

**Readfield Select Board**  
**Meeting Agenda**  
**September 9, 2019, Readfield Town Office**  
Select Board Meeting starts: 6:30 PM  
Select Board Meeting ends (unless extended) at 8:30 PM

**Pledge of Allegiance (6:30pm)**

**Regular Meeting Items - 5 min.**

20-019 - Minutes: Select Board meeting minutes of August 12, 2019.

20-020 - Warrants: #7-10 (FY20).

**Communications - 25 min.**

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Board of Assessors minutes of May 13, 2019
- Age Friendly Committee minutes of July 10, 2019
- Enterprise Committee minutes of July 16, 2019

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

**Public Hearing - 10 min.**

To have the Select Board hold a public hearing for the purpose of considering amendments to Appendices A-D of the General Assistance Ordinance.

**New Business - 75 min.**

20-021 - Consider amending Appendices A-D of the General Assistance Ordinance - 5 min.

20-022 - Consider an award for repairs to the municipal Salt/Sand Building - 10 min.

20-023 - Consider an award for replacement of the Readfield Public Library roof - 10 min.

20-024 - Consider an award for Accessibility Improvements to the Readfield Town Office - 10 min.

20-025 - Consider a revised Policy on Activity at the Readfield Transfer Station - 10 min.

20-026 - Discussion with Senator Shenna Bellows (may be taken out of order) - 30 min.

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

**Adjournment**

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – August 12, 2019 – *Unapproved***

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

**Others Attending:** Eric Dyer (Town Manager), William Starrett (Channel 7), Tom Molokie

**Excused Absence:** Kristin Parks (Board Secretary)

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

- **20-009 – Minutes: Select Board meeting minutes of July 15, 2019**
  - **Motion** made by Mr. Price to approve the Select Board meeting minutes of July 15, 2019 as presented, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **20-010 – Warrants #3-6 (FY20)**
  - Mrs. Woodsum reviewed Warrants #3-6 (FY20)
  - **Motion** made by Mrs. Woodsum to approve Warrants #3-4 (FY20) in the amount of \$168,840.00, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
  - **Motion** made by Mrs. Woodsum to approve Warrants #5-6 (FY20) in the amount of \$382,780.24, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

**Communications**

- **Select Board Communications**
  - Mr. Price reported on 2019 Heritage Days – a great success and thank you to all who were a part of it. Looking forward to 2020 Heritage Days.
  - Mr. Bourgoine wanted to thank the Board of Assessors. The Assessors report and Certificate of Assessment Report are included in the packet. Select Board discussed on how David Ledew; Town Assessor has done a great job.
- **Staff Reports**
  - Mr. Dyer went over the Town Manager Report dated 8-12-2019.
  - SWRC press release to be used as an article in the September Messenger.
  - Town Manager to look into tar & chips for gravel roads.
- **Boards, Committees, Commissions & Departments**
  - Solid Waste & 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

*Thank you for submitting your minutes*
- **Public Communications - Members of the public may address the Select Board on any topic**
  - None

**Readfield Select Board**  
**Regular Meeting Minutes – August 12, 2019 – *Unapproved***

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**Appointments, Reappointments & Resignations:**

- **20-011 – Consider the resignation of Ed Sims from the Road Committee**
  - **Motion** made by Mr. Bourgoine to accept the resignation of Ed Sims from the Road Committee, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
  
- **20-012 – Consider the appointment Thomas Molokie to the Maranacook Lake Outlet Dam Committee**
  - Tom Molokie was present for his appointment and gave a brief introduction.
  - **Motion** made by Mr. Bourgoine to appoint Thomas Molokie to the Maranacook Lake Outlet Dam Committee for a term ending 6-30-2021, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.
  
- **20-013 – Consider the appointment of Donna Witherill to the Library Board of Trustees**
  - **Motion** made by Mr. Price to appoint Donna Witherill to the Library Board of Trustees with a term ending 06-30-2022. **second** by Mr. Eno. **Vote** 5-0 in favor.

**New Business:**

- **20-014 – Consider funding for a municipal broadband project in collaboration with other towns**
  - Mr. Bourgoine gave a brief review of the project; towns included are Readfield, Fayette, Wayne, Mount Vernon, Leeds and Vienna. In the process of completing phase 1 and onto phase 2.
  - **Motion** made by Mr. Bourgoine to approve up to \$3,000.00 for phase 1 as outlined in the Casco Bay Assessors Grant Project, **second** by Mr. Price. **Discussion:** Not a long term project, make is as short as possible for faster results. **Vote** 5-0 in favor.
  
- **20-015 – Discuss the possibility of a Special Town meeting to address change to the Land Use Ordinance relating to agriculture and marijuana cultivation**
  - Mr. Dyer gave a brief summarization. Included in the packet is the MTCMA Management Institute “Wake & Bake” article dated 8-9-2019 with a lot of good information.
  - Current application has been defined by CEO as building structure/agricultural business.
  - There has been a meeting with the Town Manager, Town Attorney, Planning Board Chair Paula Clark and Select Board Member Dennis Price.

**Motion** made by Mrs. Woodsum to extend meeting to 8:15 pm, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

- Potential ordinance changes and policy making would then lead to a possible special town meeting. Addressing intensive agricultural medical marijuana. Broadly allowed, not subject to opt in option/provisions for sale/medical/recreation.
- Town Manager to look into a time line to have information meeting and secret ballot for revisions of the LUO and possible special town meeting. Use the same timeline set up like the budget process.

**Motion** made by Mrs. Woodsum to extend meeting by 10 minutes, **second** by Mr. Price. **Vote** 5-0 in favor.



**Readfield Select Board**  
**Regular Meeting Minutes – August 12, 2019 – *Unapproved***

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- **20-016 – Consider a Catering Permit application for Robert Laster (DBA Crostinis Catering) for an event at the Readfield Union Meeting House**
  - **Motion** made by Mrs. Woodsum to approve the catering permit application for Robert Laster/Crostinis Catering for the event being held at the Union Meeting House on August 13, 2019 with all the conditions as before and stated in the application, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
  
- **20-017 – Set the Select Board meeting schedule for the coming months**
  - Next scheduled Select Board meetings are set for September 9, October 7, November 4 and December 9. Possible workshop dates are October 21 & November 18.

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

- **20-018 – Approve Goals from the Select Board Retreat in July**
  - **Motion** made by Mrs. Woodsum to approve the goals from the Select Board Retreat as presented, **second** by Mr. Eno. **Vote** 5-0 in favor.

**Other Business, Upcoming Meetings & Future Agenda Items:**

- 2020/2021 Review Budget & Warrant Process scheduled in packet to look over.

**Motion** made by Mr. Price to adjourn the meeting at 7:56 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

*Minutes submitted by Kristin Parks, Board Secretary*

**August 19, 2019 Warrant Summary**

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
<b>7</b>	<b>60</b>	<b>\$ 57,767.63</b>	<b>Regular Warrant</b>	K Woodsum	<b>Three</b>	
A	60	\$ 3,649.00	State Fees	K Woodsum	One	8/8/2019
B	60	\$ 3,283.92	State Fees	K Woodsum	One	8/16/2019
<b>8</b>	<b>79</b>	<b>\$ 14,912.29</b>	<b>Payroll</b>	K Woodsum	<b>One</b>	

**SUM \$ 72,679.92**

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

# Treasurer's Warrant

**Warrant # 7&8**

**\$72,679.92**

**Dates: 8/22/2019**

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$14,912.29	67729-67743 167729-167739
VARIOUS VENDORS	Accounts Payable	\$57,767.63	67694 67696-67728
	Total	\$72,679.92	

**Date Signed:**

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Bruce Bourgoine, Chair

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Christine Sammons, Vice Chair

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Ralph Eno

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Dennis Price

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Kathryn Woodsum

**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	378.18	08/22/19	7	00031 Central Maine Power Co
P	999	290.65	08/22/19	7	00031 Central Maine Power Co
P	999	15.33	08/22/19	7	00031 Central Maine Power Co
P	999	32.95	08/22/19	7	00031 Central Maine Power Co
P	999	25.70	08/22/19	7	00031 Central Maine Power Co
P	999	143.44	08/22/19	7	00031 Central Maine Power Co
P	67694	3,649.00	08/08/19	7	00086 SECRETARY OF STATE (MOTOR VEH)
P	67696	3,283.92	08/15/19	7	00086 SECRETARY OF STATE (MOTOR VEH)
R	67697	135.00	08/22/19	7	00643 A.A.A. PORTABLE TOILETS
R	67698	913.80	08/22/19	7	00432 A.E. Hodsdon Consulting Engineers
R	67699	54.15	08/22/19	7	00315 Alex Cates
R	67700	86.92	08/22/19	7	00024 Baker & Taylor, Inc
R	67701	3,500.00	08/22/19	7	00921 Central Maine Pyrotechnics, Inc
R	67702	193.54	08/22/19	7	00072 Consolidated Communications
R	67703	14.25	08/22/19	7	00183 Copies, Etc.
R	67704	19.72	08/22/19	7	00153 Deborah Nichols
R	67705	14,700.00	08/22/19	7	00381 Dirigo Architectural Eng, LLC
R	67706	1,462.80	08/22/19	7	00054 ecomaine
R	67707	185.00	08/22/19	7	00043 Fire Tech and Safety
R	67708	24.00	08/22/19	7	00791 Group Dynamic Inc
R	67709	2,781.72	08/22/19	7	00311 Hill View Mini Barnes
R	67710	309.08	08/22/19	7	00311 Hill View Mini Barnes
R	67711	133.00	08/22/19	7	00083 Kennebec Cnty Registry Of Deeds
R	67712	108.00	08/22/19	7	00619 Lamey-Wellehan Shoes
R	67713	46.00	08/22/19	7	00868 Maine Laundry Centers
R	67714	8,871.14	08/22/19	7	00065 MAINE MUNICIPAL EMP. HEALTH
R	67715	530.00	08/22/19	7	00424 Main-Land Dev. Consultants, Inc
R	67716	346.96	08/22/19	7	00823 OTELCO
R	67717	250.00	08/22/19	7	00320 Patricia Clark
R	67718	275.25	08/22/19	7	00077 PETTENGILL PRINTING
R	67719	12,007.08	08/22/19	7	00841 PretiFlaherty
R	67720	1,343.86	08/22/19	7	00117 READFIELD BLIZZARD BUSTERS
R	67721	748.50	08/22/19	7	00069 Regional School Unit#38
R	67722	20.00	08/22/19	7	00561 Shredding on Site
R	67723	164.38	08/22/19	7	00850 SOUTHWORTH-MILTON, INC.
R	67724	13.24	08/22/19	7	00696 Spectrum
R	67725	7.99	08/22/19	7	00618 Tractor Supply Credit Plan
R	67726	70.00	08/22/19	7	00051 TREAS, STATE OF ME.(ELEVATOR)
R	67727	48.60	08/22/19	7	00373 Uline
R	67728	584.48	08/22/19	7	00200 VER-TRAN INC

**Total 57,767.63**

**Count**

Checks	40
Voids	0

Warrant 7

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	135.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00432 A.E. Hodsdon Consulting Engineers	913.80	CAPITAL IMPR / Roads - CONTRACT SVC / ENGINEERING
00315 Alex Cates	54.15	PROTECTION / FIRE DEPART - EQUIP O,R &M / FUEL/OIL
00024 Baker & Taylor, Inc	61.74	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	25.18	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	25.70	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	32.95	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.33	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	378.18	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	290.65	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	143.44	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00921 Central Maine Pyrotechnics, Inc	3,500.00	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD ENTER
00072 Consolidated Communications	41.75	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	43.49	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	108.30	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00183 Copies, Etc.	14.25	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD SUPPLIES
00153 Deborah Nichols	19.72	GENERAL GOVT / Admin - PERSONNEL / MILEAGE
00381 Dirigo Architectural Eng, LLC	14,700.00	CAPITAL IMPR / Fire Station - CONTRACT SVC / ENGINEERING
00054 ecomaine	1,462.80	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00043 Fire Tech and Safety	185.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00311 Hill View Mini Barnes	2,781.72	CAPITAL IMPR / Transfer Sta - PUBLIC WAYS / CONTRACT SVC
00311 Hill View Mini Barnes	309.08	CAPITAL IMPR / Transfer Sta - PUBLIC WAYS / CONTRACT SVC
00083 Kennebec Crnty Registry Of Deeds	133.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00619 Lamey-Wellehan Shoes	108.00	Maintenance / Gen Maint - PERSONNEL / CLOTHING
00868 Maine Laundry Centers	46.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00065 MAINE MUNICIPAL EMP. HEALTH	2,316.50	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	6,241.96	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	130.99	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	162.61	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00424 Main-Land Dev. Consultants, Inc	530.00	CAPITAL IMPR / Fire Station - CONTRACT SVC / ENGINEERING
00823 OTELCO	327.44	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 OTELCO	19.52	COMM SERVICE / Library - UTILITIES / TELEPHONE
00320 Patricia Clark	250.00	COMM SERVICE / Library - ADMIN / MISC.
00077 PETTENGILL PRINTING	275.25	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00841 PretiFlaherty	8,626.68	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00841 PretiFlaherty	3,380.40	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00117 READFIELD BLIZZARD BUSTERS	1,343.86	UNCLASSIFIED / Snowmobiling - RECREATION / SNOWMOBILING
00069 Regional School Unit#38	748.50	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00086 SECRETARY OF STATE (MOTOR VEH)	3,649.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,283.92	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP

### Warrant Recap

Warrant 7

Vendor-----	Amount	Account-----
00850 SOUTHWORTH-MILTON, INC.	36.40	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00850 SOUTHWORTH-MILTON, INC.	127.98	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00696 Spectrum	13.24	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00618 Tractor Supply Credit Plan	7.99	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00051 TREAS, STATE OF ME.(ELEVATOR)	70.00	Maintenance / Bldg Maint - BUILDING O&M / ELEVATOR
00373 Uline	48.60	SOLID WASTE / TRANSFER STA - BUILDING O&M / GROUNDS
00200 VER-TRAN INC	584.48	Maintenance / Bldg Maint - BUILDING O&M / ELEVATOR
<b>Prepaid Total--</b>	<b>7,819.17</b>	
<b>Current Total--</b>	<b>49,948.46</b>	
<b>Warrant Total--</b>	<b>57,767.63</b>	

**September 3, 2019 Warrant Summary**

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required	Approval Date:
<b>9</b>	<b>92</b>	<b>\$ 422,655.39</b>	<b>Regular Warrant</b>	K Woodsum	<b>Three</b>	<b>8/30/2019</b>
A	92	\$ 8,621.56	State Fees	K Woodsum	One	8/30/2019
B	92	\$ -	State Fees		One	
<b>10</b>	<b>97</b>	<b>\$ 17,478.77</b>	<b>Payroll</b>	C Sammons	<b>One</b>	

SUM \$ 440,134.16

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

# Treasurer's Warrant

**Warrant # 9 & 10**

**\$440,134.16**

**Dates: 9/5/2019**

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$17,478.77	67768-67783 167768-167776
VARIOUS VENDORS	Accounts Payable	\$422,655.39	67744-67767
	<b>Total</b>	<b>\$440,134.16</b>	

**Date Signed:**

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Bruce Bourgoine, Chair

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Christine Sammons, Vice Chair

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Ralph Eno

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Dennis Price

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Kathryn Woodsum



**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	67744	4,702.25	08/29/19	9	00086 SECRETARY OF STATE (MOTOR VEH)
P	67745	3,919.31	08/29/19	9	00086 SECRETARY OF STATE (MOTOR VEH)
R	67746	2,500.00	09/05/19	9	00037 30 Mile River Watershed Association
R	67747	98.96	09/05/19	9	00022 Audette's Hardware
R	67748	554.86	09/05/19	9	00024 Baker & Taylor, Inc
R	67749	24.00	09/05/19	9	00782 By The Board Lumber Company
R	67750	322.50	09/05/19	9	00453 Cushing Construction, LLC
R	67751	1,875.00	09/05/19	9	00375 Fayette, Town of
R	67752	1,086.00	09/05/19	9	00666 Gagne & Son
R	67753	18.56	09/05/19	9	00489 Glen Hawes
R	67754	2,800.00	09/05/19	9	00791 Group Dynamic Inc
R	67755	249.40	09/05/19	9	00495 Hammond Tractor Company
R	67756	15,358.68	09/05/19	9	00123 Harris Computers, Inc
R	67757	565.60	09/05/19	9	00385 Hygrade Business Group, Inc
R	67758	213.69	09/05/19	9	00629 Irving Oil Marketing, Inc
R	67759	190.00	09/05/19	9	00083 Kennebec Cnty Registry Of Deeds
R	67760	47.45	09/05/19	9	00519 Maureen Kinder
R	67761	309,199.51	09/05/19	9	00069 Regional School Unit#38
R	67762	434.29	09/05/19	9	00313 Toshiba Financial Services
R	67763	3.00	09/05/19	9	00102 TREAS.,STATE OF MAINE (SURPLU)
R	67764	72,034.80	09/05/19	9	00664 US BANK CORPORATE TRUST BOSTON
R	67765	4,926.89	09/05/19	9	00471 WASTE MANAGEMENT OF ME-PORTLND
R	67766	1,116.39	09/05/19	9	00709 WASTE MANAGEMENT OF PORTLAND
R	67767	414.25	09/05/19	9	00094 WHITE SIGN
<b>Total</b>		<b>422,655.39</b>			

<b>Count</b>	
Checks	24
Voids	0

Warrant 9

Vendor-----	Amount	Account-----
00037 30 Mile River Watershed Association	2,500.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00022 Audette's Hardware	98.96	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD OTHER
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	80.59	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	53.10	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	131.89	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	16.15	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	33.98	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	218.76	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00782 By The Board Lumber Company	24.00	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQUIP MAINT
00453 Cushing Construction, LLC	322.50	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00375 Fayette, Town of	1,875.00	UNCLASSIFIED / Contingency - ADMIN / MISC.
00666 Gagne & Son	1,086.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / GROUNDS
00489 Glen Hawes	18.56	SOLID WASTE / TRANSFER STA - PERSONNEL / MILEAGE
00791 Group Dynamic Inc	1,400.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	1,400.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00495 Hammond Tractor Company	217.45	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00495 Hammond Tractor Company	31.95	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR
00123 Harris Computers, Inc	15,358.68	GENERAL GOVT / Admin - CONTRACT SVC / COMPUTER SUP
00385 Hygrade Business Group, Inc	565.60	GENERAL GOVT / Assessing - CONTRACT SVC / Contract Ser
00629 Irving Oil Marketing, Inc	63.68	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	77.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	73.01	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00083 Kennebec Cnty Registry Of Deeds	190.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00519 Maureen Kinder	21.09	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00519 Maureen Kinder	26.36	COMM SERVICE / Library - ADMIN / OFFICE SUP
00069 Regional School Unit#38	309,199.51	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00086 SECRETARY OF STATE (MOTOR VEH)	4,702.25	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,919.31	GENERAL FUND / Motor Veh Fe
00313 Toshiba Financial Services	434.29	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00102 TREAS.,STATE OF MAINE (SURPLU)	3.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00664 US BANK CORPORATE TRUST BOSTON	52,000.00	DEBT SERVICE / Fire Truck - FINANCIAL / BOND PRIN
00664 US BANK CORPORATE TRUST BOSTON	1,960.40	DEBT SERVICE / Fire Truck - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	16,000.00	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND PRIN
00664 US BANK CORPORATE TRUST BOSTON	2,074.40	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND INT
00471 WASTE MANAGEMENT OF ME-PORTLND	3,999.89	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	756.39	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	360.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00094 WHITE SIGN	414.25	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY

**Prepaid Total-- 8,621.56**

**Current Total-- 414,033.83**

# Warrant Recap

Warrant 9

Vendor-----

Amount Account-----

---

**Warrant Total-- 422,655.39**

# **COMMUNICATIONS**

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

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

<b>Date</b>	<b>Task</b>	<b>Meeting Time</b>
08/12/19	Select Board Meeting - Budget process review	6:30 PM
09/09/19	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
<b>03/26/20</b>	<b>Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget</b>	<b>6:30 PM</b>
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
<b>05/07/20</b>	<b>Public Hearing - Public Comment and Information on COMPLETED Warrant</b>	<b>6:30 PM</b>
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

<b>Notes:</b>
<b>Involvement</b> - 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.
<b>Select Board Attendance</b> - 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.
<b>Public Budget Meetings</b> - 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.
<b>Departments I</b> - Includes the following: <b>General Government</b> (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), <b>Maintenance</b> (General, Buildings, Vehicle / Equipment, Interlocal) <b>Boards &amp; Commissions</b> (Appeals Board, Conservation Commission, Planning Board), <b>Regional Assessments</b> (Cobbosee Watershed, First Park), <b>Kennebec County Tax</b> (County Tax)
<b>Departments II</b> - Includes the following: <b>Community Services</b> (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), <b>Protection</b> (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), <b>Cemeteries</b> (Cemeteries), <b>Debt Service</b> (Debt Service)
<b>Departments III</b> - Includes the following: <b>Recreation</b> (Beach, Recreation Board, Heritage Days, Town Properties, Trails), <b>Roads &amp; Drainage</b> (Roads & Drainage, Winter Maintenance), <b>Capital Improvements</b> (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), <b>Solid Waste</b> (Transfer Station, Backhoe), <b>Unclassified</b> (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation), <b>General Assistance</b> (General Assist.)

\* As Amended 09/05/2019

Mondays or Wednesdays for BC meetings ?????

**DRAFT**

## Fiscal Year 2020-2021 (FY20) Budget Goals

Board, Committee, or Commission Name: \_\_\_\_\_

**Identify three budget goals you have for the Town as a whole, and how they might be accomplished:**

1. Goal:

How to accomplish the goal:

2. Goal:

How to accomplish the goal:

3. Goal:

How to accomplish the goal:

**Identify three budget goals you have for specific areas or departments, and how they might be accomplished:**

1. Goal:

How to accomplish the goal:

2. Goal:

How to accomplish the goal:

3. Goal:

How to accomplish the goal:

**Identify any considerations you have for the Warrant or Warrant development process:**



**Kennebec**  
**Wealth Management**



Local: (207) 660-4100  
Fax: (207) 861-5569  
Toll-free: 866-477-5242  
[www.kennebecwealth.com](http://www.kennebecwealth.com)

226 Main Street, Waterville, Maine 04901 • 150 State Street, P.O. Box 50, Augusta, Maine 04332

September 3, 2019

Eric Dyer  
Town Manager  
Town of Readfield  
8 Old Kents Hill Road  
Readfield, ME 04355

Dear Eric:

Thanks for meeting with me last week to go over the Town of Readfield's advisory investment account. As promised, enclosed you will find your updated portfolio with the changes that have been made to bring the account into line with LPL's recommendations for an "Income with Moderate Growth" investment strategy.

Please give me a call if you have any questions on the report.

I will also look forward to helping you folks to transition your retirement plan to us. I am working on my end to figure out the process and I will get back to you.

Thanks Eric.

Sincerely,



Sam Tippet  
Account Executive

Enc

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# Portfolio Appraisal by Asset Class

Town of Readfield  
 Prepared By: Samuel Tippet  
 Date Range: 8/30/2019



## Account Summary

Date Range: 8/30/2019 - 8/30/2019

Institution	Account #	Name	Description	Starting Market Value	Market Value	Annualized Return (IRR)	Total Return (IRR)	Net Investment
LPL Financial	****-6107	Town of Readfield	SAM II - Non-Retirement	289,457.68	289,457.68	--	0.00	183,698.31
<b>1 Accounts Total</b>				<b>289,457.68</b>	<b>289,457.68</b>	<b>--</b>	<b>0.00</b>	<b>183,698.31</b>

Past performance is no guarantee of future results.

## [Large Cap U.S. Growth Equity]

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
EGFIX	EDGEWOOD GROWTH INSTL CL	363.493	35.52	08/30/2019	12,911.27	11,393.79	04/10/2018	1,517.48	4.46	--	0.00
GFFFX	GROWTH FUND OF AMERICA CL F2	210.913	49.30	08/30/2019	10,398.01	10,511.26	04/10/2018	(113.25)	3.59	--	0.00
<b>2 Positions Total</b>					<b>23,309.28</b>	<b>21,905.05</b>		<b>1,404.23</b>	<b>8.05</b>	<b>--</b>	<b>0.00</b>

## [Large Cap U.S. Blend Equity]

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
MRFIX	MFS RESEARCH CL I	280.318	45.38	08/30/2019	12,720.83	12,078.86	04/10/2018	641.97	4.39	--	0.00
FINFX	FUNDAMENTAL INVESTORS CL F2	197.392	58.45	08/30/2019	11,537.56	12,088.05	04/10/2018	(550.49)	3.99	--	0.00
<b>2 Positions Total</b>					<b>24,258.39</b>	<b>24,166.91</b>		<b>91.48</b>	<b>8.38</b>	<b>--</b>	<b>0.00</b>

## [Large Cap U.S. Value Equity]

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
JVLIX	JOHN HANCOCK DISCIPLINED VALUE CL I	553.055	19.85	08/30/2019	10,978.14	11,851.72	04/10/2018	(873.58)	3.79	--	0.00
<b>1 Position Total</b>					<b>10,978.14</b>	<b>11,851.72</b>		<b>(873.58)</b>	<b>3.79</b>	<b>--</b>	<b>0.00</b>



Portfolio Appraisal by Asset Class

**[Small Cap U.S. Growth Equity]**

**Item 4 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
PXSIX	PAX SMALL CAP INSTL CL	848.854	13.75	08/30/2019	11,671.74	11,485.00	08/28/2019	186.74	4.03	--	0.00
<b>1 Position Total</b>					<b>11,671.74</b>	<b>11,485.00</b>		<b>186.74</b>	<b>4.03</b>	<b>--</b>	<b>0.00</b>

**[Small Cap U.S. Blend Equity]**

**Item 5 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OPMSX	INVESCO OPPENHEIMER MAIN STREET MID CAP CL A	236.735	25.05	08/30/2019	5,930.21	5,918.73	--	11.48	2.05	--	0.00
OSCYX	INVESCO OPPENHEIMER MAIN STREET SMALL CAP CL Y	829.841	14.13	08/30/2019	11,725.65	11,485.00	08/28/2019	240.65	4.05	--	0.00
<b>2 Positions Total</b>					<b>17,655.87</b>	<b>17,403.73</b>		<b>252.14</b>	<b>6.10</b>	<b>--</b>	<b>0.00</b>

**[Large Cap Global Equity]**

**Item 6 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OPPAX	INVESCO OPPENHEIMER GLOBAL CL A	101.667	86.03	08/30/2019	8,746.41	7,858.39	--	888.02	3.02	--	0.00
<b>1 Position Total</b>					<b>8,746.41</b>	<b>7,858.39</b>		<b>888.02</b>	<b>3.02</b>	<b>--</b>	<b>0.00</b>

**[Small Cap Foreign / Emerging Market Equity]**

**Item 7 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
DEMIX	DELAWARE EMERGING MARKETS INSTL CL	681.825	17.83	08/30/2019	12,156.94	13,673.82	04/10/2018	(1,516.88)	4.20	--	0.00



Portfolio Appraisal by Asset Class

[Item 7 of 13](#)

**[Small Cap Foreign / Emerging Market Equity]**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
ODVX	INVESCO OPPENHEIMER DEVELOPING MARKETS CL Y	62.285	41.49	08/30/2019	2,584.20	2,540.00	08/28/2019	44.20	0.89	--	0.00
<b>2 Positions Total</b>					<b>14,741.14</b>	<b>16,213.82</b>		<b>(1,472.68)</b>	<b>5.09</b>	<b>--</b>	<b>0.00</b>

[Item 8 of 13](#)

**[Intermediate/Long-Term High-Quality U.S. Bond]**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
PBDPX	PIMCO INVESTMENT GRADE CREDIT BOND CL I2	2,132.162	10.96	08/30/2019	23,368.50	22,052.59	04/10/2018	1,315.91	8.07	--	0.00
PDBZX	PGIM TOTAL RETURN BOND CL Z	1,548.983	15.09	08/30/2019	23,374.15	22,192.35	04/10/2018	1,181.80	8.08	--	0.00
CRANX	COMMUNITY REINVESTMENT ACT QUALIFIED INVESTMENT INSTL CL	2,183.325	10.69	08/30/2019	23,339.74	22,851.76	04/10/2018	487.98	8.06	--	0.00
<b>3 Positions Total</b>					<b>70,082.39</b>	<b>67,096.70</b>		<b>2,985.69</b>	<b>24.21</b>	<b>--</b>	<b>0.00</b>

[Item 9 of 13](#)

**[Intermediate/Long-Term High-Yield Bond]**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
AHIFX	AMERICAN HIGH INCOME CL F2	575.005	10.02	08/30/2019	5,761.55	5,867.09	04/10/2018	(105.54)	1.99	--	0.00
HWHIX	HOTCHKIS & WILEY HIGH YIELD CL I	500.566	11.48	08/30/2019	5,746.50	5,995.47	04/10/2018	(248.97)	1.99	--	0.00
<b>2 Positions Total</b>					<b>11,508.05</b>	<b>11,862.56</b>		<b>(354.51)</b>	<b>3.98</b>	<b>--</b>	<b>0.00</b>



**[Mortgage Backed Security]** **Item 10 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OMBIX	JPMORGAN MORTGAGE BACKED SECURITIES CL I	2,251.662	11.48	08/30/2019	25,849.08	25,175.22	04/10/2018	673.86	8.93	--	0.00
CUGZX	COLUMBIA QUALITY INCOME INSTL CL	4,623.332	5.59	08/30/2019	25,844.43	25,089.33	04/10/2018	755.10	8.93	--	0.00
<b>2 Positions Total</b>					<b>51,693.51</b>	<b>50,264.55</b>		<b>1,428.96</b>	<b>17.86</b>	<b>--</b>	<b>0.00</b>

**[Bank loan]** **Item 11 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
SAMBX	VIRTUS SEIX FLOATING RATE HIGH INCOME CL I	2,046.404	8.42	08/30/2019	17,230.72	17,819.37	04/10/2018	(588.65)	5.95	--	0.00
<b>1 Position Total</b>					<b>17,230.72</b>	<b>17,819.37</b>		<b>(588.65)</b>	<b>5.95</b>	<b>--</b>	<b>0.00</b>

**[Cash and Equivalents]** **Item 12 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
9999227	Insured Cash Account	5,863.540	1.00	08/30/2019	5,863.54	--	--	--	2.03	--	0.00
<b>1 Position Total</b>					<b>5,863.54</b>	<b>--</b>		<b>--</b>	<b>2.03</b>	<b>--</b>	<b>0.00</b>

**[Intermediate-Term Bond]** **Item 13 of 13**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OPIGX	INVESCO OPPENHEIMER TOTAL RETURN BOND CL A	3,067.584	7.08	08/30/2019	21,718.49	24,984.78	05/28/2003	(3,266.29)	7.50	--	0.00
<b>1 Position Total</b>					<b>21,718.49</b>	<b>24,984.78</b>		<b>(3,266.29)</b>	<b>7.50</b>	<b>--</b>	<b>0.00</b>

Portfolio Appraisal by Asset Class

**All Investments Total:**

Date Range: 8/30/2019 - 8/30/2019

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
<b>21 Positions Total</b>											
					289,457.68	282,912.58		681.56	100.00	--	0.00

Past performance is no guarantee of future results.



## Benchmark Comparison

Date Range: 8/30/2019

No benchmark comparison data available

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The combined total Market Value represents the combination of various sources and types of accounts. This combined total is subject to any error of any of the types of data sources that may be contributing to it, including manual entry errors and data reliability or completeness errors. Values shown should only be used as a general guide to portfolio value, and may vary from the actual liquidation values. Accounts held away from LPL are not covered by LPL's SIPC insurance. The LPL Financial SIPC Membership provides account protection only to those assets held at LPL. To the extent some of the other entities may be SIPC members, please contact your financial advisor or the other entity or refer to the other entity's statement regarding SIPC membership. Position values, size of positions, and dates, may be estimates made by your Advisor based on information you have provided. The information contained in this report should not be relied upon for tax reporting purposes, accounting, or valuation purposes. The source of all price information for tracked positions is one or more third party vendors and may include the use of substitute prices where prices are not readily available.

Past performance is no guarantee of future results. Current values may be lower or higher than the values shown. We urge you to compare the information (e.g. market values, transactions, inflows, outflows, and fees) in this report with the information provided in the account statements you receive directly LPL Financial, the investment sponsor, or custodian of the assets. If you are not receiving statements from your custodian, please contact your custodian directly or call LPL Financial at 800-877-7210 extension 6422.

**Dynamic Reporting:** Unlike your monthly statements, Portfolio Manager Reports are generated for you by your advisor on an on-demand basis. This could mean that events not captured on your last monthly statement may be reflected on a Portfolio Manager report and therefore values on the two documents may not match. Whereas monthly statements are static documents, Portfolio Manager Reports incorporate retroactive adjustments which are routinely posted to your account(s). An example of a routine, retroactive adjustment is dividend payments. Dividends you earn at the end of the month may not be posted to your account until several days into the subsequent month. Such dividends would not be reflected in the value of your monthly statement as those dividends would not have been paid into the account at the time your statement was created. A Portfolio Manager Report run sometime after the dividends are posted to your account would reflect the value of those dividends at the end of the month.

**Purchase Date:** Purchase date reflects the earliest purchase date for any portion of the position. Additional purchases may have been made after the initial purchase.

**Fee-based Accounts:** The figures for these accounts reflect the deduction of investment advisory fees. If the investment is being managed through a fee-based account or agreement, the returns are reduced by those applicable advisory fees. Refer to your Advisor's Form ADV, Part II for more information.

**Performance Calculations:** Performance return figures are expressed as a percentage and include the impact of the deduction of any advisory fees and transaction charges. Unless otherwise stated, performance returns are cumulative. Three different methods, time-weighted (TWR), money-weighted (IRR) and return-on-investment (ROI) are displayed on reports. The Advisory Performance Report, uses a time-weighted return. The remaining performance reports use a time-weighted return, money-weighted return or return-on-investment. The return method used on these reports is clearly labeled and can be configured by your Financial Advisor. The time-weighted method is used to depict an account's relative rate of return, is not sensitive to contributions and withdrawals into and out of the account, and, as compared to the money-weighted method, allows clients to better compare performance against other money managers. The money-weighted return method is used to depict an account's personal rate of return, accounts for all contributions and withdrawals into and out of the account, and, as compared to the time-weighted method, better represents the client's actual investment experience during the evaluation period. When compared to the other options, return-on-investment is focused more on accounting and less on performance analysis. ROI is simply your net gain/loss (aka net change aka investment returns) expressed as a percentage of total money invested. Below is an example to clarify the difference of these three methods:

Example: Two investors begin by buying 100 shares at the end of the year's price (\$10), starting off with \$1,000. The first investor makes two subsequent purchases of 100 shares each, one at the end of May (\$14) and the other at the end of August (\$15). The second investor also makes two additional purchases of 100 shares each, but hers are at the end of April (\$8) and September (\$9). The price of the security at the end of the year is \$11, meaning the security is up 10%. The first investor shows a loss of \$600, while the second shows a gain of \$600. The time-weighted return for each investor is +10%. The money-weighted return for the first investor is -24.81% and the second investor is +35.04%. In this case, return-on-investment is -15.38% for the first investor and +22.22% for the second.

### Portfolio Appraisal by Asset Class

	Investor 1	Investor 2
	Dec: 100 Shares @ \$10/s	Dec: 100 Shares @ \$10/s
	May: 100 Shares @ \$14/s	Apr: 100 Shares @ \$8/s
	Aug: 100 Shares @ \$15/s	Sept: 100 Shares @ \$9/s
Net Invested	\$3,900.00	\$2,700.00
Ending Value	\$3,300.00	\$3,300.00
Net Change	-\$600.00	\$600.00

	Investor 1 Returns	Investor 2 Returns
Time Weighted (TWR)	10.00%	10.00%
Money Weighted (IRR)	-24.81%	35.04%
Return on Investment (ROI)	-15.38%	22.22%

If performance cannot be calculated for a period within the report timeframe, graphs will display "N/A" or "-". For third party advisory programs (TMP), and outside custodians (CST), the above-noted performance calculations may differ from the methodologies used at the current or prior firm or custodian.

**Outside Positions:** Outside positions are securities held directly by an outside sponsor rather than in an LPL account. They include positions held in accounts identified in the "Location" column with a term other than "LPL." There may be differences in the way each outside position is reflected based on these various data sources used. If available, market value may be reflected for these outside positions. Performance may not be calculated for all outside positions. Information regarding outside positions may be limited because it is provided by a third party source.

**Money Market Funds:** Money market fund investments are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the funds seek to preserve a value of \$1.00 per share, it is possible to lose money in money market funds.

**Holdings Sources:** Positions held in your LPL account(s) are indicated with "LPL". The terms "Outside", "CST", "TMP" or a "sponsor's name" refer to securities held or by an investment sponsor or custodian that has agreed to electronically provide information to LPL about your holdings. The source of all price information for these tracked positions is one or more third party vendors and may include the use of substitute prices for prices that are not readily available. For certain securities such as illiquid securities, pink sheet stocks, bulletin board stocks, and fixed income positions, substitute prices used in calculating performance and displayed on the report may be prices based on trades occurring prior to the date of the missing prices. The source of all quantity information for these holdings is LPL, the prior custodian or the investment sponsor carrying your account. "TMP" represents accounts managed by an investment firm other than LPL as part of a third party advisory program. TMP accounts are held away from LPL and are not covered by LPL's SIPC Insurance. For TMP accounts, LPL's role is limited to a referral to the third party investment firm and LPL do not serve as broker-dealer. TMP accounts have not been verified by LPL. The source of all price information is the third party investment firm, a custodian or a third party vendor. "CST" represents accounts held by an outside custodian and not held or a third party vendor. "CST" represents accounts held by an investment advisor or broker dealer to CST accounts and is not responsible for the holdings or management of the CST account. The source of all price information is the custodian or a third party vendor. In addition, data from "Outside", "sponsor's name", "CST" and "TMP" accounts may also display historical data. Please be aware that you have the obligation to verify the accuracy of third party advisory programs (TMP), outside custodians (CST) through reliable written documents from the custodian holding the assets. "U" represents "Unofficial Accounts" which may contain both "tracked" and "non-tracked" positions. Tracked positions are assets not held or verified by LPL nor covered by LPL's SIPC Insurance, for which you have supplied the quantity information to your Financial Advisor, through the delivery of a statement or other record prepared by the investment sponsor or other source other than your Financial Advisor. The source of all price information for these tracked positions is one or more third party vendors and may include the use of substitute prices as noted above. Non-tracked positions are assets not held or verified by LPL, for which you have supplied the price and quantity information to your Financial Advisor, through the delivery of a statement or other record prepared by the investment sponsor or other source other than your Financial Advisor. LPL makes no representation or warranty as to the accuracy of the information concerning these Unofficial Accounts and non-tracked and tracked positions. Performance is not calculated in Portfolio Manager Reports for Unofficial Accounts (either tracked or non-tracked assets).

**Pre-June 2000 Data Not Available for Performance:** Performance for LPL accounts is not available at the account, position, asset class, or security level prior to June 2000. Generally, performance for assets held directly with the sponsor is not available prior to May of 2010.



Oct 1, 2018 to Sept 30, 2019

**OVERALL MAXIMUMS**

Persons in Household				
1	2	3	4	5
727	756	944	1,241	1,326

Household of 6 = 1,401

\* Add \$75 for each additional person

**Housing Maximums**

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	131	564	154	662
1	131	564	159	684
2	168	724	200	859
3	222	955	266	1,142
4	230	987	282	1,214

**ELECTRIC**

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.  
 1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

**FOOD MAXIMUMS**

Persons	Weekly	Monthly
1	44.65	192
2	82.09	353
3	117.44	505
4	149.30	642
5	177.21	762
6	212.56	914
7	235.12	1,011
8	268.60	1,155

Add \$144 per month for each + person

**PERSONAL CARE & HOUSEHOLD SUPPLIES**

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

**HEATING FUEL**

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

**1-800-442-6003**

Revised 8/31/18 SLR

Readfield Board of Assessors  
Minutes 5.13.19

Members present: Dennis Price and Christine Sammons. Assessing Agent and Town Manager were also present. John Parent had an excused absence.

Motion to approve minutes by Dennis and seconded by Chris. Passed 2-0

Approved a Supplemental Assessment for tax year 7.1.18 – 6.30.19 for CMP in a Value of \$681,750 and tax of \$13,253.22. The 2017 valuation was erroneously used for 2018.

Approved a Supplemental Assessment for tax year 7.1.18 – 6.30.19 for Georgette Mitchell & Lynn Mosher in a value of \$14,460 and a tax of \$281.10. The garage assessment was omitted from original assessment.

Motion to approve Supplemental Tax Warrant with Valuation of \$696,210.00 and Tax of \$13,534.32 was made by Dennis and seconded by Chris. Passed 2-0.

Outstanding property tax on American Legion/Redemption Center is about \$2500. It would be difficult to collect because it shouldn't have been taxed in the beginning.

The ratio for 2017 for residential is 90% and waterfront is 86%. No adjustment needed at this time.

Motion to adjourn by Chris at 6:16 PM and seconded by Dennis. Passed 2-0.

Submitted by Chris Sammons



Minutes Age Friendly Committee  
Wednesday July 10, 2019

**Present:** Donna McGibney, Maggie Edmondson, Marianne Perry, Anne Mitchell, Romaine Turyn

**Excused:** Ed Dodge

The meeting was called to order at 9:10.

The minutes were approved as amended.

**Updates:**

Marjorie Ellis decided not to re submit her application to serve on the committee. Members discussed having an informal luncheon to thank her for the time she served. Romaine will call her to see if she is amenable to this.

Marianne gave an update on someone she is helping. There is improvement. She is receiving Meals on Wheels, has contacted SEARCH, and has rides from KVCAP. She has more regular visitors now and better connections.

Romaine provided a brief update on the AARP Conference in Portland on Livable Communities. She attended one of the 2 days. There were excellent speakers, many of which focused on making community infrastructure more age friendly.

**Heritage Days**

The Committee decided to definitely have a table at Heritage Days. Items for the table include, Resource Guide, handy Helper brochure, SEARCH material, info on Readfield U and a smoke alarm and sign up sheet. Romaine can be there to set it up, Ann can come in the morning and Marianne in the afternoon.

**Readfield "U"**

Romaine distributed a draft flyer her daughter did for Readfield "U". Changes and additions were suggested. She will get the change made and have them available for Heritage Days.

Members brainstormed about what type of classes might be offered. Home chair massage, playing the ukulele, Maine wildflowers, and reiki were offered as possibilities. There was discussion of the good community work Camee Davidson is doing with her art gallery. Member should stop in and discuss if there are ways to work together.

A community meeting will be scheduled for September 26<sup>th</sup> in the Masonic Temple Hall.

The meeting adjourned at 11:00 AM.

## Minutes for Readfield Enterprise Committee 7.16.19

Present: Clifford Buuck, Christine Sammons, Les Priest, Jessica Gorton and Eric Dyer

Excused Absence: Steve Monsulick

Les moved to accept the minutes of June 18, 2019. It was seconded by Chris and passed 3-0.

KVGOG seems to be too busy to assist us by sending contract templates.

Applicant would have to show the committee that he/she has permits for any work to be carried out.

Need sample contracts so Jessica said she would try to find the one she signed. Chris said she would look on the websites of other towns.

If collateral comes up, it will give us the option, but none of us want to hold collateral.

Eric has put the Application on the website and is going to write up an article for the Messenger, general news and Chris will ask Dennis Price to add it to our Facebook page. We talked about sending an email to local businesses on our list about the REF. The CEO could spread the word as people get permits.

We discussed possible businesses we could use in Readfield.

- In Home Services
- Café
- Campground
- Self-Storage
- Something like Picker's Palace

Eric was going to look at the Phase II information.

Places to receive assistance for applicants is New Ventures Maine and FAME.

Next meeting is 8.20.19.

Submitted by Chris Sammons

# **PUBLIC HEARING**

**GENERAL ASSISTANCE ORDINANCE  
APPENDICES A-D & APPENDIX H  
2019-2020**

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2019—September 30, 2020. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

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

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(Signature)

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

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(Print Name)

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(Signature)

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

\_\_\_\_\_  
(Signature)

## 2019-2020 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2019 to September 30, 2020.**

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<b>NOTE:</b> For each additional person add \$75 per month.						
<b>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</b>						

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 45.12	\$ 194
2	82.56	355
3	118.37	509
4	150.23	646
5	178.60	768
6	214.19	921
7	236.74	1,018
8	270.70	1,164
<b>NOTE:</b> For each additional person add \$144 per month.		

### APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
<b>(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)</b>				

*FOR MUNICIPAL USE ONLY*

**APPENDIX D - UTILITIES**

**ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

**APPENDIX E - HEATING FUEL**

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**FOR MUNICIPAL USE ONLY**

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

## 2019-2020 GA Overall Maximums

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	759	862	1,096	1,373	1,924
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	865	909	1,176	1,634	1,866
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	725	783	1,007	1,265	1,606
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	725	728	964	1,208	1,330
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,089	1,191	1,526	2,037	2,418
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	809	915	1,076	1,425	1,677



## Appendix A

Effective: 10/01/19-09/30/20

COUNTY	1	2	3	4	5*
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	899	961	1,190	1,525	1,692
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	1,112	1,143	1,511	1,893	2,654

\*Note: Add \$75 for each additional person.

### Non-Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	640	696	816	1,100	1,180
<b>Franklin County</b>	669	715	828	1,084	1,468
<b>Hancock County</b>	818	855	1,036	1,307	1,433
<b>Kennebec County</b>	752	777	969	1,273	1,360
<b>Knox County</b>	781	786	969	1,269	1,379
<b>Lincoln County</b>	849	869	1,038	1,326	1,541
<b>Oxford County</b>	748	752	920	1,299	1,511
<b>Piscataquis County</b>	645	700	865	1,144	1,373
<b>Somerset County</b>	699	733	942	1,228	1,316
<b>Waldo County</b>	801	855	979	1,316	1,676
<b>Washington County</b>	698	702	910	1,140	1,243

\* Please Note: Add \$75 for each additional person.

## 2019-2020 GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

### **Non-Metropolitan FMR Areas**

<b>Aroostook County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	113	487	137	587	
1	117	502	147	634	
2	133	572	173	743	
3	186	799	236	1,015	
4	192	826	251	1,079	
<b>Franklin County</b>					
<b>Franklin County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	120	516	143	616	
1	121	521	152	653	
2	141	606	176	755	
3	182	783	232	999	
4	266	1,145	318	1,367	
<b>Hancock County</b>					
<b>Hancock County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	155	667	178	764	
1	155	667	184	791	
2	184	792	223	958	
3	234	1,007	283	1,216	
4	248	1,067	308	1,324	
<b>Kennebec County</b>					
<b>Kennebec County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	140	601	162	698	
1	140	601	166	713	
2	169	725	207	891	
3	226	973	275	1,182	
4	231	994	291	1,251	

## Appendix C

Effective: 10/01/19-09/30/20

### Non-Metropolitan FMR Areas

<b><u>Knox County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	147	630	169	727
1	147	630	169	727
2	169	725	207	891
3	225	969	274	1,178
4	235	1,013	295	1,270
<b><u>Lincoln County</u></b>				
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	162	698	185	795
1	162	698	187	805
2	185	794	223	960
3	238	1,026	287	1,235
4	273	1,175	333	1,432
<b><u>Oxford County</u></b>				
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	139	597	161	694
1	139	597	161	694
2	157	676	196	842
3	232	999	281	1,208
4	266	1,145	326	1,402
<b><u>Piscataquis County</u></b>				
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	113	487	135	580
1	119	512	146	627
2	149	640	181	780
3	203	871	244	1,048
4	237	1,019	293	1,262
<b><u>Somerset County</u></b>				
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	127	548	150	645
1	127	548	156	669
2	162	698	201	864
3	216	928	264	1,137
4	221	950	281	1,207

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	151	650	174	747
1	154	663	184	791
2	171	735	210	901
3	236	1,016	285	1,225
4	305	1,310	364	1,567

<b><u>Washington County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	127	547	150	644
1	127	547	150	644
2	155	666	193	832
3	195	840	244	1,049
4	204	877	264	1,134

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	141	608	164	705
1	156	670	186	798
2	198	852	237	1,018
3	249	1,073	298	1,282
4	362	1,558	422	1,815

<b><u>Cumberland Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	166	714	189	811
1	167	717	197	845
2	217	932	255	1,098
3	310	1,334	359	1,543
4	349	1,500	409	1,757

<b><u>Lewiston/Auburn MSA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	133	574	156	671
1	137	591	167	719
2	177	763	216	929
3	224	965	273	1,174
4	288	1,240	348	1,497

## Appendix C

Effective: 10/01/19-09/30/20

### Metropolitan FMR Areas

<b><u>Penobscot Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	133	574	156	671
1	133	574	156	671
2	167	720	206	886
3	211	908	260	1,117
4	224	964	284	1,221
<b><u>Portland HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	218	938	241	1,035
1	232	999	262	1,127
2	298	1,282	337	1,448
3	404	1,737	453	1,946
4	477	2,052	537	2,309
<b><u>Sagadahoc Cty. HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	153	658	176	755
1	168	723	198	851
2	193	832	232	998
3	262	1,125	310	1,334
4	305	1,311	365	1,568
<b><u>York Cty. HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	174	748	197	845
1	179	769	209	897
2	220	946	259	1,112
3	285	1,225	333	1,434
4	308	1,326	368	1,583
<b><u>York/Kittery/S. Berwick HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	961	246	1,058
1	223	961	251	1,079
2	295	1,267	333	1,433
3	370	1,593	419	1,802
4	532	2,288	592	2,545

## **Funeral Maximums**

### **Burial Maximums**

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

### **Cremation Maximums**

The maximum amount of assistance granted for a cremation shall be **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

# **NEW BUSINESS**

**RESERVED**

*See Public Hearing*



Contractor name #1 2600/sf #2 2600 sf #3 seal #4 clean bolts #5 wood #6 zip system #7 entrance

Knowles  
indust 15,000 39,000 40,000 134,000 3,000 5,000 6,000 17,500 7,500

# 182K



**A. E. Hodsdon**  
CONSULTING ENGINEERS  
10 COMMON ST., WATERVILLE, ME  
04901 (207) 873-5164



May 7, 2019  
17-19

Mr. Eric Dyer  
Town of Readfield  
8 Old Kents Hill Road  
Readfield, ME 04355

RE: *Evaluation of Sand/Salt Shed*

Dear Mr. Dyer:

The purpose of this letter is to present to you and the Board of Selectmen the results of our findings related to the sand/salt shed. We have documented our observations and listed our conclusions. Based on these, we have made our recommendations.

#### **FINDINGS**

There are several interesting items that we found about the sand/salt shed. They are as follows:

1. **General Construction**: The shed is a 82 foot diameter dome with a six foot concrete ring wall. The site was prepared by leveling the area and installing an asphalt pad. The six foot ring wall was poured directly on top of the asphalt. The design plans are from SUB-CON Industries U.S., LTD of Saginaw, MI.
2. **Concrete Degradation**: The majority of the building problems are related to the concrete. The surface of the concrete on the inside face has corroded in many places. The result is the exposure of the reinforcing steel bars in the wall. This process must be arrested or failure of the wall will occur (see photos). The top of the ring directly below one of the panel joints are cracked and moved out. The top of the wall looks to have moved about 1" out. The wall sounds hollow when tapped on. This is a sign partial ring wall failure (see photos). There are many areas where the reinforcing steel is exposed and corroding. There are only a few spots of corrosion showing on the outside of the wall.
3. **Wood Framing**: The wood framing and roof decking are intact. The inside surfaces, however, have been degraded from contact with the sand and salt. The work on the wood framing is primarily cosmetic at this point (see photos). The evidence of this is the fact that the roof is in good condition with no apparent deflections.
4. **Door Framing**: The framing and finish boards around the door opening have been damaged from weather exposure and contact with operating equipment. This area needs to be addressed to protect the framing and finishes.

TO: Mr. Eric Dyer  
RE: Evaluation of Sand/Salt Shed

Page No. 2

5. **Roof:** The roof part of the structure appears to be in tact even though sand was piled over eight feet above the concrete in places. Luckily, the plywood panels only have surface damage on the first ply of the plywood of the panels.

## **RECOMMENDATIONS**

We have prepared our recommendations based on the above findings. Each area has been discussed in detail.

1. **Concrete:** There are several steps needed to restore the concrete. It starts with removal of all loose concrete.
  - a) **Remove Loose Concrete:** This will require mechanical chipping and sand blasting the surfaces. All loose concrete has to come off and the entire surface sand blasted.
  - b) **Exposed Steel:** The exposed reinforcing steel should be sand blasted and painted with epoxy paint at this point. This will help to reduce corrosion in the future. The rebar should have been coated initially when the structure was built.
  - c) **Wire Reinforcing:** Wire reinforcing needs to be secured to the concrete over areas of deep erosion. This will help to keep the Gunitite in place.
  - d) **Bonding Agent:** A concrete bonding agent should be applied to the entire surface of the concrete. This will ensure adhesion of the Gunitite to the existing concrete.
  - e) **Gunitite:** A layer of 2" additional concrete should be applied to the interior surface of the concrete where repairs have been made. This will be the protective surface of the concrete.
  - f) **Seal Concrete:** The entire surfaces – inside and out – should be coated with a clear sealer. This will also protect the concrete from corrosion.
  - g) **Anchor Bolts:** The anchor bolts on top of the wall should be sand blasted and also coated with sealer or paints.
2. **Wood Framing**
  - a) **Cleaning:** The surfaces of the wood framing should be thoroughly cleaned by scraping or sand blasting.
  - b) **Painting:** These surfaces up to about eight feet should be painted with a weather resistant paint.



TO: Mr. Eric Dyer  
RE: Evaluation of Sand/Salt Shed

Page No. 3

- c) Protection: A barrier of four feet of 5/8" plywood should be added to the inside of the wood frames. This barrier will keep the sand and salt from coming in contact with the anchor bolts on top of the concrete wall.

### CONCLUSION

It appears that the structure was built according to the plans. It also appears that the structure has not moved since originally built. This fact is supported by the roof portion of the building that shows no signs of movement. The interior face of the concrete wall is in need of significant repairs.

However, with the proposed repairs, the structure should be serviceable for another 20 years without any major rehab work.


### COST ESTIMATE

We have prepared a cost estimate for the construction work. These costs are based on the prices that Mt. Vernon got for their repair in 2013. The construction cost estimate is \$90,200 and it covers all the items in the recommendations.

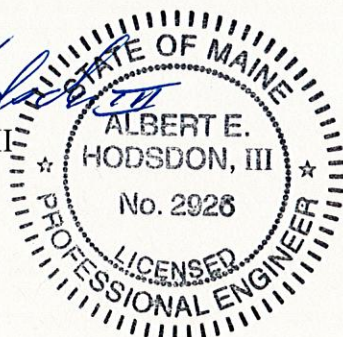
<i>Readfield Sand/Salt Shed - Rehab Cost Estimate</i>		
No.	Description	Cost
1a, 1b	Remove loose concrete/protect steel (1,100 s.f. @ \$15/s.f.)	\$16,500.00
1c, 1d, 1e	Apply Gunitite (shotcrete) over entire surface (1,800 s.f. @ \$20/s.f.)	36,000.00
1f	Seal concrete (4,200 s.f. @ \$2/s.f.)	8,400.00
1g	Protect anchor bolts (65 ea. @ \$20/ea.)	1,300.00
2a, 2b	Clean and paint surfaces (2,000 s.f. @ \$18/s.f.)	20,000.00
2c	Add barrier plywood (1,000 s.f. @ \$4/s.f.)	4,000.00
	Contingency	4,000.00
<b>Total Estimated Construction Costs</b>		<b>\$90,200.00</b>

I am available if you have any questions.

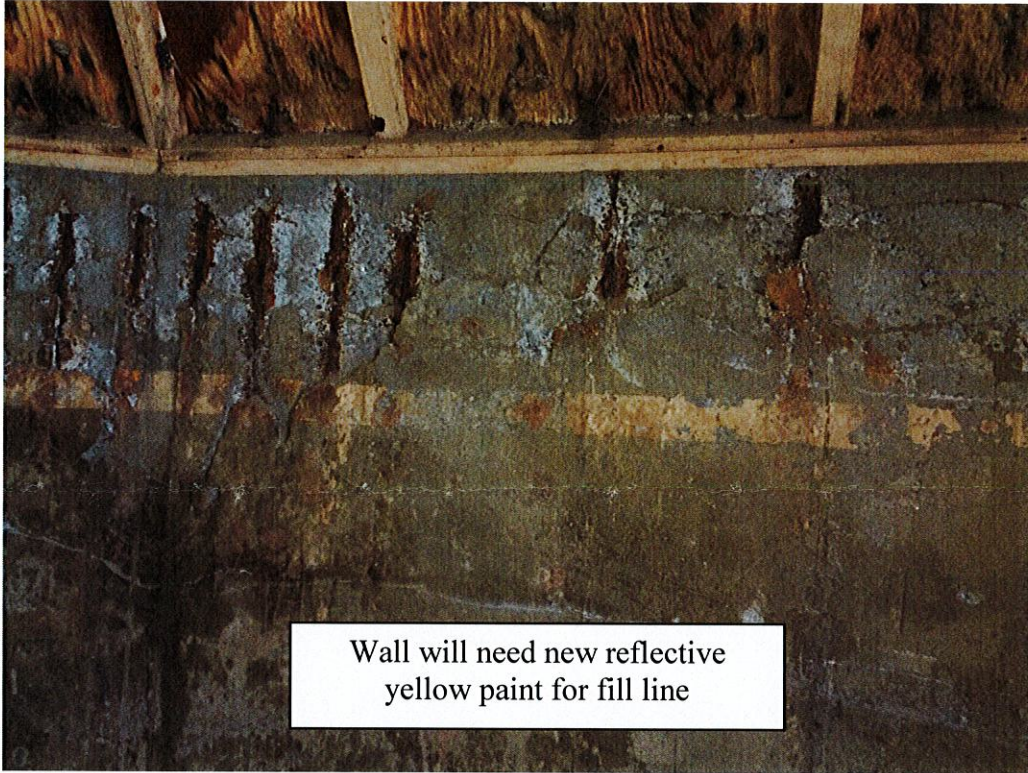
Sincerely,

  
Albert E. Hodsdon III  
Engineer

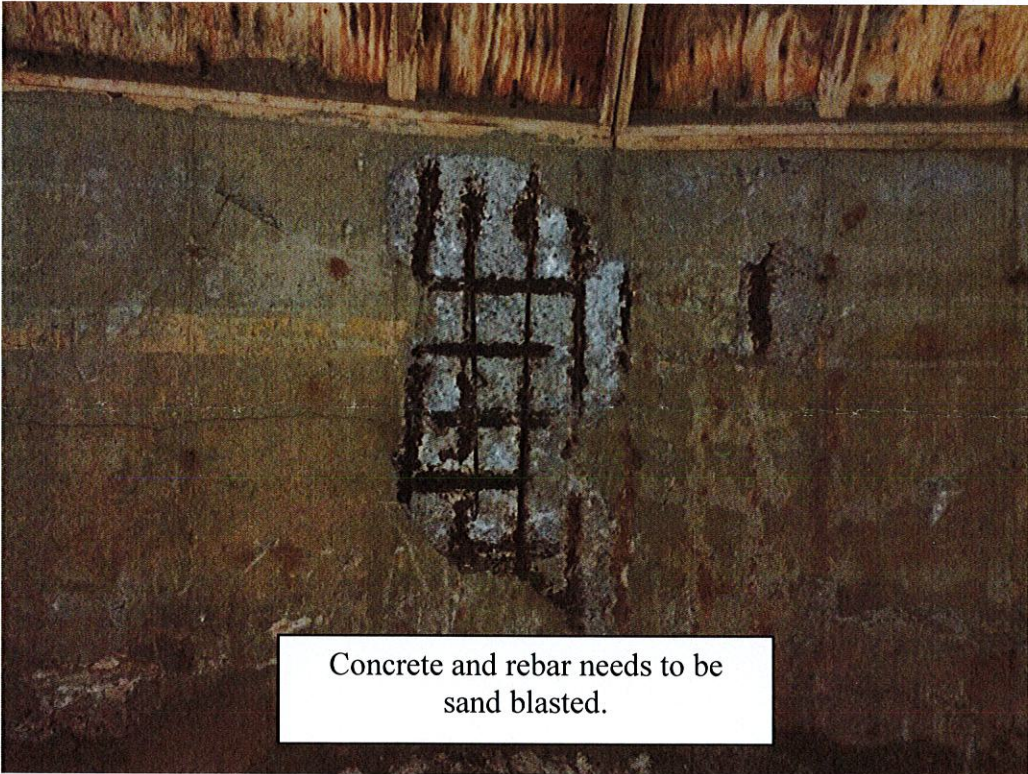
Enclosures





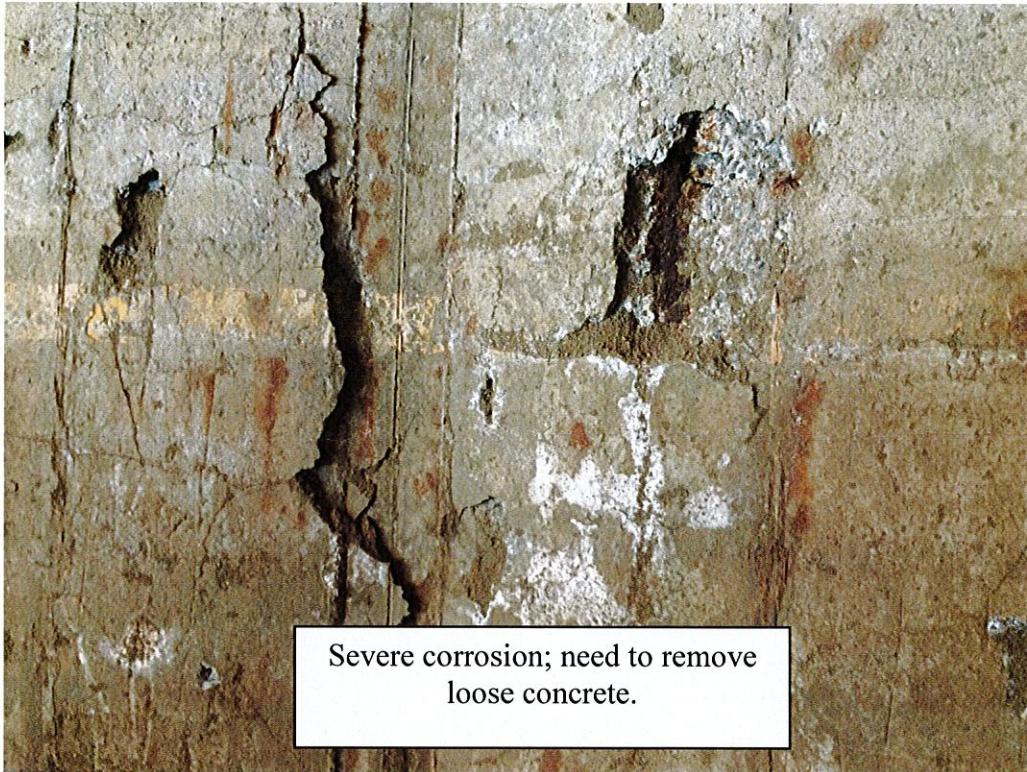


Wall will need new reflective yellow paint for fill line

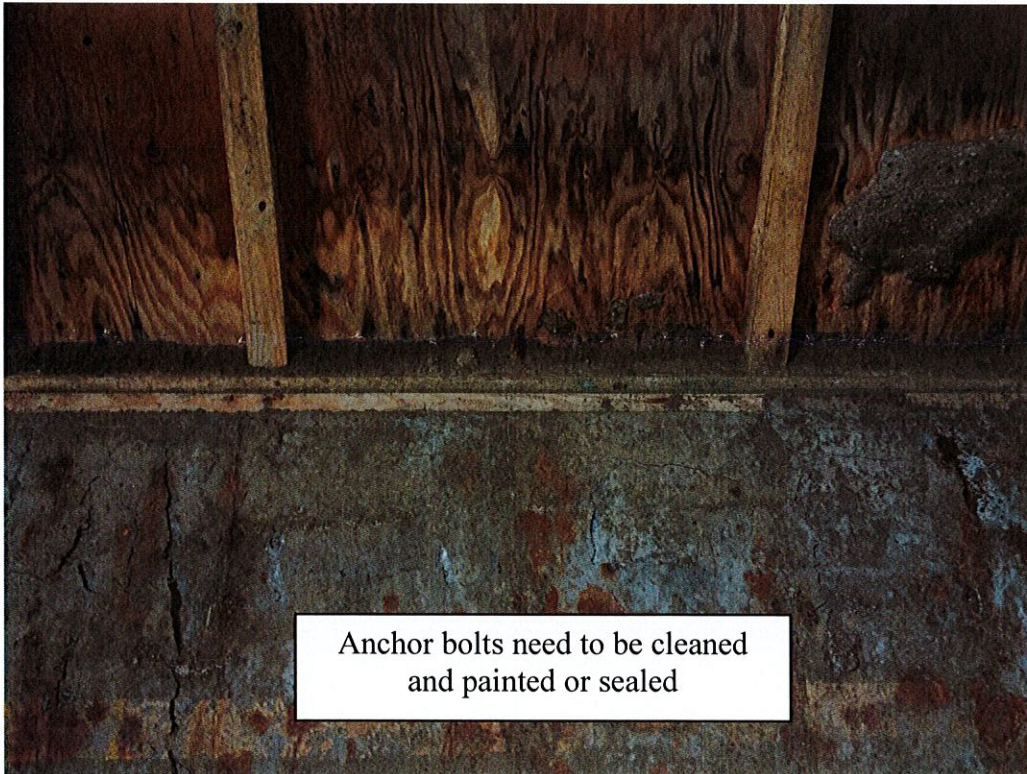


Concrete and rebar needs to be sand blasted.



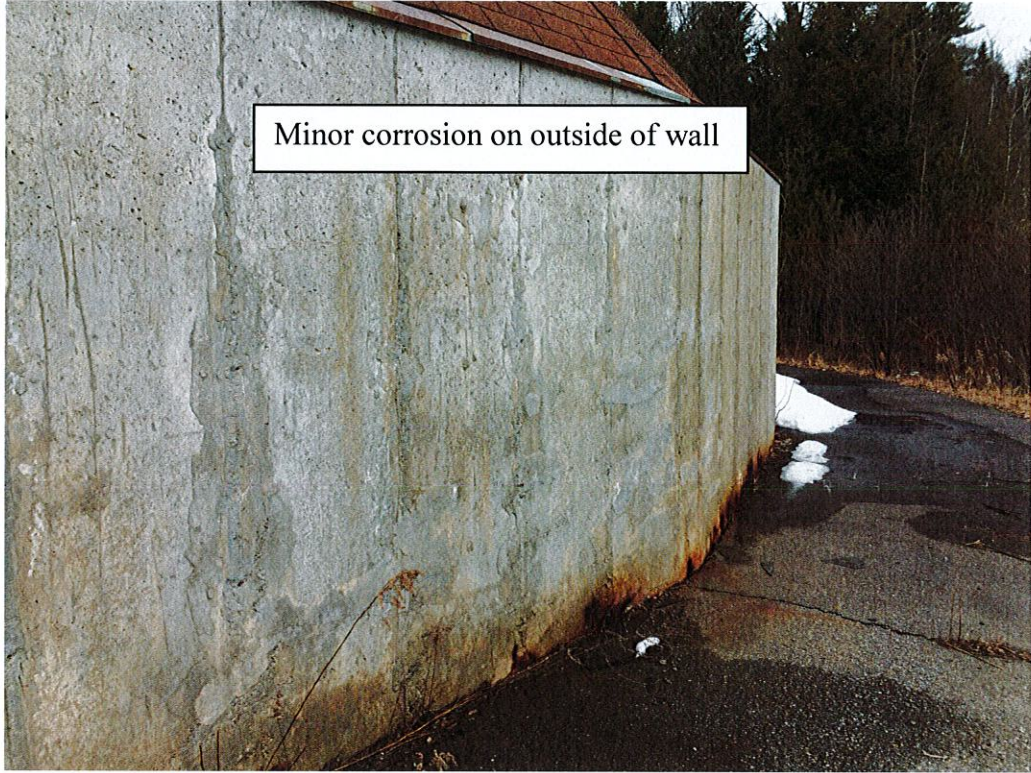


Severe corrosion; need to remove loose concrete.

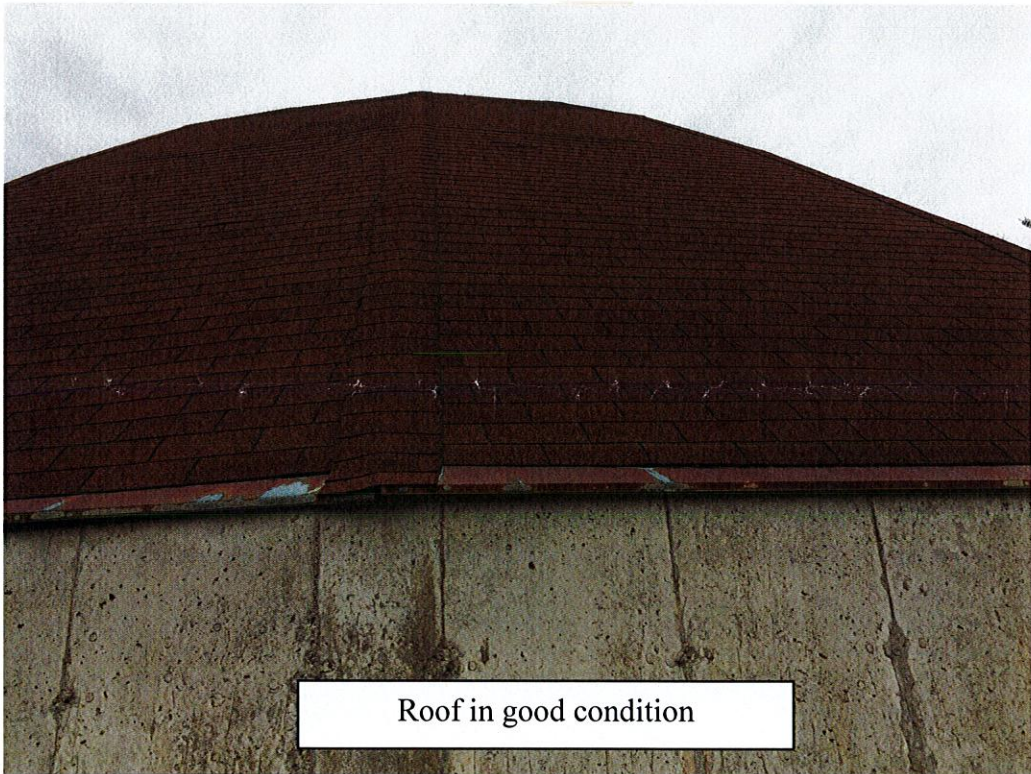


Anchor bolts need to be cleaned and painted or sealed



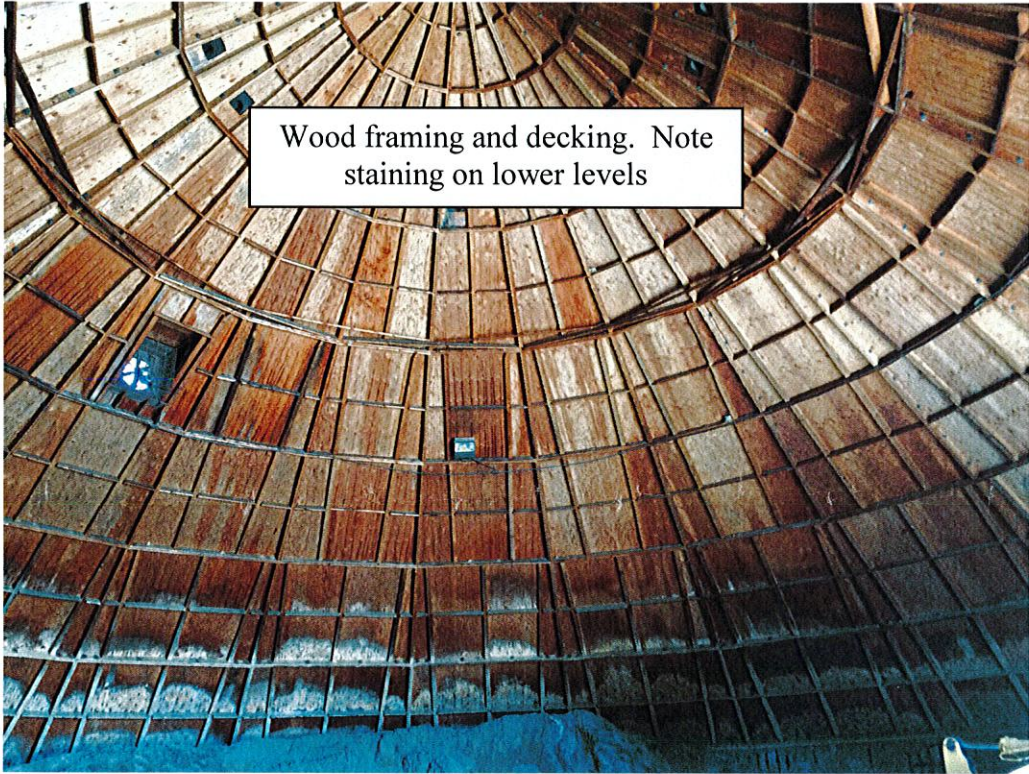


Minor corrosion on outside of wall

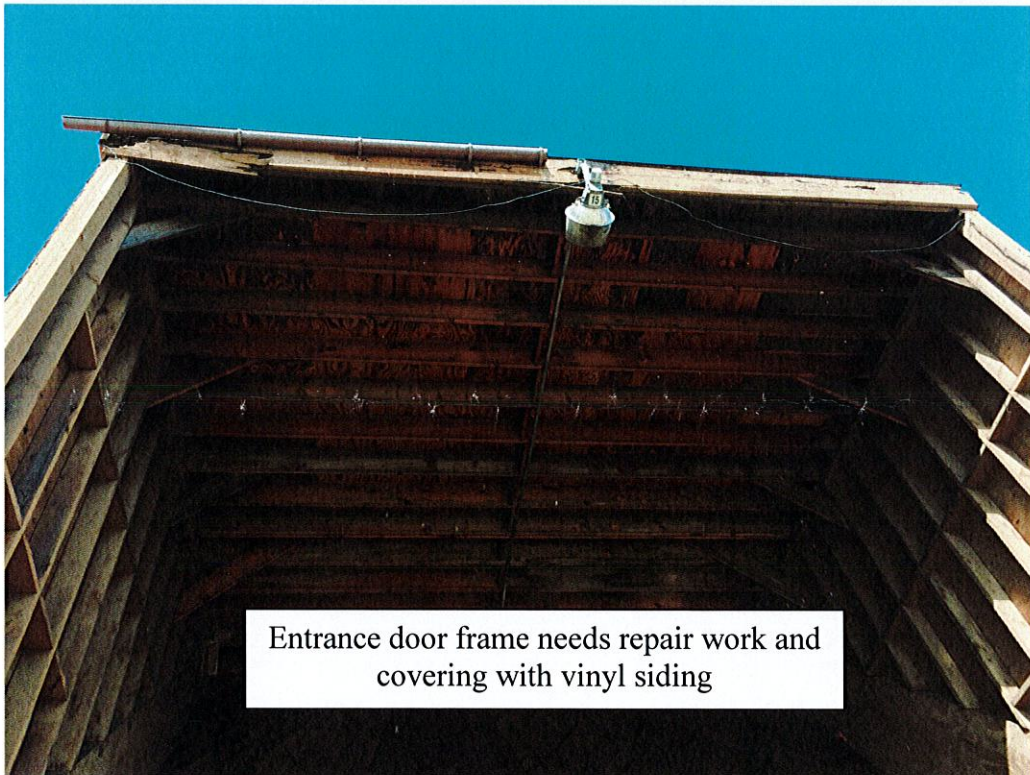


Roof in good condition





Wood framing and decking. Note staining on lower levels



Entrance door frame needs repair work and covering with vinyl siding







## Schematic Design and Opinion of Probable Cost Presentation

TOWN OF READFIELD, MA, VE  
MAY 16<sup>TH</sup> 2019

**DIRIGO**  
ARCHITECTURAL  
ENGINEERING • CONSTRUCTION MANAGEMENT



## Library Roof Replacement Existing Conditions



Rafter Spliced

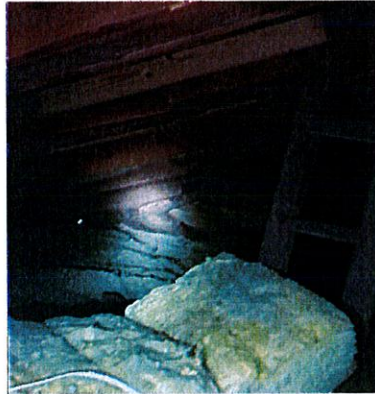


Hip rafter broken

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ARCHITECTURAL  
ENGINEERING • CONSTRUCTION MANAGEMENT

10

## Library Roof Replacement Existing Conditions



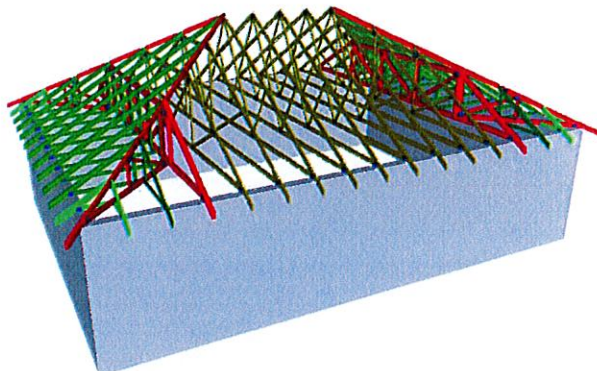
Rafter Spliced



Rafter Spliced

## Library Roof Replacement Technical Approach

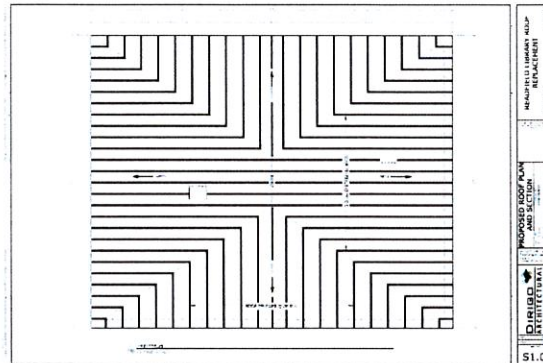
- Remove Existing Roof
- Temporary Protection
- New Trussed Roof Framing System
- Metal Roofing System
- Increase Pitch to 5:12



# Library Roof Replacement Opinion of Probable Cost

Opinion of Probable  
Costs: \$67,500

Based on RS Means 2019/Q1  
Cost Data, Augusta, ME







<b>Readfield Town Hall Parking Lot Improvements</b>					
<b>Site Construction Cost Estimate</b>					
<b>Item #</b>	<b>Item</b>	<b>Unit</b>	<b>Estimated QTY.</b>	<b>Estimated Unit Price</b>	<b>Estimated Total Cost</b>
1	Pavement Removal	S.Y.	315.89	\$4	\$ 1,263.56
2	Pavement Sawcut	L.F.	132.00	\$4	\$ 528.00
3	Base Gravel	C.Y.	18.64	\$25	\$ 466.00
4	Concrete	S.Y.	67.00	\$65	\$ 4,355.00
5	Pavement	Tons	47.89	\$150	\$ 7,183.46
6	Painted Pavement Striping	L.F.	742.65	\$1	\$ 742.65
7	Concrete Sealent	S.Y.	67	\$5	\$ 335.00
8	New Curbing	L.F.	65.00	\$75	\$ 4,875.00
9	Common Excavation	C.Y.	18.7	\$40	\$ 748.00
10	New HC post and sign	Lump	1.00	\$ 100.00	\$ 100.00
11	Erosion & Sedimentation Control	Lump	1.00	\$ 500.00	\$ 500.00
	<b>Sub-Total Cost</b>				<b>\$ 21,096.66</b>
	<b>Contingency (20%)</b>				<b>\$ 4,219.33</b>
	<b>Total Cost</b>				<b>\$ 25,316.00</b>





## TOWN OF READFIELD – Town Manager

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

**To:** Readfield Select Board, members of the Solid Waste and Recycling Committee (SWRC)  
**From:** Eric Dyer, Town Manager & Transfer Station Manager  
**Date:** July 11, 2019  
**Subject:** Activity at the Readfield Transfer Station

### Background:

Certain activity unrelated to the operation of the Transfer Station has been informally and then conditionally permitted at the Readfield Transfer Station for several years. This activity has included campaigning by candidates for elected office, petitioners for local and state issues, and various activities by community members and political activists. While there are not issues in every instance this activity has periodically resulted in negative impacts that interfere with facility operations and compromise the safety of employees and residents using the facility.

In 2011 an attempt was made to formalize management of this activity through action by the Select Board. The current policy, included in its entirety below, offers some direction and sets a premium on safety but has proven to be inadequate in addressing the issues that presumably led to its creation and have persisted since. The general nature of the policy language, difficulty in having staff direct and serve customers while at the same time trying to supervise unrelated activity, the tendency of unrelated activity to distract drivers at the location identified in the current policy, the tendency of unrelated activity to “creep” and encroach into the travel lanes and unloading stalls, the diverse nature of unrelated activity, changes to traffic flow and parking at the facility, and significant increases in the volume of facility users over the past decade are some of the more easily identified issues.

The Solid Waste and Recycling Committee did not make a formal recommendation in 2011 as directed by the Select Board at that time, but did so recently at their quarterly meeting in July of 2019. The SWRC recommended that all unrelated activity at the Transfer Station be disallowed until a new policy is in place. This memo seeks to recommend such a policy for consideration by the Select Board and SWRC.

### Current Policy:

From Select Board meeting of May 23, 2011 - “Motion by Mr. Perry to (1) continue Readfield's past practice (of making the Transfer Station accessible to political participation, with permission) and recommend that the Town of Wayne also consider similar guidelines of allowing interested citizens to meet the public at the Transfer Station, but effective immediately to do so in a way which



is in regard for the safety of all people at the Transfer Station, such as to position themselves along the northern edge of the former recycling building, but to leave it to staff to figure this out so we can continue with campaigning immediately, and to include handouts; and (2) to refer the entire subject back to the SWRC for a formal recommendation for the best location for individuals to stand for whatever political business they may intend to perform, second by Mr. Tolman; vote unanimous 4-0-0.”

Proposed Policy:

Any policy dealing with unrelated activity at the Transfer Station must ensure the safety of all and seek to minimize operational impacts. While an outright prohibition of unrelated activity at the Transfer Station would be most effective in meeting these criteria it would end a standing tradition of allowing certain kinds of public speech. The proposed policy seeks to balance these interests.

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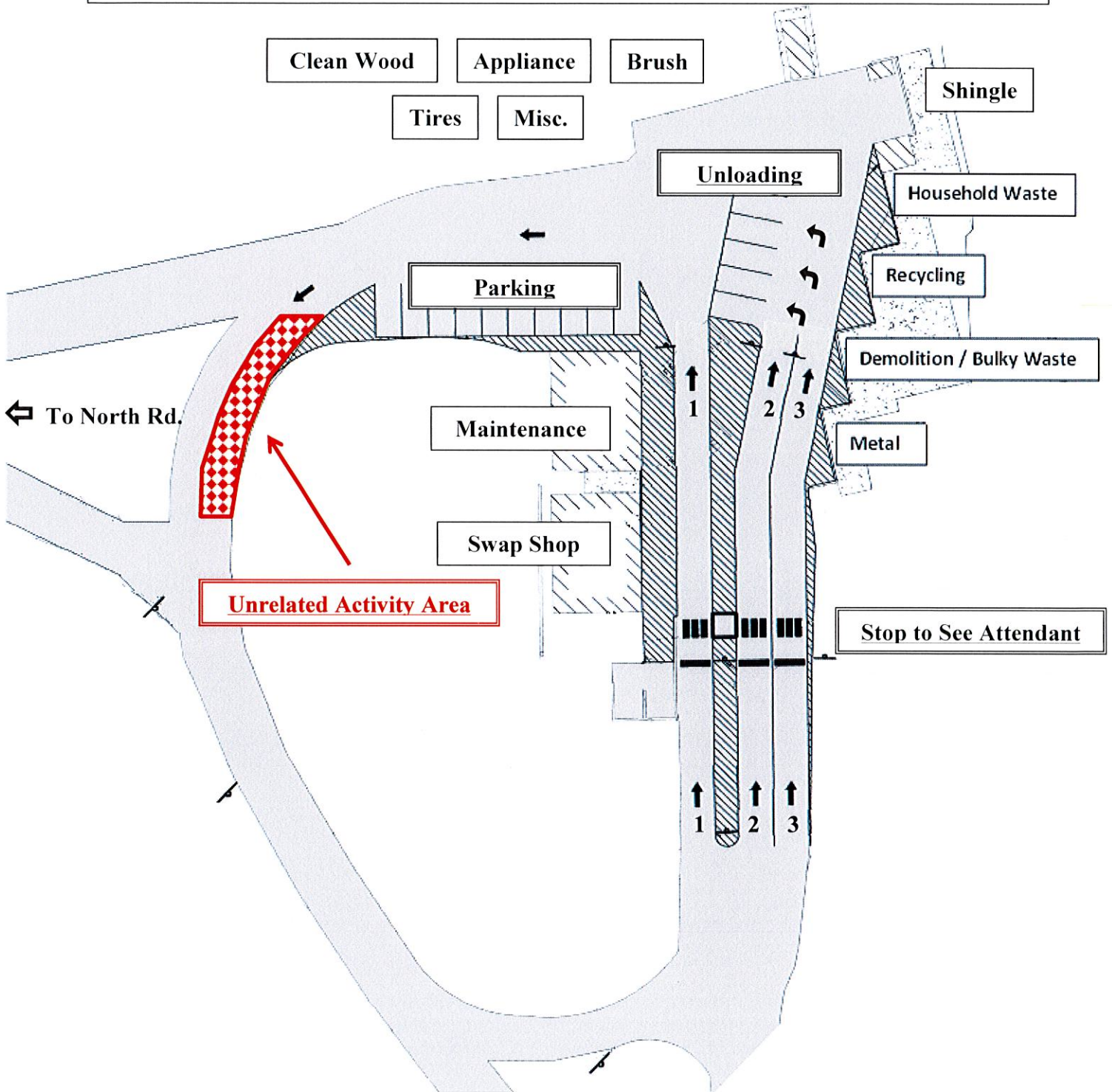
### **Readfield Transfer Station Activity Policy**

In order to ensure the fair and safe use of the Readfield Transfer Station activity outside of traditional waste handling and disposal by the general public is permitted under the following conditions:

- Permission requests must be submitted on a form provided by the Town of Readfield
- Permission must be requested by the applicant and granted by the Transfer Station Manager at least one business day in advance of any activity
- Permission must be requested for a single date only - serial requests are not permitted
- Permission will be granted in chronological order based on application receipt and will not be unreasonably refused
- Permission may be denied or withdrawn for failure to meet any policy guidelines
- Activity is limited to one applicant at any given time (more than one applicant may use the facility each day provided they do not overlap time)
- Activity is limited to the area shown on the attached map
- Activity is limited to the applicant and one additional person to assist them (maximum of two participants on site at any given time)
- The following activities are prohibited:
  - The promotion or sale of any goods or services
  - Yelling, arm waving, or other distracting behavior
  - Interfering with the free movement of traffic
  - Conducting activities outside of the designated area

This policy shall take effect immediately upon acceptance by the Readfield Select Board, may be amended from time to time, and shall remain in effect until repealed.

# Readfield Transfer Station Activity Map



**AN ORDINANCE AMENDING THE  
ELDERLY TAX RELIEF PROGRAM**

BE IT ORDAINED AND ENACTED BY THE TOWN OF LYME

A. Purpose

The objective of the Elderly Tax Relief Program is to “freeze” the real estate taxes of taxpayers who qualify under this program at their current level, subject to budgetary restrictions set forth below. This program is intended as an additional form of tax relief to any existing state and local program, including Veteran’s relief.

B. Eligibility Requirements; Age, Disability; Income; Residence; Participation in State State Programs; Miscellaneous

1. The Elderly Tax Relief Benefit shall be available to those taxpayers or their spouses or Civil Union partners with respect to real property located in the Town of Lyme owned and occupied as their principal residence in Lyme who are:

- a. Sixty-five years of age and over or whose spouses or Civil Union partners, living with them, are 65 years of age or over; or 60 years of age or over and the surviving spouse or surviving Civil Union partner of a taxpayer qualified under this plan at the time of his or her death; or with respect to real property located in the Town of Lyme occupied as their principal residence on which such residents, or their spouses or Civil Union partners are liable for taxes under Section 12-48 of the Connecticut General Statutes; or
- b. Under age 65 and eligible in accordance with applicable federal regulations to receive permanent total disability benefits under social security or who have not been engaged in employment covered by social security and accordingly have not qualified for benefits thereunder but have become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government-related teachers’ retirement plan in which requirements with respect to qualifications for such permanent total disability benefits are comparable to such requirements under social security.

2. The Elderly Tax Relief Benefit shall be available to taxpayers, their spouses or Civil Union partners whose total adjusted gross income for purposes of the federal income tax, plus any other income not included in such adjusted gross income (the total of which shall be called “qualifying income”), does not exceed the limits as set forth in subsection 3 below.

“Qualifying income” shall be defined as all monies received unless specifically exempted, and include wages, bonuses, commissions, fees, self-employment net income, gross Social Security Income, payment for jury duty, dividends and interest, whether taxable or tax-free, and annuities, income from any and all tax-free municipal bonds or other tax-free investments, IRA income to the extent that is taxable, interest or proceeds from gifts, lottery winnings, net income from sale or rent of real or personal property, pensions including veterans and railroad retirement, severance pay, unemployment compensation, workers’ compensation, alimony and all other sources of income as defined by the Office of Policy and Management. Specifically excluded are Social Security payments specifically for a dependent person, casualty loss reimbursements by insurance companies, gifts, bequests or inheritances (although interest or other income produced by gift, bequest or inheritance must be included), grants for disaster relief, life insurance proceeds and all other exempt sources of income as defined by the Office of Policy and Management. Evidence of such income shall be required, and a signed affidavit shall be submitted to the Lyme Assessor when application for benefits under this plan is filed.

3. To be eligible for the Elderly Tax Relief Benefit, all such taxpayers or their spouses or Civil Union partners shall have been taxpayers of the Town of Lyme for not less than five years as of the first day of October prior to the filing period and have Qualified Income of not more than \$40,000.00 single or \$47,500.00 married/civil union.

4. All such taxpayers or their spouses or Civil Union partners who may qualify for tax relief under Sections 12-129b to 12-129d, inclusive, and 12-170aa of the Connecticut General Statutes must apply for and be included, if qualified, in such program or programs as a condition precedent to qualifying for and receiving benefits under the Elderly Tax Relief Program. This provision shall not apply for applications concerning the October 1, 2007 Grand List for taxes due and payable on July 1, 2008.

5. No such taxpayers or their spouses or Civil Union partners shall be eligible for any benefit under the Elderly Tax Relief Program if they are in arrears on any taxes owed the Town, including but not limited to motor vehicle and personal property taxes.

6. If a qualifying taxpayer owns the property jointly with a non-spouse or Non-Civil Union partner, tax relief under the Elderly Tax Relief Program will be proportionate to the taxpayer’s interest in the property.

7. If property is held in trust for a person who would otherwise qualify for the Elderly Tax Relief Program, the tax relief may still be granted if the claimant is the primary beneficiary of the trust and the claimant meets all other requirements under this program. Under these circumstances, the application for relief shall be accompanied by a copy of the Trust Agreement. The Trust Agreement shall be reviewed and approved by the Tax Assessor, in conjunction with the Town Attorney, at the Tax Assessor’s discretion prior to any relief being granted to the claimant.

8. For purposes of this section, "medical expenses" are defined as those medical expenses eligible to be claimed as deductions on Schedule A of Internal Revenue Form 1040. These expenses include, for example, nursing home expenses, but do not include medical expenses reimbursed or paid by an insurance company or other sources, whether the payments were made directly to the participant, the patient, or to the provider of the medical services.

If a participant in the program:

(1) has incurred income due to the need to pay medical expenses in an amount that equals or exceeds the amount of medical expenses that have been deducted as medical expenses on Schedule A of Internal Revenue Form 1040;

(2) that income causes the participant's income to exceed the participant's prior year's income by at least 10 percent; and

(3) that income would otherwise disqualify the participant from continued participation in the program, then upon satisfactory proof to the assessor that the income was due to the need to pay medical expenses, the assessor shall deduct from the most recent annual income the amount of medical expenses reported to the Internal Revenue Service on Schedule A of Form 1040 as an itemized deduction. The assessor shall use this figure to determine the participant's continued eligibility to participate in the program. In determining whether the income was due to the need to pay medical expenses, the assessor shall require the participant to submit the participant's federal tax returns for the three years preceding the year for which the Elderly Tax benefit is being sought so that the Assessor may compare the participant's income and medical expenses for the current year with the participant's income and expenses for the three prior years.

#### C. Application Process

The application for the Elderly Tax Relief Program shall be a form which has been developed and approved by the Assessor's Office of the Town of Lyme. In developing the application and applying this program to individual properties, the Assessor shall be guided by the policies developed by the Office of Policy and Management in administering the State's tax relief programs set forth in Conn. Gen. Stat. Sections 12-129b et seq. and 12-170aa. An applicant for the Elderly Tax Relief Program must file a written application for the program annually between February 1<sup>st</sup> and May 15<sup>th</sup>.

#### D. Termination

Tax relief under the Elderly Tax Relief Program ends on the date that the property is sold or transferred, or on the date of death of the qualifying owner or qualifying spouse or qualifying Civil Union partner, whichever is earlier. If such sale, transfer or death occurs prior to the filing

period, the benefit shall be removed as of October 1. If such sale, transfer or death occurs after the filing of an application, the benefit shall be prorated unless there is a surviving spouse or surviving Civil Union partner.

**E. Establishing Cap and Annual Review**

1. Every five years, the Board of Finance shall establish a maximum amount, or “cap,” for the aggregate amount of benefits available under this program. The Board of Finance may decide to establish a new “cap” for the aggregate amount of benefits available under this program in any year within this five-year time frame. This cap shall not be less than one-half of one percent of the previous year’s total town and educational budgets. The Board of Finance shall review the percentage of the cap of the Elderly Tax Relief Program for the purpose of determining suitability and shall at the same time set the dollar amount of the cap.

2. After consultation with the Assessor, the Board of Finance shall determine whether the aggregate amount of benefits sought under this program exceeds the dollar amount of the cap. If the Board of Finance determines that the cap is exceeded, it shall direct the Assessor to prorate the benefits in accordance with the following formula:

$$\frac{\text{Total Excess Relief Over Cap}}{\text{Total Base Property Tax of All Participants}} \times \text{Participants Base Tax} = \text{Increase in Participants Property Tax}^*$$

\* The increase in the Participant’s Property Tax, thereby increases the base and establishes a new base tax (Adjusted Basis).

“Base Tax” shall be defined as the amount of tax levied on the property at the time the taxpayer qualifies under the Elderly Tax Relief Program.

“Base Year” shall be defined as the first year of qualification in the Elderly Tax Relief Program.

“Excess Over Cap” shall be defined as the amount of tax relief which exceeds the cap set by the Board of Finance.

An example of the proposal would be:

Cap Set by the Board of Finance	\$ 30,000.00
Total Tax of All Participants	\$ 100,000.00
Total Relief to All Participants	\$ 35,000.00
Sample Tax for Participant (A)-Base Year	\$ 1,500.00

$$\text{Excess Over Cap } (\$35,000 - \$30,000) = \frac{\$5,000}{\$100,000} \times \$1,500 = \$75 \text{ Amount of increase of Participant A's Property tax}$$

F. Coordination with other Tax Relief Programs

The benefits under this program shall not be in lieu of benefits available under any state tax relief program or Veteran's relief.

G. Interpretation to be Consistent with State Tax Relief Programs

This ordinance shall be interpreted and applied in a manner that complements and is consistent with existing state tax relief programs. The policies and interpretations adopted by the Office of Policy and Management in construing state tax relief programs shall be utilized in interpreting and applying the provisions of this ordinance.

H. Right of Appeal

Any person aggrieved by the action of the Assessor in determining the amount of relief or in disapproving any such application under this ordinance may appeal to the Board of Selectmen or a three member Committee appointed by the Board of Selectmen for such purpose, in writing, within ten (10) days after the date of the written notification of the Assessor on such application. The Board of Selectmen or said appointed Committee shall promptly consider such appeal and may grant or deny the relief requested, or make such other modifications necessary to comply with the ordinance.

I. Program Initiation Date

This Ordinance is effective on the October 1, 2007 Grand List for taxes due and payable on July 1, 2008.

J. Retroactivity

Notwithstanding the Eligibility Requirements, Age, Disability, Income, Residence, and Participation in State Programs provisions of Paragraph B herein, any taxpayer or their spouse or Civil Union partner who are participating in the Lyme Elderly Tax Relief Program under Lyme Ordinance 88-2 at the time of the effective date of this Amended Ordinance shall continue to have their real estate taxes frozen as of 1985 in the year this Ordinance takes effect.



**FYI**

BOARD OF SELECTMEN  
Robert Gasper – Chair  
Paula Thomas – Vice Chair  
Dawn Kliphan  
Garry Hinkley  
Doug Ide

# Town of Manchester, Maine

TOWN MANAGER  
E. Patrick Gilbert



**TO:** Towns of Fayette, Mount Vernon, Readfield, Vienna and Wayne  
**FROM:** Town of Manchester, Manchester Fire Department  
**DATE:** August 26, 2019  
**RE:** Withdrawal from The Lakes Region Mutual Aide Group - Fire Protection and Related Emergency Services Mutual Aid Agreement.

As required by Article 16 of the Mutual Agreement Signed by the above stated Municipalities, the Town of Manchester is hereby giving its (30) day notice to other member Towns, of its intent to withdraw from the agreement, effective October 1, 2019

During the month of September, the Town of Manchester will put forward a proposed reciprocal agreement for Fire Protection and Related Emergency Services with its abutting Towns, namely, Augusta, Hallowell, West Gardiner, Winthrop and Readfield.

The Town of Manchester has valued its association with the Lakes Region Mutual Aid group, however, feels it beneficial to take advantage of the geographical proximity of its abutting neighbors

Sincerely,

E. Patrick Gilbert,  
Town Manager

Cc: Manchester Board of Selectman  
Frank Wozniak, Fire Chief

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

### Potential Future Meeting / Workshop Items:

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

Update of fees and fee schedule - short-term

County Officials and State Delegation Meetings - long-term

Appeals process and appeals matrix review - long-term

Contingency Policy discussion - long-term

Personal Property Taxes - long-term

Giles Rd. Bridge - long-term

### Ongoing Goals: