

Readfield Select Board
Meeting Agenda
August 12, 2019, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 7:55 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

20-009 - Minutes: Select Board meeting minutes of July 15, 2019.

20-010 - Warrants: #3-6 (FY20).

Communications - 25 min.

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Solid waste and Recycling Committee minutes of May 29, 2019
- Library Board minutes of June 5, 2019
- Conservation Commission minutes of June 11, 2019
- Age Friendly minutes of June 12, 2019

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

Appointments, Reappointments, and Resignations - 5 minutes

20-011 - Consider the resignation of Ed Sims from the Road Committee.

20-012 - Consider the appointment of Thomas Molokie to the Maranacook Lake Outlet Dam Committee

20-013 - Consider the appointment of Donna Witherill to the Library Board of Trustees.

New Business - 50 minutes

20-014 - Consider funding for a municipal broadband project in collaboration with other towns - 10 min.

20-015 - Discuss the possibility of a Special Town Meeting to address changes to the Land Use ordinance relating to agriculture and marijuana cultivation - 20 min.

20-016 - Consider a Catering Permit application for Robert Laster (DBA Crostinis Catering) for an event at the Readfield Union Meeting House - 5 min.

20-017 - Set the Select Board meeting schedule for the coming months - 5 min.

20-018 - Approve Goals from the Select Board Retreat in July - 5 min.

Other Business, Upcoming Meetings, and Future Agenda Items - 5 min.

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – July 15, 2019 – Unapproved

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

Excused Absence: Kristin Parks (Board Secretary)

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Grace Keene, Matt Lajoie, Abby Austin (Kennebec Journal), Amy Cunningham, Brandi Nelson

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm followed by the Pledge of Allegiance.

- **20-001 – Minutes: Select Board meeting minutes of June 24, 2019**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of June 24, 2019 as presented with amendment, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **20-002 – Warrants #54 (FY19) and #1-2 (FY20)**
 - Mrs. Woodsum reviewed Warrants #54 (FY19) and #1-2 (FY20)
 - **Motion** made by Mrs. Woodsum to approve Warrant #54 (FY19) in the amount of \$64,103.05, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
 - **Motion** made by Mrs. Woodsum to approve Warrants #1-2 (FY20) in the amount of \$391,129.03, **second** by Mrs. Sammons. **Discussion:** RSU amounts this year compared to last year. **Vote** 5-0 in favor.

Appointments, Reappointments & Resignations: (Taken out of order per census of the Select Board)

- **20-003 – Consider the appointment of Amy Cunningham to the Recreation Board**
 - Amy Cunningham was present for her appointment and gave a brief introduction.
 - **Motion** made by Mr. Bourgoine to appoint Amy Cunningham to the Recreation Board for a term ending 06/30/2022, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **20-004 – Consider the appointment of Matt Lajoie to the Recreation Board**
 - Matt Lajoie was present for his appointment and gave a brief introduction.
 - **Motion** made by Mrs. Woodsum to appoint Matt Lajoie to the Recreation Board for a term ending 06/30/2022, **second** by Mr. Price. **Vote** 5-0 in favor.
- **20-005 – Consider the appointment of Brandi Nelson to the Recreation Board**
 - Brandi Nelson was present for her appointment and gave a brief introduction.
 - **Motion** made by Mr. Price to appoint Brandi Nelson to the Recreation Board for a term ending 06/30/2022, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Bourgoine mentioned that before this meeting the Select Board had their annual retreat. Thank you to all for attending and input.
 - Mrs. Sammons spoke on the Boston Cane and how the current recipient is no longer living in Readfield. Start looking for the next resident that qualifies and announce during Heritage Days.
 - Mr. Price reminded everyone of Readfield Heritage Days on August 9, 10 & 11, contact him for more information or volunteer.

Readfield Select Board
Regular Meeting Minutes – July 15, 2019 – *Unapproved*

- Mrs. Woodsum reported on behalf of the Solid Waste & Recycling Committee and the meeting held last week. Two items were of concern; Swap Shop and Political Activity at the Transfer Station – they will be working on both items in the future.

- **Staff Reports**

- Mr. Dyer went over the Town Manager Report dated July 15, 2019.

Motion made by Mr. Price to extend the meeting by 15 minutes, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

- Mr. Dyer went over the Treasurers Report for June 2019.

- **Boards, Committees, Commissions & Departments**

- Cemetery Committee minutes of April 17 and May 15, 2019
- Conservation Commission minutes of May 14, 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:

- **20-006 – Appoint representatives to the KVCOG General Assembly**

- **Motion** made by Mrs. Woodsum to nominate Mrs. Sammons & Mr. Bourgoine to the KVCOG General Assembly, **second** by Mr. Price. **Discussion:** Mrs. Sammons interested in the Board of Directors and finding the value of KVCOG as suggested. **Vote** 5-0 in favor.

New Business:

- **20-007 – Consider Select Board participation in an orientation to the Incident Command System (ICS) for Executives and Senior Officials on October 15, 2019**

- Full Select Board in attendance on October 15, 2019 from 6:00-8:000 pm.
- Post as a Select Board Training Notice.

- **20-008 – Consider the 2019 MMA Voting Ballot**

- **Motion** made by Mrs. Woodsum to approve the Town Manager to sign; on behalf of the Select Board; voting for the 4 candidates that are listed on the ballot for MMA, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Other Business, Upcoming Meetings & Future Agenda Items:

- Next meetings scheduled for August 12 and September 16, 2019

Motion made by Mrs. Sammons to adjourn the meeting at 7:25 pm, **second** by Mr. Price. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary via YouTube video

July 22, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
3	14	\$ 152,475.05	Regular Warrant	K Woodsum	Three	7/22/2019
A	14	\$ 2,483.96	State Fees	K Woodsum	One	7/11/2019
B	14	\$ 2,935.90	State Fees	K Woodsum	One	7/22/2019
4	32	\$ 16,364.95	Payroll	K Woodsum	One	7/22/2019
		SUM \$ 168,840.00				

Indicates public review is required following prior approval
 Indicates public review and approval are both required

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	30.73	07/25/19	3	00031 Central Maine Power Co
P	999	25.10	07/25/19	3	00031 Central Maine Power Co
P	999	355.08	07/25/19	3	00031 Central Maine Power Co
P	999	15.26	07/25/19	3	00031 Central Maine Power Co
P	999	90.53	07/25/19	3	00031 Central Maine Power Co
P	999	15.26	07/25/19	3	00031 Central Maine Power Co
P	999	15.41	07/25/19	3	00031 Central Maine Power Co
P	999	100.08	07/25/19	3	00031 Central Maine Power Co
P	999	473.68	07/25/19	3	00031 Central Maine Power Co
P	999	220.13	07/25/19	3	00031 Central Maine Power Co
P	67583	2,483.96	07/11/19	3	00086 SECRETARY OF STATE (MOTOR VEH)
P	67584	2,935.90	07/22/19	3	00086 SECRETARY OF STATE (MOTOR VEH)
R	67585	1,190.45	07/25/19	3	00391 Atlantic Recycling Equipment, LLC
R	67586	267.93	07/25/19	3	00024 Baker & Taylor, Inc
R	67587	255.88	07/25/19	3	00072 Consolidated Communications
R	67588	65.00	07/25/19	3	00183 Copies, Etc.
R	67589	349.78	07/25/19	3	00704 Fabian Oil
R	67590	46.40	07/25/19	3	00489 Glen Hawes
R	67591	24.00	07/25/19	3	00791 Group Dynamic Inc
R	67592	29.04	07/25/19	3	00452 Internal Revenue Service
R	67593	257.28	07/25/19	3	00408 Jordan Equipment Co.
R	67594	76.00	07/25/19	3	00083 Kennebec Cnty Registry Of Deeds
R	67595	109,116.65	07/25/19	3	00915 Key Bank
R	67596	8,865.76	07/25/19	3	00065 MAINE MUNICIPAL EMP. HEALTH
R	67597	9,980.00	07/25/19	3	00424 Main-Land Dev. Consultants, Inc
R	67598	1,200.00	07/25/19	3	00095 MARANACOOK CAL RIPKEN BASEBALL
R	67599	28.75	07/25/19	3	00360 North Coast Services LLC
R	67600	347.22	07/25/19	3	00823 OTELCO
R	67601	275.00	07/25/19	3	00316 Pat Jackson/ Tri-City, Inc
R	67602	74.42	07/25/19	3	00858 PETTY CASH
R	67603	4.45	07/25/19	3	00406 SAM'S CLUB
R	67604	5,750.45	07/25/19	3	00104 Somerset County Treasurer
R	67605	114.99	07/25/19	3	00021 Sonya Clark
R	67606	1,000.00	07/25/19	3	00078 US Postal Service
R	67607	13.39	07/25/19	3	00765 W.B. Mason Co., Inc
R	67608	5,213.97	07/25/19	3	00471 WASTE MANAGEMENT OF ME-PORTLND
R	67609	1,167.12	07/25/19	3	00709 WASTE MANAGEMENT OF PORTLAND
Total		152,475.05			

Count	
Checks	37
Voids	0

Warrant 3

Vendor-----	Amount	Account-----
00391 Atlantic Recycling Equipment, LLC	1,190.45	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQUIP MAINT
00024 Baker & Taylor, Inc	15.63	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	19.71	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	16.99	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	127.97	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	13.89	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	73.74	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	473.68	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	100.08	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.41	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.26	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	30.73	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	90.53	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	220.13	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.26	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	355.08	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	25.10	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00072 Consolidated Communications	43.72	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	45.46	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	166.70	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00183 Copies, Etc.	65.00	REC,PARKS/AT / BEACH - ADMIN / OFFICE SUP
00704 Fabian Oil	297.34	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	52.44	Maintenance / Bldg Maint - UTILITIES / HEATING
00489 Glen Hawes	46.40	SOLID WASTE / TRANSFER STA - PERSONNEL / MILEAGE
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00452 Internal Revenue Service	29.04	GENERAL GOVT / Admin - ADMIN / MISC.
00408 Jordan Equipment Co.	168.89	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Sidewalk Veh
00408 Jordan Equipment Co.	88.39	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Sidewalk Veh
00083 Kennebec Cnty Registry Of Deeds	76.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00915 Key Bank	104,488.95	DEBT SERVICE / '13 Road Bnd - FINANCIAL / BOND PRIN
00915 Key Bank	4,627.70	DEBT SERVICE / '13 Road Bnd - FINANCIAL / BOND INT
00065 MAINE MUNICIPAL EMP. HEALTH	2,316.50	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	6,241.36	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	130.99	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	157.83	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00424 Main-Land Dev. Consultants, Inc	9,980.00	CAPITAL IMPR / Fire Station - CONTRACT SVC / ENGINEERING
00095 MARANACOOK CAL RIPKEN BASEBALL	1,200.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00360 North Coast Services LLC	28.75	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00823 OTELCO	327.44	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 OTELCO	19.78	COMM SERVICE / Library - UTILITIES / TELEPHONE
00316 Pat Jackson/ Tri-City, Inc	275.00	SOLID WASTE / TRANSFER STA - UTILITIES / LAVATORY
00858 PETTY CASH	55.00	GENERAL GOVT / Admin - ADMIN / POSTAGE

Warrant 3

Vendor-----	Amount	Account-----
00858 PETTY CASH	0.02	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	19.40	GENERAL GOVT / Admin - ADMIN / POSTAGE
00406 SAM'S CLUB	4.45	GENERAL GOVT / Admin - ADMIN / MISC.
00086 SECRETARY OF STATE (MOTOR VEH)	2,483.96	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,935.90	GENERAL FUND / Motor Veh Fe
00104 Somerset County Treasurer	5,750.45	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00021 Sonya Clark	25.00	COMM SERVICE / Library - ADMIN / MISC.
00021 Sonya Clark	89.99	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00078 US Postal Service	1,000.00	GENERAL GOVT / Admin - ADMIN / POSTAGE
00765 W.B. Mason Co., Inc	13.39	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00471 WASTE MANAGEMENT OF ME-PORTLND	4,286.97	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00471 WASTE MANAGEMENT OF ME-PORTLND	927.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	807.12	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	360.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
Prepaid Total--	6,761.12	
Current Total--	145,713.93	
Warrant Total--	152,475.05	

August 5, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required :	Approval Date:
5	36	\$ 365,384.69	Regular Warrant	K Woodsum	Three	8/5/2019
A	36	\$ 5,013.65	State Fees	K Woodsum	One	7/26/2019
B	36	\$ 10,213.56	State Fees	K Woodsum	One	8/2/2019
6	50	\$ 17,395.55	Payroll	K Woodsum	One	8/5/2019
SUM		\$ 382,780.24				

	Indicates public review is required following prior approval
	Indicates public review and approval are both required

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	110.01	08/08/19	5	00031 Central Maine Power Co
P	999	15.48	08/08/19	5	00031 Central Maine Power Co
P	999	15.33	08/08/19	5	00031 Central Maine Power Co
P	999	484.53	08/08/19	5	00031 Central Maine Power Co
P	67629	5,013.65	07/25/19	5	00086 SECRETARY OF STATE (MOTOR VEH)
P	67630	3,327.31	08/01/19	5	00086 SECRETARY OF STATE (MOTOR VEH)
P	67631	6,802.25	08/01/19	5	00098 TREAS., STATE OF MAINE (IFW)
P	67632	84.00	08/01/19	5	00100 TREAS., STATE OF MAINE (DOGS)
R	67633	95.00	08/08/19	5	00643 A.A.A. PORTABLE TOILETS
R	67634	16,138.17	08/08/19	5	00045 Androscoggin Bank
R	67635	134.27	08/08/19	5	00022 Audette's Hardware
R	67636	255.81	08/08/19	5	00024 Baker & Taylor, Inc
R	67637	1,000.00	08/08/19	5	00344 Benjamin Bowman
R	67638	144.00	08/08/19	5	00327 Benjamin Rodriguez
R	67639	1,500.00	08/08/19	5	00623 Civic Plus
R	67640	206.25	08/08/19	5	00183 Copies, Etc.
R	67641	647.60	08/08/19	5	00635 CPRC Group
R	67642	794.21	08/08/19	5	00347 Creative Digital Imaging
R	67643	619.90	08/08/19	5	00341 Dick'c Sporting Goods
R	67644	462.00	08/08/19	5	00860 DR Designs
R	67645	10.00	08/08/19	5	00633 Ed's Small Engine Repairs
R	67646	100.00	08/08/19	5	00335 Edward Desjardins
R	67647	1,234.96	08/08/19	5	00802 GEI Consultants, Inc
R	67648	177.50	08/08/19	5	00764 Gene's Auto
R	67649	203.97	08/08/19	5	00629 Irving Oil Marketing, Inc
R	67650	2,500.00	08/08/19	5	00330 Jeremy Clark
R	67651	1,843.00	08/08/19	5	00083 Kennebec Cnty Registry Of Deeds
R	67652	412.39	08/08/19	5	00152 Lowe's
R	67653	220.00	08/08/19	5	00555 MAINE TOWN&CITY MNGMNT ASSN
R	67654	469.96	08/08/19	5	00519 Maureen Kinder
R	67655	558.58	08/08/19	5	00858 PETTY CASH
R	67656	309,199.51	08/08/19	5	00069 Regional School Unit#38
R	67657	100.00	08/08/19	5	00336 Roger Sampson
R	67658	100.00	08/08/19	5	00340 Simon Quist
R	67659	69.99	08/08/19	5	00021 Sonya Clark
R	67660	62.39	08/08/19	5	00647 Soule's Auto Supply
R	67661	13.24	08/08/19	5	00696 Spectrum
R	67662	47.15	08/08/19	5	00462 STAPLES CREDIT PLAN
R	67663	100.00	08/08/19	5	00333 Todd MacArthur
R	67664	100.00	08/08/19	5	00337 Tom Giordano
R	67665	641.02	08/08/19	5	00313 Toshiba Financial Services
R	67666	21.87	08/08/19	5	00348 Travis Gould
R	67667	10.00	08/08/19	5	00600 Treas., State of Maine (Lib)
R	67668	20.00	08/08/19	5	00215 Treas., State of Maine (water)
R	67669	1,121.00	08/08/19	5	00032 Troiano Waste Service,Inc
R	67670	1,000.00	08/08/19	5	00078 US Postal Service
R	67671	109.35	08/08/19	5	00765 W.B. Mason Co., Inc
R	67672	5,413.60	08/08/19	5	00471 WASTE MANAGEMENT OF ME-PORTLND

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	67673	1,675.44	08/08/19	5	00709 WASTE MANAGEMENT OF PORTLAND
Total		365,384.69			

Count	
Checks	49
Voids	0

Warrant 5

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	95.00	REC,PARKS/AT / Town Propert - UTILITIES / LAVATORY
00045 Androscoggin Bank	16,138.17	CAPITAL IMPR / Leases - EQUIP O,R &M / Sidewalk Veh
00022 Audette's Hardware	56.24	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00022 Audette's Hardware	15.00	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00022 Audette's Hardware	63.03	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00024 Baker & Taylor, Inc	25.17	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	230.64	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00344 Benjamin Bowman	1,000.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00327 Benjamin Rodriguez	144.00	Maintenance / Gen Maint - PERSONNEL / CLOTHING
00031 Central Maine Power Co	110.01	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.48	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	484.53	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	15.33	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00623 Civic Plus	1,350.00	GENERAL GOVT / Admin - CONTRACT SVC / WEB HOSTING
00623 Civic Plus	150.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / WEB HOSTING
00183 Copies, Etc.	206.25	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD SUPPLIES
00635 CPRC Group	647.60	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00347 Creative Digital Imaging	794.21	GENERAL GOVT / Admin - ADMIN / POSTAGE
00341 Dick's Sporting Goods	619.90	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD OTHER
00860 DR Designs	27.50	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00860 DR Designs	27.50	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / PPG
00860 DR Designs	28.50	Maintenance / Gen Maint - PERSONNEL / CLOTHING
00860 DR Designs	70.50	Maintenance / Gen Maint - PERSONNEL / CLOTHING
00860 DR Designs	69.50	Maintenance / Gen Maint - PERSONNEL / CLOTHING
00860 DR Designs	74.50	SOLID WASTE / TRANSFER STA - PERSONNEL / CLOTHING
00860 DR Designs	86.50	SOLID WASTE / TRANSFER STA - PERSONNEL / CLOTHING
00860 DR Designs	77.50	GENERAL GOVT / Admin - PERSONNEL / CLOTHING
00633 Ed's Small Engine Repairs	10.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00335 Edward Desjardins	100.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00802 GEI Consultants, Inc	1,234.96	CAPITAL IMPR / Maran Dam - CONTRACT SVC / ENGINEERING
00764 Gene's Auto	27.50	Maintenance / Veh/Eq Maint - EQUIP O,R &M / GMC Sierra
00764 Gene's Auto	75.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Ford F550
00764 Gene's Auto	75.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR
00629 Irving Oil Marketing, Inc	21.02	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	19.31	REC,PARKS/AT / BEACH - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	46.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	23.83	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	25.72	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	68.09	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00330 Jeremy Clark	2,500.00	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00083 Kennebec Cnty Registry Of Deeds	1,843.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00152 Lowe's	220.52	REC,PARKS/AT / BEACH - ADMIN / MISC.
00152 Lowe's	14.18	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00152 Lowe's	75.55	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY

Warrant 5

Vendor-----	Amount	Account-----
00152 Lowe's	23.70	GENERAL GOVT / Code Enforce - EQUIP REPLAC / TOOLS
00152 Lowe's	31.04	REC,PARKS/AT / BEACH - ADMIN / MISC.
00152 Lowe's	30.36	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00152 Lowe's	17.04	Maintenance / Veh/Eq Maint - EQUIP O,R &M / GMC Sierra
00555 MAINE TOWN&CITY MNGMNT ASSN	220.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00519 Maureen Kinder	469.96	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00858 PETTY CASH	14.70	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	14.70	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	29.18	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	500.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / MISC.
00069 Regional School Unit#38	309,199.51	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00336 Roger Sampson	100.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00086 SECRETARY OF STATE (MOTOR VEH)	5,013.65	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,327.31	GENERAL FUND / Motor Veh Fe
00340 Simon Quist	100.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00021 Sonya Clark	69.99	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00647 Soule's Auto Supply	62.39	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00696 Spectrum	13.24	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	47.15	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00333 Todd MacArthur	100.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00337 Tom Giordano	100.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00313 Toshiba Financial Services	641.02	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00348 Travis Gould	21.87	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00100 TREAS., STATE OF MAINE (DOGS)	84.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	6,802.25	GENERAL FUND / Rec Veh Fees
00600 Treas., State of Maine (Lib)	10.00	COMM SERVICE / Library - ADMIN / MISC.
00215 Treas., State of Maine (water)	20.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00032 Troiano Waste Service,Inc	1,121.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00078 US Postal Service	1,000.00	GENERAL GOVT / Admin - ADMIN / POSTAGE
00765 W.B. Mason Co., Inc	109.35	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00471 WASTE MANAGEMENT OF ME-PORTLND	4,465.46	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00471 WASTE MANAGEMENT OF ME-PORTLND	927.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00471 WASTE MANAGEMENT OF ME-PORTLND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	1,135.44	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	540.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING

Prepaid Total--	15,852.56
Current Total--	349,532.13
Warrant Total--	365,384.69

COMMUNICATIONS

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

Solid Waste and Recycling Committee (SWRC) Minutes
Wednesday, May 29, 2019
5:30 to 6:35 pm at Readfield Town Office

Present: Jon Beekman, Amy Black, Bill Drake, Tom Dunham, Eric Dyer, Kellie Hess, Kathryn Mills Woodsum

1. Roll call and determination of quorum. Quorum exists.
2. Review of minutes from February 6, 2019 and 4-24-19. Discussion and Approval. (Attached)
Approved by committee.
3. Oral and written communications.
 - a. Need to revisit policy on political activity at the Transfer Station in July.
4. No members of the public were present.
5. Unfinished business.
 - a. **Operations Manual review:**
 - i. General discussion of the overall nature of the manual
 - ii. Suggestions made concerning:
 1. Glossary needed at the front.
 2. Use acronyms throughout.
 3. Include a job description of the Readfield Maintenance Foreman.
 4. Include a map in the front part of the manual.
 5. Name the grouped appendices.
 6. Should the Assistant Transfer Station Manager be part of the union if he/she is supervising the Transfer Station Attendant; this is a negotiated item in the employee contract and not applicable to this committee. The item could be considered by the Readfield Town Manager during the next negotiation cycle.
 7. Employees will have to read the manual and sign off on the material contained in it.
 8. Name appendix I: Governing Documents and include the Charter and the Ordinance.
 9. Check that the ordinance and this manual are consistent.
 10. Include Household Hazardous Waste listing and Collection Day in the appendix.
 11. Fix sheetrock being in the Unacceptable Waste Category.
 12. Food composting: when will we begin? We have the countertop bins. Eric would like to be this summer but there are time constraints.
 13. Expand the brown/green waste, also known as compost, section.
 14. Bill has some specific suggestions that he will write up and send to Eric.
 15. Include the long-range capital improvement plan in the appendix.
 - b. New road. Eric is installing a painted line at the end of the straight section to slow traffic down. Gravel will be installed along the sides of the road soon. Some orange cones will be set up for a visual cue where the road has a steeper drop-off.
 - c. Vacancies: There is a position open on this committee for Readfield, Fayette and Wayne; accepted resignation of Mike Hicks. Bill Drake is not re-upping.
6. New business. None.

7. Set next agenda.
 - a. Future scheduled meetings:
 - b. Wednesday July 10, 2019 at Fayette Elementary School Library
 - i. Review revised Operations Manual and maybe approve.
 - ii. Review Appendix A: Political Activity
 - iii. Review the SWRC Committee Charter
 - c. Wednesday October 16, 2019 at Wayne Elementary School Library
 - i.
 - ii.
8. Adjourned at 6:35.

Minutes submitted by: Kathryn Mills Woodsum

READFIELD COMMUNITY LIBRARY MEETING
JUNE 5, 2019

The meeting was called to order at 6:38 by Brenda Lake.

Present were: Brenda Lake, Sonya Clark, Pam Mitchell, Jan Tarbuck, Donna Witherill, Pat Clark, Betty Peterson, and Maureen Kinder, Librarian.

Excused: Deb Peale

Secretary's Report: The minutes of the May meeting were approved.

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

Librarian's Report:

- The Film "I Know a Man ... Ashley Bryan" by Richard Kane was shown. 21 people attended.
- Cribbage Club is ongoing.
- Knitting Club has stopped for the summer.
- No Book club for June or July.
- Maine Humanities Book Club will start in September.
- Maranacook Middle School children visited the Library on Wednesday, June 5. About 60 children visited.
- Award books are in.
- Monday, June 17, will be the kick-off date for the Summer Reading Program. The theme for this year is "Space".

Old Business:

- Summer Reading Program kick-off party: Assignments were distributed among the Board Members.
- Renovation Progress: Floor is in, heat pumps are in. Desks will be coming shortly. Chairs and computer equipment have to be ordered. Will need runners for the Fall.
- Author Speaker for July: Pat is finalizing this event with author, Barbara Walsh.
- Cookies needed for Friends of Library for Heritage Days: Check with Chris Sammons as best way to provide these.

New Business:

- Book Sale: Saturday, August 10, 9 to 1. Will firm up assignments in July.
- New member update: Jen Bonneford has turned in her application. Will be approved at next Select Board Meeting.
- Summer Hours: Summer hours begin on June 17. Mondays we will be open from 4 to 8.

Respectfully submitted,

Betty Peterson, Secretary

Readfield Conservation Commission Meeting Notes
Tuesday, June 11, 2019, at Fairgrounds and Town Office
Approved July 9, 2019

Present: Greg Durgin, Marty Hanish, Bruce Hunter, Greg Leimbach, Tim Sniffen, Andy Walsh, Brent West, Bob Mohlar (emeritus)

Excused: Jerry Bley

Meeting began at Fairgrounds parking lot.

The RCC plus several Trails Comm members considered a new route for a trail which would allow walkers to avoid traffic in the parking lot. When the recent parking lot expansion was planned, a new trail had been considered which would have branched off the ballfield access road; this route would demand considerable work and expense. A simpler and less costly route would follow the eastern periphery of the expanded lot; the large stones could be moved a few feet into the parking area to create a barrier, the porta-potty could be moved, and the new trail would skirt the lot, passing just in front of the kiosk and beyond the access road gate. Grading/sloping would be necessary at the northeast corner to connect with the existing north loop trail. It is hoped that Town equipment and staff can do this.

It was moved, seconded, and unanimously approved that we suggest this plan to the Town Manager. Bruce and Brent will report this action to Eric Dyer.

Meeting resumed at Town Office.

Old Business

Open Space Plan goals:

1. Conserving Carleton Pond watershed – no new report.
2. Protecting viewshed from Jesse Lee Church hilltop – Maine Farmland Trust is considering ways to cooperate with future owners to establish an agricultural easement on this former Belle Vue Farm parcel which is now on the market. No new report.
3. Cooperating with neighboring conservation commissions and the Kennebec Land Trust (KLT) – Possible barbecue to be considered at next meeting. Greg D will call area towns to determine which have conservation commissions, and if so, who to contact.

Town Farm and Forest:

1. Landscaping and clearing around farmhouse cellar hole – Greg Leimbach brought his tractor and equipment into the farmstead clearing last month and removed vegetation, stumps, rocks, and other debris from the shoulders on two sides of the foundation wall. Follow-up such as seeding, mulching, and removing vegetation inside the cellar hole is needed. Andy will send out email arranging date for a site visit to plan follow-up. Tim raised possibility of reimbursing Greg L for fuel and wear and tear incurred in his helpful work.
2. 2019-20 harvest planning – No new reports on invasive plant control, property line blazing, or new details on the harvest itself
3. We will discuss the possible 2024-25 harvest at next meeting. There is a question of whether to keep that section of the Town Forest in reserve.

Recreational Trails Grant reimbursement: No new report.

Vernal Pools Inventory wrap-up: Bruce and Tim will resume work in July.

Readfield Messenger article: Tim was unable to complete article for June issue.

Ideas for future issues were briefly discussed.

New Business

Town conservation property concerns:

1. Torsey Pond Nature Preserve – KLT staff and Howard Lake have built bog bridging over wet spots on the new stretch of trail beyond the first footbridge. They used lumber and fasteners which we had on hand, so there was no expense.

Tim and Milt Wright, KLT stewards, did a recent walk-thru and made up a “to do” list. Tim will email that list to the RCC.

Signage condition was discussed. Funds for replacements are in next year’s budget. To be discussed at next meeting.

2. Fogg Farm Conservation Area – No report.
3. Town Farm Forest – Dale M Clark will lead a “History Walk” through the Macdonald Woods and Town Forest on Sept 13, 2019. RCC members are welcome to participate and share reports of our work there. We will need to do some prep before Sept. 13 – trail mowing, other clearing. To be discussed later.
4. Fairgrounds – Dale M Clark has asked the RCC and Trails Comm. to install and maintain (clean and keep presentable) a planned sign showing scenes from the Old Fairgrounds to be installed before the upcoming Readfield Heritage Days weekend.

The RCC is pleased that this is in the works. There are some details to be worked out. Location may depend on route of proposed trail around the parking lot.

Meeting adjourned approx. 8:30 pm.

Submitted by Tim Sniffen

Minutes
Age Friendly Meeting
June 12, 2019

Present: Ann Mitchell, Ed Dodge, Marianne Perry, Maggie Edmondson, Donna McGibney, Romaine Turyn, Marjorie Ellis, Eric Dyer

The meeting was called to order shortly after 9:00.

Eric Dyer was present and updates were discussed.

The Volunteer Appreciation will be held indoors at the Town Office so that event will not provide an opportunity to celebrate the new equipment at the Fairgrounds. Perhaps something can be done at Heritage Days when a kick ball tournament is scheduled.

Marjorie Ellis informed the committee that she will not be renewal of membership, though she remains interested and wants to stay involved.

Building of the kayak stand at the beach should start soon after July 1st. Money in the budget has been approved for it. A waiver and release form need to be developed.

Finding a resolution to the parking area in front of the Post Office is a lower priority. Perhaps the best route for a resolution is contacting our Senator, Shenna Bellows. Ed shared that The Historical Society wants to put a sign in that area as well.

Eric discussed the Heart and Soul Community Planning Process he wants to do in concert with the review and updating of the comprehensive plan. Several local communities are also using the Heart and Soul Planning Process. The intent is to get as many people involved as possible by going to where people are and not asking people to come to the town office. This will begin over the next year and the Age Friendly Committee will be invited to be a part of the planning process.

Updates

Two people in Readfield have requested SEARCH services.

The flyer offering transportation rides will be distributed throughout the town and put into the Messenger. The flyer will also be available at the Art Show in Winthrop and at Heritage Days.

Maggie shared a draft flyer describing "Readfield U." Members made comments which she will incorporate. We intend to have forms at Heritage Days looking for interested people to present at Readfield U and to attend a meeting at the Masonic Hall on September 26th at 7:00.

We had an informative meeting with the Board of the Readfield Community Library which is also interested, as their time permits.

Heritage Days

We agreed to have a table with the Readfield U information, a sign-up sheet for the smoke alarms to be installed in November, The Winthrop-Readfield Ride flyer. Members will alternate staffing the table.

Meeting adjourned at 11:00.

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Eric Dyer

From: Deborah Nichols <clerk@readfieldmaine.org>
Sent: Friday, July 12, 2019 1:55 PM
To: Eric Dyer
Subject: FW: Road Committee

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.

-----Original Message-----

From: Ed [<mailto:edwsims@gmail.com>]
Sent: Friday, July 12, 2019 12:27 PM
To: Deborah Nichols
Subject: Road Committee

Hello Deb

Please accept my resignation from the Road Committee. We'll find another volunteer opportunity to help our town.
Thanks. Ed

Sent from my iPhone=

TOWN OF READFIELD

APPOINTMENT APPLICATION

OFFICE USE
DATE RECEIVED

4h

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? Maranacook Dam Outlet Committee Term: 2021

Do you have previous experience on this board or committee? Yes No

Name: THOMAS J. MOLOKIE Phone (H): 685-4706

Street address: 146 THORP SHORES RD READFIELD Phone (C): 242-8674

Mailing address: SAME AS ABOVE

E-Mail: TJMOLOKIE@ROADRUNNER.COM

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

I have previously been on the Board of Directors for the Maranacook Lake Association and have also been on the Readfield Board of Appeals several years ago.

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

I have been fortunate to live on the lake for 43 years and have a keen interest in preserving the quality of the lake and surrounding property.

If you are currently employed, what is your position?

Retired - US Government - USVA

APPLICATION FOR APPOINTMENT FOR:

Name: Thomas J. Molokie Position: MARANACOOK DAM OUTLET COMMITTEE Term: 2021

"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: Thomas J. Molokie Date: 7/31/19

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: 8/12, 20 19

SELECT BOARD APPROVAL

To Thomas Molokie of Readfield, in the County of Kennebec and State of Maine: There being a position on the Maranacook Dam Outlet 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:

8/12/19 thru 6/30/21. Given under our hand this 12 day of Aug 2019.

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

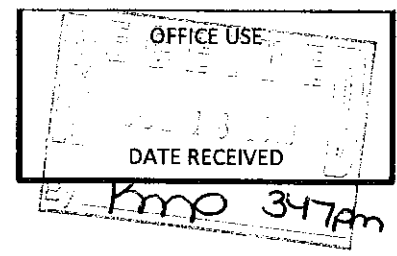
Kathryn Mills Woodsum

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, 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?

Library

Term: 6/30/2022

Do you have previous experience on this board or committee? Yes No

Name: Donna Witherill Phone (H): 685-9895

Street address: 95 Old Fairgrounds Rd Phone (C): 207-333-0648

Mailing address: Same

E-Mail: dwith11@gmail.com

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

I have been on the board the past 3 yrs.

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

To be a part of helping the library succeed.

If you are currently employed, what is your position?

I work at Longfellow's Greenhouses as the growers assistant

APPLICATION FOR APPOINTMENT FOR:

Name: Donna Witherill Position: Library board Term: 3 yrs 6/30/22

"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: Donna M Witherill Date: 7/16/19

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: , 20

SELECT BOARD APPROVAL

To Donna Witherill of Readfield, in the County of Kennebec and State of Maine: There being a position on the Library Board 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:

8/12/19 thru 6/30/22. Given under our hand this 12 day of Aug 2019.

Bruce Bourgoine

Ralph F. Eno, Jr.

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

NEW BUSINESS

Eric Dyer

From: Joe Young <joe@moosehillfarm.com>
Sent: Monday, July 8, 2019 6:38 PM
To: Brian Lippold; Stacey Rose; Heather Peel; George Joseph; Joe Young; Joseph Stevenson; Richard Polsinello; Mary Wright; Mark Robinson; Ray Braithwood; Jan B. Wiegman; Larry Grant; Joyce Pratt; Bigjmc@hotmail.com; Liam Wallace; jennyinleeds@gmail.com; Chuck Wright; trish@mtvernonme.org; Paul Crockett; Clyde Dyer; William Rosenberg; Mike D; Bruce Bourgoine; Eric Dyer; lawcomm@fairpoint.net; Jim.anderberg; Bob Weingarten; Doris Thompson; csmithbuild@gmail.com; jrackliff1@hotmail.com; dtwelsh277@gmail.com; emeryfarm@gmail.com; ablack1503@aol.com; stanleyfdavis@gmail.com; Connie.ireland@gmail.com; jimperkins49@gmail.com; lcirland@gmail.com; Aaron Chrostowsky
Subject: Broadband Grant
Attachments: WKLCBA Planning Grant Application v2.pdf

Good Evening Everyone!

There is good news to report. Our application was approved for a \$12,000 in matching funds. This will help us cover the cost of the first phase of our application. A copy of the application is attached and we will pursue completing the first phase as outlined in the application.

We need to schedule a meeting for later this month, does anyone have a problem with a July 25th date??

Please let me know ASAP.

The agenda will include:

- Report on grant process
- Discussion of future of the six town coalition -Should we incorporate as an entity to pursue phase two and potential implementation of Broadband improvement recommendations.

Also depending upon availability:

- Presentation by wireless providers
- Presentation by Spectrum/other cable providers
- Speaker(s) regarding setting up Broadband Utility Corporation

I would be interest in hearing your ideas for speakers and presentations.

Please respond this week!

I hope you are having a great Summer!

Joe Young
Moose Hill Farm
159 Moose Hill Road
Fayette, ME 04349
Land Line 207-897-3093
Mobile 207-931-7626

Custom Budget Report

Expense

2020
Approved

Dept/Div: 90-40 UNCLASSIFIED / Contingency

10 - ADMINISTRATION

10 -	25,000.00
------	-----------

ADMINISTRATION

40 - Contingency	25,000.00
------------------	-----------

**JENSEN BAIRD
GARDNER HENRY***Attorneys at Law*

Alyssa C. Tibbetts, Esq. & Benjamin T. McCall, Esq.
Jensen Baird Gardner & Henry
10 Free Street, PO Box 4510
Portland, ME 04102
(207) 775-7271
www.jbgh.com

**“Wake and Bake”
MTCMA Management Institute
August 9, 2019**

Introduction

The passage of the Maine Marijuana Legalization Act (the “Act”) in November 2016 was meant to usher in the legalization of adult-use marijuana in Maine. Almost three years later, the Maine Legislature (and now the Department of Administrative and Financial Services) has finally completed the *first* draft of the applicable statutes and regulations. *See generally* Title 28-B M.R.S. and accompanying regulations.¹

The following is an outline that recaps some – but not all – major changes in Maine’s adult-use marijuana regime, as well as a few highlighted changes in the separate regulatory programs for medical marijuana and hemp. We have attempted to keep the information brief and to the point, but we have also added all applicable statutory references should further reading be necessary or desired. Given the nature of the audience, these materials focus on changes and key provisions that are of particular interest to town, city and county managers. We do not, for example, focus on the ins and outs of how adult-use marijuana businesses will be regulated, or how adult-use marijuana will be prosecuted in criminal courts.

**CATEGORIES OF ADULT-USE MARIJUANA LICENSES
(28-B M.R.S. §§ 102, 201)**

The Act establishes four (4) types of adult-use retail marijuana establishment licenses. The types of licenses are:

- **Stores (28-B M.R.S. § 504):** where adult-use marijuana, marijuana products, paraphernalia, and other non-marijuana products may be sold. Marijuana stores *may not* sell alcohol or tobacco products, *may not* have vending machines or drive-thru windows, *may not* sell marijuana or marijuana products over the internet or via a

¹ As of the date of this presentation, the administrative regulations promulgated by DAFS have been “provisionally adopted.” Because of this, the rules do not have the typical codification details, and pagination and numbering may not be accurate in a few months’ time.

delivery service, and *may not* sell marijuana or marijuana products to anyone who is visibly intoxicated.

- **Products Manufacturing Facilities (28-B M.R.S. § 502):** where THC may be may be extracted and used to produce marijuana products, *i.e.*, tinctures, edibles, salves, beauty products, etc.
- **Testing Facilities (28-B M.R.S. § 503):** where research is conducted about marijuana and where strains of marijuana and marijuana products are tested before being sold/distributed.
- **Cultivation Facilities (28-B M.R.S. § 501):** where adult-use marijuana is grown. These licenses are broken down separately into 4 tiers. Each tier has a maximum of plant canopy, which is defined as the “total surface area within the licensed premises for use at any time by the cultivation facility licensee to cultivate mature marijuana plants.” 28-B M.R.S. § 102(41). Licensees may hold up to three separate licenses, for a maximum total of 30,000 square feet of plant canopy. 28-B M.R.S. §§ 205(2), 208. The tiers are as follows:
 - **Tier 1:** 500 feet of plant canopy.
 - **Tier 2:** 2,000 feet of plant canopy
 - **Tier 3:** 7,000 feet of plant canopy
 - **Tier 4:** 20,000 feet of plant canopy.

28-B M.R.S. § 301.

These license types may not be combined – a separate license is required for each type of establishment. The same individual or company may hold multiple licenses, with the sole exception of testing facilities, which must be owned and operated by a licensee who does not hold a separate license. 28-B M.R.S. § 503(8). Also worth noting is that until June 1, 2021, all license holders must have been legal residents of Maine for at least four (4) years prior to being licensed. This includes license holders who are corporations or LLCs – in this case, all officers of a corporation and all members of an LLC must meet the residency requirement. 28-B M.R.S. §§ 102(48), 202(2).

MUNICIPAL OPT-IN (28-B M.R.S. § 402)

By far the biggest change between current law and the version of the Act approved by voters in 2016 is the addition of the “municipal opt-in.” Previously, municipalities who did not want to allow adult-use marijuana establishments within their limits had to affirmatively prohibit them by ordinance. Now, the opposite is true – potential adult-use marijuana licensees may only operate in municipalities that have affirmatively passed an ordinance allowing that particular use.

If a municipality opts in...

After opting-in a municipality may regulate adult-use marijuana establishments in three (3) distinct ways:

- **Zoning:** municipalities may incorporate all or some of the 4 categories of adult-use marijuana establishments into their existing zoning ordinances. These new uses may be allowed or prohibited in various zones and may be subjected to performance standards.

- **Buffer Zone Required:** However, regardless of *how* these establishments are zoned, municipalities *must* establish buffer zones of at least 500 feet between any adult-use marijuana establishment and any *preexisting public or private school*. 28-B M.R.S. § 402(2)(A).
- **Licensing:** adult-use marijuana establishments will all be subject to state licensing; however, municipalities may also choose (but are not required) to institute their own set of licensing criteria, similar to any other existing business. Here, municipalities may charge licensing fees, but it should be remembered that any licensing fee charged **must reflect the cost of administering the licensing regime, and cannot be used to raise revenue.**

Regardless of whether a municipality opts in, that municipality may not prohibit personal use...

Even if a municipality chooses not to opt-in and allow adult-use marijuana establishments within town limits, it *may not* prohibit the personal use of marijuana within the limits established by the Act. As a recap, any person over the age of 21 may:

- **Possess:** up to 2.5 ounces of marijuana, or 2.5 grams of marijuana concentrate, or a combination of the two. 28-B M.R.S. § 1501(1)
- **Use:** marijuana in a private residence or its curtilage, or on private property that is not generally accessible to the public and where the person is expressly permitted to use marijuana. 28-B M.R.S. § 1501(2).
 - Private property *does not* include cars and especially does not include *public parks, sidewalks, etc.*
- **Grow:** up to 3 mature marijuana plants and 12 immature marijuana plants *per person*. These plants may either be grown in that person’s primary residence, or at another residence where that person has been given permission to do so. 28-B M.R.S. § 1502(1).
 - **Municipal Authority:** municipalities *may* enact an ordinance that restricts the *total* number of marijuana plants grown on one parcel of land to no fewer than 3 mature plants and 12 immature plants. 28-B M.R.S. § 1503.

PROCESS FOR ISSUING ADULT-USE MARIJUANA ESTABLISHMENT LICENSE (28-B M.R.S. § 502)

The process begins by a potential licensee submitting its application to the state. Within 90 days of receipt, the state must either grant a *conditional* license, or otherwise deny the license due to an articulated reason.

If a conditional license is granted then the licensee must then submit a request for local authorization to the host municipality. It’s here that a municipality will determine whether the proposed operation is compliant with enacted zoning requirements, and will subject the licensee to any licensing regime that exists.

Once received, a municipality that has opted-in must act on a request for local authorization within 90 days of receipt. 28-B M.R.S. § 402(5). If it does not, the application is “deemed denied,” which could trigger an appeal to Superior Court. However, if a municipality does not think that it

can fully process an application within the 90-day window, it may notify the applicant and extend this review period to 180 days following the receipt of the application. *Id.*

ADVERTISING FOR MARIJUANA STORES (28-B M.R.S. § 702; Regulations Section 5)

Like cigarettes before them, lawmakers have included a number of provisions in the Act related to the advertising of adult-use marijuana products – intended largely to keep marijuana out of the hands of underage persons. These restrictions include:

- **No Health Claims:** advertising may not make any claim about marijuana’s health or physical benefit claims;
- **No Unsolicited Internet Advertising:** read logically, this means that adult-use marijuana companies *may* operate websites that provide information about their businesses, but *may not* buy Facebook or Google banner ads and the like.
- **No Opt-In Advertising without Easy Opt-Out:** most email lists include an “opt-out” or “unsubscribe” link at the bottom, so it’s unclear whether or not such emails would comply.
- **No Advertising on Saturday Morning Cartoons:** marijuana may not be advertised on TV, internet, or radio, or in print advertising, where 30% or more of the audience is reasonably expected to be under the age of 21. *See* Regulations Sec. 5.2(C)(3).
- **No Location-Based Advertising:** if you have “location services” switched on on your iPhone or Android, apps like Google, Yelp, etc., will offer suggestions of stores to patronize based on your location. The regulations prohibit adult-use marijuana establishments from buying or otherwise utilizing such advertising. Regulations Sec. 5.2(C)(4).

What role will municipalities play in enforcing these advertising regulations? Very little. Like many (if not most) of state marijuana regulations, enforcement is reserved for the state. Notwithstanding this, municipalities may still:

- **Enforce Existing Sign Ordinances:** if a municipality has enacted a generally-applicable sign ordinance, that places restrictions on sign size, sign illumination, etc., those regulations still apply to a marijuana-related business. *However*, following the United States Supreme Court’s recent ruling in *Reed v. Town of Gilbert*, 573 U.S. 597 (2014), municipalities should avoid enacting sign ordinance provisions that specifically target marijuana-businesses based on the content of the advertising they wish to display.
- **Add Signage Provisions Into Licensing Regime:** alternatively, provisions related to advertising could be added into a municipality’s licensing process for adult-use marijuana businesses.

WASTE DISPOSAL (Regulations Section 9.2)

What should municipal waste disposal staff be expecting when they visit the local cultivation facility on trash day? The state’s adult-use marijuana regulations provide that *most* marijuana plants, trimmings, seedlings, and other leftover materials are *not* considered to be hazardous waste.

However, before these leftovers may be disposed of, they must be ground up to a consistency that makes them unusable (read: unsmokable) and then added to food waste or yard waste before being disposed of. Regulations Sec. 9.2(B). Municipalities like Portland are incorporating these requirements into their proposed adult-use and medical marijuana licensing ordinances.

The exception to this general rule is marijuana that has been treated with a solvent in order to extract essential oils. Regulations Sec. 9.2(A). This marijuana is considered to be hazardous and must be disposed of accordingly.

TAXATION **(28-B M.R.S. § 1001; 36 M.R.S. § 1811)**

Taxation of adult-use marijuana is a sore subject for municipalities. Currently, municipalities do not receive **any** tax revenue if they opt-in to adult-use marijuana; however, there is a bill being held over to the 2nd session of the 129th Legislature (LD 335) that would require the transfer of 25% of the excise tax and sales tax revenue collected by the state – for adult-use marijuana establishments located in a particular municipality – back to that municipality.

If LD 335 did become law, the returns to municipalities could be significant. Currently, the excise tax for adult-use marijuana is set at \$335 per pound for flower and plants, \$94 per pound for trim, \$1.50 per immature plant or seedling and \$0.30 per seed. 28-B M.R.S. § 1001. The sales tax for all adult-use marijuana and marijuana products sold is set at 10%. 36 M.R.S. § 1811.

EMPLOYMENT **(28-B M.R.S. § 112; 22 M.R.S. § 2430-C)**

Because adult-use marijuana is fully legal, the available methods for disciplining employees have also changed.

Use of Marijuana at Work

It remains the case that if an employee is a “qualifying patient” under the medical marijuana program, an employer may not refuse to hire (or otherwise fire) that employee *solely* because of their status as a qualifying patient. 22 M.R.S. § 2430-C(3). However, this protection only means that an employee may not be disciplined due to their medically prescribed use of marijuana *away* from the workplace. It does not allow an employee to use marijuana while at work, or otherwise be under the influence while on the job.

This latter rule also applies to the use of adult-use (*i.e.*, recreational) use of marijuana. Despite the fact that municipalities may not prohibit an individual from growing and/or consuming marijuana at home, Maine law does not require employers (public or private) to allow the use or possession or to be under the influence of marijuana at the workplace. Employers are permitted to adopt disciplinary policies regarding the use of marijuana at work and discipline employees who are “under the influence of marijuana in the workplace or while otherwise engaged in activities within the scope of employment . . .” 28-B M.R.S. § 112. It is important to establish a policy and to define what it means to be within the course and scope of employment. Disciplining employees on the basis of being under the influence of marijuana is difficult, so we always recommend that

supervisors and employers focus on the employee's behavior and the impact of that behavior on the employee's ability to perform his or her job, rather than the suspected cause of the behavior.

Drug Testing

Finally, a note about drug testing. Earlier versions of the Marijuana Legalization Act included language prohibiting discrimination in employment *solely* due to a person's use of marijuana – medical or otherwise. That language has been removed, meaning that only qualifying medical marijuana patients are protected. With that said, because an employee is legally able to consume marijuana *away* from work, basing an adverse employment decision on a drug test that is positive for marijuana may lead to unnecessary legal challenges. Counsel should be consulted before any such adverse employment decision is made. Also note that in order to test applicants or employees for any substance under Maine law, the employer must have a policy in place that has been approved by the Maine Department of Labor. The only exception is for employers who have employees who are subject to federal drug testing programs, in which case the employer may also opt to expand that testing program to cover all other employees.

Employees who possess a Commercial Driver's License ("CDL") and who are subject to the United States Department of Transportation ("DOT") drug testing are not protected by Maine's laws that make marijuana use legal, even for medicinal purposes. A positive drug test will prevent the employee from continuing to operate in a safety sensitive position per Federal regulations and if the employee is required to possess a CDL as a condition of his or her employment, you may be able to take adverse employment action. However, there are almost always other considerations to weigh before taking such action, such as the Americans with Disabilities Act, and you should consult with your employment counsel prior to doing so.

HEMP (7 M.R.S. § 2231)

What is it?

Hemp comes from the exact same family of plant as all other marijuana – *cannabis sativa L.* – however to qualify as hemp, a plant must produce marijuana that has no more than 0.3% tetrahydrocannabinol ("THC"), marijuana's psychoactive compound. 7 M.R.S. § 2231. Because hemp does not create the same concerns as marijuana, the regulatory regime surrounding it is diametrically different from adult-use or medical marijuana.

Once it is grown, most hemp in Maine is used to produce *cannabidiol*, more commonly known as "CBD." CBD is thought by many to be a useful pain reliever and anxiety reducer, and is either sold as a standalone oil, or incorporated into food products, beauty products, and even pet foods. Any hemp grown in Maine that is *not* used for CBD purposes is typically used to make fibrous rope or fabric.

How does the state regulate it?

The state's Department of Agriculture, Conservation, and Forestry regulates the *growing* of hemp, but in a manner far more relaxed than DAFS' regulation of marijuana. An individual wanting to cultivate hemp applies for a license from the state and pays a fee based on the number of acres

being grown. Until now, the growing of hemp was only allowed to occur indoors, but a bill passed in the last legislative session will allow for the indoor cultivation of hemp beginning in 2020. LD 523, *codified at* 7 M.R.S. § 2231(3). Theoretically, the state will inspect every hemp growing operation before harvest, to ensure that the finished product is not potent enough to qualify as marijuana.

More importantly, the state only regulates who grows hemp and how hemp is grown. Once the crop is harvested, the state steps away. This means that it is completely legal within the State of Maine to produce CBD, sell CBD, and both use and possess CBD in its various forms. The only small exception to this lack of oversight is the rule that producers and sellers of CBD-involved products must clearly label them as such and may not make any claims related to CBD's supposed health benefits. *See* 22 M.R.S. § 2157(15).

How may municipalities regulate?

The exact scope of municipal authority to regulate hemp is hazy at best. However, because the state considers hemp to be an agricultural crop, similar to corn or blueberries, municipalities should do the same. For example, if “agriculture” or “horticulture” is an allowed use within a particular zoning district, hemp should be permitted to be grown there.

Further, because the state does not regulate CBD or other hemp-derived products, it is unclear to what extent municipalities may prohibit or otherwise regulate their sale, possession, or use. Our advice is for municipalities to stand back until the scope of permissible regulation – if any – is clarified by the Legislature.

CHANGES TO MEDICAL MARIJUANA LAW (22 M.R.S. §§ 2423-A, 2429-D)

This set of materials does not focus on medical marijuana, but there are two key changes in Maine's regulation of marijuana used for medicinal purposes that municipalities should be aware of:

- **Unlimited Patients, But Still 30 Plant Maximum:** since the inception of the program, registered caregivers had famously used a “rotating fifth patient” to escape the imposed limit of 5 patients per caregiver. That cap has been removed; caregivers may now serve an *unlimited* number of patients. However, caregivers are still limited to a total cultivation limit of 30 mature plants. 22 M.R.S. § 2423-A(2)(B). It is also worth noting that the term “qualifying condition” has been eliminated; doctors may now prescribe medical marijuana when “in the medical provider's professional opinion a qualifying patient is likely to receive therapeutic or palliative benefit from the medical use of marijuana to treat or alleviate the patient's medical diagnosis.” 22 M.R.S. § 2423-B.
- **Municipal Opt-In Expanded:** recent changes in the medical marijuana market have seen many caregivers open “storefront” locations, operations that serve qualified medical marijuana patients in a retail setting. By law, municipalities *may not* “prohibit or limit the number of registered caregivers” within a municipality. But as of December 13, 2018, municipalities must affirmatively “opt-in” (just like adult-use marijuana) before any *new* medical marijuana stores, dispensaries, testing facilities, or manufacturing facilities may be established. Note, however, that any medical marijuana operation that was in existence

before December 13, 2018, and was legally operating (*i.e.* had all necessary building, electrical, and land use permits) are grandfathered from this change. 22 M.R.S. § 2429-D.

Conclusion

The statutes and regulations surrounding adult-use marijuana, medical marijuana, and hemp, are rapidly changing. These changes will undoubtedly continue. In the meantime, we trust that this guide will prove useful for municipal managers, employees, and appointed officials, to understand the current landscape.

called. (As Chapter 12 relates, warrants must be *permanently* retained in town records.) All business transacted at a town meeting (whether for an election to fill offices or for other business) is absolutely invalid if the meeting does not convene pursuant to a properly posted warrant (or pursuant to notice of the warrant given in any other manner adopted by the town, see Section 2523(4)).

For all these functions of the warrant, its most remarkable feature is that, if it is properly prepared and posted, it does not matter if no one sees it and only the municipal officers who signed it (and the clerk and a prospective moderator) show up for the meeting. The *public is deemed* to have been sufficiently *notified* of the meeting by the simple act of *posting* of the warrant. With a properly posted warrant, no one need take any other step to give voters actual notice of a meeting.

Requirements of Warrant

Title 30-A, M.R.S.A., Section 2521 provides that, with four exceptions, a warrant must be signed by at least a majority of the municipal officers. (The exceptions are concerned with newly-incorporated towns, circumstances where less than a majority of the municipal officers are in office, towns once organized that for some reason lack municipal officers, and a petition addressed to a notary public alleging that the municipal officers have unreasonably refused to respond affirmatively to a petitioned request that they call a town meeting. The last of these is discussed in Chapter 5.)

Title 30-A also provides that “the warrant for calling any town meeting must meet” five listed requirements. Section 2523. These are:

1. It must *specify the time and place* of the meeting. (“Time” includes the date as well as the hour.)
2. It must *be directed to a town constable, or to any resident by name*, ordering that person to notify all voters to assemble at the time and place appointed (that is, indicated in the warrant).
3. It must *state in distinct articles the business* to be acted upon at the meeting.
4. **An attested copy of the warrant must be posted by the person to whom it is directed in at least one conspicuous public place in the town at least seven days before the meeting,** unless the town has adopted a different method of notification (which it may do by a simple article, ordinance, or charter).

5. The person who notifies the voters of the meeting must make a return on the warrant. The return must state the manner of notice, the time when it was given, and that it was posted in a conspicuous public place.

For a secret ballot election, the warrant must also state the hours of opening and of closing of the polls. Section 2528(3).

We can think of a warrant as consisting of three parts. The first two listed above are called the "call" and the "greeting," respectively. The business of a meeting is stated in the "articles." The final part is the "return" of the constable or other person who posted it. In this Manual we discuss each of these, as well as the other requirements of a warrant mentioned above.

Title 30-A Warrants Distinguished From Title 21-A Notices of Election

Beginning in the late 1990's, the Maine Secretary of State discontinued the use of an election warrant and instead sends or directs the municipal clerk to issue a "notice of election" to call a federal, state, or county election. Some clerks have asked whether a similar "Notice of Election" must now be used for town meetings and local elections. The answer is no. Town meetings and elections in plantations, towns, and cities continue to be called by the posting of a traditional warrant. (For cities, Title 30-A, M.R.S.A., Section 2551 says "Each city election shall be called by a warrant [that]...must meet the requirements of section 2523.")

Responsibility for Warrant

Legally, the warrant is the municipal officers' (selectpeople's) document, and it is they who ordinarily draft the articles, determine the sequence in which they will appear, and otherwise bring the warrant to its final form.

Some towns may have established a "warrant committee." Where these have been created by simple act of the municipal officers, they are advisory only. Where they have been established by ordinance, they have only such powers as are assigned to them by the ordinance. It is recommended that in no event should such a committee be delegated any form of final approval of the contents of the warrant. That power should be kept with the municipal officers.

It is probably the municipal clerk who actually works from the municipal officers' draft to prepare the warrant in final finished form for presentation to the municipal officers for signing. In individual towns, the balance of labor may be divided somewhat differently through custom and tradition, or otherwise. For example, in towns where the municipal

The answer to the second inquiry is the following. In towns and cities of 15,000 or more population, Title 21-A laws governing referendum campaign committee registration and referendum campaign finance reporting apply by virtue of 30-A M.R.S.A. Section 2502. The pertinent Title 21-A laws are Sections 1051 *et seq.* The registrations and reports of municipal political action committees are to be filed with the municipal clerk, not with any state office or official. Towns and cities *under* 15,000 in population can “opt” by vote to have these Title 21-A laws apply to them as well.

Ordinances

Overview. Title 30-A M.R.S.A. Sections 3001-3009 set forth provisions relating to ordinance authority. Section 3002 prescribes the enactment procedure for ordinances. There are several simple requirements of general applicability, and a few more technical ones in special cases. A related issue, pertinent to some subject matters, is that some ordinances need, variously, to be shared with one or another state agency either before or after local enactment, or both.

An April 1989 *Maine Townsman* Legal Note, “Ordinance Enactment,” appears in the Legal Notes Appendix to this Manual. Chapter 6 of MMA’s *Municipal Clerk’s Manual* deals with ordinance enactment process also, and so is reproduced in the Other Materials Appendix of this Manual. Other useful materials relating to ordinances include a June 2000 *Maine Townsman* Legal Note, “Land Use ‘Beauty’ Standard Invalid; Comprehensive Plans and Ordinance Consistency,” also in the Legal Notes Appendix.

Home rule and particular statutory limitations on general ordinance power. This is not the place for an essay on municipal home rule. Suffice it to say here that in Maine towns and cities (but not plantations) have general home rule powers both under the Maine Constitution and under statute. The statute, which is 30-A M.R.S.A. Section 3001, accords wider home rule power than the Constitution does. The general power of ordinance enactment that it awards is expressly made subject to Section 3007, which addresses five subject matters, the most recent of which was added in 1995. The first limitation is that no ordinance or bylaw can change the composition, mode of election, or terms of office of the municipal legislative body, or of the mayor or manager of any municipality. These changes can be made by charter only. Second, any building, structure, mobile home, or travel trailer intended to be used for human habitation but existing in violation of an applicable ordinance concerning any of them is expressly declared to be a nuisance. Third and fourth (in either of which cases consult Section 3007), there are particular provisions concerning ordinances intended to protect people and property from injury caused by ice and snow falling from buildings, and concerning ordinances establishing general systems of contributory municipal employee and official pensions. Fifth, municipalities may not include bows and arrows in any firearms discharge ordinances.

In addition, there are scattered statutes that preempt or limit municipal home rule powers with respect to other specific subjects. For that reason, consultation with counsel can be a real time-saver if done *before* starting to draft a local ordinance. A June 1991 *Maine Townsman* Legal Note, "Preemption Doctrine," is in the Legal Notes Appendix to this Manual. There is some discussion of home rule also in Chapter 4 of MMA's *Municipal Officers Manual* (2000 ed.) and in Chapter 7 of MMA's *Planning Board Manual* (1999 ed.)

File copy with clerk. At least seven days in advance of town meeting, the municipal officers must certify one copy of a proposed ordinance to the municipal clerk. A sample form for the municipal officers' certification appears in the Forms Appendix to this Manual. The clerk must keep the certified copy on file and make it available for public inspection, and must make copies available for distribution to the voters from the time it is certified to the clerk. (The statute, cited below, says "to the voters," but of course the Freedom of Access Law, 1 M.R.S.A. Sections 401-410, requires that it be accessible to the public at large.) Copies of the proposed ordinance must be made available at the town meeting. 30-A M.R.S.A. § 3002(2). However, any failure of compliance with any aspect of the requirements stated in this paragraph will not result in judicial invalidation of an otherwise properly enacted ordinance unless the plaintiff is prejudiced or harmed by the omission to comply. Section 3002(2)(A).

Form of article adopting an ordinance. The subject matter of any proposed ordinance must be reduced, to the question (and in this format) "Shall an ordinance entitled '[here the name of the ordinance is stated]' be enacted?" Section 3002(3). Regardless of whether the question is for an open town meeting or for voting on by secret ballot, the ordinance article on the warrant should be in this form. In addition, for a secret ballot vote, the ballot itself should of course use the same wording as the article.

In one case, the Maine Supreme Judicial Court has held that an ordinance was not invalid simply because the statutory form of the question quoted above was not used. See, *Crosby v. Inhabitants of Town of Ogunquit*, 468 A.2d 996 (Me. 1983). The court was construing 30 M.R.S.A. Section 2153(3), which is now 30-A M.R.S.A. § 3001(3). The Court said, "The statute, however, does not explicitly condition the validity of an ordinance on precise compliance with the statutory enactment procedure. In the absence of such an explicit provision, *substantial compliance is sufficient.*" 468 A.2d at 998 (emphasis added), citing, e.g., McQuillin, *Municipal Corporations*, § 16.10 (3rd edition).

Nevertheless, one should endeavor to comply with the statutory form. Indeed, for amendments, one could use a form akin to the following example: "Shall an ordinance entitled 'March 2001 Amendments to the Town of Blankton Animal Control Ordinance' be enacted?" For a truly brief amendment, however, a form like "Shall the following amendment to the Town's Animal Control ordinance be enacted?" (and then set out the amendment) should be unobjectionable; but avoid the "To see if the

Town will vote to amend..." form of the question, because it invites the argument that amendments can be made from the floor of an open town meeting.

Municipal officers should bear in mind that, because the statutory form of the question for adoption (or amendment) of ordinances asks a "yes/no" question (shall the ordinance be enacted?), it appears that no amendment can be made to a proposed ordinance or amendment from the floor of an open town meeting. This is an argument for having several developmental hearings, open to the public, as an ordinance is being prepared, so that inadequacies can be identified and addressed long before the ordinance is ever posted for town meeting action.

Post in or with warrant; exception for longer ordinances. The clerk will prepare some attested copies of the proposed ordinance, because the law requires that "the proposed ordinance must be attested and posted in the manner provided for town meetings." Section 3002(1). Ordinarily, brief ordinances (particularly amendments, which should be considered to be subject to Section 3002) are included directly in the warrant: because attested copies of the warrant are posted, posting of the warrant arguably meets the requirement of attestation of such ordinances. For an ordinance or amendment that does not appear in the warrant, the warrant should include an article referring to it and calling for action on it (in the form noted above). Such an article could read, e.g., "Shall an ordinance entitled 'Town of Plainville Animal Control Ordinance' be enacted? (A copy of the ordinance is posted together with this warrant and hereby incorporated into this warrant by reference)." Because comprehensive plans and their implementing ordinances (and shoreland zoning ordinances) are commonly particularly lengthy documents and therefore expensive to have printed in a warrant and difficult to post, the Legislature has amended the law (at MMA's suggestion) to address them. If a proposed ordinance or comprehensive plan exceeds ten pages in length, the warrant and the particular warrant article related to the adoption of the ordinance or plan may include a statement that copies of the text of the ordinance or plan and map, if any, are available from the town clerk. Section 3002(1). With that, a proposed ordinance or comprehensive plan longer than ten pages need not even be posted together with the warrant. MMA believes that ordinances shorter than ten pages in length may still be incorporated by reference into a warrant, rather than printed in full text directly in the warrant, as long as they are posted together with the warrant.

Adoption of codes by reference. Title 30-A expressly permits adoption, amendment, or repeal of certain "codes" by an ordinance that merely incorporates the appropriate code by reference. (Examples of such codes are the National Electric Code and the BOCA Basic Building Code.) The ordinance itself must nonetheless appear in a warrant or be posted together with it (unless the ordinance itself, even where it merely incorporates the code by reference, is itself more than ten pages in length, see discussion above). The pertinent statute is 30-A M.R.S.A. Section 3003, which defines a "code" as any published compilation of regulations or enforceable standards which has been prepared by any

- **Unpaid taxes.** The municipal officers may adopt an order requiring the tax collector and treasurer to apply tax payments to the oldest unpaid bill (36 M.R.S.A. § 906).
- **Winter road maintenance.** Where a municipality's legislative body has so provided, the municipal officers may finally determine that certain roads be closed to winter maintenance from November through April for up to 10 years (23 M.R.S.A. § 2953). These orders are subject to appeal to the county commissioners within 30 days upon petition by seven legal voters, and after one year may be annulled, altered or modified by the municipal officers on their own initiative or upon petition by seven legal voters.

The foregoing list is not necessarily exhaustive and does not include legislative or quasi-legislative functions that may be vested in the municipal officers by charter or ordinance, such as fee-setting authority or the power to prescribe administrative or personnel rules. Sections 3008 and 3009 have their own provisions for public notice of the meeting at which the municipal officers will consider enactment of such ordinances. There are also distinctive notice provisions for adoption by the municipal officers of local General Assistance ordinances (see 22 M.R.S.A. § 4305(1)) and for "regulations" governing public water supply protection (22 M.R.S.A. § 2642), and these should be consulted in those cases.

Also, where the municipal officers are authorized or required by statute to legislate, there are often procedural requirements and substantive limitations that apply, so they should always check the governing law and consult with legal counsel before acting.

Zoning Ordinances—Special Notice Required

Summary. A statute adopted in 1991, and amended in 1993 and again in 1997, contains very precise notice and hearing requirements for zoning and for rezoning. It is 30-A M.R.S.A. Section 4352(9) and (10). A pertinent August/September 1997 Legal Note, "Amendment of Zoning Ordinance Notice Requirements," appears in this Manual's Appendix 3.

Notice of public hearing for zoning and rezoning. Before a municipality may adopt any new zoning ordinance or an amendment to a zoning ordinance or map (including ordinances and amendments adopted under the laws governing growth management and shoreland zoning) the municipal reviewing authority (the planning board in practically all municipalities) must hold a public hearing, in order to afford the public adequate opportunity to be heard in the preparation of the ordinance or amendment. Notice of this ordinance or amendment *preparation* hearing must be both posted and published. Section 4352(1) and (9). **The notice must be posted in the municipal office at least 13 days before the public hearing. Section 4352(9)(A). The notice must be published at least two times in a newspaper.** The newspaper must be one that complies with Title I, M.R.S.A., Section 601 and that has a general circulation in the municipality. **The date of the first**

publication must be at least 12 days before the hearing and the date of the second publication must be at least seven days before the hearing. The notice must be written in plain English, understandable by the average citizen. Section 4352(9)(B).

Qualifying newspaper for legal notice publication. Section 601 of Title 1 provides that a newspaper, in order to be qualified as a medium for the publication of legal notices, legal advertising and other matter required by law to be published in a newspaper, unless otherwise ordered by a court when judicial proceedings are involved; must: be (1) in English; (2) entered as second class postal matter in the U.S. mail; and (3) have general circulation in the "vicinity" where the notice is required to be published. (But recall that 30-A M.R.S.A. Section 4352(9)(A) requires that the newspaper have general circulation in the *municipality* concerned.) Section 601 also provides that any legal notice, legal advertising or other matter required by law to be published in a newspaper shall appear in all editions of that newspaper. Section 4352's invocation of Section 601 of Title 1 means that weekly "shoppers" that actually consist mostly of advertising probably do not qualify as vehicles for legal notices. Measure any newspaper you intend to use against Section 601 and, for Section 4352 notices, ensure that it circulates in your municipality. A March 1999 *Maine Townsman* Legal Note, "Newspaper Notice," appears in the Legal Notes Appendix to this Manual.

Map required to be in notice when rezoning. Rezoning is ordinarily accomplished by amending a municipal zoning ordinance and map. Thus, before any rezoning, a hearing as described above must be held, and the required notice must be both posted and published. In addition, for a rezoning, the notice must contain a copy of a map showing the portion of the municipality affected by the proposed amendment. Section 4352(10)(A). And see an important August/September 1996 *Maine Townsman* Legal Note, "Zoning Map," in the Legal Notes Appendix to this Manual.

Additional notice requirement in rezoning. Special, additional notice to individuals is required where a rezoning amendment to an ordinance or a map has the effect, in a geographically specific portion of a municipality, of either prohibiting all industrial, commercial, or retail uses where any of these uses is permitted or of permitting any industrial, commercial, or retail uses where any of these uses is prohibited. Before detailing this notice, it is important to try to say what the preceding sentence means. It is believed to deal only with three individual *classes* of uses, not with individual uses. Thus, for example, if a zoning amendment would allow/forbid all industrial uses where they have been previously forbidden/allowed, then the required additional notice must be given. But the additional notice would not be required where a particular use within one of the three classes (e.g., a brass foundry as an industrial use) would be added to or subtracted from a list of permitted industrial uses in a particular zoning district. Note, too, that the additional requirement applies not only when the ordinance's listing of allowed and prohibited *classes* of uses within one or more districts is being amended without

State of Maine
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
 8 State House Station
 Augusta, ME 04333-0008
 Telephone: (207) 624-7220 Fax: (207) 287-3434
 Email: MaineLiquor@Maine.gov

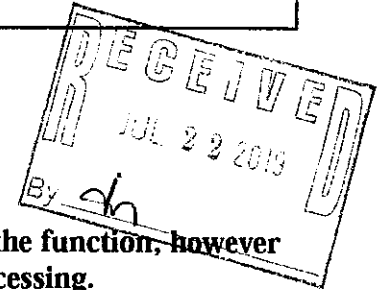
DIVISION USE ONLY	
Permit No:	
Class:	Readfield Select Board
Deposit Date:	August 12, 2019
Amt. Deposited:	Item # 20-016
Cash Ck Mo:	

Application for a Catering Permit

\$10.00 (per day)

Check Payable: Treasurer State of Maine

The law requires the application to be submitted at least **24 Hours** prior to the function, however a longer notice is appreciated to allow additional time for processing.



- License No.: 16-1138 DBA Name: CROSTINIS CATERING
- Name of Licensee: ROBERT LASTER
- Mailing Address: PO Box 178
- Town/ City: Winthrop State: Me Zip Code: 04364
- Telephone: 207 557 3791 Fax: _____
- Email Address: CROSTINIS catering @ hotmail - com
- Title of Function: Meet me at the Meeting House
- Purpose of Function: music festival / Comedy Show -
- Is this a public or a private event? Public
- Location of Function: Readfield Union Meeting House
- Physical Address of Function: 22 CHURCH ROAD
- Town/City: Readfield State: Me Zip Code: 04355

Indoor Event Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

13. Describe specific indoor and/or outdoor area to be licensed:

Tent area / cordoned off -

14. Date of Function: 8-13 Time- From: 6pm To: 9pm

15. Number of Persons Attending: 100 -

16. Name of Person/ Entity requesting your contracted services:

Readfield Meeting House

Address: 22 Church Road Town/City: Readfield

State: Me Zip Code: 04355 Telephone Number: _____

Email address: _____

Outdoor Catering Restrictions:

1. There must be a stanchion or fence completely enclosing the area.
2. Signs must be posted stating "No alcohol beyond this point".
3. There must be sufficient employees at the event to control and monitor the area.

(Note: By law, liquor can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday. Function times can not deviate from this statutory requirement.)

7/22/19
Date

[Signature]
Signature of Licensee or Corporate Officer

ROBERT LASKA
Print Name of Licensee or Corporate Officer

For Municipal Approval Only

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 _____ ss
City/Town (County)

On: _____
Date

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

Signature of Officials	Printed Name and Title

Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws, Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.

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.

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

CATERING PERMIT DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

Submit completed forms to:

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

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT

RESTRICTIONS:

PERMIT NUMBER : _____

APPROVED

DATED: _____

NOT APPROVED

ISSUED BY: _____

2020-2021 (FY 21) BUDGET & WARRANT PROCESS SCHEDULE*

Date	Task	Meeting Time
08/12/19	Select Board Meeting - Budget process review	6:30 PM
09/16/19	Select Board Meeting - Board goals & warrant discussion	6:30 PM
09/26/19	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
10/11/19	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/20/19	Preliminary Dept., Board & Committee budget #s due	N/A
01/16/20	Budget Committee Meeting - Departments I	6:30 PM
01/21/20	Select Board Meeting - First Budget Draft	6:30 PM
01/30/20	Budget Committee Meeting - Departments II	6:30 PM
02/03/20	Select Board Meeting - Second Budget Draft	6:30 PM
02/13/20	Budget Committee Meeting - Departments III	6:30 PM
02/27/20	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/28/20	100 days before vote - Nomination Papers available (actually 102 days as the 1st is a Sunday)	N/A
02/18/20	Select Board Meeting - Third Budget Draft	6:30 PM
03/04/20	School Committee meeting with Select Boards - school budget THIS IS A GUESS	6:30 PM
03/06/20	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/12/20	Budget Committee Meeting - Budget review	6:30 PM
03/16/20	Select Board Meeting - Budget & Warrant review	6:30 PM
03/25/20	Deadline for legal review of the proposed warrant	N/A
03/26/20	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
03/30/20	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/02/20	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/10/20	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/24/20	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/07/20	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
05/29/20	10 days before voting - Last day to hold referendum question hearings (actually 11, as 6/1 is a Saturday)	N/A
06/01/20	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/09/20	Town Meeting - State Primary	8:00 AM

This border indicates statutory deadlines

Notes:

Involvement - The Select Board, Budget Committee, Other Boards & Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.

Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have members of the Select Board in attendance.

Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget, budget process, and final budget in conjunction with budget presentations / information.

Departments I - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), **Maintenance** (General, Buildings, Vehicle / Equipment, Interlocal) **Boards & Commissions** (Appeals Board, Conservation Commission, Planning Board), **Regional Assessments** (Cobbossee Watershed, First Park), **Kennebec County Tax** (County Tax)

Departments II - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), **Protection** (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), **Cemeteries** (Cemeteries), **Debt Service** (Debt Service)

Departments III - Includes the following: **Recreation** (Beach, Recreation Board, Heritage Days, Town Properties, Trails), **Roads & Drainage** (Roads & Drainage, Winter Maintenance), **Capital Improvements** (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), **Solid Waste** (Transfer Station, Backhoe), **Unclassified** (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation), **General Assistance** (General Assist.)

* As Amended 08/09/2019

Mondays or Wednesdays for BC meetings ?????

DRAFT

DRAFT - Readfield, Maine Select Board Goals 2019/2020 Report

Summary Overview

The Readfield Select Board convened with all members present in open workshop session at its Annual Retreat on July 15, 2019 to collaboratively develop goals to focus on during the 2019/2020 fiscal year and beyond. Some goals continue prior work and some objectives are of a multi-year nature. The nine goals in summary form and not in any particular order of priority are:

- Review, revise, draft governance documents as needed
- Explore broadband possibilities and renegotiate our cable agreement
- Finalize a solar energy agreement and installation for town facilities
- Oversee completion of the Library and Fire Station buildings improvements
- Determine our municipal approach to cannabis rules
- Investigate additional Church Road sidewalk possibilities
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance
- Investigate an elder tax freeze program

Retreat Report

The Board discussed thoughts on desired outcomes, invited the Town Manager's and attending public input and reviewed the 2018/2019 year goals.

Goals from 2018/2019 that were completed were:

- Status of the Library and Fire Station town buildings' status and needs was determined
- Heritage days was annualized

Goals understood to be multi-year, to be refined, or to be continued into 2019/2020 included:

- Review, revise, draft governance documents as needed
- Finalize a solar energy agreement and installation for town facilities
- Determine our municipal approach to cannabis rules
- Set direction regarding Parks and Recreation
- Consider a local food/farms ordinance

The Board discussed a number of topics and added the following items to its list of goals:

- Explore broadband possibilities and renegotiate our cable agreement
- Oversee completion of the Library and Fire Station buildings improvements
- Investigate additional Church Road sidewalk possibilities
- Investigate an elder tax freeze program

It was also determined that the board will seek to support our goals with more dynamic messaging and extend new competencies gained in this area to overall town communications.

The board discussed the goals in detail including specifics, intentions, and priorities within each goal along with timeline expectations and which of its members and other resources would focus more specifically on particular aims. A detailed list with that information follows on page two.

We concluded with a discussion of expectations moving forward.

Goal Details

1 Review, revise, or draft selected governance documents in 2019/2020 as needed, including but not restricted to those below. This generally involves various Board members and staff as needed throughout the forthcoming year. We will continually define and refine the priority documents as the year proceeds.

- Traffic, parking, snow removal (January 2020)
- Select Board policies/bylaws to be unified into a single set of bylaws (Bruce - 2019)
- Other ordinances and/or policies to be reviewed in 2020 include Mass Gatherings, Conflicts of Interest, Fire Department, Firearms (Eric will be a resource)

2 Explore broadband possibilities to better serve town residents as a part of the multi-town group established to study available options. Initiate possible renegotiation of our cable agreement. (Bruce – ongoing)

3 Finalize a solar energy plans for town facilities through a Request for Proposal process leading to a Power Purchase Agreement and installation per the 2019 Town Meeting authorization by voters with Solar Ad Hoc Committee assistance. (Ralph, Bruce – 2020)

4 Oversee construction phase completion of the Library and Fire Station buildings improvements projects per the 2019 Town Meeting authorization by voters. (Eric, Ralph – 2020)

5 Determine municipal approach to cannabis rules conforming to and as permitted by state law so that town rules are put in place. Public input will be part of the process. (Dennis, Planning Board if required – 2019/20)

6 Investigate alternative Church Road sidewalk approaches and funding possibilities while keeping our Department of Transportation application active. (Kathryn, Chris – ongoing)

7 Seek input on setting long-term direction regarding Parks and Recreation, including the beach, in our community with input from the public and the full town committees with representatives on the Parks and Recreation Commission beginning with a board workshop. (Dennis, Kathryn – 2019/20)

8 Consider a local food/farms ordinance with public and farmer input to be presented to voters in 2020. (Chris – 2020)

9 Investigate concepts that involve an elder tax freeze program that would work in hand with existing town programs and needs. (Ralph – 2020)

FYI

CERTIFICATE OF ASSESSMENT TO BE RETURNED TO MUNICIPAL TREASURER
STATE OF MAINE

County Kennebec, ss.

We hereby certify, that we have assessed a tax on the estate, real and personal liable to be taxed in the Municipality of Readfield for the fiscal year 07/01/2019 to 06/30/2020, at 19.55 mils on the dollar, on a total taxable valuation of \$240,794,785

Assessments:

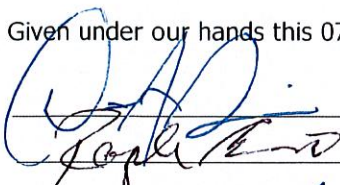
1. County Tax	285,400.00	
2. Municipal Appropriation	2,975,289.00	
3. TIF Financing Plan Amount	0.00	
4. Local Educational Appropriation	3,710,394.00	
5. Overlay (Not to Exceed 5% of "Net To Be Raised" (see tax rate calculation #16)	22,707.26	
6. Total Assessments		6,993,790.26


Deductions:

7. State Municipal Revenue Sharing	200,000.00	
8. Homestead Reimbursement	185,821.54	
9. BETE Reimbursement	12,624.67	
10. Other Revenue	1,887,806.00	
11. Total Deductions		2,286,252.21
12. <u>Net Assessment for Commitment</u>		4,707,538.05

Lists of all the same we have committed to Eric Dyer, Tax Collector of said Municipality, with warrants in due form of law for collecting and paying the same to Eric Dyer, Municipal Treasurer of said Municipality, or the successor in office, on or before such date, or dates, as provided by legal vote of the Municipality and warrants received pursuant to the laws of the State of Maine. (Title 36 MRSA, section 712)

Given under our hands this 07/31/2019





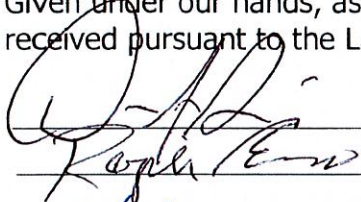
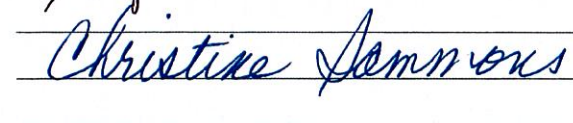
Municipal Assessor(s)

File the original with the Treasurer. File a copy in the Valuation Book

You are to pay to Eric Dyer, the Municipal Treasurer, or to any successor in office, the taxes herewith committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collections of the whole sum on or before 06/30/2020.

In case of the neglect of any person to pay the sum required by said list until after 09/27/2019 & 02/28/2020; you will add interest to so much thereof as remains unpaid at the rate of 9.00 percent per annum, commencing 09/28/2019 & 02/29/2020 to the time of payment, and collect the same with the tax remaining unpaid.

Given under our hands, as provided by a legal vote of the Municipality and Warrants received pursuant to the Laws of the State of Maine, this 07/31/2019.

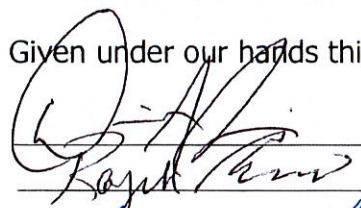
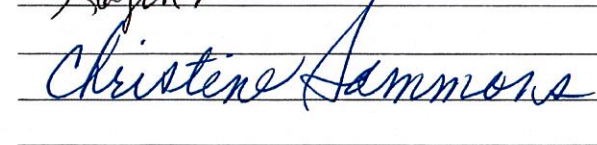

_____ Assessor(s) of: Readfield


CERTIFICATE OF COMMITMENT

To Eric Dyer the Collector of the Municipality of
Readfield , aforesaid.

Herewith are committed to you true lists of the assessments of the Estates of the persons wherein named; you are to levy and collect the same, of each one their respective amount, therein set down, of the sum total of \$4,707,538.05 (being the amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 07/31/2019


_____ Assessor(s) of: Readfield


File the original certificate with the Tax Collector. File a copy in the Valuation Book

2019 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

Municipality: Readfield

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total Taxable Valuation of Real Estate	1	239,131,154	
		(should agree with MVR Page 1, line 6)	
2. Total taxable valuation of personal property	2	1,663,631	
		(should agree with MVR Page 1, line 10)	
3. Total Taxable Valuation of real estate and personal property (Line 1 plus line 2)	3	240,794,785	
		(should agree with MVR Page 1, line 11)	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	15,207,900	
		(should agree with MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	9,504,938	
		(Line 4(a) multiplied by .625)	
5. Total exempt value of all BETE qualified property	5(a)	1,291,526	
		(should agree with MVR Page 2, line 15c)	
(b) BETE exemption reimbursement value	5(b)	645,763	
		(line 5(a) multiplied by 0.5)	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b))	6	250,945,486	

ASSESSMENTS

7. County Tax	7	285,400.00	
8. Municipal Appropriation	8	2,975,289.00	
9. TIF Financing Plan Amount	9	0.00	
10. Local Educational Appropriation (Local Share/Contribution)	10	3,710,394.00	
		(Adjusted to Municipal Fiscal Year)	
11. Total Assessments (Add lines 7 through 10)	11	6,971,083.00	

ALLOWABLE DEDUCTIONS

12. State Municipal Revenue Sharing	12	200,000.00	
13. Other Revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. Do Not Include any Homestead or BETE Reimbursement)	13	1,887,806.00	
14. Total Deductions (Line 12 plus line 13)	14	2,087,806.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	4,883,277.00	

16.	4,883,277.00	X	1.05	=	5,127,440.85	Maximum Allowable Tax
17.	4,883,277.00	/	250,945,486	=	0.019460	Minimum Tax Rate
18.	5,127,440.85	/	250,945,486	=	0.020432	Maximum Tax Rate
19.	240,794,785	X	0.019550	=	4,707,538.05	Tax for Commitment
			(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	4,883,277.00	X	0.05	=	244,163.85	Maximum Overlay
21.	9,504,938	X	0.019550	=	185,821.54	Homestead Reimbursement
			(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	645,763	X	0.019550	=	12,624.67	BETE Reimbursement
			(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	4,905,984.26	-	4,883,277.00	=	22,707.26	Overlay
	(Line 19 plus lines 21 and 22)				(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.