internal Plumbing and Subsurface Wastewater Disposal Rules, the applicable provisions of this Ordinance, and with the requirements contained in Article 8, Section 6.

SECTION 3. ALLOWED USES

Allowed **uses** as indicated in Article 7, Land Use Table, do not require a permit or permit review, provided owners remain responsible for meeting all applicable provisions of this Ordinance, including but not limited to those pertaining to signs in Article 8, Section 14.

SECTION 4. CODE ENFORCEMENT OFFICER PERMIT REVIEW

Land use activities as indicated in Article 7, Land Use Table, (Activities listed in the table as "C") shall be reviewed by the Code Enforcement Officer. A permit shall be issued by the Code Enforcement Officer after review if the proposal complies with all applicable provisions of this Ordinance, **and shall be subject to the Standard Conditions of Approval unless specifically exempted or deemed to be not applicable.**

SECTION 5. SITE REVIEW

Land use activities as indicated in Article 7, Land Use Table, (Activities listed in the table as "P") shall be reviewed by the Planning Board. After the Planning Board approves a site review application, a notice of decision including all applicable conditions of approval, **including the Standard Conditions of Approval** shall be forwarded to the applicant ~~within 7 days following the next Planning Board meeting.~~ An additional building or use permit may be required from the Code Enforcement Officer. The Planning Board shall approve a site review application if the proposal complies with the applicable provisions of this Ordinance. When reviewing a sketch plan for a subdivision, the Planning Board shall make a determination upon review of the sketch plan whether a proposed subdivision constitutes a major or a minor subdivision as defined in Article 11 of this Ordinance.

ARTICLE 6, Section 3. Site Review, D. Decisions – add # 5

3. The Planning Board shall list any waivers approved by the Board in its decision and the reasons for such approval.
4. The Planning Board shall list all conditions imposed on the application, including but not limited to conditions as built, and all waivers approved for the application on the final plan and on the permit.
5. All approved applications shall be subject to the Standard Conditions of Approval, unless specifically exempted or deemed not applicable.

E. Waivers

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

F. Vesting

The determination of the Planning Board that the application is complete shall be considered the initiation of the review process for the purposes of bringing the application under the protection of Title 1 M.R.S.A. Section 302.

G. Site Inspection

TABLE 1 /
TABLE OF USES – changes to Day Care Facilities/ delete

	<i>LAND USE DISTRICTS</i>									<i>Overlay District</i>
	V	VR	AD⁹	R	RR	SR	RP	SP	CID	MH
Waste Handling Facility	N	N	N	N	N	N	N	N	P	N
INSTITUTIONAL										
Accessory Structure	C	C	C	C	C	N	N	N	N	U
Church/Synagogue/Parish House	P	P	P	P	P	N	N	N	N	U
Civic/Convention Center	P	N	P	P	N	N	N	N	N	U
Community Centers/ Clubs	P	N	P	P	P	N	N	N	N	U
Community Living Arrangement <ul style="list-style-type: none"> • up to 8 persons • more than 8 persons 	C P	C P	C P	C P	C P	C P	P ⁵ N	C ⁶ N	N N	C U
Day Care Facilities <ul style="list-style-type: none"> • 3 to 12+ • 13+ 	P N	P N	CP P	CP P	CP P	CP P	N N	N N	P P	U U
Nursing Home	P	N	N	P	N	N	N	N	P	N
Hospital/Medical Care	P	N	P	P	N	N	N	N	N	U
Government Uses	P	P	P	P	P	N	N	N	N	P
Museum/Library	P	N	P	P	N	N	N	N	N	U
Public/Private School	P	P	P	P	P	P	N	N	N	U

Legend

<i>Land Use Districts</i>		<i>Overlay District</i>
V = Village District	R = Rural District	SP = Stream Protection
VR = Village Residential	RR = Rural Residential	RP = Resource Protection
AD = Academic District	SR = Shoreland Residential	CID = Commercial Industrial
		MH = Mobile Home

Key to Table of Uses

Y =	Allowed Use (no permit required, but the use must comply with all applicable federal, state and local standards and regulations, including but not limited to this Ordinance).
C =	Use requires review and permit from Code Enforcement Officer (CEO) and/or Local Plumbing Inspector (LPI).
P =	Use requires site review from Planning Board, and requires a permit from the CEO and LPI upon Planning Board approval.
N =	Prohibited Use
U =	Use shall comply with underlying District requirements.
N/A =	Not applicable to the district.

D. Driveways

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

E. Shared Driveways

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

1. ~~A Shared driveways may be~~ **is** shared by two single-family **dwelling**s or one two-family dwelling~~(s)~~ or principal structures. **An access way to three or more dwellings / principal structures is a road. All shared driveways and roads require an approved road name by the Road Commissioner.**
2. An Application which includes a shared driveway shall include a draft document providing for restrictive covenants and easements binding present and future owners of all lots served by the shared driveway, which must be reviewed and approved by the Planning Board. If the application for a Shared Driveway is approved, the final document(s) shall be recorded at the Kennebec County Registry of Deeds and shall also be recited in and attached to every deed to every lot served by the shared driveway. Such document(s) must include the following information:

Appendix D

Readfield Standard Conditions of Approval

Unless otherwise specifically stated in the permit or deemed inapplicable, ~~it.~~ The following Standard Conditions of Approval shall apply to all Site Review and subdivision approvals granted by the Readfield Planning Board (PB) and to all permits issued by the Code Enforcement Officer (CEO) and Local Plumbing Inspector (LPI) for land use activities as indicated in Readfield Land Use Ordinance (LUO). Strict conformance with these conditions, any other specific conditions of approval specified by the PB or CEO/LPI, and the performance standards in the LUO is necessary.

1. This approval is limited to and includes those proposals and plans subject to site plan or subdivision review contained in the application and supporting information submitted by the permittee as approved by the PB or CEO/LPI. Any deviations from the plans and proposals contained in this approval must be reviewed and approved prior to implementation of the project.
2. All structures shall be constructed in compliance with all setbacks from water bodies, wetlands, roads and property lines, and from any other features and within any building envelope specified in the approval of the PB and the LUO.
3. Permittees shall secure and comply with all applicable Federal, State, and local licenses, permits, covenants, ~~or deed restrictions, approved by the,~~ authorizations, conditions, agreements and orders prior to and during construction and operation.
4. Permittees shall submit all reports and information or other documents requested by the Planning Board or CEO within thirty (30) days of the date of decision for this project, or as otherwise required by this permit, demonstrating that all conditions of this approval have been complied with.
5. All land use activities shall be conducted in such a manner as to prevent stormwater discharges, soil erosion and sedimentation to surface waters, wetlands, and adjacent properties. All land use activities, including road and driveway construction shall conform to the performance standards relating to stormwater runoff and erosion control specified in Article 8, Sections 10 and 11 of the LUO and the Driveway Entrance Policy of the Town of Readfield.
6. In all Shoreland Districts, clearing of vegetation for approved construction shall conform to the performance standards specified in Article 8, Section 19, of the LUO. Where natural vegetation is removed and is to be replanted, it must be replanted with vegetation effective in stabilizing soil and preserving natural beauty.
7. The specific character and healthful condition of the area of the activity covered by this permit shall be maintained. The area shall be kept free of litter and trash and any other deposits which could create nuisances, unsightly, unsafe, or unhealthy conditions.
8. Work to be performed by a contractor pursuant to this approval shall not begin before the contractor has been provided by the permittee with a copy of the Notice of Decision, permit and a copy of this Standard Conditions of Approval.

9. Filling, excavating, or other soil disturbance conducted as part of any approved activity is not allowed adjacent to (within 75 feet) or below the mean high water line of any surface water body or wetland, except as may be approved by the Maine Department of Environmental Protection.

10. With the exception of subdivision approvals, this land use permit shall expire if the work authorized by the permit is not substantially started within one year of the date from which this permit was approved by the Planning Board, CEO or LPI, except that the CEO, LPI may renew this permit for one additional year provided there is no change in the proposed project or applicable regulations, and a renewal fee has been paid.

11. This permit shall “run with the land” unless it expires pursuant to Article 4, Section 7. The permittee may transfer any or all interest in this permit with any transfer of right, title or interest to this land. The purchaser or lessee may assume all permissions granted by the permit and shall be responsible for complying with all standards and special conditions of approval.

12. These permitted activities do not grant any property rights. It does not authorize any person to trespass, infringe upon or injure the property of others.

13. If the review of any portion of this project was based upon written recommendations from the Cobbossee Watershed District, then this development shall comply with all of those recommendations, unless otherwise approved by the Planning Board. All costs and fees associated with this review, including any environmental compensation fees required by the District, shall be paid by the applicant prior to any development.

14. If the approval of this land use permit is conditioned upon the recording of any documents with the Kennebec County Registry of Deeds, this recording must be completed within ninety (90) days of this approval or prior to commencing the activity, whichever occurs first, unless the condition for recording states otherwise. Attested copies or other proof of recording of these recorded documents shall be forwarded to the Code Enforcement Office within thirty (30) days of the date of recording or prior to the issuance of any additional permits, whichever occurs first. All costs associated with recording these documents shall be paid by the permittee.

15. The landowner shall provide reasonable access to the CEO/LPI or others authorized by the Town to inspect the property to ensure that all requirements of the approved permit(s), including the Standards Conditions of Approval and any additional conditions of approval are being met, (e.g. storm water management measures erosion control measures, dimensional requirements, etc.). Reasonable access shall mean access within 72 hours of the request, unless the CEO, LPI or Health Officer determines that good cause exists for not providing access within 72 hours in which case the CEO, LPI, HO shall establish another time to inspect. After the second failure of reasonable access to the property, the landowner shall be deemed in violation of Readfield’s Land Use Ordinances (LUO) and subject the landowner to the penalties prescribed in Title 30-A M.R.S.S.R. Section 4452 in addition to any other remedies in the LUO, state -at Law or State Regulations.

16. Should the project be found at any time not to be in compliance with any of these Standard Conditions of Approval, or should the permittee construct or operate this development in any other way other than specified in the permit application or supporting documents, or as modified by the conditions of approval, then the terms of the permit is approval shall be considered to have been violated and enforcement action may be taken to achieve compliance as specified in state law or the LUO.

17. You are advised that commencing development or use of your property within 45 days of this notice of decision is at your own risk, even as approved by the Planning Board. During the 45-day period, any party aggrieved by the Planning Board decision may file an appeal with the Board of Appeals to overturn, amend, or further condition this Planning Board, CEO/LPI decision.

Subdivisions are also subject to the following additional conditions:

18. Unless otherwise approved by the Planning Board, all subdivision site improvements, including the conveyances of any proposed easements, must be completed prior to the issuance of any lot use or development permits.

18. Land use permits approved for subdivisions shall be permanent and shall “run with the land.” In the event the permittee transfers any or all interest in this permit with any transfer of right, title, or interest to this land, the purchaser or lessee may assume all permissions granted by the permit and shall be responsible for complying with all standard and special conditions of the approval.

19. Any revisions to or amendments to approved subdivision plans or permits require review and approval in accordance with the provisions of the LUO. ~~Recorded subdivision plans shall contain the following statement: “Any revisions or an amendment to an approved subdivision is subject to review to the provision of the LUO.~~

As adopted March 17, 1987 then amended on September 20, 1988, November 2, 1999, March 6, 2001, November 7, 2006, and June 11, 2019

Maine Marijuana Statutes Cheat Sheet

Prepared by MMA Legal Services. For more information on marijuana and municipalities, please contact our office at 623-8428, or visit our Member Center website at www.memun.org.

Marijuana Legalization Act (or Adult Use Marijuana Law) – 28-B M.R.S. §§ 101-1504

- Legalizes the use and commercial sale of marijuana for recreational (adult use) purposes
- Personal use and cultivation allowed state-wide – can grow up to 3 mature plants, 12 immature plants and unlimited seedlings
- Establishes state licensing process for 4 types of adult use marijuana establishments: cultivation facilities (including nurseries), retail stores, products manufacturing facilities, and testing facilities – **NO** social clubs
- **Default is prohibition** – municipality must vote to “opt in” to operation of adult use marijuana establishments within the municipality (if it wants to allow them)
- State licensing through DAFS, conditioned on municipal approval - will not begin until at least fall 2019
- Municipalities may regulate adult use marijuana establishments locally
- Municipalities may regulate home cultivation, but may not generally prohibit, zone, or license the activity
- State collects sales tax on retail sales and excise tax on wholesale marijuana and marijuana products (20% effective tax rate)– no state-municipal revenue sharing or local option taxation

Maine Medical Use of Marijuana Act – 22 M.R.S. §§ 2421-2430-H

- Legalizes the use and distribution of marijuana for medical purposes by qualifying patients, caregivers, dispensaries, manufacturing facilities, and testing facilities
- Establishes registration requirements through DAFS for medical marijuana caregivers, dispensaries, manufacturing facilities, and testing facilities
- Authorizes registered caregivers to operate medical marijuana retail stores (retail store is undefined)
- Allows six additional registered dispensaries, and unlimited dispensaries after 2021
- Local code enforcement officers can obtain caregiver registration information from State
- Municipalities may regulate registered caregivers, registered caregiver retail stores, registered dispensaries, testing facilities, and manufacturing facilities, except municipalities cannot prohibit or limit number of caregivers
- **Default is prohibition** – municipality must vote to “opt in” to operation of registered caregiver retail stores, registered dispensaries, testing facilities, and manufacturing facilities (if it wants to allow them)
- Medical marijuana establishments already in operation with “municipal approval” as of December 13, 2018 are grandfathered
- Most medical marijuana products sold by registered caregivers and dispensaries subject to 5.5% sales tax. Edible marijuana products subject to 8% sales tax – no state-municipal revenue sharing or local option taxation

Industrial Hemp – 7 M.R.S. § 2231

- Allows cultivation, harvest, possession and processing of industrial hemp by individuals who obtain a state license
- Defines “industrial hemp” as any variety of *Cannabis sativa L.* with a THC concentration below 0.3% on a dry weight basis, that is grown by a licensed grower in compliance with state law
- Statute does not address municipal regulation of hemp – Maine Agriculture Protection Act (7 M.R.S. Ch.6) may apply
- State license **DOES NOT** include manufacturing of CBD oils or other hemp-derived concentrates – manufacture and sale of CBD products, regardless of source, is illegal unless done in compliance with Maine medical or adult use marijuana statutes

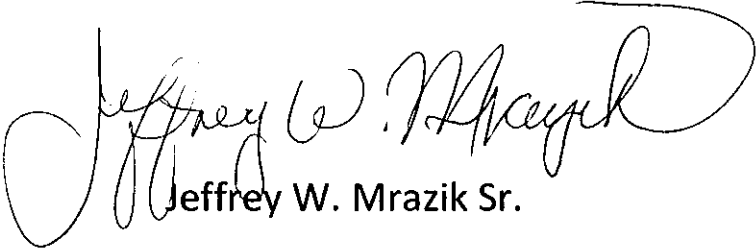
NEW BUSINESS

March 14, 2019

To: Select board
Town of Readfield
Re: liquor license renewal
Weathervane Restaurant

Dear Folks,

This April begins our 19th year of operation here at the Weathervane. Included is my application of renewal of liquor licensing for the period 4/18/19- 4/17/20. I don't plan to be at the select board meeting, assuming the approval will be without objection. If you feel that there is a need for me to attend, just contact me ahead of the meeting & I will gladly be there. Thank you in advance for your consideration.



Jeffrey W. Mrazik Sr.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: 4/17/19

NEW application: Yes No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) | <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING |
| <input type="checkbox"/> OTHER: _____ | | <input type="checkbox"/> SELF-SPONSORED EVENTS |

(QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>North Shore Restaurant Corp</u>		Business Name (D/B/A) <u>Weatherlane Restaurant & Lounge</u>	
APPLICANT(S) –(Sole Proprietor) <u>Jeffrey W. Mrazik</u>		DOB: <u>6/5/57</u>	
Address <u>1030 Main St</u>		Physical Location: <u>1030 Main St</u>	
City/Town <u>Rendfield</u>	State <u>ME</u>	City/Town <u>Rendfield</u>	State <u>ME</u>
Zip Code <u>04355</u>		Zip Code <u>04355</u>	
Mailing Address <u>Same As Above?</u>		<input checked="" type="checkbox"/>	
Telephone Number <u>207-685-9410</u>	Fax Number <u>SAME</u>	Business Telephone Number <u>207-685-9410</u>	Fax Number <u>SAME</u>
Federal I.D. # <u>01-0541893</u>		Seller Certificate #: or Sales Tax #: <u>1056677</u>	
Email Address: <u>jeffreymrazik@yahoo.com</u>		Website: <u>NONE</u>	

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license:

ROOMS \$ _____ FOOD \$ 287924 LIQUOR \$ 170325

3. Is applicant a corporation, limited liability company or limited partnership? YES NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES NO

5. Do you own or have any interest in any another Maine Liquor License? Yes No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____ City / Town _____

6. If manager is to be employed, give name: _____

7. Business records are located at: 1030 Main St. Readfield ME. 04355

8. Is/are applicant(s) citizens of the United States? YES NO

9. Is/are applicant(s) residents of the State of Maine? YES NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Jeffrey W. Mrazuk Sr.	6/5/57	Waterbury CT.
Gloria B. Mrazuk	1/1/61	Waterbury CT

11. Residence address on all of the above for previous 5 years (Limit answer to city & state)

Name: <u>1030 MAIN ST</u>	City: <u>READFIELD</u>	State: <u>ME</u>
Name: _____	City: _____	State: _____
Name: _____	City: _____	State: _____

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes No If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES NO

15. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) Full Service Restaurant
Serving on 2 Floors @ 1030 Main St READFIELD ME

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1000 FT

Which of the above is nearest? SCHOOL

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Beachfield, MAINE on 3/13/, 20 19
Town/City, State Date

Jeffrey W. Mrazik
Signature of Applicant or Corporate Officer(s)
Jeffrey W. Mrazik
Print Name

PLEASE SIGN IN BLUE INK

Gloria B. Mrazik
Signature of Applicant or Corporate Officer(s)
Gloria B. Mrazik
Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	
SELF-SPONSORED EVENTS: Qualified Caterers Only	\$ 700.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c.45, Pt. A, §4 (NEW) .]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD) .]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD) .]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]

[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c.730, §27 (AMD) .]

[1995, c.140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347 (overnight)
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov



ON PREMISE DIAGRAM
(Facility Drawing/ Floor Plan)

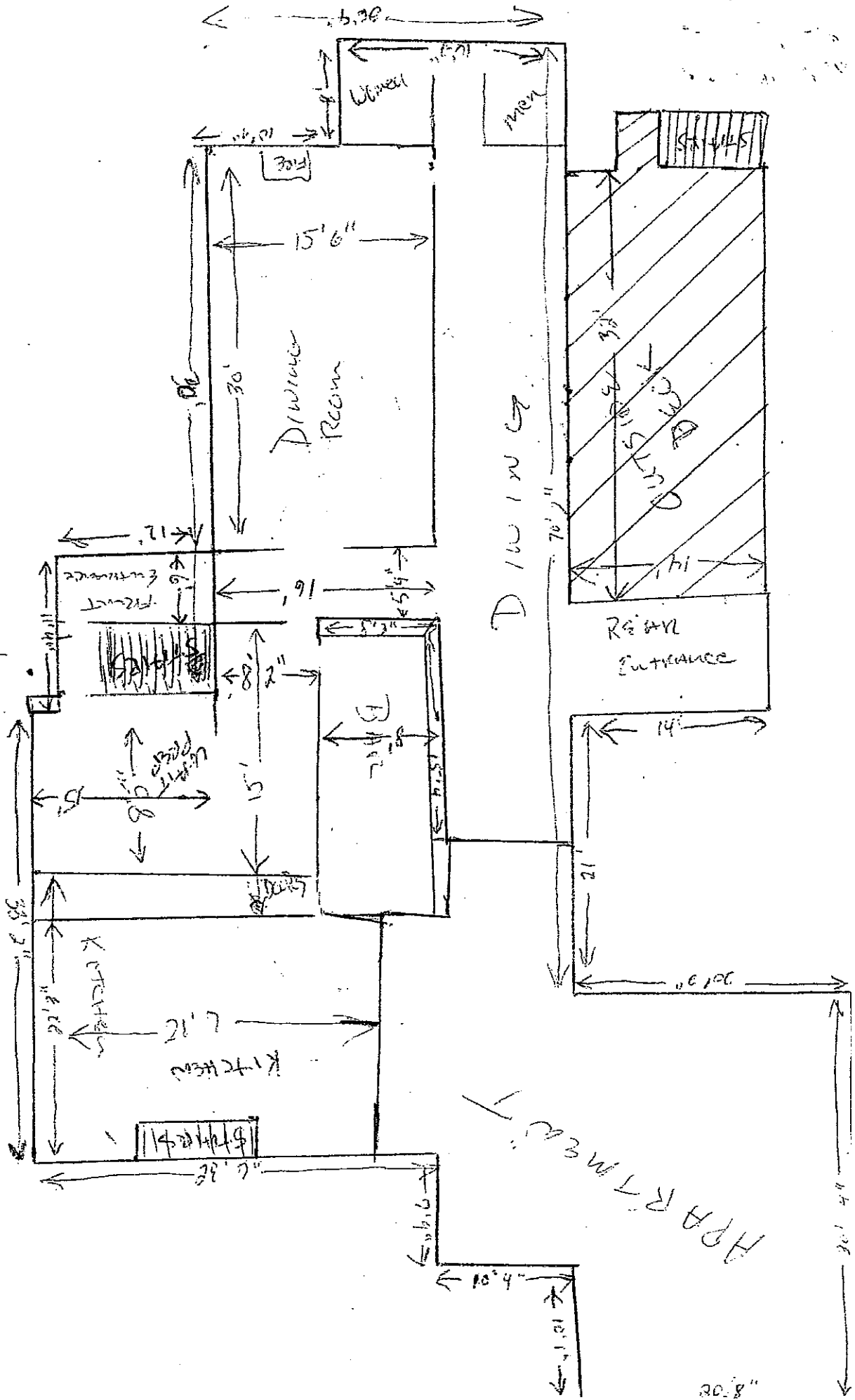
In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.

SEE
Attached
Diagram

UPSTAIRS

FRONT



APARTMENT

20' 8"

30' 4"



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:	
License #:	_____
SOS Checked:	_____
100%	Yes <input type="checkbox"/> No <input type="checkbox"/>

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: North Shore Restaurant Corp
- Doing Business As, if any: Weatherlane Restaurant & Lounge
- Date of filing with Secretary of State: 3/15/2001 State in which you are formed: MAINE
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Jeffrey W. Mrazik	1030 Main St Readfield 2113 North Rd Mt Vernon	6/5/57	President	50
Gloria B. Mrazik	1030 Main St Readfield 2113 North Rd Mt Vernon	1/1/61	Manager	50

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? Yes No

8. If Yes to Question 7, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

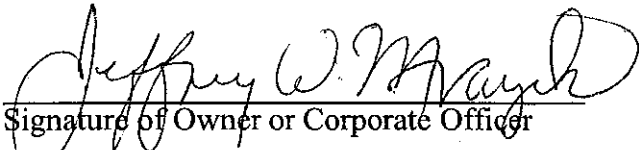
Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

PLEASE SIGN IN BLUE INK



Signature of Owner or Corporate Officer

3/13/19
Date

Jeffrey W. Mrazek

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

RESERVED

Eric Dyer

From: Joe Young <joe@moosehillfarm.com>
Sent: Wednesday, March 27, 2019 9:43 PM
To: Mark Robinson; Eric Dyer; Aaron Chrostowsky; Clyde Dyar; Chuck Wright; Jim Wright; George Joseph; Stacey Rose
Cc: Richard Polsinello; Brian Lippold
Subject: Broadband Organizational Meeting

Good Evening All,

It looks like April 4th, 7pm at the Fayette Fire Station is the best time for a meeting.

We will plan on:

- Presentation from Brian regarding Scope of work and time line to prepare and submit Application for Broadband Planning Grant to the Connect ME authority.
- Review Memorandum of agreement between towns to complete the planning process.
- Other items that may be added?

Please let me know if you are planning to attend and if you will be bringing any guests.

Joe Young

[Moose Hill Farm](#)

[159 Moose Hill Road](#)

Fayette, ME 04349

Land Line 207-897-3093

Mobile 207-931-7626