

**Readfield Select Board
Meeting Agenda
April 23, 2019, Readfield Town Office**

Regular Meeting starts at 6:30pm
Meeting ends (unless extended) at 7:30pm

Pledge of Allegiance

Regular Meeting Items - 5 min.

19-100 - Minutes: Select Board meeting minutes of April 1, 2019.

19-101 - Warrants: #42-43(FY19).

Communications - 25 min.

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Conservation Commission minutes of January 8 and February 5, 2019
- Age Friendly minutes of January 22 and February 20, 2019
- Budget Committee minutes of March 12, 2019
- Library Board of Trustees minutes of March 6, 2019
- Cemetery Committee minutes February 20, 2019
- RSU #38 Warrant/Budget Meeting May 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

19-102 - Consider the appointment of Kathryn Mills Woodsum to the Heritage Days Committee

19-103 - Consider the resignation of Jen Henderson from the Library Board of Trustees

Old Business - 10 min.

19-099 - Regional broadband project update and discussion - 10 min.

New Business - 10 min.

19-104 - Consider proposals for expansion of the Readfield Fairgrounds gravel parking lot - 10 min.

Other Business and Future Agenda Items - 5 min.

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – April 1, 2019 – *Unapproved*

Select Board Members Present: Bruce Bourgoine, Dennis Price, Christine Sammons and Kathryn Woodsum
Excused Absences: John Parent, Kristin Parks (Board Secretary)
Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Paul Bessette, David Ledew (Readfield Assessing Agent)

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

- **19-093 – Minutes: Select Board meeting minutes of March 18, 2019**
 - **Motion** made by Mrs. Sammons to approve the Select Board meeting minutes of March 18, 2019 as amended, **second** by Mrs. Woodsum. **Vote 4-0** in favor.
- **19-094 – Warrants #40-41 (FY19)**
 - Mrs. Sammons reviewed Warrants #40, 40A, 40B & 41 (FY19)
 - **Motion** made by Mrs. Sammons to approve Warrants #40, 40A&B and 41 (FY19) in the amount of \$373,727.63, **second** by Mr. Price. **Vote 4-0** in favor.

Communications

- **Select Board Communications**
 - Mr. Price mentioned there is the first Heritage Days meeting on Sunday, April 7 at 4:00 PM at Giles Hall. Still looking for volunteers and all are welcome to attend.
 - Mr. Bourgoine received an email from a resident about a nuisance lighting ordinance; decided to add to select board goals/retreat for further review.
- **Staff Reports**
 - Discussion on fireworks and animals and the process regarding an ordinance.
 - Mr. Dyer went over the Town Manager report dated April 1, 2019
- **Boards, Committees, Commissions & Departments**
 - Budget Committee minutes of January 17 & February 12, 2019
 - Readfield Enterprise Committee minutes of December 18, 2018 & January 15, 2019
 - Thank you for submitting your minutes*
- **Public Communications - Members of the public may address the Select Board on any topic**
 - None

Appointments, Reappointments & Resignations:

- **00-000 – Consider the appointments of Paul Bessette to the Trails Committee**
 - **Motion** made by Mrs. Woodsum to appoint Paul Bessette to the Trails Committee with a term starting tonight and ending June 30, 2020, **second** by Mr. Price. **Vote 4-0** in favor.
- **19-095 – Consider the appointments of Maura Moody to the Heritage Days Committee**
 - Census of the select board for her to be a nonvoting committee member.
 - Tabled to next meeting

Readfield Select Board
Regular Meeting Minutes – April 1, 2019 – Unapproved

- **19-096 – Consider the appointment of the 2019 Ballot and Election Clerks**
 - **Motion** made by Mrs. Woodsum to appoint the 2019 Ballot and Election Clerks as presented, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

Old Business:

- **19-068 –Fiscal Year 2019-2020 (FY20) budget & Warrant review**
 - Same information presented at Budget meeting on March 28, 2019.
 - **Motion** made by Mr. Bourgoine with a recommendation of yes on articles 15 & 16, **second** by Mrs. Woodsum. **Discussion:** Article 15 is the bond; Article 16 is the other capital improvement items. Article 15 expenses may be lower than what is being voted on due to interest rate and amount being borrowed. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Price with a recommendation of yes on Article 33 as written, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Price with a recommendation of yes on Article 34 as written, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum with a recommendation yes on Article 36, **second** by Mr. Price. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum to approve Article 38, with amendment of the coma, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum to approve Article 39 as written, **second** by Mr. Price. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Bourgoine to approve Articles 40 & 41, which were previously approved language wise and are now titled approved by the Select Board, **second** by Mr. Price. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum to approve the draft warrant pending legal review and any legally required changes and the considerations and recommendations made tonight that will need to be approved by the budget committee and the addition of Article 2 of any candidates for elected office certified by the Town Clerk, **second** by Mr. Bourgoine. **Discussion:** Draft warrant has already been submitted for legal review. Bond language has been submitted to the Bond Council. **Vote** 4-0 in favor.
- **19-092 – Discussion of state statues relating to cannabis and “opt-in” requirements**
 - Maine Marijuana Statues Cheat Sheet from Maine Municipal Association – opt-in optional for the Town of Readfield
 - Discussion amongst the Select Board on what direction the Town of Readfield should go. Schedule a public hearing and have all information available especially setbacks from schools and where store locations may or may not be prohibited.

New Business:

- **19-097 – Consider a Liquor License for the Weathervane Restaurant**
 - **Motion** made by Mrs. Woodsum to waive a public hearing and approve the application for a Class 11 Spirituous business and malt restaurant/lounge liquor license for the North Shore Restaurant Corp d/b/a Weathervane Restaurant & Lounge for the coming year, **second** by Mr.

Readfield Select Board
Regular Meeting Minutes – April 1, 2019 – *Unapproved*

Price. **Discussion:** Application is complete and have had no complaints or concerns. **Vote** 4-0 in favor.

- **19-098 – Update and discussion with the Town Assessing Agent**
 - David Ledew, Readfield Assessing Agent gave a brief introduction. Mr. Ledew discussed and explained the State Valuation process and how it all works and the effects on the Town of Readfield. As the Assessing Agent he works with the Board of Assessors on any adjustments that may need to be made. Discussion with the Select Board regarding revaluation on the town and if it's a good idea to do it now or not. Mr. Ledew suggested in 3 to 4 years to look into a review process for the town.

- **19-099 – Regional broadband project update and discussion**
 - Mr. Bourgoine volunteered to attend the meeting on April 4, 2019 on behalf of the Town of Readfield.

Future Agenda Items:

- Next meeting Tuesday, April 23, 2019 (tentatively)
- May meeting will be Monday, May 13 with the Budget Workshop on May 16; no meeting on May 28.
- Candidates' night tentatively set for May.
- Mr. Bourgoine to do back up warrant review for Mrs. Sammons.

Motion made by Mr. Price to adjourn the meeting at 8:14 pm. **second** by Mrs. Sammons. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary via video recording

RESERVED

COMMUNICATIONS

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

Readfield Conservation Commission Minutes
January 8, 2019, 6:30 pm, Town Office

Present: Jerry Bley, Martin Hanish, Bruce Hunter, Greg Leimbach, Andy Walsh, Brent West

Excused: Greg Durgin, Bob Mohlar

It was noted that Bob Mohlar's name is not on the current Town website list of RCC members. Tim will check on this with Robin.

Minutes of the December meeting were reviewed and approved.

Old Business

Budget related items:

Bruce has presented our proposed budget for fiscal 2019-20 to the Budget Comm.

Tim Pepper Forest Products bill still has not been received. Tim S will write a formal letter requesting it.

The current RCC Expense Detail Report was discussed, and we had some questions.

Tim will check with Teresa Shaw to see what is included in our unspent balance.

We will ask about recent transfers and a current balance for the Conservation Lands Account.

Marty discussed looking into a version of the Town's accounting program which is easier to understand.

Town reimbursement from our Recreational Trails Grant – Readfield has not yet requested reimbursement for the Appalachian Mountain Club work. To be discussed with Town Manager.

Open Space goals:

RCC/Kennebec Land Trust (KLT) cooperation – Jerry, the KLT Lands Committee, and Brian Tarbuck, Director of the Augusta Water District, are scheduled to meet 1/9/2019, to discuss conservation opportunities for the Carleton Pond area.

Ongoing cooperation with KLT's proposed outreach to owners of parcels of potential conservation land was discussed. Jean Luc Theriault, KLT's Stewardship Director, has offered to meet with us in February to explain the project. We decided to devote our Feb meeting to this, and that we will need to change from our regular meeting date. Bruce will finalize a date and report back. We discussed preparations for the meeting.

Jesse Lee Church viewshed – No report from Maine Farmland Trust on this.

Draper Assoc. parcel – Jerry reported that New England Forestry Foundation is working toward a closing.

Vernal pools inventory:

Bruce and Tim are working weekly to complete the database.

Jerry will look into a phone conference with Aram Calhoun to learn current expectations for the project.

We will ask if the University of Maine can help us update the vernal pool map generated in 2009 by Stantec.

Town properties:

No immediate concerns were discussed.

Readfield Conservation Commission Meeting Notes

February 5, 2019, 6:30 p.m., Town Office

Approved April 9, 2019

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

Excused: Greg Durgin

Guests: Theresa Kerchner (Executive Director, Kennebec Land Trust), Jean-Luc Theriault (Stewardship Director, Kennebec Land Trust staff)

Kennebec Land Trust (KLT) Community Land Conservation Project - RCC members and Kennebec Land Trust staff held a joint meeting to discuss a community land conservation initiative being developed by KLT in partnership with local conservation commissions. The project will focus on small and large landowners to foster a community land conservation ethic. The project will seek to recognize small landowners with an interest in conserving their lands to ensure their representation in KLT's larger conservation effort. In addition, the project seeks to tap the local knowledge of town conservation commissions to engage landowners with large and/or high priority parcels in a discussion of future land protection.

Meeting Adjourned at 8:30 p.m.

Submitted by Andy Walsh (Secretary)

Minutes

Age Friendly Committee

January 22, 2019 (snow date from January 16, 2019)

Present: Ed Dodge, Marianne Perry, Ann Mitchell, Marjorie Ellis, Maggie Edmonson, Romaine Turyn, Robin Lint

Excused: Donna McGibney

The minutes were approved after one correction.

Updates

There was one Handy Helper request from a woman in Manchester.

There were 10 requests for a Sand Bucket. All requests accommodated.

Marianne shared that there will be a paint party at the Weathervane to benefit the Union Meeting House.

Robin shared that she will be working through the next month – February. She also shared a few ideas she might pursue once retired. Robin will not be idle!

No one pursued the grant available through the Maine Community Foundation.

Romaine received a Christmas gift of books from AARP that deal with a variety of topics related to aging and the community. Some are children's books. She will donate them to the library.

Upcoming Activities

SHORT TERM

Committee members are concerned that not everyone who needs to know about us are aware that we exist. There was much discussion about how best to reach people. It was suggested we write and send a letter to older Readfield residents that describes the services we can offer. Romaine agreed to draft the letter.

It was also suggested we invite Lynn Kidd from the SEARCH program to a meeting to discuss how we can best work with SEARCH. We should invite the Mount Vernon and Wayne Age Friendly communities as we share borders. We should be working cooperatively both in recruiting volunteers and supporting residents. An invitation should also be extended to the members of the Senior Café and the Guys and Gals. Romaine will contact Lynn Kidd to discuss the idea.

LONG TERM ITEMS

Activities for Heritage Days

Follow-up on the sidewalk in front of the post office

Some sort of Senior housing for Readfield

Minutes
Age Friendly Committee
February 20, 2019

Present: Ed Dodge, Marianne Perry, Ann Mitchell, Maggie Edmondson, Romaine Turyn, Robin Lint, Deborah Nichols

Excused: Marjorie Ellis

Absent: Donna McGibney

Updates

The meeting began with the introduction of Deborah Nichols, the new Town Clerk. She and Robin will be overlapping for the next month. Deborah will continue to assist the committee to the extent she has time.

The letter drafted to Dear Neighbor was mailed three weeks ago to people listed on the emergency contact list as well as others. So far it has not generated activity.

The article for the Messenger is due February 25th. Marianne and Ann will draft an article and circulate it.

There was a question about the Town's Health Officer. There is a state requirement that every town have one. Readfield has one.

There was reminder of the party for Robin at the Town Office from 12:00 to 3:30 next week.

The minutes of the last meeting were accepted.

Sand Bucket Program

Requests have continued to come in for sand buckets. Robin made laminated signs for the buckets which are stored in the entry way. When dropping off a bucket, residents are asked to hold onto it and return it so that buckets can be reused.

Meeting with Neighboring Communities

Lynn Kidd from the Search Program is all set to come to a meeting on March 27th at 9:00. Committee members discussed how to make the best use of her time. It was decided to invite the Age Friendly Committees from Mount Vernon and Wayne. Mount Vernon gave a positive response but Wayne has not responded.

There was discussion of Readfield's replication of the Bethel University. The next step is to meet with the Board of the Library to see if they have interest in a joint project.

Celebration of the equipment at the Fairgrounds. It was suggested this be done in early June.

**TOWN OF READFIELD
BUDGET COMMITTEE**

Minutes of Meeting, March 12, 2019

The Readfield Budget Committee held a regularly scheduled meeting on March 12, 2019 at Giles Hall. Committee members in attendance included Andrews Tolman, Chairman; Peter Davis; Rebecca Lambert; Martin Hanish; and Ellen Schneiter. Eric Dyer, Town Manager, was also in attendance. The meeting was called to order at approximately 6:35 pm.

The first order of business was a review and consideration of draft minutes for the Committee meetings of January 17th and February 12th. Davis moved that the minutes be approved; Hanish provided a second for the motion. The motion carried. Lambert abstained from voting, as she was not present for both of the meetings.

The Committee then turned to consideration of budget recommendations, as the annual budget process moved into its final stages. Members were provided with copies of an overview of the budget as a whole, the object-level budget itself, a sample warrant, and a memo regarding the capital investments aspects of the proposed budget.

Tolman suggested that Members focus on the summary level information, cross-referencing that information with the draft warrant articles. It was also suggested that the Committee consider each of the articles one-by-one, identifying any article that may present objections from any Member. This approach was agreed upon, and Members decided to vote on all articles for which there are no objections with a single vote, at the end of the meeting. Any problematic articles - if identified - were to be considered separately.

Because the Committee had already spent a good deal of time considering each of the object-level budgets, the review of warrant articles was able to proceed relatively quickly. With few exceptions, Members raised no objections or concerns regarding any of the articles. Although some questions were raised, they were informational in nature and none raised concerns serious enough to cause an article to be set aside.

The Committee did, however, have a lengthy conversation about the capital investments articles, focusing on the proposed fire station expansion and the library renovation. Dyer informed the Committee that the Select board had directed him to combine these two projects into a single capital bonding initiative; this represents a departure from previous characterizations of how the funding for these projects would be pursued, so raised some questions with Members. It was noted that Readfield's debt load is low and taking on new debt should not be unduly concerning.

Dyer also presented some information regarding the cost of these projects and their scope. These details demonstrated that these projects are still in their early stages, as the cost estimates had grown since the initiatives were first discussed. Dyer noted that the Town intended to engage engineers and design consultants to help spec out the plans in greater detail, which in turn, would inform better cost estimates. Due to the press of time, however, he suggested adopting a cost estimate of \$200/square foot.

There was concern expressed by some Members of the Committee that the planning of these projects was still in too much of a preliminary form. The level of uncertainty regarding details like costs appeared to be high and the likelihood of costs changing between the time of this meeting, the time of the Town vote on the budget, and the time the project gets underway

appeared to be high. Dyer assured the Members that they would have another chance to consider the cost estimates and borrowing proposal before the finalization of the budget.

Hanish suggested that as part of any library renovation, serious consideration should be given to making the second floor of the building accessible. Because public monies would be invested in the building, it should be incumbent upon the Town to ensure accessibility. He noted that a chair lift might be a good solution to this challenge. Dyer agreed to bring the idea to the Friends of the Library for consideration.

Committee members identified an error in draft Warrant Article 16; Dyer indicated he would have the error corrected. Similarly, an error was identified in draft Warrant Article 20, where a reference to debt service costs needs to be deleted.

The Committee reviewed all draft Articles through number 36. Articles 37 and 38 are outside the Committee's scope of concern.

Dyer explained that taking all budget articles as a whole, the impact on the mil rate for the municipal budget is a decline from 19.44 to 19.34.

Hanish offered a motion to approve all articles reviewed (numbers 7-36), with amendments/corrections identified during the discussion. Davis provided a second and the motion carried unanimously.

The Committee will next meet on March 28th in conjunction with the Select Board, for a high-level review of the budget. At that session, public comment on the proposed budget will be solicited and taken.

The meeting was adjourned at approximately 8:10 pm.

Respectfully submitted,
Ellen Jane Schneiter

READFIELD COMMUNITY LIBRARY BOARD MEETING
MARCH 6, 2019

The meeting was called to order at 6:39 by Chair, Deb Peale.

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

Those excused: Brenda Lake, Jan Tarbuck.

Secretary's Report: The minutes of February's report were accepted as amended.

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

Librarian's Report:

- Maureen is working on the annual report.
- Knitting group on Saturdays is doing well
- Play group is also doing well with 14 children and 13 adults in attendance for three weeks.

Old Business:

- Library building update:
 - Flooring considerations: A motion was made by Pat, seconded by Pam to approve an amount of \$2495.41 for the flooring. All approved
 - Desks for circulation area: A couple board members were meeting with the contractor to make final decisions.
 - Prepping and painting: Will be done after flooring and desk decisions are made.
 - News from the Town Select Board and Budget Committees: They will be helping us with the finances.

Chocolate making details:

- Jen presented a list of ideas from Hannah Flannery on what type of chocolate event we wanted. The Board picked two and Jen will get more information from Hannah. If Hannah is available a date of April 6 was decided.

St. Patrick's Day Pot luck update and final planning:

- Deb, Pam and Donna will set up; Deb will get coffee; Sonya will provide paper products and Pat will do advertising.

Author talks: Tabled

Report from the Friends of the Readfield Library: Deb met with the friends last week and they are interested in helping pay for an author talk and a reading program.

Summer story and craft on the beach: Pat will do this again this year

New Business:

- Spring Bok Sale: We have decided to continue the ongoing book sale at the Library.
- One last summer book sale during Heritage Days: We will hold a book sale on Heritage days with the books we have at the Library at this time. We will advertise that if anyone wants to bring books to the sale they can on the day of sale before 9:00. We also will see if anyone has any suggestions as to storing books in the future.
- April potluck and game night: Pat will look into Vander beer brew pub in Winthrop and report back.

The meeting was adjourned at 7:55.

The next meeting will be held on April 3 at 6:30 at the library.

Respectfully submitted:

Betty Peterson, Secretary

**Cemetery Committee Meeting Minutes
February 20, 2019**

Present: Marianne Perry, Grace Keene, Deb Doten, Pam Osborn, Ben Rodriguez, Andy Tolman, Brenda Lake, Sandra Rourke

Minutes approved with minor amendments.

Sexton's Report:

The Sexton's Report will be sent to members electronically ahead of the meeting. All agreed that these written reports are complete and very helpful.

The Sexton can be reached as follows:

Ben Rodriguez

sexton@readfieldmaine.org

Office Phone: 685-1812

FAX: 685-3420

Cell: 557-2790

During the winter months the Sexton has been looking at ways to educate the public about cemeteries as places for reflection and as historically significant places. There is an extensive review of resources that was included in the Sexton's written report. Committee members are encouraged to view these resources. The hope is that a lesson plan will be created that could be used for local schools and UMF so as to motivate students to participate in volunteer projects such as stone cleaning and repair. This research has also been training for the Sexton in that he "sees cemeteries as an invaluable yet often overlooked, cultural and historical resource".

The Town's web site will continue to be updated. All pertinent cemetery information will be included. When complete, the Sexton will send the link to the Committee for review.

Budget Update:

The Budget Committee has accepted the FY 2020 budget as proposed by the Cemetery Committee.

The 2019 Budget is on track for being spent. The tree work RFP has not been issued yet. This needs to be completed soon. There was a concern about the equipment in the cemeteries during mud season. While the tree work is just trimming this year, it is important that this work be completed as soon as it is dry enough to get into cemeteries.

Plan Review

Future space needs. There was a review of the plots left for sale and how quickly they are being sold. The Committee asked for a check on the numbers, but agreed that there is no immediate need for additional land for traditional interments. There is a growing trend in green burials. The new plan will include the Sexton's research on the green burial trend as well as an exploration of potential partners. Regarding cremains, it has been suggested that unused space too small for traditional burials be used exclusively for cremains.

Also in the plan will be cemetery maintenance and stone repair as suggested by the Sexton.

In addition to revising the plan, this is also a time for celebrating the progress made on the original plan.

The Committee will finalize this updated plan at the next meeting.

Other Business:

Board Chairs Meeting with the Select Board was held. The Select Board would like to do tours of the cemeteries.

The Cemetery Committee has one open position. Volunteers for the position are welcome to apply with the Town Clerk.

Next Meeting:

March 20 at 1:00

**WARRANT TO CALL REGIONAL SCHOOL UNIT NO. 38
BUDGET MEETING
(20-A M.R.S. §1485)**

TO: Donna Foster, a resident of Regional School Unit No. 38 composed of the Towns of Manchester, Mount Vernon, Readfield, and Wayne, State of Maine.

In the name of the State of Maine, you are hereby required to notify the voters of each of the municipalities within Regional School Unit No. 38, namely, the Towns of Manchester, Mount Vernon, Readfield, and Wayne, that the Regional School Unit Budget Meeting will be held at Maranacook Community High School, 2250 Millard Harrison Drive in the Town of Readfield, Maine at 7:00 p.m. on May 15, 2019 for the purpose of determining the Budget Meeting articles set forth below.

Article 1 To choose a moderator to preside at the said meeting.

Article 2 To see what sum the RSU will be authorized to expend for Regular Instruction, including Alternative Education, ELLs (English Language Learners) Instruction, and Gifted & Talented Education.

School Board Recommends: \$7,793,410.00

This article includes negotiated salaries and benefits for regular education instructional staff, supplies, professional development, contracted services, and copier maintenance costs.

Article 3 To see what sum the RSU will be authorized to expend for Special Education.

School Board Recommends: \$2,565,308.00

This article includes negotiated salary and benefits for special education administration and instructional staff, special education legal costs, tuition costs for out of district placements. Special Education provides services as required by law.

Article 4 To see what sum the RSU will be authorized to expend for Career and Technical Education, Coop/Pathways Program and Capital Area Technical Center (CATC) Tuition.

School Board Recommends: \$0

The State of Maine has changed funding and expense for CATC, so we no longer need to budget this tuition.

Article 5 To see what sum the RSU will be authorized to expend for Other Instruction (co-curricular, extra-curricular, and regular education summer instruction).

School Board Recommends: \$459,909.00

This article includes activities in the middle school and high school such as sports, plays, math team, speech and debate, student senate. The expenses in this article are for coaching salaries, officials' services, supplies, equipment, dues & fees. This article also includes salaries and benefits for summer regular education instructional programs.

Article 6 To see what sum the RSU will be authorized to expend for Student Support (guidance, health, technology) and Staff Support (improvement of instruction and staff training, curricular, library, assessment).

School Board Recommends: \$1,974,778.00

This article includes negotiated salary and benefits for staff and directors in the above mentioned departments, district wide professional development, NWEA and other assessment testing, and supplies.

Article 7 To see what sum the RSU will be authorized to expend for System Administration (School Board and Superintendent's Office).

School Board Recommends: \$631,287.00

This article includes negotiated salary and benefits for central office staff, school board stipends, contracted services for legal and audit, legal liability insurance, supplies for school board and central office.

Article 8 To see what sum the RSU will be authorized to expend for School Administration (principals' offices).
 School Board Recommends: \$1,131,912.00

This article includes negotiated salary and benefits for principals and secretaries, principal professional development, accreditation costs, supplies, dues, and fees.

Article 9 To see what sum the RSU will be authorized to expend for Transportation and Buses.
 School Board Recommends: \$1,074,969.00

This article includes negotiated salary and benefits for transportation administration, mechanic and bus drivers, mandated physicals and drug testing, repairs, vehicle insurance, fuel, supplies, and lease purchase payments.

Article 10 To see what sum the RSU will be authorized to expend for Facilities Maintenance.
 School Board Recommends: \$2,298,639.00

This article includes negotiated salary and benefits for maintenance administration and custodians, utilities (electricity, oil/propane, telephone), contracted services for snowplowing, heating systems and roof monitoring, building repairs and projects, painting, and lease purchase payments of energy retrofit projects.

Article 11 To see what sum the RSU will be authorized to expend for Debt Service and Other Commitments.
 School Board Recommends: \$547,103.00

This article includes bond payments on school construction projects, including the middle school construction, high school addition and renovations, and additional athletic fields that were approved by referendum.

Article 12 To see what sum the RSU will be authorized to expend for All Other Expenditures (Food Services, Reimbursable Transportation).
 School Board Recommends: \$114,159.00

This article includes local dollar support of the food service program and reimbursable transportation provided for RSU #38 towns and recreation programs.

Article 13 To see what sum the RSU will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the RSU will raise and assess as each municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.
 School Board Recommends: amounts set forth below

<i>Total appropriated (by municipality)</i>		<i>Total raised (School Unit assessments by municipality)</i>	
<i>Manchester</i>	<i>\$3,754,048.00</i>	<i>Manchester</i>	<i>\$2,652,084.00</i>
<i>Mount Vernon</i>	<i>\$2,622,125.00</i>	<i>Mount Vernon</i>	<i>\$2,043,504.00</i>
<i>Readfield</i>	<i>\$4,208,275.00</i>	<i>Readfield</i>	<i>\$2,148,246.00</i>
<i>Wayne</i>	<i>\$1,560,644.00</i>	<i>Wayne</i>	<i>\$1,560,644.00</i>

School Unit Total Appropriated \$12,145,092.00 School Unit Total Raised \$8,404,478.00

State-Mandated Explanation: RSU #38's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that RSU #38 must raise and assess in order to receive the full amount of state dollars. *In other words, this article gives the minimum amount that each town will pay based on the ED 279 (state subsidy report) and that RSU #38 must raise and assess in order to receive the full amount of state dollars.*

Article 14 To see what sum the RSU will raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the RSU's contribution to the total cost of funding public education from pre-kindergarten to grade 12.
School Board Recommends: \$182,602.00

State-Mandated Explanation: Non-state funded debt service is the amount of money needed for the annual payments on RSU #38's long term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters. *This long term debt includes a portion of the Middle School construction project, the High School addition and renovations project, and the athletic fields.*

Article 15 To see what sum the RSU will raise and appropriate in additional local dollars in support of the food service program.
School Board Recommends: \$105,000.00

This money helps fund the schools' food service program and equipment replacement.

WRITTEN BALLOT REQUIRED

Article 16 To see what sum the RSU will raise and appropriate in additional local funds (Recommend \$4,775,733.00), which exceeds the State's Essential Programs and Services allocation model by (Recommend \$4,775,733.00), as required to fund the budget recommended by the School Board.

The School Board recommends \$4,775,733.00 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$4,775,733.00.

The \$4,775,733.00 that exceeds the 100% EPS funding level is needed to continue programs and services presently offered by the RSU which are not covered, or not fully covered, by EPS such as: contingency - \$71,000.00, co-curricular program (athletics, theater, math team, debate, etc.) - \$371,000.00, operations and maintenance - \$850,000.00, transportation - \$230,000.00, special education - \$725,000.00, system administration - \$573,000.00, regular education instruction - \$1,955,398.00. The funding from the state (\$3,740,614.00) is 30.80% of the total Essential Programs and Services (EPS) allocation. This allocation covers only a portion of the above noted programs. This article describes the additional funds that RSU #38 needs to raise to achieve the RSU #38 school district budget.

State Mandated Explanation: The additional local funds are those locally raised funds over and above RSU #38's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the RSU 38 budget for educational programs. *The funding from the state (\$3,740,614.00) is 30.80% of the total Essential Programs and Services (EPS) allocation. This allocation covers only a portion of the above noted programs. This article describes the additional funds that RSU #38 needs to raise to achieve the RSU #38 school district budget.*

Article 17 To see what sum the RSU will authorize the School Board to expend for the fiscal year beginning July 1, 2019 and ending June 30, 2020 from the RSU's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

School Board Recommends: \$18,591,474.00

This article authorizes the School Board to spend the recommended budget in Fiscal Year 2020. The School Board cannot spend an amount above the authorized budget.

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

TOWN OF READFIELD

OFFICE USE

3/25/2019

APPOINTMENT APPLICATION

DATE RECEIVED

Readfield Select Board

April 23, 2019

Item # 19-095

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, 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:

1yr

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: maurdmooday@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 _____ of Readfield, in the County of Kennebec and State of Maine: There being a position on the _____ 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:

_____ thru _____. Given under our hand this _____ day of _____ 20__.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

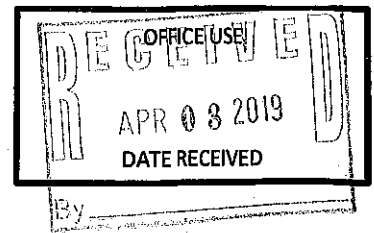
Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date: _____

Is an Oath appropriate: Yes No If yes, what date _____

TOWN OF READFIELD
APPOINTMENT APPLICATION



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

Readfield Select Board
April 23, 2019
Item # 19-102

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?

Heritage Days Comm.

Term:

1 year
8-31-19

Do you have previous experience on this board or committee?

Yes

No

Name: Kathryn Mills Woodsum

Phone (H): 685-9094

Street address: 1601 Main St Readfield, ME

Phone (C): 441-2712

Mailing address: P.O. Box 378 Kents Hill, ME 04349

E-Mail: kwmwoodsum@gmail.com

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

Select Board 9 years, SWRC 10+ years
run graduation at my high school every year for 20+ years

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

To be helpful in way needed to the small committee putting on
Heritage Days.

If you are currently employed, what is your position?

Math Teacher @ Mt. Blue High School

APPLICATION FOR APPOINTMENT FOR:

Name: Kathryn Mills Woodsum Position: Heritage Days Comm Term: 8-31-19

"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: Kathryn Mills Woodsum Date: 4/8/19

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: N/A, 20

SELECT BOARD APPROVAL

To Kathryn Mills Woodsum of Readfield, in the County of Kennebec and State of Maine: There being a position on the Heritage Days Comm 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:

4-23-19 thru 8-31-19. Given under our hand this day of 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:
Is an Oath appropriate: Yes No If yes, what date

Deborah Nichols

From: Deborah Peale <deb.peale@gmail.com>
Sent: Thursday, April 04, 2019 11:11 AM
To: Lint Robin
Subject: Library board resignation

Hi Deb,

This is a notice from Jen Henderson that she is resigning from the board effective today.

Please advertise for the open position.

Thank you.

Deb

I regret to inform you that I will be resigning from the library board effective April 4. Some unexpected demands on my time have arisen since last fall, and I have had to reassess my priorities. I will finish sorting the recently donated books this weekend, and am still happy to lead the April 3 board meeting before stepping down if that would be helpful. I am grateful to have had the opportunity to serve on the board.

Jen

Sent from my iPad

OLD BUSINESS

Memorandum of Agreement
Between the Towns
of
Fayette, Mount Vernon, Readfield and Wayne
Also Known as:
(Western Kennebec Lakes Community Broadband Association)
To Complete a Joint Broadband Planning Process

Whereas: The towns of Fayette, Mount Vernon, Readfield and Wayne have inadequate services for high speed internet connectivity, and;

Whereas: It is desirable for residents in all member communities to have high speed broad band connectivity , and;

Whereas: It is beneficial in reducing costs for completing a broadband planning effort to join together as one community planning process, and

Whereas: Multiple communities joining together in a planning process may be viewed more favorably in an application for a ConnectME planning Grant.

Now therefore: The Town of Fayette, incorporated in the State of Maine and doing business at 2589 Main Street, Fayette, Maine 04349 and the Town of Mount Vernon, incorporated in the State of Maine doing business at 1997 North Road, Mount Vernon, Maine 04352, and the Town of Readfield, incorporated in the State of Maine doing business at, 8 Old Kents Hill Road, Readfield, Maine 04355, and the Town of Wayne, incorporated in the State of Maine and doing business at 48 Pond Road, Wayne Maine 04284 enter into this agreement as the Western Kennebec Lakes Community Broadband Association (WKLCA) to pursue a broadband planning grant from the Maine ConnectME Authority and complete a broadband planning process if the planning grant is awarded.

Project Duration

This MOA will remain in effect until December 31, 2020, it cannot be rescinded by any party, but may be amended as agreed upon by all parties.

1. Project Description

In this project, the Towns (Fayette, Mount Vernon, Readfield and Wayne) will work cooperatively to complete activities determined to be beneficial in competing for a ConnectME Authority planning grant and other potential grant opportunities. Each community will have two voting representatives to direct activities of the WLCBA. Other interested citizens from member communities may attend meetings but will not have voting privileges. This project is for the sole purpose of pursuing funding opportunities for broadband planning purposes. This will include working with Casco Bay Advisors to submit tow applications for planning funds.

2. Statement of Work

Each Town will work with Casco Bay Advisors a consultant contracted by the Town of Fayette to complete the following activities:

- Apply for a Maine Community Foundation Grant
- Complete a Pre-Certification Checklist of activities to qualify for a ConnectME Authority grant including but not necessarily limited to;
 - Creating a community Broadband Team
 - Hold at least one Community Broadband Meeting
 - Identify key documents and existing efforts
 - Identify potential community anchor institutions
 - Create a vision Statement

(The pre-certification checklist activities are more fully described in the pre-certification checklist document available on the ConnectME Authority website)

- Complete and submit a joint ConnectME planning grant application
- If a grant is awarded each town will pay for its share of the cost for completing the broadband planning process as described in the draft contract between the Town of Fayette and Casco Bay Advisors (Appendix A)
-

3. Funding and Resources

The planning process for all four towns is expected to cost thirty thousand dollars (\$30,000.00). If the Maine Community Foundation Grant is funded at ten thousand dollars and the ConnectME grant is funded at fifteen thousand (\$15,000.00) the total amount of funding required would be five thousand dollars (\$5,000.00).

Each member community will provide the Town of Fayette with five hundred dollars (\$500.00) in funding to pay for contracted services required to complete the ConnectME Authority planning grant application. This is due within two weeks of signing on to the terms of this memorandum of understanding.

In addition, each member community will provide up to five thousand dollars (\$5,000.00) as its share of the cost for completing the broadband planning process as outlined in the contractor agreement (Appendix A). The final amount of funding needed will be determined based on the amount of grant funds received but will in no case be more than the five thousand dollars (\$5,000.00). Each community will provide the same amount of matching funds required. (Example: Matching funds required equals fifteen thousand dollars (\$15,000.00) then each of the four communities would provide three thousand, seven hundred and fifty dollars (\$3,750.00) as its share of the cost. These funds will be provided to the Town of Fayette prior to the beginning of the planning process more completely described as Phase 2.2 through 2.7,

If the WKLCBA is not successful in its efforts to acquire grant funds in the amount of ten thousand dollars (\$10,000.00) or more member communities will determine whether to proceed with completing the Broadband planning process.

4. Deliverable

Casco Bay Advisors, LLC will provide WKLCBA a final report. It will incorporate all the information produced in Phases 2-7 (Appendix A) into a comprehensive report for the overall geography, subdivided by individual town, including illustrations and maps that will deliver the information in an easily consumable manner. The report will be designed to inform the Broadband Committee and its constituents regarding gaps in high-speed broadband availability and include high-level cost estimates and network designs. The final report will then form the foundation for communities to engage in public and private partnership negotiations with potential service providers.

6. Staffing

The Town of Fayette will provide staffing for this project to coordinator execution of the contract with Casco Bay, LLC for fulfilling the deliverables of this agreement.

COMMUNITY	ADMINISTRATIVE CONTACT
Fayette	Mark Robinson
Mount Vernon	Clyde Dyar
Readfield	Eric Dyer
Wayne	Aaron Chrostowski

Agreed

Signing for the Town of Fayette

Mark Robinson, Town Manager DATE

Signing for the Town of Mount Vernon

Clyde Dyar, Selectman DATE
Trish Jackson, Selectwoman DATE
Paul Crockett, Selectman DATE

Signing for Readfield

Eric Dyer, Town Manager DATE

Signing for Wayne

Aaron Chrostowski, Town Manager DATE



Casco Bay Advisors, LLC
Broadband/Telecom Consulting

February 10, 2019

Mr. Joe Young
Committee Chairman
West Kennebec Lakes Region Broadband Committee

Dear Joe:

Casco Bay Advisors, LLC is pleased to present this proposal to the West Kennebec Lakes Region Broadband Committee to develop options and solutions for the expansion of high-speed broadband for all residents and businesses across the participating towns of Fayette, Mount Vernon, Readfield and Wayne.

After you have a chance to review, let's schedule some time to answer any questions and provide any necessary clarifications.

Thank you for this opportunity to present Casco Bay Advisors, LLC for your consideration. We look forward to the opportunity to work with your team to set the stage for broadband expansion across the communities.

Sincerely,

Brian Lippold
President



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1 Executive Summary

Casco Bay Advisors, LLC (Casco Bay) is pleased to present this proposal to the West Kennebec Lakes Region Broadband Committee (Broadband Committee) to develop options and solutions for the expansion of high-speed broadband for all residents and businesses across the participating towns of Fayette, Mount Vernon, Readfield and Wayne (Towns).

Our initial efforts (Phase 1) will be to assist the Broadband Committee with writing and submitting grant applications to the Maine Community Foundation and the ConnectME Authority to help the Towns fund Phase 2 – 7 of the Project.

Should the funding initiative be successful, Casco Bay will execute Phases 2 – 7, designed to conform to the requirements of the ConnectME Authority Implementation Grant program, resulting in a comprehensive plan that can be utilized to inform the Broadband Committee and its constituents, and to provide a solid foundation from which to negotiate with service providers to fill the gaps in high-speed broadband availability.

In this type of planning project, the greater the scale of the project in terms of geography, the lower the cost on a per unit basis. As such, we have included a pricing matrix that encourages more towns to participate resulting in a lower cost per town. In addition, 50% of the project cost will be based on the road mileage of each participating town in an effort to recognize the geographic differences between towns.

Thank you for this opportunity to present Casco Bay Advisors, LLC for your consideration. We look forward to the opportunity to work with your team to set the stage for broadband expansion across the region.



2 Scope of Work

2.1 Phase 1 – Grant Writing Assistance

Casco Bay understands the value to the Broadband Committee of securing sufficient funds to develop a thorough, professional and successful plan for expansion of high-speed broadband. We will provide assistance and guidance to complete the following submissions.

2.1.1 Maine Community Foundation – Community Building Grant

Due February 15, 2019, this program invests in local projects and organizations that work to build strong communities. It is a grassroots grant program focused on efforts to use, improve and/or increase access to community assets. *Casco Bay will provide assistance to complete and submit this grant application at no cost.*

2.1.2 ConnectME Authority – Precertification Checklist

Accepted by the ConnectME Authority at any time, this Precertification Checklist is a stakeholder and information gathering process and is required in order to be considered for a ConnectME Authority Planning Grant. *Casco Bay will provide assistance to complete and submit this Precertification Checklist at no cost.*

2.1.3 ConnectME Authority – Planning Grant

Typically, due sometime during the first half of each year (*2019 due date has not been established as of this writing*), the authority provides funds for broadband planning grants to municipalities, groups of municipalities or non-profit local or regional community organizations that are providing local or regional economic development plans to expand the availability of broadband services in unserved and underserved areas.¹ *Casco Bay will provide assistance to complete and submit this Planning Grant request with a proposed budget not-to-exceed \$1,500, invoiced on a time (\$150 per hour) and actual expense² basis.*

¹ Public Law 2015, chapter 93, Part 7, section 9217 <http://www.mainelegislature.org/legis/statutes/35-A/title35-Asec9217.html>

² Expenses are actual amounts incurred without mark-up. Mileage expense at then current IRS reimbursement rate.



2.2 Phase 2 – Incumbent Provider Engagement

Recognizing the lowest cost and the least risk for the Communities is to upgrade and/or extend the network of the existing service providers; we will engage the local telephone and Cable TV companies to solicit the following information:

- Overview of existing capabilities and coverage
- Short-term and long-term plans to upgrade and/or extend broadband coverage
- Determine required public subsidy, if any, to upgrade and/or extend broadband coverage

2.3 Phase 3 – Document & Map Existing Broadband Assets

The local telephone and Cable TV companies typically refuse to provide detailed electronic files identifying the location of their infrastructure. Understanding the location and capability of existing assets is the foundation for creating the most cost-effective plan to leverage those assets, in terms of extending the infrastructure and negotiating with service providers from a position of strength. All of the information collected will be integrated into a Geospatial Information System (GIS) geodatabase that will facilitate analysis and presentation of the data in both tabular and map form. Specific steps are presented below.

- Meet with existing providers to determine location of existing assets. Ideally, the providers will share maps of assets to incorporate into the GIS database;
- Field verify assets where the existing provider is unable or unwilling to provide mapping information in sufficient detail;
- Build GIS base layer using publicly available imagery with roads, town boundaries and potential subscriber locations identified using 911 data;
- Based on individual service provider input, document and map current expansion plans for each provider over the near term (next one-two years). This task is important to insure there is no duplication of effort;
- Validate and incorporate ConnectME mapping information as additional layers to compare with and validate information shared by the service providers;
- Estimate quantities of utility poles along each road segment by town geography. This information will permit a more accurate estimate of utility pole make-ready costs that represents a significant cost component in any expansion plans.

2.4 Phase 4 – Infrastructure Gap Analysis

With the broadband assets identified in Phase 3, we will be able to define the geographic areas without access to high-speed broadband. This gap analysis will determine:



- Mileage of road segments
- Estimate of the quantity of utility poles
- Quantity of potential subscriber locations along each road segment
- Determination of construction type (aerial or underground) required for each road segment

The gaps will then be defined within the geodatabase for map illustration and use in the development of network designs to close the gaps.

2.5 Phase 5 – Network Designs

With Phase's 3 – 5 complete, sufficient data will be available to develop network designs and to determine budgetary costs to fill the gaps by extending the existing Cable TV infrastructure or by deploying a Fiber-to-the-Home (FTTH) overlay network. The budgetary cost data will include:

- Outside plant engineering
- Utility pole make-ready
- Outside plant materials (strand, guying, anchors, fiber cable, etc.)
- Construction
- Project management

2.6 Phase 6 – Public/Private Partnership Strategies – Potential Operating Models

This task will include strategies to partner with both existing providers and other potential providers that may be interested in deploying their own infrastructure.

2.7 Phase 7 – Adoption Plan to Increase Broadband Usage

This task will include recommendations to increase broadband adoption, address digital literacy, and increase usage. Steps will include:

- Inventory existing digital literacy programs currently available within the towns
- Determine gaps in program availability
- Determine access options and affordable equipment programs targeted toward low- and moderate-income users

Our efforts will leverage publicly available information reflecting best practices in other jurisdictions.

2.8 Deliverables – Final Draft Report

Casco Bay will incorporate all of the information produced in Phases 2-7 into a comprehensive report for the overall geography, subdivided by individual town, including illustrations and maps that will deliver the information in an easily consumable manner. The report will be designed to inform the



Casco Bay Advisors, LLC
Broadband/Telecom Consulting

Broadband Committee and its constituents regarding the gaps in high-speed broadband availability and will include our high-level cost estimates and network designs. The final report will then form the foundation for individual public/private partnership negotiations with the service providers.

Our proposal includes delivery of the final report, in both written form (*one copy per town*) and in-person presentation to the Broadband Committee. Should the Broadband Committee require our participation in individual town meetings, the price per meeting will be \$400. Additional hard copies of the final report will be at cost plus 20%.



3 Timeline Estimate

Project Schedule									
	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19
Phase 1									
Phase 2									
Phase 3									
Phase 4									
Phase 5									
Phase 6									
Phase 7									

The start date for Phases 2 – 7 will be dependent upon successful funding of the project. The May 2019 date shown above is for illustrative purposes only. The 6-month schedule for Phases 2 – 7 is conservative and may be accelerated depending upon resource availability and based upon the cooperation and collaboration of the existing service providers.



4 Pricing

4.1 Phase 1 – ConnectME Authority – Implementation Grant Writing Assistance

The price to assist with writing and submission is \$150 per hour, with a minimum 5 hours due upon contract signing and not to exceed \$1,500.

4.2 Phase 2 – 7

The price for Phase's 2 – 7 is variable with 50% of the total dependent upon the quantity of Towns participating and the remaining 50% based upon the road mileage of the Towns participating. As a result, the greater the quantity of Towns participating, the lower the overall cost per Town.

The total project cost for the 4 Towns who have agreed to join the project is \$30,000. Should the 10 additional Towns identified below joining the project, the overall cost for the project will be \$60,000. Regardless on the quantity of Towns participating, \$5,000 will be payable upon notice to proceed.

Pricing Matrix										
Fixed 50% of Project Cost per Town			Variable 50% of Project Cost per Town							
Quantity of Towns	Price per Town	Total	Town name	State Highway	State Aid Highway	Townway/ Seasonal	Total Miles	Percent Total Miles	Per Town if all Towns	4 Current Towns
4	\$3,750	\$15,000	Belgrade	14.13	13.82	34.61	62.56	9.0%	\$2,698	
5	\$3,300	\$16,500	Bayville	8.00	2.10	25.51	45.62	6.6%	\$1,968	24.7%
6	\$3,000	\$18,000	Litchfield	11.51	16.65	31.83	59.99	8.6%	\$2,588	
7	\$2,786	\$19,500	Manchester	4.58	7.09	27.45	39.12	5.6%	\$1,687	
8	\$2,625	\$21,000	Monmouth	7.18	15.75	48.13	71.06	10.2%	\$3,065	
9	\$2,500	\$22,500	Mount Vernon	7.80	2.59	36.09	56.48	8.1%	\$2,436	30.6%
10	\$2,400	\$24,000	Oakland	5.37	15.59	32.78	53.74	7.7%	\$2,318	
11	\$2,318	\$25,500	Readfield	12.40	5.91	27.73	46.04	6.6%	\$1,986	24.9%
12	\$2,250	\$27,000	Rome	5.36	5.12	17.42	27.90	4.0%	\$1,203	
13	\$2,192	\$28,500	Sidney	2.07	29.05	30.78	61.90	8.9%	\$2,670	
14	\$2,143	\$30,000	Vienna	5.45	0.00	23.34	28.79	4.1%	\$1,242	
			Wayne	7.25	0.00	29.45	36.71	5.3%	\$1,589	16.9%
			West Gardiner	5.07	14.84	15.28	35.19	5.1%	\$1,518	
			Winthrop	14.01	7.12	49.30	70.43	10.1%	\$3,038	
			Total	110.19	145.63	439.71	695.53	100.0%	\$30,000	100.0%
										\$15,000

The pricing listed above is valid for 60 days. If Broadband Committee decides to proceed with the project after 60 days from the date of this proposal, Casco Bay reserves the right to review the cost estimate and schedule, and to make changes as needed. Additional towns may be added to the project at any time up to the start date for Phases 2 – 7.



5 Invoicing

Invoicing will occur monthly based upon the percentage of the project completed during the billing period. Payment is due within 30 days after the date of invoice and balances outstanding beyond these terms will accrue interest at the rate of 1.5% per month (18% per annum), or the legally permitted maximum if that rate is lower.

6 Acceptance

Your notice to proceed can be a letter or purchase order that makes reference to this proposal, or a copy of this proposal with an authorizing signature in the space provided below.

Accepted by: (Printed name and title) _____

Signature: _____ Date: _____

NEW BUSINESS



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355
Tel. (207) 685-4939 • Fax (207) 685-3420
Email: Readfield.finance@roadrunner.com

REQUEST FOR PROPOSALS (RFP)

The Town of Readfield seeks proposals from qualified firms to complete an expansion of the gravel parking area at the Readfield Fairgrounds on Church Road.

All proposals are to be submitted in sealed envelopes marked "PARKING LOT EXPANSION – DO NOT OPEN" addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 until **1:00 P.M. on Friday, April 19, 2019** at which time they will be publicly opened. Proposal forms and specifications may be obtained at the Town Manager's office. The Town of Readfield reserves the right to accept any or reject any or all proposals. Proposers may be present at the proposal opening if so desired.

STANDARD INSTRUCTIONS TO PROPOSERS

1. The attached proposal is to be signed by the proposer, with full knowledge of and agreement with, the general specifications, conditions and requirements of this RFP. The conditions set forth in this RFP are to be considered minimum proposal specifications. Any variance or deviation from the specifications, terms and conditions, no matter how slight must be noted on an attachment labeled **"Variances"**. Failure to document such variances or deviations may, at the Town of Readfield's sole discretion, disqualify the proposal from consideration.
2. Proposals shall be submitted in sealed envelopes addressed to the Town Manager, Readfield Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355 and shall be clearly marked **"PARKING LOT EXPANSION – DO NOT OPEN"**.
3. Incomplete proposals; or proposals received later than the time and date specified in the RFP will not be considered. Withdrawals of proposals, received later than the time and date set for the proposal opening, will not be considered.
4. An optional pre-bid meeting will be held on Thursday, April 11, 2019 at 9:00 a.m. at the Readfield Fairgrounds parking lot.
5. The proposer shall insert in the attached proposal form the price per stated unit and extend a total price for each item. **IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.**
6. In accordance with the provisions of 36 M.R.S.A. sec. 1760 et. Seq., the Town of Readfield is exempt from the payment of State sales and use tax and such tax or taxes shall not be included in the proposal prices.
7. The Town of Readfield specifically reserves the right to accept any or reject any and all proposals, wholly or in part; to waive technical defects or procedures; and to make awards deemed to be in the best interest of the Town.

PARKING LOT EXPANSION SPECIFICATIONS

1. Sealed proposals for completing the projects in the 2019 fiscal year will be received at the Town Office until **1:00 p.m. Friday, April 19, 2019 at which time they will be publicly opened.**
2. Firms are requested to submit signed, written proposals giving fixed firm bids on the attached proposal form. It is the intent of the Town of Readfield to award a binding contract to the selected firm. A final contract award may be considered by the Readfield Select Board at a regular meeting on April 23, 2019.
3. The Town of Readfield reserves the right to increase or decrease stated quantities at the same proposed unit prices as the Town sees fit. Actual work contracted will depend on available funding.
4. Insurance and Other Requirements - Any subcontractor involved in the project must be identified at the time of proposing. Contractors and any subcontractor engaged in the above work must agree to provide proof of liability insurance in an amount not less than the amount established by the Maine Tort Claims Act (currently \$400,000.00) that names the Town of Readfield as an additional insured. Proof of additional insurance is required, but not limited to, workers compensation and liability insurance for vehicle and equipment. Certificates of insurance must be on file with the Town prior to the commencement of any work. Contractors must be in good financial standing with the Town or their respective towns. Contractors further will follow Town policy on political activity, harassment, and workplace violence while providing services in Readfield.
5. Traffic Control - The proposer will be responsible for providing all necessary flaggers, signs, barricades and other safety devices necessary to control & direct traffic during parking lot expansion operations, according to the MUTCD manual and DOT best management practices.
6. Site Marking and Preparation - The proposer will ensure that the roughly 80' x 130' parking lot expansion area is clearly marked with flagged grade stakes prior to construction and ensure that the finished surface area meets those dimensions.. In areas where material depth requires a side slope, material may extend outside of the expansion area with a slope not to exceed 50%. Perimeter stones on the north side of the existing parking area shall be removed and set aside for future use. Vegetation and loam shall be removed and stored on site to expose mineral soil within the expansion area.
7. Gravel and Installation - The expansion area may generally follow the lay of the land but base gravel containing material no larger than 6" shall be installed to prevent slopes in excess of 3% in any direction, ensure proper drainage, and ensure grade matching with the north side of the existing lot. Base gravel shall be compacted using a vibratory roller. Surface gravel containing material no larger than 3/4" shall be applied in the expansion area to a minimum depth of 4". Surface gravel shall be compacted using a vibratory roller. Alternative base and surface gravel specifications will be considered. All gravel aggregate shall consist of sand or gravel of hard durable particles free from vegetable matter, lumps or balls of clay and other deleterious substances. Source and sieve analysis documentation must be provided and accepted by the Town Manager or designee prior to gravel application.
8. Finish Work - The proposer shall provide and install perimeter stones similar in size and pattern to those used in the existing lot. Perimeter loam and seed work shall be performed by the Town of Readfield.
9. Work completion date will be negotiated with the successful proposer, but in no case will the completion date be after June 30, 2019 unless mutually agreed upon by both parties. Consideration may be given to proposals with work completion dates between July 1, 2019 and October 31, 2019.

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

Eric Dyer, Road Commissioner
Readfield Town Office
8 Old Kents Hill Road
Readfield, ME 04355
Email: manager@readfieldmaione.org

PARKING LOT EXPANSION PROPOSAL FORM

PROPOSED PARKING LOT EXPANSION FOR THE TOWN OF READFIELD

Name of Company: _____

Site Preparation

Lump Sum = \$ _____

Base Gravel and Installation

_____ Tons X \$ _____ Per Ton Installed = \$ _____

Surface Gravel and Installation

_____ Tons X \$ _____ Per Ton Installed = \$ _____

Perimeter Stones and Installation

Lump Sum = \$ _____

TOTAL \$ _____

Name: _____ Title: _____

Signature: _____ Date: _____

SERVICES AGREEMENT

PARKIGN LOT EXPANSION SERVICES

THIS AGREEMENT is made this _____ day of _____, 2019 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "OWNER") and _____ (hereinafter "CONTRACTOR").

The CONTRACTOR shall perform a gravel parking lot expansion at the Readfield Fairgrounds under the general direction of the Town Manager or designee.

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Parking Lot Expansion Specifications and Proposal Form, and shall do so in accordance with the Contractor's Proposal dated _____, 2019.

The CONTRACTOR must be current in personal property tax payments to the respective municipality where the firm is located or provide a letter from the municipality stating the CONTRACTOR is in good standing related to tax payments.

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

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

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

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

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

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

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

It is strongly recommended that the CONTRACTOR, before submitting a bid, become completely familiar with the job site and the required work. The OWNER may be available to participate in pre-bid inspections at designated times and locations, and occasionally by request. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of a formal pre-bid inspection.

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

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

The OWNER shall remit to the CONTRACTOR the full payment by the first warrant following completion of all services. The total cost of this agreement will not exceed \$ _____ without written approval from the OWNER. The OWNER reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services required as stated in the Parking Lot Expansion Specification.

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

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

Witness

TOWN

By: _____
Eric Dyer, Town Manager

Witness

CONTRACTOR

By: _____

Its: _____



Fairgrounds Parking Lot Expansion

Readfield, ME

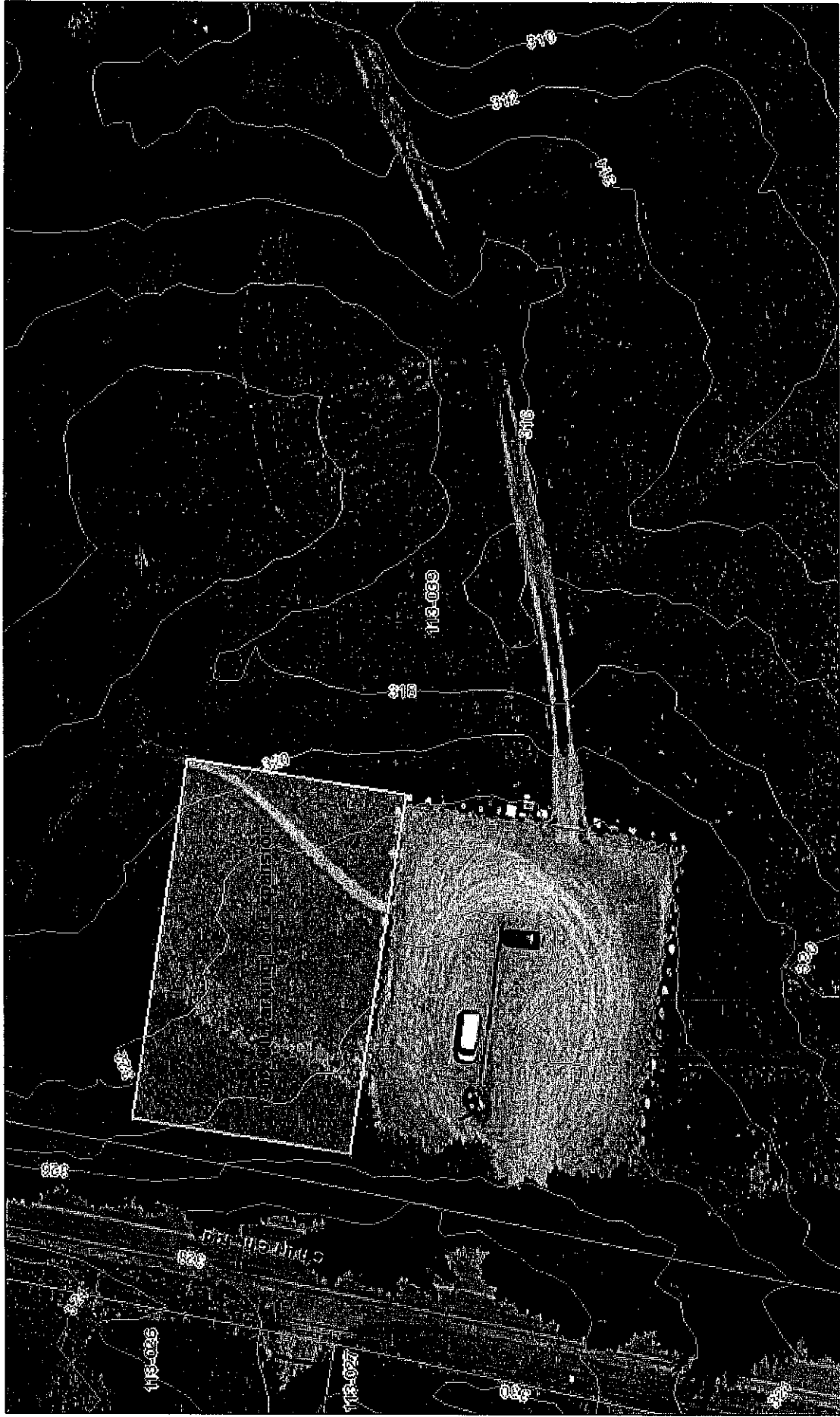
March 6, 2019

1 inch = 50 Feet



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Readfield Fairgrounds Parking Lot Expansion

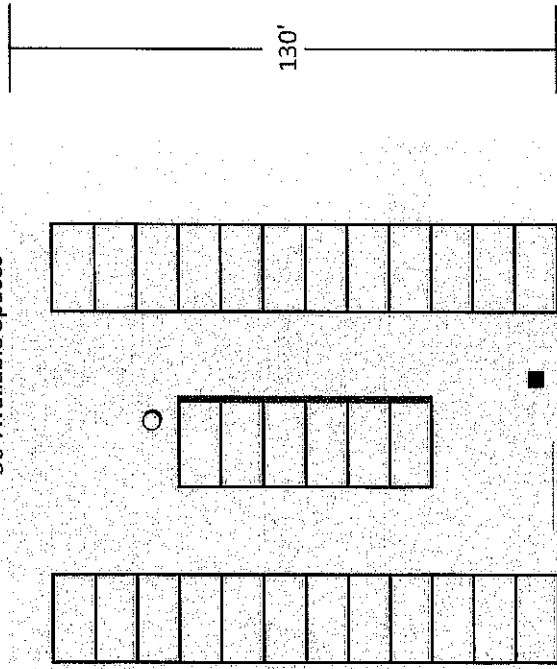
Existing Lot



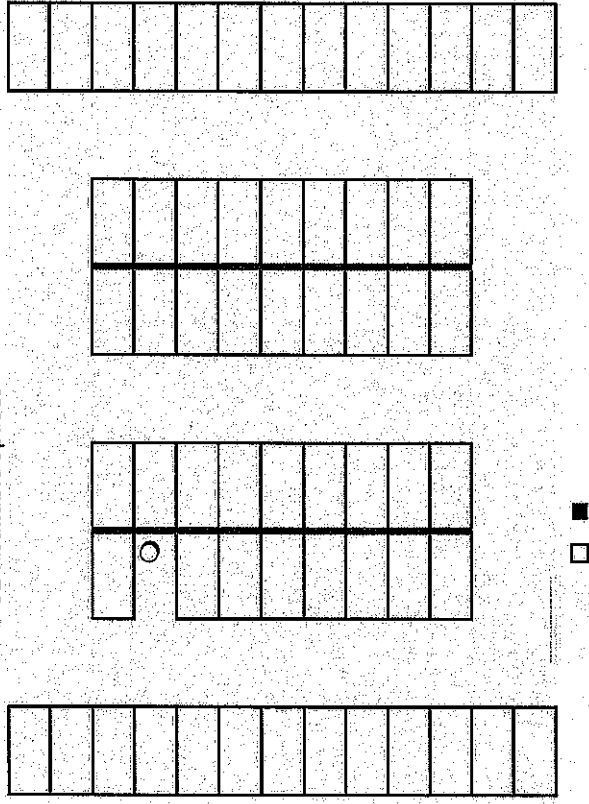
Proposed Lot Expansion - Option 2



30 Available Spaces



61 Available Spaces



Not to Scale

- Utility Pole
- Information Kiosk
- Portable Toilet



- Gravel
- Grass
- ▬ Curb Stop
- Gate

* All parking spaces are dimensioned at 10' x 20', all interior loops are 20' - 30' wide



TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-4939 • Cell (207) 242-5437

Email: manager@readfieldmaine.org

To: Prospective Bidders
From: Eric Dyer, Town Manager
Date: April 11, 2019
Subject: Readfield Fairgrounds Parking Lot Expansion - ADDENDUM

Please be advised that any tree removal associated with the Fairgrounds Parking Lot Expansion will be performed by the Town of Readfield prior to other site work. This pertains to the trees along the stone wall and edge of the expanded lot. Trees will be cut low and roots left in place. Removal of loam from the expansion area will remain the responsibility of the contractor but stump removal will not be required.

We have had a few requests to bid gravel materials per cubic yard. This is permissible as long as a factor is given to allow for conversion to tons, with the understanding that material testing may be performed to verify density.

PARKING LOT EXPANSION PROPOSAL FORM

PROPOSED PARKING LOT EXPANSION FOR THE TOWN OF READFIELD

Name of Company: L.P. Poirier & Son Inc.

Site Preparation

Lump Sum = \$ 5,500⁰⁰

Base Gravel and Installation

807 Tons X \$ 19.⁰⁰ Per Ton Installed = \$ 15,333⁰⁰

Surface Gravel and Installation

214 Tons X \$ 32.⁰⁰ Per Ton Installed = \$ 6,848⁰⁰

Perimeter Stones and Installation

Lump Sum = \$ 3,000⁰⁰

TOTAL \$ 30,681.⁰⁰

Name: Raymond Poirier Title: President

Signature: Raymond Poirier Date: 4/19/19

PARKING LOT EXPANSION PROPOSAL FORM

PROPOSED PARKING LOT EXPANSION FOR THE TOWN OF READFIELD

Name of Company: Wellman Paving Inc.

Site Preparation

Lump Sum = \$ 4,150.00

Base Gravel and Installation

735 Tons X \$ 33.75 Per Ton Installed = \$ 24,806.25

Surface Gravel and Installation

150 Tons X \$ 35.75 Per Ton Installed = \$ 5,362.50

Perimeter Stones and Installation

1.5 Ton → 1.0 cy

Lump Sum = \$ 2,100

TOTAL \$ 32,248.75

Name: Wbbie Preston Title: vice President

Signature: Wbbie Preston Date: 4/19/19

PARKING LOT EXPANSION PROPOSAL FORM

PROPOSED PARKING LOT EXPANSION FOR THE TOWN OF READFIELD

Name of Company: Ford Enterprises - 318 Hatchet Mountain Rd Hope, ME

Site Preparation

Lump Sum = \$ 8,000

Base Gravel and Installation

600 ~~Tons~~ ^{Yards} X \$ 33.16 Per ~~Ton~~ ^{Yard} Installed = \$ 19,900

Surface Gravel and Installation

160 Tons X \$ 54.125 Per Ton Installed = \$ 8,660

Perimeter Stones and Installation

Lump Sum = \$ 1,800

TOTAL \$ 38,360

Name: Daniel J. Ford

Title: owner, Ford Enterprises

Signature: [Signature]

Date: 4/16/19

PARKING LOT EXPANSION PROPOSAL FORM

PROPOSED PARKING LOT EXPANSION FOR THE TOWN OF READFIELD

Name of Company: Cushing Construction LLC

Site Preparation

Lump Sum = \$4800.00

Base Gravel and Installation

1080 Tons X \$11.563 Per Ton Installed = \$12480.24

Surface Gravel and Installation

224 Tons X \$16.25 Per Ton Installed = \$3640.00

Perimeter Stones and Installation

Lump Sum = \$2000.00

TOTAL \$18,302.84

Name: Christine Cushing-Chicoine Title: Owner

Signature: [Handwritten Signature] Date: 4-16-2019

12" of base gravel minimum recommended
Will install fabric if furnished by Town

Future Agenda Items - Proposed DRAFT

Potential Future Meeting / Workshop Items:

- 19-056 - Hold a second reading for the Traffic and Parking Ordinance - 10 min.
- Update of fees and fee schedule - short-term
- County Officials and State Delegation Meetings - long-term
- Appeals process and appeals matrix review - long-term
- Contingency Policy discussion - long-term
- Personal Property Taxes - long-term
- Student engineering work at the Giles Rd. Bridge - long-term

Ongoing Goals:

- Review, revise, draft governance documents as needed
- Finalize a solar energy plan for town facilities
- Town buildings planning focused on the Library and Fire Station
- Cannabis considerations
- Consider annualizing Heritage Days
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance