

**Readfield Board of Assessors**  
**Meeting Agenda**  
**October 7, 2019, Readfield Town Office**  
Assessors Meeting starts: 6:00 PM  
Assessors Meeting ends (unless extended) at 6:30 PM

**Supplemental Assessments - 10 min.**  
**Abatements - 10 min.**  
**Other Business - 10 min.**  
**Adjournment**

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**Readfield Select Board**  
**Meeting Agenda**  
**October 7, 2019, Readfield Town Office**  
Select Board Meeting starts: 6:30 PM  
Select Board Meeting ends (unless extended) at 8:15 PM

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

**Regular Meeting Items - 5 min.**

20-027 - Minutes: Select Board meeting minutes of September 9, 2019.

20-028 - Warrants: #11-15 (FY20).

**Communications - 25 min.**

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Trails Committee minutes of May 28, 2019
- Cobbossee Watershed District minutes of June 11, 2019
- Library Board minutes of July 10, 2019
- Cemetery Committee minutes of August 21, 2019

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

**New Business - 70 min.**

20-029 - Consider nullifying an improperly assessed 2012 Supplemental Tax for Account #690 - 10 min.

20-030 - Consider Automobile Graveyard Permit applications - 10 min.

20-031 - Discuss the status of repairs to the Library roof - 10 min.

20-032 - Consider a proposal for trail work on Morrill Rd. - 15 min.

20-033 - Consider increasing Agent Fees for Motor Vehicle Registrations - 5 min.

20-034 - Consider a special event Liquor License for the Kents Hill School - 5 min

20-035 - Consider applying for an LED lighting grant through Efficiency Maine - 5 min.

20-036 - Discuss the process for conducting the Annual Review of the Town Manager - 5 min.

20-037 - Consider a revised Operations Manual for the Readfield Transfer Station - 5 min.

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

**Adjournment**

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – September 9, 2019 – Unapproved**

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

**Excused Absence:** Bruce Bourgoine

**Others Attending:** Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Senator Shenna Bellows, Grace Keene, Sandra Rourke

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

- **20-019 – Minutes: Select Board meeting minutes of August 12, 2019**
  - **Motion** made by Mr. Price to approve the Select Board meeting minutes of August 12, 2019 as presented, **second** by Mr. Eno. **Vote** 4-0 in favor.
  
- **20-020 – Warrants #7-10 (FY20)**
  - Mrs. Woodsum reviewed Warrants #7-10 (FY20)
  - **Motion** made by Mrs. Woodsum to approve Warrants #7-8 (FY20) in the amount of \$72,679.92, **second** by Mr. Price. **Vote** 4-0 in favor.
  - **Motion** made by Mrs. Woodsum to approve Warrants #9-10 (FY20) in the amount of \$440,134.16, **second** by Mr. Price. **Vote** 4-0 in favor.

**Communications**

- **Select Board Communications**
  - Mr. Price – August 7, 8 & 9, 2020 is Heritage Days. Already starting to plan and keep the word alive and on people's minds.
  - Mrs. Sammons – Thursday, October 31 is the annual Trunk or Treat at the Union Meeting House parking lot. Contact Mrs. Sammons if you would like to decorate a trunk.
  - Community Heart and Soul Program/Presentation/Meeting is tomorrow evening; Tuesday, September 10 starting at 6:00 at Gile Hall. All are welcome to attend.
  
- **Staff Reports**
  - Mr. Dyer went over the Town Manager Report dated September 9, 2019
  - Mr. Dyer went over the August 2019 Treasures Report.

**20-026 – Discussion with Senator Shenna Bellows - *Census of the Select Board to take item 20-026 out of order***

- Senator Shenna Bellows gave a brief introduction and a brief update on Revenue Sharing and Homestead Exemption changes.
- Elderly Tax Relief Program regarding seniors and for the town to freeze taxes – has done some research and gave a brief update. A tax freeze would violate the provision in Maine's constitution requiring property to be assessed and taxed equitably. The legislators representing the requesting community would need to advance legislation seeking to amend the constitution, which Senator Craven attempted this session. The bill received a unanimous "ought not to pass" vote from the members of the Taxation Committee.
- Gave 3 suggestions on current programs that exist and may work; Municipal Property Tax Deferral, Municipal Circuit Breaker Program and Municipal Volunteer Program.
- Brief discussion amongst the Select Board and Senator Shenna Bellows

**Readfield Select Board**  
**Regular Meeting Minutes – September 9, 2019 – Unapproved**

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

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

*Thank you for submitting your minutes*

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

- None

**Public Hearing:**

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

Public Hearing opened at 7:45 pm by Mrs. Sammons. No public comments. Public Hearing closed at 7:46 pm.

**New Business:**

- **20-021 – Consider amending Appendices A-D of the General Assistance Ordinance**

- **Motion** made by Mrs. Woodsum to accept the General Assistance Ordinance Appendices A-D and Appendix H for 2019/20 as presented, **Second** by Mr. Price. **Vote** 4-0 in favor.

- **20-022 – Consider an award for repairs to the municipal Salt/Sand Building**

- Mr. Dyer gave a brief update – had evaluations done by A.E. Hodson Consulting Engineers. Received 1 bid and was higher than anticipated by the engineers. Will be pursuing other options and not rewarding the bid at this time.

- **20-023 – Consider an award for replacement of the Readfield Public Library roof**

- Mr. Dyer gave a brief update – had evaluations done by Dirigo Architectural Engineering. Received 2 bids; one for \$189,790 and the other \$131,931; and both were higher than anticipated by the engineers. Recommendation at this time is to recognize H.E. Callahan as the lowest bid and work with them and their numbers for areas for cost savings.
- **Motion** made by Mr. Eno to designate Callahan as the preferred bidder and instruct Eric to go back and work with them to itemize the numbers to shave what we can out of there to get a more realistic number, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

- **20-024 – Consider an award for Accessibility Improvements to the Readfield Town Office**

- Mr. Dyer gave a brief update – had evaluations done by Main-Land Development Consultants. Received 3 bids and all were higher than anticipated. Recommendation at this time to not award at this time and put back out to bid in the spring when the time frame is not an issue.
- Sandra Rourke asked what the changes would be at the Town Office. Mr. Dyer responded with mainly changes outside to the sidewalk/curbing and parking area.

- **20-025 – Consider a revised Policy on Activity at the Readfield Transfer Station**

- Mr. Dyer gave a brief overview of activity at the Readfield Transfer Station for unrelated activity to the operation of the Transfer Station. Proposed policy included in Select Board packet.

**Readfield Select Board**  
**Regular Meeting Minutes – September 9, 2019 – Unapproved**

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***Motion** made by Mrs. Woodsum to extend meeting by 5 minutes, **second** by Mr. Price. **Vote** 4-0 in favor.*

- **Motion** made by Mrs. Woodsum to approve the Readfield Transfer Station Activity Policy including the map with an adjustment to the distractive behavior line as discussed, **second** by Mr. Price. **Vote** 4-0 in favor.

**Motion** made by Mr. Price to adjourn the meeting at 8:33 pm, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

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

**September 5, 2019 Warrant Summary**

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required	Approval Date:
<b>11</b>	<b>104</b>	<b>\$ 86,165.44</b>	<b>Special Warrant</b>		<b>Three</b>	<b>9/6/2019</b>
A	0	\$ -	State Fees		One	
B	0	\$ -	State Fees		One	
	<b>0</b>		<b>Payroll</b>		<b>One</b>	

**SUM \$ 86,165.44**


Indicates public review is required following prior approval

Indicates public review and approval are both required

# Treasurer's Warrant

**Warrant # 11**

**\$86,165.44**

**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		
VARIOUS VENDORS	Accounts Payable	\$86,165.44	67784
	Total	\$86,165.44	

**Date Signed:**

\_\_\_\_\_

Bruce Bourgoine, Chair

\_\_\_\_\_

Christine Sammons, Vice Chair

\_\_\_\_\_

Ralph Eno

\_\_\_\_\_

Dennis Price

\_\_\_\_\_

Kathryn Woodsum

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

Type	Check	Amount	Date	Wrnt	Payee
R	67784	86,165.44	09/05/19	11	00419 H.E. Callahan Construction Company
<b>Total</b>		<b>86,165.44</b>			

<b>Count</b>	
Checks	1
Voids	0



# Warrant Recap

## Warrant 11

Vendor-----	Amount	Account-----
00419 H.E. Callahan Construction Company	34,199.48	CAPITAL IMPR / Maran Dam - PUBLIC WAYS / CONTRACT SVC
00419 H.E. Callahan Construction Company	51,965.96	CAPITAL IMPR / Maran Dam - PUBLIC WAYS / CONTRACT SVC
<b>Prepaid Total--</b>	<b>0.00</b>	
<b>Current Total--</b>	<b>86,165.44</b>	
<b>Warrant Total--</b>	<b>86,165.44</b>	

**September 16, 2019 Warrant Summary**

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
<b>12</b>	<b>103</b>	<b>\$ 68,872.43</b>	<b>Warrant</b>	K Woodsum	<b>Three</b>	<b>9/16/2019</b>
A	103	\$ 6,166.34	State Fees	K Woodsum	One	9/6/2019
B	103	\$ 2,846.63	State Fees	K Woodsum	One	9/16/2019
<b>13</b>	<b>119</b>	<b>\$ 17,783.72</b>	<b>Payroll</b>	K Woodsum	<b>One</b>	<b>9/16/2019</b>

**SUM \$ 86,656.15**


Indicates public review is required following prior approval

Indicates public review and approval are both required

### A / P Check Register

Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	15.33	09/19/19	12	00031 Central Maine Power Co
P	999	106.56	09/19/19	12	00031 Central Maine Power Co
P	999	269.18	09/19/19	12	00031 Central Maine Power Co
P	999	328.42	09/19/19	12	00031 Central Maine Power Co
P	999	15.33	09/19/19	12	00031 Central Maine Power Co
P	999	108.83	09/19/19	12	00031 Central Maine Power Co
P	999	15.48	09/19/19	12	00031 Central Maine Power Co
P	999	494.33	09/19/19	12	00031 Central Maine Power Co
P	999	33.54	09/19/19	12	00031 Central Maine Power Co
P	67785	4,838.84	09/05/19	12	00086 SECRETARY OF STATE (MOTOR VEH)
P	67786	1,304.50	09/05/19	12	00098 TREAS., STATE OF MAINE (IFW)
P	67787	23.00	09/05/19	12	00100 TREAS., STATE OF MAINE (DOGS)
P	67788	2,846.63	09/12/19	12	00086 SECRETARY OF STATE (MOTOR VEH)
R	67789	230.00	09/19/19	12	00643 A.A.A. PORTABLE TOILETS
R	67790	5.47	09/19/19	12	00024 Baker & Taylor, Inc
R	67791	27.87	09/19/19	12	00808 Carquest Auto Parts of Augusta
R	67792	250.00	09/19/19	12	00453 Cushing Construction, LLC
R	67793	2,400.00	09/19/19	12	00591 David Ledew
R	67794	19,150.02	09/19/19	12	00381 Dirigo Architectural Eng, LLC
R	67795	910.00	09/19/19	12	00860 DR Designs
R	67796	1,590.00	09/19/19	12	00054 ecomaine
R	67797	1,000.00	09/19/19	12	00771 Family Violence Project
R	67798	150.00	09/19/19	12	00306 Kenn Valley Human Resources Assn
R	67799	450.00	09/19/19	12	00350 LibraryWorld, Inc
R	67800	824.11	09/19/19	12	00152 Lowe's
R	67801	118.90	09/19/19	12	00066 Maine Municipal Association
R	67802	736.25	09/19/19	12	00424 Main-Land Dev. Consultants, Inc
R	67803	2.61	09/19/19	12	00858 PETTY CASH
R	67804	1,300.00	09/19/19	12	00307 Plourdes Electrical Services, LLC
R	67805	532.35	09/19/19	12	00156 RELIANCE EQUIPMENT
R	67806	356.89	09/19/19	12	00406 SAM'S CLUB
R	67807	20.00	09/19/19	12	00561 Shredding on Site
R	67808	63.74	09/19/19	12	00348 Travis Gould
R	67809	5,609.00	09/19/19	12	00681 Treas,State Maine (Pub Safety)
R	67810	700.00	09/19/19	12	00032 Troiano Waste Service,Inc
R	67811	1,512.50	09/19/19	12	00768 Two Trees Forestry
R	67812	420.00	09/19/19	12	00270 WALNUT PRINTING SPECIALTIES,IN
R	67813	5,006.15	09/19/19	12	00471 WASTE MANAGEMENT OF ME-PORTLND
R	67814	1,747.83	09/19/19	12	00709 WASTE MANAGEMENT OF PORTLAND
R	67815	238.87	09/19/19	12	00093 WAYNE, TOWN OF
R	67816	13,119.90	09/19/19	12	00097 Winthrop, Town of
<b>Total</b>		<b>68,872.43</b>			

**Count**

Checks	41
Voids	0

Warrant 12

Vendor-----	Amount	Account-----
00681 Treas,State Maine (Pub Safety)	5,609.00	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00100 TREAS., STATE OF MAINE (DOGS)	23.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	1,304.50	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	700.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00768 Two Trees Forestry	1,512.50	BOARDS & COM / Consvr Comm - COMMUNITY SV / TOWN FARM/FO
00270 WALNUT PRINTING SPECIALTIES,IN	420.00	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00471 WASTE MANAGEMENT OF ME-PORTLND	4,058.01	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00471 WASTE MANAGEMENT OF ME-PORTLND	927.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00471 WASTE MANAGEMENT OF ME-PORTLND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	1,207.83	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	540.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00093 WAYNE, TOWN OF	238.87	BOARDS & COM / Consvr Comm - COMMUNITY SV / TOWN FARM/FO
00097 Winthrop, Town of	13,119.90	PROTECTION / AMBULANCE - COMMUNITY SV / AMBULANCE
<b>Prepaid Total--</b>	<b>10,399.97</b>	
<b>Current Total--</b>	<b>58,472.46</b>	
<b>Warrant Total--</b>	<b>68,872.43</b>	

**September 30, 2019 Warrant Summary**

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
<b>14</b>	<b>127</b>	<b>\$ 441,274.27</b>	<b>Warrant</b>		<b>Three</b>	
A	127	\$ 3,952.61	State Fees	K Woodsum	One	9/20/2019
B	127	\$ 3,705.73	State Fees		One	
<b>15</b>	<b>139</b>	<b>\$ 14,417.51</b>	<b>Payroll</b>		<b>One</b>	

**SUM \$ 455,691.78**

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

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

Type	Check	Amount	Date	Wrnt	Payee
P	999	26.29	10/03/19	14	00031 Central Maine Power Co
P	67839	3,952.61	09/19/19	14	00086 SECRETARY OF STATE (MOTOR VEH)
P	67840	3,705.73	09/26/19	14	00086 SECRETARY OF STATE (MOTOR VEH)
R	67841	577.44	10/03/19	14	00024 Baker & Taylor, Inc
R	67842	804.70	10/03/19	14	00904 Central Maine Technology
R	67843	182.81	10/03/19	14	00072 Consolidated Communications
R	67844	561.80	10/03/19	14	00635 CPRC Group
R	67845	1,046.55	10/03/19	14	00802 GEI Consultants, Inc
R	67846	24.00	10/03/19	14	00791 Group Dynamic Inc
R	67847	748.00	10/03/19	14	00876 Hartford Life & Accident Insurance
R	67848	80.47	10/03/19	14	00629 Irving Oil Marketing, Inc
R	67849	133.00	10/03/19	14	00083 Kennebec Cnty Registry Of Deeds
R	67850	234.00	10/03/19	14	00619 Lamey-Wellehan Shoes
R	67851	3,099.93	10/03/19	14	00458 Lucas Striping, LLC
R	67852	90.00	10/03/19	14	00066 Maine Municipal Association
R	67853	7,790.53	10/03/19	14	00065 MAINE MUNICIPAL EMP. HEALTH
R	67854	60.00	10/03/19	14	00303 MAINE TOWN & CITY CLERKS ASS'N
R	67855	96,229.69	10/03/19	14	00300 Maine-ly Paving Services, LLC
R	67856	25.00	10/03/19	14	00297 Mary Broad
R	67857	6.86	10/03/19	14	00498 Nancy Buker
R	67858	5,278.52	10/03/19	14	00621 New England Salt Company, LLC
R	67859	346.97	10/03/19	14	00823 OTELCO
R	67860	131.38	10/03/19	14	00858 PETTY CASH
R	67861	76.25	10/03/19	14	00640 Pitney Bowes, Inc
R	67862	1,020.00	10/03/19	14	00841 PretiFlaherty
R	67863	18.67	10/03/19	14	00081 READFIELD FAMILY MARKET
R	67864	309,199.51	10/03/19	14	00069 Regional School Unit#38
R	67865	25.00	10/03/19	14	00293 Sara St. Laurent
R	67866	296.47	10/03/19	14	00313 Toshiba Financial Services
R	67867	37.93	10/03/19	14	00348 Travis Gould
R	67868	4,433.27	10/03/19	14	00471 WASTE MANAGEMENT OF ME-PORTLND
R	67869	1,030.89	10/03/19	14	00709 WASTE MANAGEMENT OF PORTLAND
<b>Total</b>		<b>441,274.27</b>			

**Count**

Checks	32
Voids	0

### Warrant Recap

#### Warrant 14

Vendor-----	Amount	Account-----
00086 SECRETARY OF STATE (MOTOR VEH)	3,705.73	GENERAL FUND / Motor Veh Fe
00313 Toshiba Financial Services	296.47	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00348 Travis Gould	37.93	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00471 WASTE MANAGEMENT OF ME-PORTLND	3,691.67	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPING
00471 WASTE MANAGEMENT OF ME-PORTLND	741.60	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	670.89	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	360.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING

**Prepaid Total-- 7,684.63**

**Current Total-- 433,589.64**

**Warrant Total-- 441,274.27**

# **COMMUNICATIONS**

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





## **TOWN OF READFIELD**

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

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

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

### **Code Enforcement Officer's Report – Summer 2019**

#### **Regular Activities:**

Inspections: I conducted many site visits during the summer for various things such as measuring for building setbacks to property lines, lake and pond setback for camp renovations projects. I have met with and talked to many realtors asking question. I issued one recycler license renewal for Scott Lucas. I issued two occupancy permits. Attached is the building and plumbing permits I have issued.

Planning Board: The Planning Board met August 28, to discuss the expansion of the Readfield Fire Department and Discussion on State Marijuana Policy and Local Regulatory consideration.

#### **Special Projects:**

I will be working on renewing junk yards for their annual permits.

ial plumbing; E=External plumbing; S=Sign; H=Home Occupation; F=Floodplain; V=variance; C= seasonal conversion

ning District; SR=Shoreland Residential; RP=Resource Protection; S=Stream Protection

Permit #	Type	Rec. #	Date	Name	treet Address	Map/Lot	Zoning	Total	State 25%	Town 75%	DEP/V/C	V	C	complete	- c
2493	E	589	7/29/2019	WOOD, STI MEADOW	130-031		RR	250	62.5	187.5	15				
2494	i		8/12/2019	STEVEN W/164 NICKEF	119-30		RR	40	10	30					
2495	e		8/14/2019	TOWN OF I1154 MAIN	120-084		v	250	62.5	187.5	15				
2496	E	927	8/14/2019	STEVE CHA 83 POULIN	140-013		SR	250	62.5	187.5	15				
2497	E	1199	8/26/2019	MELODEE	301 MAIN		RR&R	250	62.5	187.5	15	20			
2498	I		9/4/2019	STACIE DES 19 RAT MIL	109-014		RR	50	12.5	37.5			100	DOUBLE PERMIT FEE	
								1090	272.5	817.5	60	20	100		

2019 permit #	Type	Receipt	Date	Permit Issued to	Address	Map/Lot	Zone	Permit for	Cost
19-36	B	354	16-Jul	Parent	1371 Main St.	112-071	RR	Renovate existing shed for office, add 12x16 room & 10x12 deck	
19-37	B	373	17-Jul	Parks	51 Thundercast	113-011	VR	Demolish existing sunroom on north side--replace with open deck, re	
19-38	B	587	29-Jul	WOODS	MEDOW VIEW	130-031	RR	BUILD 28X48 2-ST WB & ATTGARAGE 26X26	\$241.18
19-39	B	628	31-Jul	GUIMONT	52 CHURCH ROA	113-028	VR	BUILD 20X20 SHED ONLY	\$20.00
19-40	B	857	5-Aug	PAUL SAVARD	5 ORCHID LANE	108-003	RR	BUILD 26X32 2 ST GARAGE & 10X12 ENTRY	\$178.40
19-41	B	731	5-Aug	SBA PROPERTIES IN	LANE ROAD	118-007	RR	INSTALL 3 ANTENNAS AND RELATED EQUIPMENT	84
19-42	B	889	8/14/2019	MARK HREBEN	151 RORTH ROA	121-46-1	VR	2 CAR GARAGE 28X32	44.8
19-43	B	856	12-Aug	OLIVER LE QUEINEC	414 CHURCH RO	103-32-1	RR	REMODEL SINGLE FAMILY HOUSE NO ADDS	60
19-44	B	876	8/12/2019	STEVE WARE	164 NICKERSON	119-030	RR	REMODEL AND INSTALL A BATHROOM UP STAIRS	25
19-45	B	899	8/14/2019	BRENT NORTHUP	158 TROSEY SH	106-067	SR	REMOVE 8.6X24.6 DECK AND ADD TWO DORMER	45
19-46	B	900	8/14/2019	LINWOOD SUE REA	555 MAIN ST	129-18	RR	BUILD A 16X24 OPEN PORCH	19.2
19-47	B	1188	8/26/2019	TOM VATISTAS	400 PLAINS ROA	122-014-0	RR	INSTALL ROOF MOUNTED SOLAR ELECTRIC SYSTE	60
19-48	B		8/26/2019	BRENDA ALDEN	18 ZARELLA LAN	128-068	RR	BUILD A 18X25 TRACTOR SHED	22.5
19-49	B		8/28/2019	MARGO STERN	99 MENATOMA	111-028-4	RR	DEMO BATHROOM ADD & FRONT DECK/OP AND REBUILD B	Waiting 1
19-50	B	1225	8/28/2019	WALTER BACHELDE	1520 MAIN STR	112-030	VR	BUILD A HALWAY ON TOP OF 1-ST ADD TO GO BE	30.8

Readfield Trails Committee Minutes  
May 28, 2019

Present: Paul Bessette, Nancy Buker, Ken Clark, Greg Durgin, Greg Leimbach, Holly Rahmlow, Henry Whittemore

Excused: Jeanne Harris, Bob Harris, Rob Peale

The meeting was called to order at 6:34 p.m.

Henry moved that the minutes be approved. Paul seconded. Approved unanimously with one abstention.

With Jeanne absent, Greg said our budget for the fiscal year is \$1,808. Out of that we have \$ 1,186.86 left. About \$90 was spent on blue stone in May.

Greg L. agreed to be the timekeeper.

Greg D. updated us on the trail realignment at the Fairgrounds parking lot, which is being redone. We discussed whether the trail even needs to be realigned. Apparently there was some concern about safety for those crossing the parking lot between trails. The committee agreed that the new trail should be located on the outside of the new parking lot as close to the rocks as possible. Greg is going to approach Eric with our concerns.

Henry is looking into the status of the Draper property. He talked to someone at the New England Forestry Foundation. Henry said the information he received is that it is progressing but very slowly.

Rob and Bob considered going to the Select Board about the Morrill Road trail but Eric said to hold off until after the election.

Greg L. said that Kents Hill work day went very well, with a good sized group and nice weather tending to the Esker Trail.

We discussed David Trunnell's proposal from last month's meeting for a picnic table and trail leading to a Port-a-Potty. There was some confusion about the exact location he has in mind.

We discussed options for trails in that area and the conservation land near it and the possibility of eventually using the snowmobile trail to reach the Rosmarin preserve. One safety concern for trails is crossing Route 17.

We all agreed that we are not interested in getting involved in Port-a-Potties and picnic tables, as they are not a trail issue, and that our immediate focus is the Morrill Road trail.

Greg D. asked for a couple of volunteers for Heritage Days (August 10). Several people said they will be gone in August.

Greg D. said we need some work done on the Fairgrounds Trail near the cemetery.

Nancy asked about the Maranacook kiosk, which has still not been updated or repaired. Greg D. said he and Bob will see to it.

Greg D. said he is interested in checking out some other trails, such as the Oxbow Trail in Waterville, which are undergoing upgrades, in order to see what they are doing.

The picnic table will stay at the Mill Stream Trail area.

The next meeting will be June 25.

Meeting adjourned at 7:38 p.m.

Minutes prepared and submitted by Holly Rahmlow

## Cemetery Committee Meeting Minutes

August 21, 2019

**Present:** Andy Tolman, Grace Keene, Brenda Lake, Pam Osborn, Marianne Perry, Warren Norris, Ben Rodriguez

**Meeting Minutes for May and June, 2019 (July meeting canceled):** Motion made to accept minutes with proposed changes and seconded, discussion pursuant and minutes were approved unanimously.

**Report by Marianne Perry** on the reflecting garden at the Readfield Corner with photo for all to review.

**Sexton's Report: (Partial Document provided at meeting for discussion with follow up email to members at a later date)**

Ben's report included.

- Report emphasized progress made in tree work, normal maintenance and stone work.
- Sexton to provide diagram in final report of the completed tree work at Kents Hill. Sexton was appreciative and complementary about the job performed by Stevenson Solutions.
- There will be a photographic record in the finished report of the completed stone work including cleaning of stones at East Readfield and Readfield Corner by the sexton's team; resetting of misplaced curbing and stones by Collette Monuments; crypt repair by Mann and associates.

Question raised by committee member, Grace re: which fund is used for the crypt work? Ben replied that the funds come from the capital improvement budget. Grace emphasized to Ben to ensure that we are billed and the crypt work vendor is paid. Ben said that there is \$5000 in the capital improvement budget and assented to make sure payment to vendor occurs.

### **New Business:**

Discussion turned to the upcoming MOCA event. Readfield will be sponsoring the Maine Old Cemetery Association on September 21<sup>st</sup> at Giles Hall. During the day there will be talks, a Chili luncheon and a tour. 50 to 60 attendees are anticipated. Attendance is open to members and non-members.

Ben is hoping that a committee member or two may step forward and provide a short presentation.

Question raised by committee member, Pam re: Is there any town financial help? Ben remarked that the largest expense would be the general labor cost for him and Anne paid out of the town's budget with hours offset to avoid overtime.

READFIELD COMMUNITY LIBRARY BOARD MINUTES  
JULY 10, 2019

The meeting was called to order at 6:35 by Sonya Clark.

Present were: Sonya Clark, Jan Tarbuck, Pat Clark, Jen Bonnefond, Betty Peterson, and Maureen Kinder, Librarian.

Excused: Deb Peale, Brenda Lake, Pam Mitchell, Donna Witherill

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

**Treasurer's Report:** The Year-End and June report were presented and approved.

**Librarian's Report:**

- General Update:
  1. New computers for the library have been ordered and received
  2. Communications: Please send all email that is library-related to either: [librarian@readfield.lib.me.us](mailto:librarian@readfield.lib.me.us) or [readfieldlibrarian@readfield.lib.me.us](mailto:readfieldlibrarian@readfield.lib.me.us).
- Ongoing Programs:
  1. Cribbage Club
  2. Children's Hour Playgroup/Story-time
  3. Drop-in Knitting/Crocheting
- Completed Events:
  1. MCMS field trip to Library – June 5 – 60 children, 3 adults
  2. Summer Reading Kickoff Party – Monday, June 17<sup>th</sup> – 35 children, 15 adults.
- July Events:
  1. Summer Reading at the Beach on Thursdays beginning July 11<sup>th</sup>.
  2. Author Talk – Barbara Walsh – Wednesday July 24 at 6:30 at the Readfield Union Meeting House.
- August Events:
  1. Song writing workshop with Martin Swinger – Saturday, August 3 at 4 pm at the Readfield Union Meeting House.
  2. Annual Book Sale, Saturday, August 10<sup>th</sup> from 9 am-1 pm at the Readfield Firehouse.
  3. Chewonki program, "Owls of Maine", Monday, August 19<sup>th</sup> from 6-7 at the Library.

Librarian's Report Accepted.

# COBBOSSEE WATERSHED DISTRICT

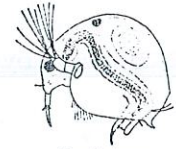
P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234

*Maine's first regional lake management district*

ROBERT C. CLUNIE, JR.  
Chairperson

WILLIAM J. MONAGLE  
Executive Director



## MINUTES

The Cobbossee Watershed District Board of Trustees held its four hundred and forty-seventh meeting on June 11, 2019 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Mark Fish – Richmond Trustee  
Ginger Jordan-Hillier – Monmouth Trustee (alt.)  
Sandra Small-Hughes – Winthrop Trustee – Vice Chair  
Douglas Ludewig – Monmouth Trustee – Clerk  
Jeffrey Reardon – Manchester Trustee  
Joseph Saunders – Monmouth Trustee  
William Monagle – Executive Director

Vice-Chairperson Small-Hughes called the meeting to order at 7:05 PM. The board members exchanged introductions with new Manchester Trustee Jeffrey Reardon attending his first board meeting.

Mr. Monagle presented the April and May Financial Reports. Trustee Saunders **moved** to accept both Financial Reports; Trustee Ludewig **seconded**; the motion **passed** unanimously.

Mr. Monagle reported on the Cobbossee Lake Watershed Protection Project, Phase II (Clean Water Act §319), saying the project has gotten off to a rather slow and uneventful start, but that he expects things to pick up. He said that he hopes to arrange road related projects on Larson Lane in Winthrop and on Rocky Point Road in Monmouth in the near future. He said he will be scheduling a project steering committee meeting soon with project partner, Friends of the Cobbossee Watershed, and the agreement administrator from DEP to go over progress to date and chart a course for activities this summer. With regard to the Updating the Annabessacook Watershed-Based Plan Project (CWA 604b), he said the steering committee met last week and has agreed to conduct a watershed survey training session on July 26<sup>th</sup> at the new Winthrop Fire Station on Rte. 202. The purpose of the survey, he said, is to identify and document potential sources of phosphorus to the lake, particularly those related to soil erosion. He said that letters will go out to members of the Annabessacook Lake Improvement Association seeking volunteers to assist with the survey and that the survey will be well publicized. Trustee Jordan-Hillier asked if the watershed-based plan would touch on invasive aquatic species. Mr. Monagle replied that invasive species would not be included as the plan addresses mainly nonpoint source phosphorus pollution to the lake. With regard to the Cochnewagon Lake Restoration Project, Phase III: In-Lake Alum Treatment project (CWA §319), Mr. Monagle said that both Limnologist Wendy Dennis and Water Resources Technician Ryan Burton have spent most of the past two weeks on Cochnewagon Lake. He said they have been putting in very long days collecting and processing lake water samples. He said the alum treatment is expected to be completed tomorrow. Trustee Reardon asked what the expected impact of the treatment is on benthic invertebrates in the lake.



# **NEW BUSINESS**

Title 36: TAXATION  
Part 2: PROPERTY TAXES  
Chapter 105: CITIES AND TOWNS  
Subchapter 8: ABATEMENT

## §841. Abatement procedures

1. Error or mistake. The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A.

The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A. The municipal officers may not grant an abatement to correct an error in the valuation of property.

[ 2017, c. 367, §7 (AMD) .]

2. Hardship or poverty. The municipal officers, or the State Tax Assessor for the unorganized territory, within 3 years from commitment, may, on their own knowledge or on written application, make such abatements as they believe reasonable on the real and personal taxes on the primary residence of any person who, by reason of hardship or poverty, is in their judgment unable to contribute to the public charges. The municipal officers, or the State Tax Assessor for the unorganized territory, may extend the 3-year period within which they may make abatements under this subsection.

As used in this subsection, "primary residence" means the home, appurtenant structures necessary to support the home and acreage sufficient to satisfy the minimum lot size as required by the municipality's land use or building permit ordinance or regulations or, in the absence of any municipal minimum lot size requirement, as required by Title 12, section 4807-A.

Municipal officers or the State Tax Assessor for the unorganized territory shall:

- A. Provide that any person indicating an inability to pay all or part of taxes that have been assessed because of hardship or poverty be informed of the right to make application under this subsection; [2013, c. 424, Pt. A, §24 (RPR) .]
- B. Assist individuals in making application for abatement; [2013, c. 424, Pt. A, §24 (RPR) .]
- C. Make available application forms for requesting an abatement based on hardship or poverty and provide that those forms contain notice that a written decision will be made within 30 days of the date of application; [2013, c. 424, Pt. A, §24 (RPR) .]

D. Provide that persons are given the opportunity to apply for an abatement during normal business hours; [2013, c. 424, Pt. A, §24 (RPR).]

E. Provide that all applications, information submitted in support of the application, files and communications relating to an application for abatement and the determination on the application for abatement are confidential. Hearings and proceedings held pursuant to this subsection must be in executive session; [2013, c. 424, Pt. A, §24 (RPR).]

E. Provide to any person applying for abatement under this subsection, notice in writing of their decision within 30 days of application; and [2013, c. 424, Pt. A, §24 (RPR).]

G. Provide that any decision made under this subsection include the specific reason or reasons for the decision and inform the applicant of the right to appeal and the procedure for requesting an appeal. [2013, c. 424, Pt. A, §24 (RPR).]

[ 2017, c. 273, §1 (AMD) .]

3. Inability to pay after 2 years. If after 2 years from the date of assessment a collector is satisfied that a tax upon real or personal property committed to him for collection cannot be collected by reason of the death, absence, poverty, insolvency, bankruptcy or other inability of the person assessed to pay, he shall notify the municipal officers thereof in writing, under oath, stating the reason why that tax cannot be collected. The municipal officers, after due inquiry, may abate that tax or any part thereof.

[ 1979, c. 73, (RPR) .]

4. Veteran's widow or widower or minor child. Notwithstanding failure to comply with section 706-A, the assessors, on written application within one year from the date of commitment, may make such abatement as they think proper in the case of the unremarried widow or widower or the minor child of a veteran, if the widow, widower or child would be entitled to an exemption under section 653, subsection 1, paragraph D, except for the failure of the widow, widower or child to make application and file proof within the time set by section 653, subsection 1, paragraph G, if the veteran died during the 12-month period preceding the April 1st for which the tax was committed.

[ 2017, c. 367, §8 (AMD) .]

5. Certification; record. Whenever an abatement is made, other than by the State Tax Assessor, the abating authority shall certify it in writing to the collector, and that certificate shall discharge the collector from further obligation to collect the tax so abated. When the abatement is made, other than an abatement made under subsection 2, a record setting forth the name of the party or parties benefited, the amount of the abatement and the reasons for the abatement shall, within 30 days, be made and kept in suitable book form open to the public at reasonable times. A report of the abatement shall be made to the municipality at its annual meeting or to the mayor and aldermen of cities by the first Monday in each March.

[ 1987, c. 772, §16 (RPR) .]

6. Appeals. The decision of a chief assessor of a primary assessing area or the State Tax Assessor shall not be deemed "final agency action" under the Maine Administrative Procedure Act, Title 5, chapter 375.

[ 1979, c. 73, (NEW) .]

7. Assessors defined. For the purposes of this subchapter the word "assessors" includes assessor, chief assessor of a primary assessing area and State Tax Assessor for the unorganized territory.

[ 2001, c. 396, §15 (AMD) .]



## TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355  
TEL. (207) 685-4939 • FAX (207) 685-3420

# SUPPLEMENTAL TAX BILL

Lions Club of Readfield Inc  
773 Main St  
Readfield, ME 04355

Acct. #690

Location: 773 Main St

Current Land Value: \$0    Current Bldg. Value: \$0.00  
Adjusted Land Value: \$24,000    Adjusted Bldg. Value: \$50,300.  
Homestead \$0.  
Current Personal Property Value: \$0  
Adjusted Personal Property Value: \$0

Supplemental Tax Due: \$1203.66    Due Date: 2012

**This Supplemental tax is being assessed to you for the following reason:**  
No Longer used for Charitable purposes

Commitment Date/01/7/2012

Assessors' Agent:

Jacki Robbins, CMA



## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

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

### Supplemental Tax Certificate

We, the undersigned, Assessors of the municipality of Readfield, hereby certify that the foregoing list of assessments thereon recorded of the Real/Personal Taxes of this book; were omitted/have abated from our original invoice and valuation and list of assessments of the 17 day of July, 2012, and are made by virtue of Title 36, MRSA, Section 713, as amended, or have subsequently been assessed as a withdrawal penalty.

**Certificate#: 2012 Warrant#: 1**

Jon Cushing DBA Cushing Construction      Account PP152  
P O Box 171  
Readfield, ME 04355-0141

Personal Property Assessment: \$265,000.00  
Building Assessment: \$ 0      Supplemental Tax for 2012-2013: **\$4293.00**

Alan Burns  
116 Stonewall Drive 04355      Acct 2015  
Readfield Maine 04355

Real Estate Assessment : Land Value Adjusted for tree growth withdrawal  
Supplemental Tax due:      **\$1660.00**

Robert Diplock      Acct 2117  
P O Box 112  
Gardiner Maine 04359

Adjusted Land Value \$26,100  
Supplemental Tax due: **\$422.82**

Dale Rice  
48 Pine Knoll Road      Account #1523

Winthrop, Maine 04364

Adjusted Land Value \$78,800.00

Supplemental Tax Bill **\$1,276.56**

Curtis Bentley

44 Beaver Dam Road

Readfield Maine 04355

Account #3

Adjusted land Value: \$34,400.00

Adjusted Building Value : \$249,900.

Homestead \$10,000.00

Supplemental Tax due: **\$4443.66**

Scott & Marietta Dyer

30 Sunrise

Readfield Maine 04355

account #647

Adjusted land Value :\$24,000.00

Supplemental Tax due: **\$388.80**

Lions Club Of Readfield Inc.

773 Main St

Readfield Maine 04355

Account #690

Adjusted land Value: \$24,000.00

Adjusted building Value: \$50,300.00

Supplemental Tax due: **\$1203.66**

**Total supplementals ; \$13,688.50**

Given under our hands this 2nd day of ~~September, 2008~~ <sup>OCTOBER 2, 2012</sup> *SML*

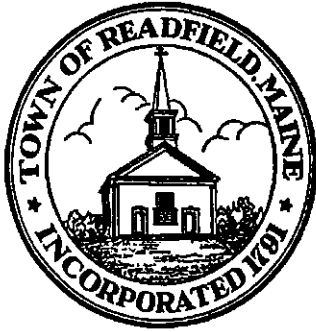
**Readfield Board of Assessors:**

*P. G. Dyer*, Chairman

*A. C. K.* \*

*S. M. R.* \*

*[Handwritten signature]*



## TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355  
TEL. (207) 685-4939 • FAX (207) 685-3420

**September 30, 2019**

### Memorandum

To: Readfield Select Board, Town Manager  
From: Travis Gould, Codes Office  
Subject: 2019 Automobile Graveyard Permitting

I have completed the review of the three automobile graveyard renewal applications and undertaken inspections of their yards; Ken' Drag-in Auto, Owners - Ken / Mark Edgecomb, Antique Auto, Owners – Cyrus / Barbara & Seth Whitcomb and Lucas Auto Parts & Salvage, Owner - Scott Lucas have maintained automobile junkyard operations and are in compliance with local review requirements. The inspections this year included the tracking of recycled materials;

- Many tons of scrap metal, mercury switches, used tires, aluminum rims, batteries, catalytic converters, recycled oil products used as a heating source and the resale of used anti-freeze.

These businesses were provided a 2020 application, inspection schedule to meet their needs for the yearly inspection, and have paid their \$100 fee requirement. The Readfield Inspection Checklist was followed. These auto graveyards have made improvements and should continue their improvements by following the State's Best Practices for recycling. They have better emergency access roadways and have increased their recycling activities. All liquids, batteries and switches are stored properly and/or used on site or sold to be reused / recycled to responsible parties.

I am recommending that their renewals be approved with conditions as stated on their permits.





**TOWN OF READFIELD**  
**2019-20**  
**AUTOMOBILE GRAVEYARD/JUNKYARD**

This permit is to an established **automobile graveyard, automobile recycling business and/or junkyard** and is subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of MRSA Title 30-A, Sections 3751 to 3760 and the Town of Readfield Land Use Ordinance. A public hearing regarding this permit was conducted on October 7, 2019.

This permit is hereby approved by the Municipal Officials and granted upon condition that the automobile graveyard, automobile recycling business or junkyard does not violate any of the above Sections of Title 30-A, or any provisions of the Town of Readfield Land Use Ordinance, and complies with all conditions of approval imposed by the Municipal Officers as specified below.

**Owner's Name:** Kenneth & Mark Edgecomb  
**Business Name:** Ken's Drag-In Auto, Inc.  
**Location:** 473 Gordan Road, Assesor's map 123 lot 017  
**Mailing Address:** PO Box 5014  
**City/Town:** Augusta, ME 04330

This permit expires October 30, 2020 unless sooner revoked by the Municipal Officials.

Dated October 7, 2019

Select Board Chair \_\_\_\_\_  
Bruce Bourgoine

**Conditions of Approval:**

1. Site is to be available for inspection by the Town Officials and/or the CEO;
2. Owner/operator to comply with all applicable State regulation;
3. Road into yard to be maintained for emergency vehicle access;
4. Any expansion, change of use, or other modification to the application or site plan as approved requires prior approval from the Town of Readfield Select Board.
5. Licensee to comply with all guidelines described in the "Best Management Practices for Motor Vehicle Recycling" as published by the Maine Department of Environmental Protection, (September 2002, revised Aug. 2003).
6. For emergency protection, a ten (10) foot area around the exterior of the working garage must be kept clear of all flammable debris.
7. **ALL** vehicles shall be logged by date aquired, date dismantled of any hazards and so marked when stored in salvage yard, vehicles for resale/repair or waiting to be processed to remove hazards shall be in one area only (not in salvage yard).
8. The amount of tonage (all metals), gallons of liquid hazards, and other hazards shall be logged to show responsible transfer of recycled materials.

**permit number: 19-59**

**Issued by CEO**

**Travis Gould**

**Dated**

**TOWN OF READFIELD**  
**2019-20**  
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**Owner's Name:**           **Scott Lucas**  
**Business Name:**       **Lucas auto Parts and Salvage**  
**Location:**               **283 Plains Road Readfield Map 129 lot 014**  
**Mailing Address:**      **113 Plains Road Readfield ME 04355**  
**City/Town:**             **Readfield, ME 04355**

This permit expires October 30, 2020 unless sooner revoked by the Municipal Officials.

Dated October 7, 2019

Select Board Chair \_\_\_\_\_  
Bruce Bourgoine

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**permit number: 19-62**                    **Issued by CEO**  
Travis Gould                              Dated

October 4, 2019

**CALLAHAN**  
H.E. CALLAHAN CONSTRUCTION CO.

**Readfield Library - Roof Bracing Proposal**

---

H.E. Callahan is pleased to provide you with the following proposal.

**SCOPE:**

Installation of a double 2"x10"x8' plate to span across ceiling joists in two separate locations beneath Northwest carrier rafter. Once attached, HEC will attempt to jack the corner rafter 0.5"-1" to minimize existing sag occurring at the structural member. A vertical member, consisting of two 2x6 fastened together and cut to required height, is to be added where 2x10 plate runs beneath carrier rafter. Vertical member to be install centered on plate and under corner rafter.

All work to be performed during normal business hours.

**PRICING:**

Work to be completed on a T&M not to exceed basis.

Not to exceed price of: \$2,500.00

Proposal Acceptance: *Eric Dyer* Date: *10/4/2019*

Printed Name: *Eric Dyer*

If you have any questions, please do not hesitate to contact us.

Sincerely,

*Justin F. Morgan*

Justin F. Morgan

Project Manager

H.E. Callahan Construction

Readfield Trails Committee  
Proposed Morrill Road Trail Select Board Presentation  
October 7, 2019

**Question:**

Will the Readfield Selectboard support the Trails Committee's efforts to plan a connector trail along the town's public right of way on the discontinued portion of the Morrill Road?

**Objectives:**

1. To create a publicly accessible trail that would efficiently and safely help link existing and future conservation land, trail systems, and neighborhoods in the Town of Readfield located east and west of the discontinued Morrill Road.
2. To improve safety for people now utilizing Nickerson Hill Road and Route 17 as a walking/biking connection to other areas of Readfield.

**Background:**

In 1987 an approximately 300 foot long section of the Morrill Road was discontinued to eliminate the connection to the Sturtevant Hill Road and Route 17. Under state law the town retained a public easement over the discontinued portion of the road.

In recent years to the east of Morrill Road the town has developed an extensive trail and sidewalk system connecting the Mill Stream area, Fairgrounds property, and Maranacook Community School property. To the west of the Morrill Road the town and the Kennebec Land Trust have constructed trail systems on the Town Farm, MacDonald Woods, and Rosemarin properties and additional trail development is likely. The Readfield Blizzard Busters currently maintain a snowmobile trail that crosses near the junction of the Morrill and Nickerson Hill Roads and ultimately connects to the Rosemarin property. In addition negotiations have taken place for the New England Forestry Foundation to acquire rights to additional private property abutting the Rosemarin and Town Farm properties which would result in additional connections and presumably additional trail development.

Readfield Trails Committee  
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The town's current Comprehensive Plan, Open Space Plan, and Trail Committee mission statement all specify that the trails committee will work to create trails and connect conservation land and other significant areas of the town. The Comprehensive and Open Space Plans also specify that the Trails Committee will research discontinued roads for this purpose.

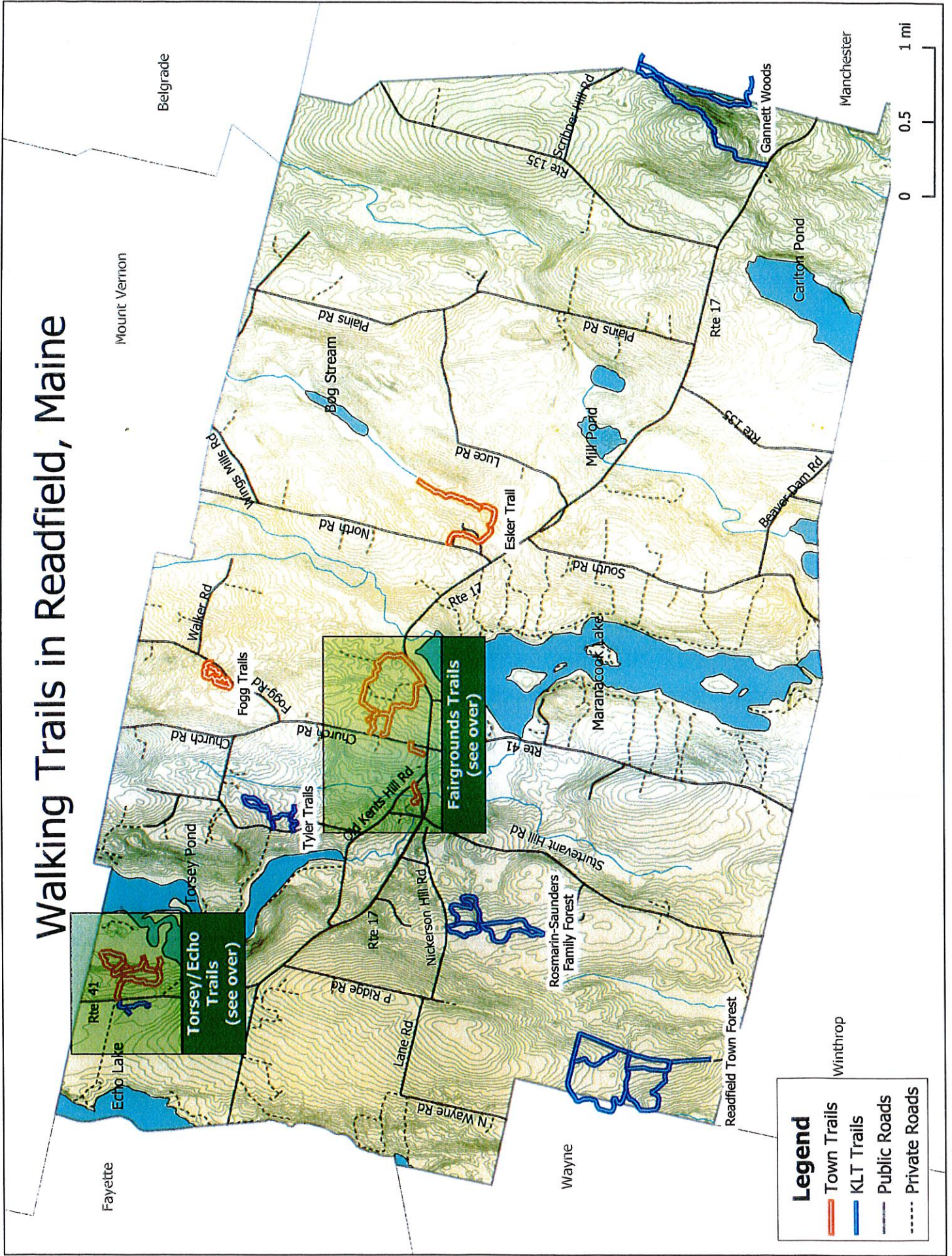
### **Tasks/Items to be addressed for a future final proposal to the Selectboard:**

- Safety issues for crossing and travel along roads that will access the proposed connector trail. Consult with DOT, Maine Bicycle Coalition, etc. for design/signage recommendations.
- Meet with Town manager and DOT to discuss safety issues and potential changes on Route 17 including signage, crosswalk, speed limits.
- Possible need for new culvert or bridging where the discontinued road intersects Sturtevant Hill Road or Route 17.
- Assess current condition of old road surface and determine if any repair or additional material are needed.
- Determine if any legal opinions or marking by a registered surveyor are needed.
- Develop a proposed route and proposed signage for the trail.
- Prepare a cost estimate.

### **Attachments:**

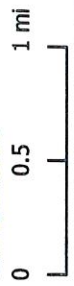
Map of town walking trail systems.  
Tax map showing discontinued road  
Order of Discontinuance  
Town of Readfield Road Inventory  
Discontinued road/Public Easement Explanation

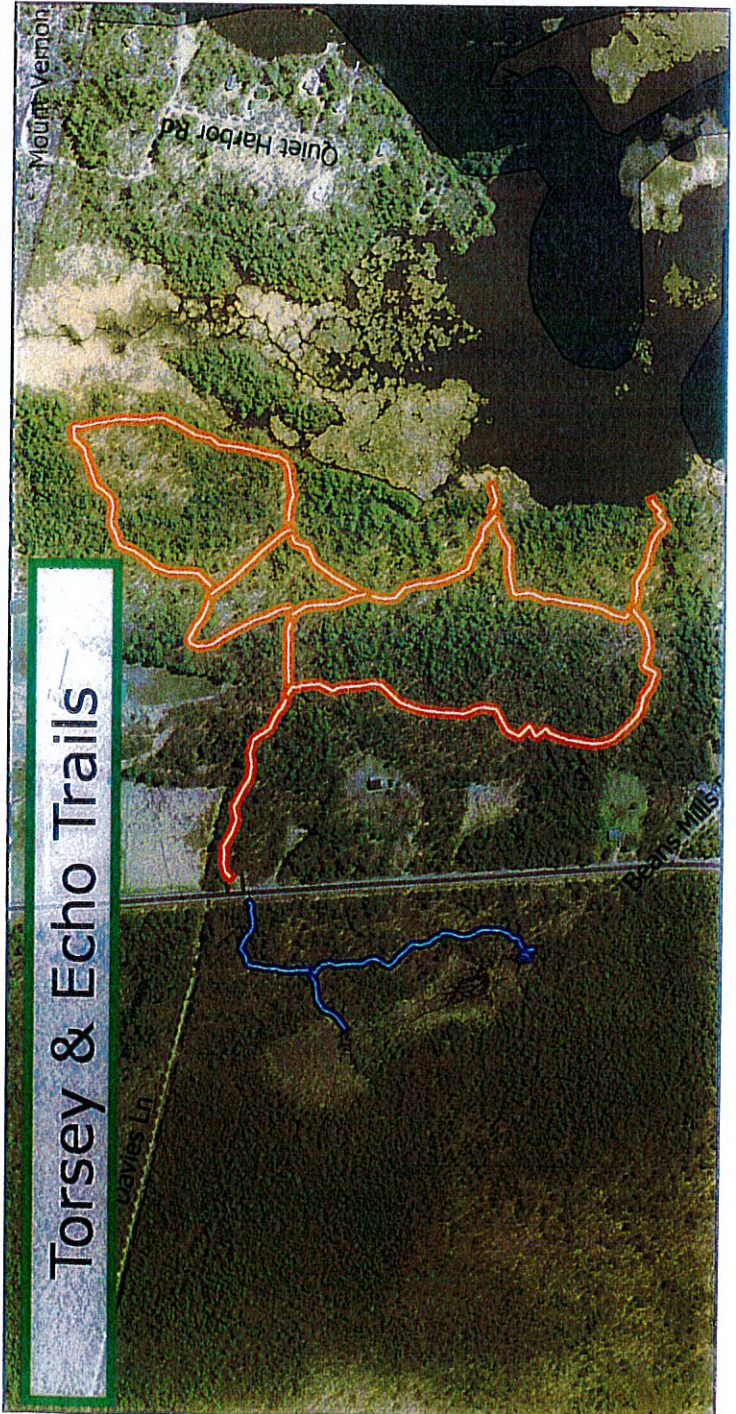
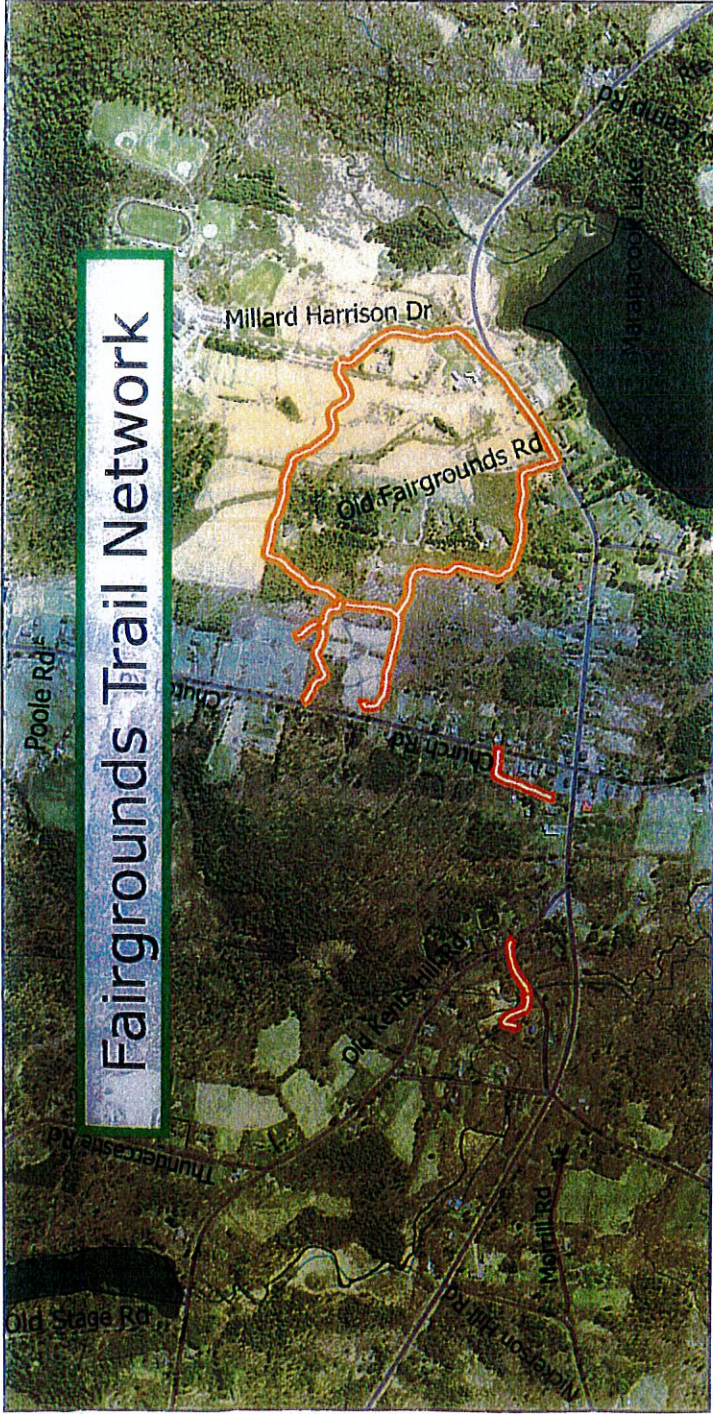
# Walking Trails in Readfield, Maine



**Legend**

- Town Trails
- KLT Trails
- Public Roads
- Private Roads





## Directions to Trails

**Fairgrounds Trails:** .33 miles up Church Road from Route 17 to parking lot on right side of road for trails and ballfield. Also parking .2 miles up Millard Harrison Drive on left at Maranacook School District Superintendent's Office.

**Community Pathway:** Parking behind Readfield Community Library two buildings west of the Route 17/Church Road junction on right side of road.

**Mill Stream Trail:** Park at Town Office at Old Kents Hill Road/Route 17 junction and walk up Old Kents Hill Road 400 feet to trailhead on left.

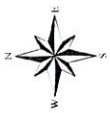
**Esker Trail:** .33 miles up North Road from Route 17. Park in southwest corner of Maranacook School District Bus Facility parking lot. Trail begins behind cement block building near Transfer Station Access Road.

**Fogg Farm Trail:** 1 mile up Church Road from junction with Route 17 to Fogg Road on right. Follow Fogg Road .66 miles from junction with Church Road to small parking area along left side of road.

**Torsey/Echo Trails:** From junction of Routes 17 and 41 at Kent's Hill turn right on Route 41 and go 1 mile to parking lot on right side of road.

**KLT Trails:** In addition to our town-maintained trails the Kennebec Land Trust has developed several miles of trails partially or entirely within Readfield. For information on these additional trails and directions go to [tklt.org](http://tklt.org) and click on Properties.





# Morrill Rd. Trail Proposal

Readfield, ME

1 inch = 250 Feet



October 1, 2019



Professional Mapping Geospatial Software

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

207/101



TOWN OF READFIELD.  
READFIELD, MAINE 04355  
(207) 685-4939  
022091

Order of Discontinuance  
Town of Readfield

We, the Municipal Officers of the Town of Readfield, having received a Petition to discontinue a section of Town Way known as Nickerson Hill Road, having given best practicable notice to all abutting property owners, and the Municipal Planning Board, and given notice of a public hearing, did on the twenty-sixth day of May, 1987, at 7:05 p.m. hold a public hearing at the Readfield Town Office/Giles Hall, and after hearing all persons interested in said Discontinuance to determine that said Road be discontinued as petitioned.

Description of Discontinuance:

That section of the Town Way as shown on a plan entitled "Readfield, Relocated Nickerson Hill Road" dated October 1985 sheet No. 2., and beginning at Station 9640 and extended easterly about three hundred (300) feet to Station 9940, said point being near its intersection with Sturtevant Hill Road, so-called.

Abutting Property Owners: Burton Staples, RFD 2, Winthrop; Maine 04364  
Richard & Marie Armstrong, 515 Kings Rd., Schenectady, N.Y. 12304

The Municipal Officers herein having given consideration to damages caused by the Discontinuance as described herein, do determine that (No one was damaged) and therefore no damages are awarded or paid.

Signed: Fred A. Cole  
Marietta Salepakos  
[Signature]  
[Signature]  
Harold E. [Signature]

Attest a true copy (2 pages),

Martha D. Gifford  
Martha D. Gifford, Town Clerk



Municipal Officers  
Town of Readfield

**Nickerson Hill Road**

Discontinued 6-16-1987; Readfield Town Records 1981 to 1995; Page 117  
*voted to discontinue that section of town way as shown on a plan titled "Readfield  
Relocated Nickerson Hill Road".*

# Maine ROADWays

Residents and Owners on Abandoned and Discontinued Ways

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[Maintenance tips](#)  
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- [Road Definitions - 23 MRSA 3021](#)
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- [Paper Streets - Titles 23 & 33](#)
- [Town Road Layout - 23 MRSA 3022](#)
- [County Highway Law - 23 MRSA 2051](#)
- [State Highway law - 23 MRSA 651](#)
- [Damage to a public easement - 17 MRSA 3853-D](#)
- [Damage to a pub. ease. cause of action - 23 MRSA 3029-A](#)
- [Winter Closing - 23 MRSA 2953](#)
- [Description in Deed - 33 MRSA 201-A](#)
- [Defective Public Roads - 23 MRSA 3651](#)
- [Road Associations - 23 MRSA 3101](#)
- [Adverse Possession - 14 MRSA 812](#)
- [Weight Posting 29 MRSA 2395](#)
- [Obstructing Road -17-A MRSA 505](#)
- [Repealed \(Obsolete\) Laws - Title 23](#)
- [Timber trespass](#)

## Discontinued Rd

### WHAT IS A DISCONTINUED ROAD? WHO CAN USE IT? WHO MAINTAINS IT?

Maine law concerning discontinued roads can be confusing and even self-contradictory. While public maintenance ceases, generally public use continues.

In Maine, if a town way was discontinued after September 3, 1965, it automatically became a **public easement** unless otherwise specified. A public easement is a road over which, according to the Maine Supreme Court, the public has an "unfettered right of access," but for which no one has any maintenance responsibility. So actually the public road was not discontinued - only public upkeep of the road was discontinued. There was no such provision in the law concerning discontinuance of county ways, but as of 1976 all county ways in organized townships became town ways, so the same law applies to them after that date. Maine Municipal Association says that prior to September 3, 1965, a public easement was only retained if the wording of the discontinuance so specified. This ignores the fact that before 1965, there was no statute which authorized retention of an easement when a way was discontinued. In fact, early court decisions show that when a road was discontinued it ceased to exist at all; it was no longer even a private access.

Unfortunately, this fact did not stop some towns and counties from attempting to reserve a right of way, and in recent years some courts have held these attempts to be valid in spite of the lack of legal grounds. The practice has been justified on the grounds that County Commissioners had the authority to take an "alternative action." The catch is, "alternative action" was not supposed to give the Commissioners the authority to take actions that were outside their specific authority. Rather, the alternative action had to be selected from alternatives that were both within their authority and that were clearly expressed in the required notices. Otherwise, interested parties would have no warning of the action that was about to take place. Thus the notice would fail to satisfy due process. The Courts have not always taken this into consideration.

In 2015, 23 MRSA 3026 was repealed and replaced by **23 MRSA 3026-A**. The new version was an attempt to clarify the process for discontinuing roads, with the hope that it would increase the chances of municipalities getting it right. In the past, many problems have resulted from confusion as to exactly what was required, and sometimes critical steps were overlooked, so that due process was not fully satisfied. This often led to bitter disputes when the deficiencies were discovered, usually too late to correct them.

While most of the new version simply sets forth the same steps in a more logical order, there is one major difference. Subsection 5 of the new law requires that a notice of discontinuance be filed with the Registry of Deeds and with the DOT. This paragraph was added in the hope that it would make information about the status of roads easier to find. In theory, now when a person goes to buy a piece of land, a title search will alert him if the road which provides access was discontinued after 2015.

Unfortunately, discontinuance prior to that date still may be hard to find. An attempt to require towns to research and document the status of roads discontinued before 2015 was rejected by the legislature as being an "unfunded mandate."

Oddly enough, subsection 5 is not a new idea. There was already a law on the

## Historic U.S. Geological Survey Maps

- [Maine ROADWays facebook page](#)
- [Maine Alliance for Road Associations](#)
- [Maine Legislature Statutes Search](#)
- [Maine Registry of Deeds](#)
- [Maine Better Transportation Association](#)
- [Instant Street View](#)
- [Get Maps/Topo View](#)
- [Historic Aerials](#)
- [UNH Map Library](#)
- [Maine DOT Map Viewer](#)
- [Maine Geoparcels Viewer](#)
- [Maine Genealogy Archives](#)
- [Maine Office of GIS](#)
- [Osher Map Library](#)
- [Historic Map Works](#)
- [U.S. Geological Survey Maps Store](#)

## About Me

### Maine ROADWays

Between my husband, myself, and our daughter, we now have over 100 years combined experience with discontinued and abandoned roads in Maine.

[View my complete profile](#)

- [Discontinuance where new state highway 23 MRSA 2060](#)

## Blog Archive

▼ [2016](#) (1)

▼ [March](#) (1)

[ABANDONED OR DISCONTINUED ROADS CAUSE MAINTENANCE...](#)

books - 23 MRSA section 3024 (which has not been repealed) - that requires notices of discontinuance be filed with the Registry of Deeds. But more often than not, this law has been entirely overlooked, perhaps because it comes before section 3026. (Who looks before a statute for further detail?) To confuse matters further, the grammar of section 3024 renders the law practically incomprehensible. It says,

"No taking of property or interests therein by a municipality, or the discontinuance of a town way except by abandonment, after September 12, 1959, shall be valid against owners of record or abutting landowners who have not received actual notice, unless there is recorded in the registry of deeds for the county where the land lies either a deed, or a certificate attested by the municipal clerk, describing the property and stating the final action of the municipality with respect to it." 23 MRSA 3024

If you take this language literally, it means that:

1) If the town fails to file notice in the registry of deeds, and also fails to notify one of the land owners of the discontinuance, then that discontinuance is valid against all of the other land owners but not against the one who was not notified. Just how is that going to work? Will they have to keep the road in repair for him, but leave it unmaintained for everyone else?

2) If the town does file a notice with the registry of deeds, according to this section the discontinuance is nevertheless valid against a person who did not receive actual notice. So the town needn't bother giving actual notice to anyone. That flies against the requirements of due process.

3) Discontinuances that took place before September 12, 1959, were exempt from the filing requirement because the law had not yet been written, so there is still the likelihood that a person buying a piece of land might unknowingly acquire land with no access.

4) Section 3024 exempted abandoned roads. At the time it was written, abandonment could only be through common law, which retained no access. But when statutory abandonment became available with the passage of section 3028 in 1976, no one bothered to update section 3024 to require filing of notice of the action.

What section 3024 intended to say was that unless a municipality filed notice of the discontinuance of a road with the registry of deeds, the discontinuance was invalid (unless it occurred before September 12, 1959.)

Bottom line - the discontinuance of a town way after September 3, 1965, or a county way after 1976 resulted in a public easement unless otherwise specified; before those dates, there should have been no public easement retained, but the wording of the discontinuance may leave that question open to dispute. So where does your road fit in?

To read the Maine laws on discontinuance, go to the [Discontinuance](#) page.

(c) Roberta Manter, 2016



## 14 comments:



[Elizabeth Hofmann](#) September 21, 2018 at 2:50 PM

We built on what was stated to be a Discontinued Town Road in Skowhegan, in 1989. At that time we were the second home on the discontinued section, and had to rebuild the road to our driveway, as it was passable only when very dry. Since then, two more homes have been built on our section, and we have upgraded the road so that now it is of a quality equal to or greater than that of the town-maintained section. All these years we have borne all the costs of plowing and maintaining the section of the road beyond the town-maintained line. What can we four homeowners do to get the town to resume maintenance of our section? Thank you.

MPH 207-474-6080

[Reply](#)



Department of the Secretary of State  
**Bureau of Motor Vehicles**  
Municipal & Agent Services

Readfield Select Board  
October 7, 2019  
Item # 20-033

Matthew Dunlap  
Secretary of State

Patty A. Morneault  
Deputy Secretary of State

Stephen P. Ashcroft  
Director of Vehicle Services

## Memo

**To:** All Municipalities

**CC:** Stephen Ashcroft, Dir. Vehicle Services; BMV Audit; BMV Municipal & Agent Services; BMV Registrations

**From:** Valerie Grant, Section Manager

**Date:** September 16, 2019

**Re:** New Laws – 129<sup>th</sup> Legislature, First Regular Session

---

Public Laws and Resolves Affecting Motor Vehicles  
**Effective Date is September 19, 2019 unless otherwise noted.**  
*(Processing Information memos will be forthcoming.)*

- **PL 2019, Chapter 255 (LD 917), “An Act Increasing Municipal Agent Fees for Motor Vehicle Registrations.”**

This law allows municipal agents to charge higher service fees for registrations for motor vehicles, from \$3 to \$5 for renewals and from \$4 to \$6 for new registrations.

- **PL 2019, Chapter 352 (LD 1528), “An Act To Amend the Laws Regarding Motor Vehicle Fees.”**

This law:

1. Increases the one-time fee for an out-of-rotation registration plate and for a reserved registration number from \$15 to \$25, the same as for a vanity registration plate fee;
2. Increases the registration transfer fee for a trailer under 2,000 pounds from \$5 to \$8, making the fee the same as for other registration transfers;
3. Increases the fee for a duplicate registration certificate from \$2 to \$5



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

Application for License for Incorporated Civic Organization

DIVISION OF LIQUOR LICENSING AND ENFORCEMENT	
License No:	
Registered Non-Profit: Yes No	
Deposit Date:	By:
Amt. Deposited:	
Cash Ck Mo:	

\$50.00 Fee / \$10.00 Filing Fee - Check Payable: Treasurer, State of Maine

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

1. Full Name of Applicant: Kents Hill School  
 Corporate Address: 1614 Main Street Kents Hill, ME 04349  
(Corporate Name) Street Address City/Town State Zip Code  
 Authorized Corporate Office: Advancement Office  
 Address: same  
Street Address Town/City State Zip Code  
 Telephone Number: 685-1625 Fax: 685-9529  
 Email Address: snadean@kentshill.org

INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS

2. Title and Purpose of Event: Fall Family Weekend  
 Date of Event: 10/25/19 Time: From: 5:00 AM/PM To: 9:00 AM/PM  
 Multi Day Event: Start Date \_\_\_\_\_ End Date \_\_\_\_\_ (one per year)  
 Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM  
 Inside  Outside Event (attach diagram of area)  
 Location of Event: KH Dining Commons  
 Number of Persons Attending: 350  
 Type of building to be occupied: Dining Hall  
 Area to be licensed: Dining Hall

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

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

Dated at: Kents Hill, Maine on September 25, 2019  
Town/City, State Month/Day

This application must be signed by a duly authorized officer of the corporation executing the application. Please obtain approval by Municipal Officer(s) or County Commissioners before filing with the Division.

BY: Kents Hill School  
NAME OF CORPORATION  
Lois Putnam, Assoc. Dir. of Advancement Lois Putnam  
CORPORATE OFFICER'S SIGNATURE - TITLE PRINTED NAME & TITLE

If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact. *Please enclose a copy of the receipt from the County Commissioners.*

---

Submit Forms To: Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333 (regular mail)  
10 Water Street, Hallowell, ME 04347 (overnight address)  
Telephone Inquiries: (207) 624-7220  
Fax Number: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

**For Municipal Approval Only**

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

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

**STATE OF MAINE**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

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

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

Signature	Print



*Bureau of Alcoholic Beverages and Lottery Operations*



*Division of Liquor Licensing & Enforcement*  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)

**INCORPORATED CIVIC DIAGRAM**

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

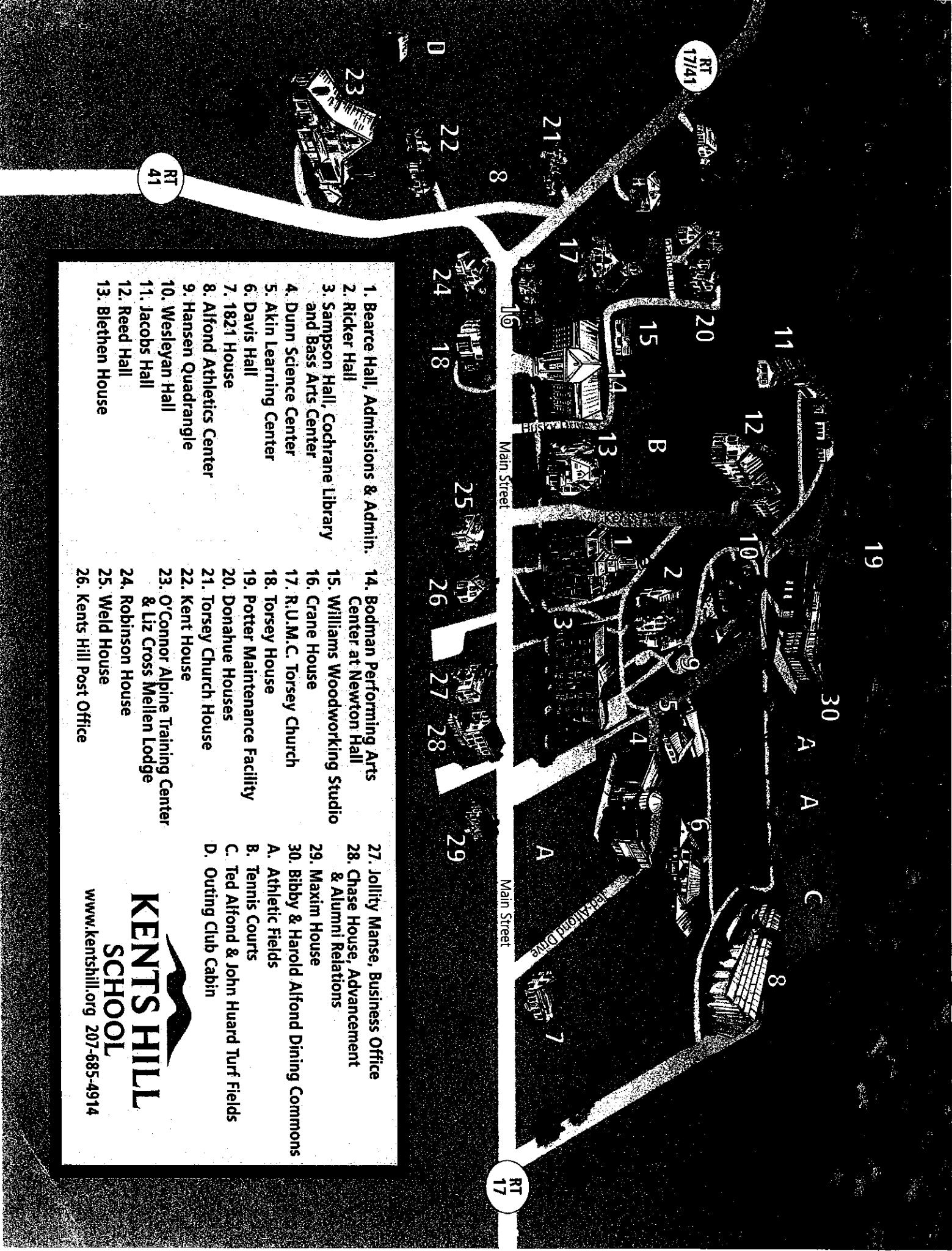
Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

See attached map #30

**For Office Use Only:**

Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

Approved  Not Approved



- 1. Bearce Hall, Admissions & Admin.
- 2. Ricker Hall
- 3. Sampson Hall, Cochran Library and Bass Arts Center
- 4. Dunn Science Center
- 5. Akin Learning Center
- 6. Davis Hall
- 7. 1821 House
- 8. Alford Athletics Center
- 9. Hansen Quadrangle
- 10. Wesleyan Hall
- 11. Jacobs Hall
- 12. Reed Hall
- 13. Blethen House
- 14. Bodman Performing Arts Center at Newton Hall
- 15. Williams Woodworking Studio
- 16. Crane House
- 17. R.U.M.C. Torsey Church
- 18. Torsey House
- 19. Potter Maintenance Facility
- 20. Donahue Houses
- 21. Torsey Church House
- 22. Kent House
- 23. O'Connor Alpine Training Center & Liz Cross Mellen Lodge
- 24. Robinson House
- 25. Weld House
- 26. Kents Hill Post Office
- 27. Jollity Manse, Business Office
- 28. Chase House, Advancement & Alumni Relations
- 29. Maxim House
- 30. Bibby & Harold Alford Dining Commons
  - A. Athletic Fields
  - B. Tennis Courts
  - C. Ted Alford & John Huard Turf Fields
  - D. Outing Club Cabin


  
**KENT'S HILL**  
**SCHOOL**  
[www.kentshill.org](http://www.kentshill.org) 207-685-4914



September 12, 2019

The Nature Conservancy in Maine  
14 Maine St., Suite 401  
Brunswick, ME 04011

Mr Eric Dyer  
Town Manager  
Town of Readfield  
8 Old Kents Hill Rd  
Readfield, ME 04355-4126



Dear Mr Eric Dyer,

We are pleased to announce a new energy efficiency funding opportunity for Maine's towns and cities. The Nature Conservancy in Maine is issuing a request for funding proposals to small municipalities (population <4,000) to upgrade out-of-date lighting in municipal buildings and save on energy costs. **Through January 31, 2020, qualifying municipalities will be eligible for funding to cover approximately 75% of the cost of converting to high-efficiency LED lighting inside or outside municipal buildings.**

The Nature Conservancy in Maine recently surveyed town managers, planners, and select board members across the state. Our survey found that municipal officials are concerned about energy costs, but lack of upfront funding is sometimes a barrier to investing in energy efficiency measures that can save on energy costs. Furthermore, while some towns have converted to LED lighting in municipal buildings, there are still many opportunities to make Maine's towns and cities more energy efficient, saving taxpayer dollars in the process.

More information about this program is attached, including eligibility criteria and application instructions. **\$50,000 in total grant funding is available, and the application deadline to request funds is October 25, 2019.** We look forward to receiving your application!

Sincerely,

A handwritten signature in black ink that reads "Kate Dempsey".

Kate Dempsey  
State Director  
The Nature Conservancy in Maine



## REQUESTS FOR FUNDING: APPLICATION

PLEASE COMPLETE THIS APPLICATION FORM AND EMAIL IT, ALONG WITH YOUR CLIC TOOL RESULTS, PROJECT MATERIAL PRICE QUOTES AND CUT SHEETS TO [robert.wood@tnc.org](mailto:robert.wood@tnc.org) BY OCTOBER 25, 2019.

Municipality name: Town of Readfield

Your name: Eric Dyer Title: Town Manager

Phone number: 207-685-4939 Email: Manager@readfieldmaine.org

Mailing address: 8 Old Kents Hill Rd. Readfield, ME 04355

Project installation address: Same as above

Qualified Partner: Dirigo Architectural

Will your Qualified Partner be able to complete the project by January 31, 2020?  (Y)  (N): \_\_\_\_\_

Municipal population size (year-round): 2,600

- Checklist
- Completed application
  - CLIC tool results (provided by Qualified Partner)
  - Project material price quotes (provided by Qualified Partner)
  - Project material cut sheets (provided by Qualified Partner)

Signature:  Date: 10/4/2019

### Questions?

Contact Rob Wood at The Nature Conservancy in Maine: 207-607-4813 or [robert.wood@tnc.org](mailto:robert.wood@tnc.org).



## REQUESTS FOR FUNDING: *INSTRUCTIONS*

Efficiency Maine offers a variety of incentives for improving energy efficiency, including the Commercial and Industrial Prescriptive Program (“C&I Prescriptive Program”). Under the C&I Prescriptive Program, municipalities are eligible for incentives to help offset the cost of energy efficiency upgrades, including converting to LED lighting in existing municipal buildings.

For a limited time, The Nature Conservancy in Maine is offering an additional incentive—on top of the existing Efficiency Maine incentive—to small municipalities (population <4,000) to upgrade out-of-date lighting in municipal buildings. **Through January 31, 2020, qualifying municipalities will be eligible for funding to cover approximately 75% of the cost of converting to high-efficiency LED lighting inside or outside municipal buildings.**

### How does it work?

- A. Your municipality contacts a Qualified Partner—a contractor certified to work with Efficiency Maine—and makes an appointment for the Qualified Partner to review your municipal building’s interior and/or exterior lighting. Please go to <https://www.energymaine.com/at-work/qualified-partners/> to find a Qualified Partner in your location.
- B. The Qualified Partner conducts a site visit at your facility to record the existing lighting conditions and develop a lighting project in accordance with the rules and guidelines of the Efficiency Maine C&I Prescriptive Program. The Qualified Partner uses Efficiency Maine’s Cost-effective Lighting Investment Calculator (CLIC tool) to estimate the project cost and calculate the expected Efficiency Maine incentive.<sup>1</sup> The Qualified Partner provides you with a digital copy of the CLIC tool results, along with the project material price quotes and cut sheets.
- C. If your municipality chooses to move forward with the quoted project, **your municipality becomes eligible for an additional incentive from The Nature Conservancy in Maine, equal to 50% of the estimated Efficiency Maine incentive (up to a maximum of \$5,000).** Combined, the Efficiency Maine and Nature Conservancy incentives will cover roughly 75% of the project cost.<sup>2</sup> To apply, please follow the instructions below.

### Application process

1. Complete the attached application form and scan it to make a digital copy. You may also download an application form at [nature.org/maineledapplication](http://nature.org/maineledapplication).
2. Email the completed digital application form and digital copies of the CLIC tool results, project material price quotes and cut sheets to [robert.wood@tnc.org](mailto:robert.wood@tnc.org) **by October 25, 2019**.
3. Staff at The Nature Conservancy in Maine, in consultation with staff at Efficiency Maine, will review the project to ensure it meets the “basic eligibility criteria” listed below.
4. If there are more projects submitted that meet the basic eligibility criteria than there is available Nature Conservancy incentive funding, the “additional selection criteria” listed below will be used to select projects.

(OVER)

<sup>1</sup> The CLIC tool provides estimates only. Final determination of eligibility & incentive level will be made by Efficiency Maine upon application review.

<sup>2</sup> This is an estimate. Efficiency Maine’s incentives differ by project type and will be finalized upon application review. See [www.energymaine.com/at-work/lighting-solutions/](http://www.energymaine.com/at-work/lighting-solutions/) for current incentive offerings through the Efficiency Maine C&I Prescriptive Program.

**Eric Dyer**

---

**From:** Bruce Bourgoine <bbourgoine@readfieldmaine.org>  
**Sent:** Monday, October 29, 2018 1:27 PM  
**To:** Eric Dyer  
**Subject:** Annual Evaluation Process  
**Attachments:** BCC CHAIR FEEDBACK PACKET 2018.doc; EMPLOYEE FEEDBACK PACKET 2018.doc;  
VENDORS PARTNERS FEEDBACK PACKET 2018.doc

Dear Eric;

We are ready to gather information to perform your annual evaluation. By necessity, we do need to have some office support in this process. As you know, this is an open process and so the attached materials are not confidential and we do want you to be aware of the 360 degree process.

If you could effect distribution of these materials ASAP, I would be grateful. And if you could forward this email and its documents to Select Board members for reference, it would be very helpful.

Tentatively and subject to revision, the following work distribution by select board members is planned: Mrs. Sammons: Employees, Mr. Price: Board, Committee and Commission Chairs, Mr. Parent: Major Vendors & Inter-Local Partners and Mrs. Woodsum and Mr. Bourgoine: Public. John will need to touch base with Teresa to select a few appropriate vendors and Inter-local Partners. Employee feedback and committee feedback may be routed directly to Chris and Dennis respectively. Public comments can be held collectively for Katherine and Bruce, they will determine a time or method for reviewing this input.

The following notice should be posted conspicuously on the town website when the other materials are distributed:

"The Town Manager is being evaluated at this time by the Select Board for his regularly scheduled annual review. Members of the public are invited to constructively comment on his performance in relation to their expectations of a Town Manager on behalf of Readfield. Comments must be in writing and may be sent to the attention of Katherine Woodsum and Bruce Bourgoine by November 15, 2018. Comments are accepted on both a signed or anonymous basis from Readfield residents. Your input will help inform the Select Board in the evaluation process. Thank you."

We plan on having all feedback returned by Mid-November so Board Members may collect it and hold a to-be-scheduled initial Executive Session to prepare the review for a second Executive Session to perform the review as soon as it can be reasonably be scheduled.

Thank you.

Respectfully,  
Bruce Bourgoine  
Readfield Select Board

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

## BCC CHAIR FEEDBACK PACKET

4 items

1 – Envelope to be sent by US mail to every Readfield Board, Committee, and Commission Chair except the Select Board Chair.

2 – Invitation letter to be put on Town of Readfield letterhead. I will come in and sign a master for copying.  
(Follows this page)

3 – Feedback Form to accompany letter.  
(Follows this page)

4 – Confidential return and stamped envelope addressed as follows:

Town of Readfield  
Confidential: Dennis Price  
8 Old Kents Hill Road  
Readfield, ME 04355

October 30, 2018

Dear Readfield Committee Chair;

The Readfield Select Board is conducting its annual review of our Town Manager, Eric Dyer. An important aspect to this process is obtaining feedback from many sources to assist the Board in constructing its evaluation. Your voluntary and completely confidential participation by November 15th would be greatly appreciated. Please find enclosed a form and confidential reply envelope you may use.

Thank you;

Bruce Bourgoine  
Select Board Chair



Readfield Select Board  
Town Manager Annual Review  
Confidential BCC Chair Feedback

*Thank you for participating. Please use the form below or use the questions below to type your feedback on a separate piece of paper. Kindly return your feedback in the provided confidential envelope by November 15<sup>th</sup>, 2018..*

**Does the Town Manager provide you and your committee with the information and support needed to carry out your mission? Please provide examples.**

**Does the Town Manager deal with you and members of your committee in a professional manner? Please provide examples.**

**Addition comments are welcome.**

## EMPLOYEE FEEDBACK PACKET

4 items

1 – Envelope routed via interoffice mail or US mail to every full time Readfield employee except the Town Manager.

2 – Invitation letter to be put on Town of Readfield letterhead. I will come in and sign a master for copying. (Follows this page)

3 – Feedback Form to accompany letter. (Follows this page)

4 – Confidential return and stamped envelope addressed as follows:

Town of Readfield  
Confidential: Chris Sammons  
8 Old Kents Hill Road  
Readfield, ME 04355

October 30, 2018

Dear Readfield Employee;

The Readfield Select Board is conducting its annual review of our Town Manager, Eric Dyer. An important aspect to this process is obtaining feedback from many sources to assist the Board in constructing its evaluation. Your voluntary and completely confidential participation by November 15th would be greatly appreciated. Please find enclosed a form and confidential reply envelope you may use.

Thank you;

Bruce Bourgoine  
Select Board Chair

Readfield Select Board  
Town Manager Annual Review  
Confidential Employee Feedback

*Thank you for participating. Please use the form below or use the questions below to type your feedback on a separate piece of paper. Kindly return your feedback in the provided confidential envelope by November 15<sup>th</sup>, 2018.*

**Does the Town Manager help you grow as an employee and provides the resource you need to perform your duties to the best of his/her capabilities? Please provide examples.**

**Does the Town Manager treat you in a professional and fair manner? Please provide examples.**

**Addition comments are welcome.**

## VENDORS PARTNERS FEEDBACK PACKET

4 items

1 – Envelope to be sent by US mail to selected Major Vendors and Inter-local Partners. Please obtain this list from Teresa.

2 – Invitation letter to be put on Town of Readfield letterhead. I will come in and sign a master for copying.  
(Follows this page)

3 – Feedback Form to accompany letter.  
(Follows this page)

4 – Confidential return and stamped envelope addressed as follows:

Town of Readfield  
Confidential: John Parent  
8 Old Kents Hill Road  
Readfield, ME 04355

October 30, 2018

Dear Participant;

The Readfield Select Board is conducting its annual review of our Town Manager, Eric Dyer. An important aspect to this process is obtaining feedback from many sources to assist the Board in constructing its evaluation. Your voluntary and completely confidential participation by November 15th would be greatly appreciated. Please find enclosed a form and confidential reply envelope you may use.

Thank you;

Bruce Bourgoine  
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Town Manager Annual Review  
Confidential Major Vendors and Inter-local Partners Feedback

*Thank you for participating. Please use the form below or use the questions below to type your feedback on a separate piece of paper. Kindly return your feedback in the provided confidential envelope by November 15<sup>th</sup>, 2018.*

**Does the Town Manager communicate with you in a concise manner that assists the understanding of Readfield's needs? Please provide examples.**

**Does the Town Manager deal with you in a professional and fair manner? Please provide examples.**

**Addition comments are welcome.**

DRAFT

**TOWN OF READFIELD**

**TRANSFER STATION  
&  
RECYCLING CENTER**

**OPERATION AND MAINTENANCE**

**MANUAL**

**Last Revised:** \_\_\_\_\_

**Reviewed and Approved by the Solid Waste and Recycling Committee:** \_\_\_\_\_



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# PART 1 - GENERAL

## 1) INTRODUCTION

### a) Scope of Manual

This Operation and Maintenance Manual (Manual) is intended to serve as a guide to Administrators and Operators for the proper operation and maintenance of the Readfield Transfer Station (Facility). This manual formalizes current operations providing schedules and procedures for work that is routinely requested and completed as well as any necessary operational or maintenance changes. It is not the intent of this manual to provide detailed specifications for construction or equipment maintenance. Several supporting documents are included in the appendix. Any employee assigned to operations or administration must be familiar with the contents of this manual and be aware of their roles in operating a safe and well-run Facility in accordance with Title 38, MRSA § 1304 and Maine Department of Environmental Protection (DEP) Solid Waste Management Regulations Chapters 400, 402, 405 and 418 as applicable. This manual will be reviewed annually by the Transfer Station Manager (Administrator), in consultation with the Solid Waste and Recycling Committee, prior to June 1<sup>st</sup> of each year and updated as needed during reviews. This Operations Manual, as amended from time to time, replaces any prior Operations Manuals.

### b) Summary of the Solid Waste Management Facility

The Facility serves the communities of Fayette, Readfield, and Wayne (the Member Towns) by permits issued by each Town Office to their residents. The Facility is subject to several agreements and “Governing Documents” included in Appendix I. The Facility is located on North Rd. in Readfield and accepts residential & commercial recycling, universal wastes, bulky wastes, construction & demolition materials, wood waste, brown and green compost, municipal solid waste, and various special wastes.

## 2) RESPONSIBILITIES

### a) General Information

The Facility is owned by the Town of Readfield and operated by and under the supervision of the Readfield Town Manager (Administrator) serving as the Transfer Station Manager, and an Assistant Transfer Station Manager (Operator). The Operator has the responsibility to ensure that the Facility is properly maintained and operated, with the assistance of Transfer Station Attendants and other municipal staff.

The Operator and authorized personnel are responsible for the operation of the Facility in accordance with this Manual, the Facility rules/ordinances (Appendix A), Interlocal Agreements and MOUs (Appendix I), other relevant documents, and according to good judgment. Employees’ responsibilities are to themselves and to inform their superiors of any required maintenance or safety modification required.

Responsibilities for all employees associated with the Facility shall be consistent with any applicable Personnel Policies, Collective Bargaining Agreements, Contracts, or other employment documents. The term “Facility Staff” used throughout this manual refers to the Assistant Transfer Station Manager and Attendants exclusively.

Current key contact details include:

- i) Facility street address and phone number: 14 Recycle Rd., 207-685-3144
- ii) Primary contact: Eric Dyer, Transfer Station Manager, 207-242-5437
- iii) Secondary: Mike Morang, Assistant Transfer Station Manager, 207-931-7510
- iv) Tertiary: Transfer Station Attendant

b) Transfer Station Manager (Administrator) Responsibilities

- Establish and manage the overall Facility standards and responsibilities for operation, maintenance, and finance.
- Draft and update the Operations Manual.
- Develop the operating and capital budgets for the Facility, to be adopted by the Member Towns.
- Prepare and present a Facility Fee Schedule for consideration and adoption by the Readfield Select Board and Solid Waste and Recycling Committee.
- Ensure that the collection and remittal of user fees is performed accurately and completely by Facility staff.
- Ensure that reporting and recordkeeping procedures and schedules are completed by Facility Staff.
- Provide supervision to all Facility staff.
- Negotiate agreements with transportation and end disposal vendors.
- Coordinate with vendors to ensure that the Facility is in conformance with all transportation and disposal agreements and contracts (Appendix B).
- Negotiate any Interlocal Agreements or MOUs.
- Update and inform the Solid Waste and Recycling Committee and Readfield Select Board on a timely basis as to the status of Facility finances, operations, problems encountered and solutions enacted, complaints received, and any hazards or irregularities noticed.
- Perform other duties as directed by the Readfield Select Board or identified in the Solid Waste and Recycling Ordinance of the Town of Readfield (Appendix A).

c) Assistant Transfer Station Manager (Operator) Responsibilities

General duties and responsibilities are noted in the job description (Appendix N), and include the performance of other duties as assigned. Specific responsibilities include:

- Coordinate traffic movement through the Facility.
- Inspect and oversee the unloading of waste, ensuring that only acceptable wastes are placed in the proper containers or in storage areas.
- Oversee the collection of all user fees; ensure the security of collected fees, count and record collected fees, and deposit on a daily basis at the Town Office any collected fees over the established cash-on-hand amount, currently \$100.
- Ensure that the public use the Facility for its intended purpose only and stay within those areas open for their use.
- Supervise and train Attendants in all areas required.
- Manage short term breakdowns/crises.

- Ensure that all required safety features have been installed, are maintained, and all personnel are fully instructed in the hazards and safety procedures of their work (see PART II, subsection 3) m), Health, Safety and Fire Protection, below).
- Provide for and perform routine maintenance and general cleanliness of the entire Facility and surroundings including provision of vector and litter control.
- Ensure that the compactors and the area around them are clean and free of debris. This may require the use of absorbent materials.
- Ensure that paved areas are regularly swept for dust control.
- Oversee the routine transfer/trucking operations and ensure that all applicable laws and regulations are met.
- Ensure that the inspection and maintenance of equipment is performed.
- Maintain necessary records, diaries, and time sheets.
- Ensure that receipts, lading slips, and other transactional documents are complete, accurate, properly tracked, and submitted on a daily basis to the Town Office.
- Record daily events and activities that are unusual or outside of normal operations and report them to the Transfer Station Manager.
- Ensure that the main gate to the Facility is locked at all times unless the Operator or Attendant is present.
- Post the hours of operation and other limitations and conditions of access at the entrance to the Facility.
- Perform all other duties related to Facility operation, maintenance, and finance as assigned by the Transfer Station Manager.

d) Transfer Station Attendant (Attendant) Responsibilities

General duties and responsibilities are noted in the Transfer Station Attendant job description (Appendix N), and include the performance of other duties as assigned. Perform the duties of the Assistant Transfer Station Manager in their absence or as directed by the Transfer Station Manager.

e) Maintenance Staff Responsibilities

Maintenance Staff are generally responsible for the repair of Transfer Station buildings, equipment, and infrastructure that exceeds routine maintenance performed by Facility Staff. Facility Staff are expected to provide assistance to Maintenance Staff where necessary and appropriate. Maintenance Staff are the first line of “backup” in the event of illness or absence of regular Facility Staff.

f) Volunteer Responsibilities

Volunteerism is appreciated and necessary in meeting the needs of the public, improving operations, and providing special programs. Volunteers are responsible for professional conduct and communication with the public and Facility staff. Volunteers must be approved by the Administrator and sign a Volunteer Agreement (Appendix N) prior to volunteering.

## PART II - THE FACILITY

### 1) SITE DESCRIPTION

#### a) Site Layout.

The site includes storage areas for brown and green yard waste, clean wood waste, brush, construction and demolition debris (CDD), tires, white goods, propane cylinders, e-waste, waste oil, batteries, tires, and reusable household items. Containerized waste includes Municipal Solid Waste (MSW) and Single Sort Recycling (SSR) in compactor units, as well as metal, shingles, and CDD in roll-off units. Current storage areas are identified on the site map included in Appendix C.

#### b) Access Road and Traffic Pattern

Primary access to the Facility is gained from North Road via Recycle Road (the second gate on North Rd. coming from Rt. 17). Secondary access, used mostly by commercial haulers, is gained via the old access road (the first gate on North Rd. coming from Rt. 17). Vehicles should first approach the attendant booth where their loads can be inspected. Facilities Staff will then collect any fees and direct the vehicles to the appropriate unloading areas. General overviews of traffic flow, as well as a detailed striping plan are included in Appendix C.

### 2) FACILITY DESCRIPTION

#### a) General.

The purpose of the Facility is to provide a centralized drop-off location for the deposit of waste for consolidation and storage prior to transportation and delivery to a final destination at a licensed processing, recycling or disposal site. Acceptable materials are dropped off by individuals and commercial haulers. The Facility consists of seven primary components:

- i) A receiving area
- ii) A collection area for CDD and Metal (concrete pad, open-top containers)
- iii) A collection and compaction area for SSR and MSW (concrete pad, “octagon” containers)
- iv) A special Waste area for collecting universal waste, batteries, and used motor oil (various special buildings and containers)
- v) Open areas for the deposit of clean wood debris, brush, and compostable brown and green yard waste (open, no concrete pad)
- vi) An area for white goods and propane cylinders (open, no concrete pad)
- vii) Storage areas and boxes for holding other wastes until transfer to another facility

A map of the various waste areas at the Facility is included in Appendix C. Activity at the Transfer Station other than the drop-off of waste is managed in accordance with the Transfer Station Activity Policy in Appendix A.

#### b) Building Layout

The Facility consists of three main buildings related to waste management. The first is the compactor house or “little building”. This building is centrally located next to the MSW compactor and offers a good vantage point to all areas of the Facility. The second “big building” is located near the receiving area and includes some office space, a restroom with

sink and toilet, emergency eye wash station and shower, as well as the Swap Shop. The third building is the “attendant booth” located in the median in front of the Swap Shop where initial contact is made with Facility users. The two large trailers parked on site for extra storage that are adjacent to the receiving area are in poor condition and will likely be removed and/or relocated.

Also located at the Facility are the Town of Readfield Maintenance Building, Salt Sand Storage Building, and public Salt Sand Shed. While not related to waste management, these buildings and their associated uses do influence and impact operations at the Facility and Facility staff need to be aware of and accommodating to the important municipal services they support.

Additional buildings and uses are anticipated at the Facility in the coming years. These include a possible solar panel installation and storage buildings (to replace the trailers, and for use by the Recreation Department and others).

A map of the buildings at the Facility and various waste areas is included in Appendix C.

c) Storage Areas/Containers

Several storage areas are present at the Facility for Special Wastes, waste requiring special consideration, and third party programs. Storage areas are to be kept neat and clean at all times, and in compliance with any applicable laws, rules, or policies. Storage area locations are identified in Appendix C.

d) Equipment

The Facility uses several pieces of equipment to facilitate operations and efficiently meet waste handling and processing needs. A list of the primary equipment is included in Appendix P. Maintenance of equipment is addressed in Section 4 c) of this Operations Manual. Operation of equipment is addressed in Section 3 o) of this Operations Manual.

e) Utilities

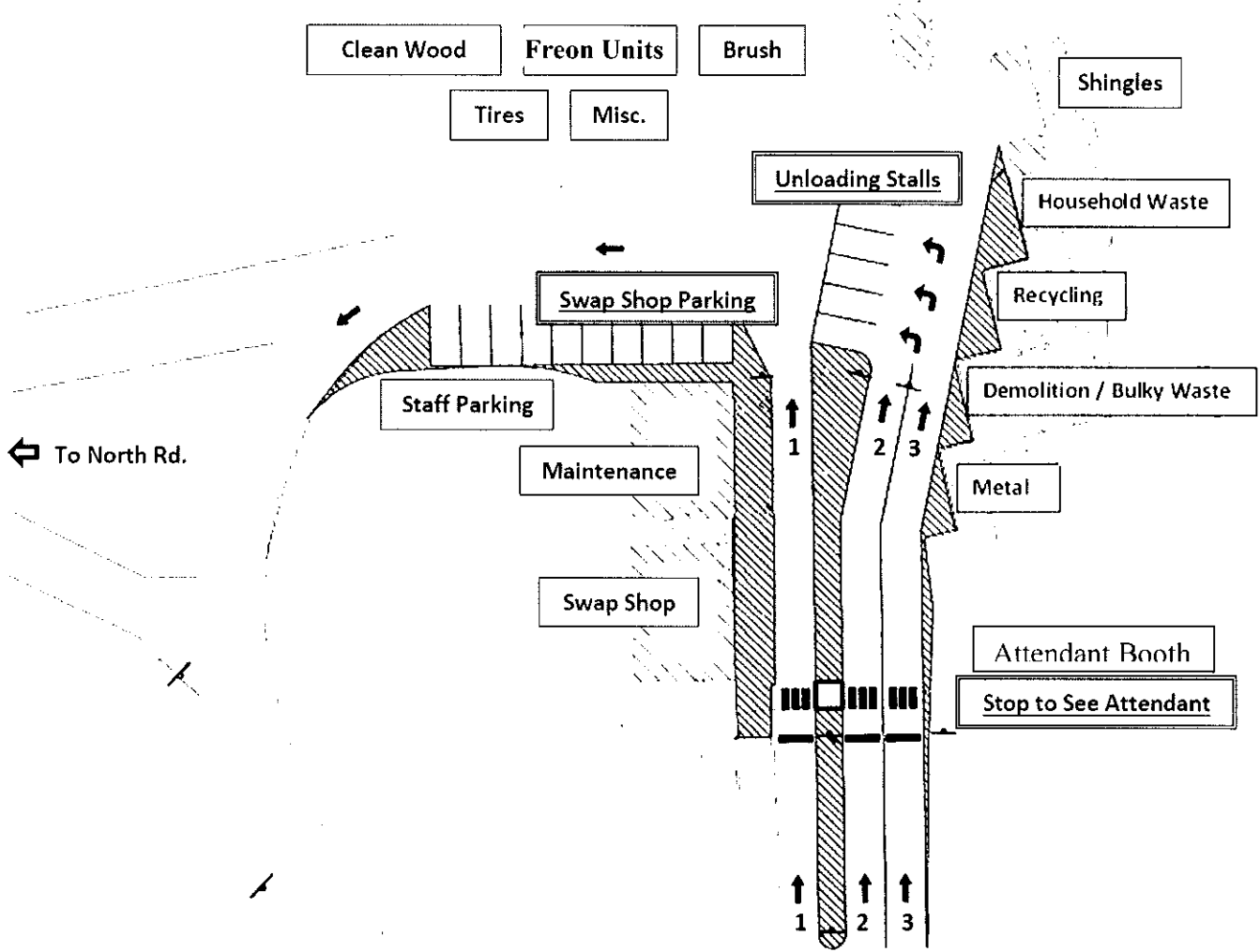
Electrical service to run the compacting equipment and other electrical requirements is provided by CMP. The Facility has a copper phone/fax connection. Non-potable water is supplied by a well on the north side of the property. Subsurface wastewater is delivered to a storage tank and pumped as necessary. Propane is used as a primary heat source and a variety of vendors are used.

f) Fire Protection

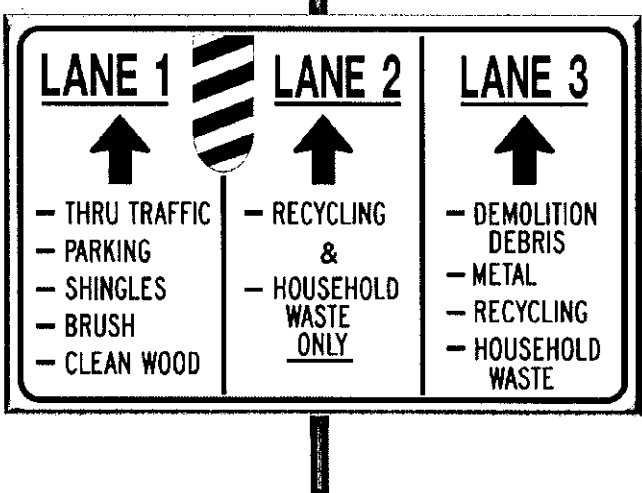
Fire protection is provided by Readfield Fire Dept. Fire extinguishers are located on-site in the compactor building, maintenance building, and utility building. The two enclosed MSW and SSR compactor cans have built-in fire ports.



# Readfield Transfer Station Traffic, Parking, & Unloading Areas



- SAFETY & TRAVEL TIPS:**
- Drive slowly and watch out for pedestrians
  - Stop at the stop signs and stop bars
  - See an Attendant before depositing anything
  - Do not drive or park on the striped pavement
  - Only park in the designated parking stalls
  - Only unload in designated unloading stalls (unless you are in Lane 3)



### 3) FACILITY OPERATION

The Facility shall be used by contract haulers (see Appendix M), private citizens, and commercial establishments for the disposal of municipal solid waste from the member towns. Wastes received in such quantities and in such condition so as to be recyclable shall be segregated and stored in the designated areas of the site. Waste from industrial facilities, which have similar properties to domestic and commercial wastes in the area, shall also be accepted.

Only acceptable materials noted below will be allowed into the Facility. Municipal solid waste shall be deposited in the appropriate compactor or roll-off unit as directed by the Facility Staff. All materials will be transferred to the various end facilities according to the relevant contracts. See section 5 for contract details and the hauling schedule in subsection (3) h).

a) Hours of Operation

The Facility will be open in accordance with the hours established by the Transfer Station Manager, as amended from time to time. Current hours are included in Appendix J. Public access hours will be posted at the entrance to the Facility by Facility Staff, including any special openings or closings due to holidays or other events.

b) Acceptable Material

The Facility accepts the following defined wastes from residential and commercial sources located within the Member Towns (currently Fayette, Readfield, and Wayne) unless otherwise specified. The Facility does not accept any hazardous or special wastes as defined in Title 38, MRSA § section 1301. Acceptable materials are defined by Ordinance (Appendix A) and are further described below:

- i) Municipal Solid Wastes (MSW) – solid wastes emanating from household and normal commercial sources. MSW includes but is not limited to:
  - (1) non-recyclable plastics, plastic coat hangers
  - (2) heavily food contaminated products.
  - (3) otherwise recyclable items too small to be processed (generally less than the size of your palm)
  - (4) food waste that is not composted.
  - (5) Small broken household items
  
- ii) Recyclable Materials - Recyclable materials are those materials that have been extracted from the municipal solid waste stream that can be reused either in the same form or as part of a different product. The following materials are accepted for single-sort recycling:
  - (1) Clean Corrugated Cardboard, Paperboard, and Pizza Boxes (no food residue)
  - (2) Glass products - clear, green, or brown jars and bottles
  - (3) Paper - Newspapers, Magazines, Phone Books, Books, Clean Plates and Cups, Office Paper, Shredded Paper (in clear plastic bags), Wrapping Paper (no foil)
  - (4) Office Paper (high grade, computer paper, notebook lined)
  - (5) Plastic - Water & Juice Bottles, Milk Jugs, Colored #2's, Detergent Bottles, Recyclable plastic containers larger than 3" in diameter but smaller than a 5-gallon bucket, all must be relatively clean
  - (6) Steel / Tin Cans
  - (7) Aluminum - Clean foil, pans, plates (some food residue ok)

- (8) Small household metal items
- (9) Drink Containers: Drink Boxes, Aseptic Containers, Milk & Juice Cartons
- (10)

The following items are recyclable on-site through special recycling programs and collection containers:

- (11) Batteries (recyclable and rechargeable, power tool batteries, jumper packs)
- (12) Plastic film - Plastic shopping bags, plastic wrap, bubble wrap and air pillows, pellet and feed bags, salad and produce bags, storage and freezer bags. Appendix Q has details on plastic film acceptance and handling.

iii) Reusable Materials

- (1) Swap Shop - Re-use is actively encouraged at the Facility and a “Swap-Shop” is maintained by the Operator, Attendants, and Volunteers. Rules for the Swap Shop are attached in Appendix A.
- (2) Clothing - Clothing and shoes for re-use or recycling are currently managed through the Apparel Impact program and collection bin.
- (3) Residential Paints - Various household and residential paints through the PaintCare program and collection bin. Must be in original container in a liquid state with label attached.
- (4) Waste Oil - Details for waste oil acceptance and handling are identified in Appendix Q.

iv) Compostable and Organic Materials - These items are accepted and are either composted on site or processed for beneficial use:

- (1) Brush - Brush, wood chips, and slash (NO stumps or grubblings)
- (2) Brown and Green Yard Waste - leaves, grass clippings, non-PT sawdust, bark, shavings, plants, weeds
- (3) Compostable Food Waste - RESERVED FOR FUTURE USE

v) Bulky Wastes - Bulky wastes are materials that due to their size or physical make-up require special handling. Examples of bulky wastes accepted at the Facility are as follows:

- (1) White Goods - stoves, refrigerators, freezers, washing machines, clothes dryers, dishwashers, hot water tanks, air conditioners, tire rims, etc. Capacitors must be removed before acceptance at the Facility. Cooling agents must be removed by licensed professional service providers prior to recycling.
- (2) Metal Goods - bikes, metal doors, window frames, cyclone or other metal fencing, screens, wire, cable, tools, pipe and metal electrical conduit;
- (3) Tires, with rims separated prior to acceptance and disposed of in the metals area. Tires shall be stored in the Tire Disposal area;
- (4) Propane tanks or cylinders, empty with valves open.

vi) Other Acceptable Wastes – The following other waste materials are neither reclaimable nor considered to be municipal solid waste but are accepted for disposal:

- (1) Construction/Demolition Debris – solid waste resulting from construction, remodeling, repair and demolition of structures. It includes but is not limited to:

building materials, discarded furniture, asphalt, wallboard panels, drywall, PVC or plastic pipes and conduits, pressure & otherwise treated lumber. It excludes: partially filled containers of glues, tars, solvents, resins, paints or caulking compounds; friable asbestos; and other special wastes. Materials shall be source-separated according to the site specifics with an emphasis on volume reduction before acceptance at the Facility.

- (2) Clean Wood Wastes - Untreated lumber, slabs, and wood from production rejects that are not mixed with other solid or liquid waste. No furniture.
- (3) Universal Wastes - TVs, monitors, computer components, electronics, etc. Facility rules and plans relating to Universal Waste are included in Appendices D and E.
- (4) Asphalt Shingles - Asphalt containing products only. No asbestos, vinyl, or composite materials.
- (5) Ash - non-commercial wood ash. Must be completely cool and placed in the designated Hot Loads area. Never place in MSW or CDD containers.

c) Unacceptable Materials

The following materials are NOT considered acceptable, recyclable, reclaimable, or specially approved wastes by the Facility:

i) Special wastes so designated by the DEP including, but not limited, to the following:

- (1) Industrial and industrial process waste
- (2) Sludge and dewatered septage
- (3) Debris from non-hazardous chemical spills and cleanup of those spills
- (4) Contaminated soils and dredge materials
- (5) Asbestos and asbestos containing wastes
- (6) Sand blast grit and non-liquid paint waste
- (7) High and low pH waste
- (8) Shredder residue

ii) Household Hazardous Waste (HHW) This waste is collected off-site annually and may include the following items:

- (1) Unwanted Medications (includes Vet Meds and OTC)
- (2) Stains, Thinners & Paint Strippers
- (3) Solvents (e.g. Acetone), Varnishes
- (4) Adhesives & Rubber Cement
- (5) Waste Fuels (Kerosene, Gas & Diesel)
- (6) Engine Degreaser & Brake Fluid
- (7) Antifreeze
- (8) Hydraulic Oil, etc.
- (9) Poisons, Insecticides, Weed Killers, Pesticides & Moth Balls
- (10) Swimming Pool Chemicals
- (11) Aerosol Cans with Contents (No Empty Containers)
- (12) Photography Chemicals & Chem. Sets
- (13) Hobby & Artist Supplies
- (14) Cleaners (Oven, Ammonia-based), Drain Openers & Spot Removers
- (15) Driveway Sealers (Oil Base Only)
- (16) Old Fire Extinguishers/
- (17) Smoke Detector
- (18) Fireworks

- iii) Hazardous wastes not specifically approved by the DEP or Title 38 MRS § 1303(5) (See Appendix E, Hazardous & Special Waste Exclusion Plan for further details).
- iv) Other unacceptable materials may include:
  - (1) Liquid wastes, including all automotive fluids other than waste oil
  - (2) Dead animals
  - (3) Medical and other potentially infectious or pathogenic wastes
  - (4) Commercial agricultural wastes
  - (5) Junked or abandoned vehicles
  - (6) Inert fill
  - (7) Stumps and grubblings
  - (8) Any item deemed unacceptable by Ordinance or by the reasonable judgment of Transfer Station staff.

Transfer Station staff may have information available for proper disposal of these items.

d) Question of Acceptability

Facility Staff are responsible for monitoring the incoming materials. They have the authority to reject any materials should they be deemed unacceptable according to what is set out in this Manual. The Operator shall provide for the postings of appropriate signs or other means to indicate clearly where waste is to be unloaded and where storage areas are located. Any unidentifiable material will be rejected. Material not originating from Readfield or other member towns will be rejected. Access to the Facility may be refused to any vehicle not properly identified with a permit, sticker, or other identifier.

e) Operational Records and Accounting

The Operator maintains a record of operational information including the types and amounts of wastes received, waste removed, fees assessed, special waste inventories, and operational checklists. The annual solid waste management reports (forms attached as Appendix F) that are required by the DEP and the State Planning Office are part of the operating records and are completed by the Administrator using information provided by the Operator. Information on the recycling and disposal of all wastes from the storage areas are kept as permanent records. Memos detailing Cash Management and Recordkeeping and Reporting expectations are included with Appendix Q. Receipts, Invoices, Lading Slips, and other records are included in Appendix L.

f) Vehicle Unloading and Traffic Pattern

Directional signs are located within the Facility to guide vehicles to the proper disposal locations for the different wastes. The vehicle and parking plan for the Facility is included in Appendix C. Vehicles shall not back up to the MSW, SSR, CDD, or Metal containers unless there is no other alternative means of unloading and Facility Staff are aware of and directly supervising the activity. Backing up is necessary for Shingles disposal but must be supervised by Facility Staff. Backing up is discouraged for all other waste areas.

g) Odor, Noise, Litter and Dust Control

The Facility shall provide for suitable measures to control odors, noise, litter, and dust control. Litter is always a potential problem in working with solid waste. To minimize and control litter at the Facility, all wastes, except items intended for reuse, shall be loaded

directly into the appropriate container. Demolition Debris and Shingle containers will be covered at all times when not in active use for receiving waste. Stray materials are collected and placed within the appropriate container regularly throughout the day. Less readily accessible areas around the hoppers and cans, the grounds, and surrounding areas are regularly inspected and cleaned thoroughly on a monthly basis. All cleaning should be completed in accordance with the activity schedules and checklists in Appendix H. If necessary, dust control is to be accomplished by the Operator using water or mechanical removal (sweeping).

h) Hauling and Material Removal Schedules

The Transfer Station Operator is responsible for the scheduling and pickup and delivery of containers and materials at the Facility such that there is adequate capacity available during operating hours. Hauling of materials is arranged according to the provisions of relevant contacts referenced in Appendix G or as negotiated with service providers by the Administrator.

Universal Waste can be stored for no more than 365 days before it must be removed from the Facility. The storage area for clean wood waste and brush shall be cleaned and woody materials processed and removed at least once per year.

i) Equipment Failure & Contingency Plans

The Operator is responsible for communicating equipment failures and implementing any contingency actions in the event of equipment failure, so as to minimize potential disruptions to normal operations of the Facility. In the event of an equipment failure the Administrator and Maintenance staff will be notified by the Operator immediately. Equipment failures that affect the safety of the Facility will result in the immediate closure of the Facility. In the event of equipment failure that disrupts operations or the ability to dispose of certain materials the public will be notified by Facility staff, signage, and through electronic communications including email lists and the Town website as appropriate.

In the event of a failure of the MSW compactor the hopper is not to be filled with waste. Facility Staff will direct users to put their waste in the CDD container or make arrangements for an empty roll-off container to be used. If these containers become full Facility Staff will notify users that the Facility is not accepting MSW due to equipment failure and provide any available information as to when the Facility will accept MSW.

In the event of a failure of the SSR compactor the hopper is not to be filled with recycling. Facility Staff will make arrangements for an empty roll-off container to be used and direct users to put their recycling in the container. If the container becomes full the Facility Staff will direct users to either bring their recycling back at a later time or put their recycling in the CDD container. If the CDD container becomes full Facility Staff will notify users that the Facility is not accepting SSR due to equipment failure and provide any available information as to when the Facility will accept SSR.

j) Wood Waste Burning

No wood burning area has been established as part of the Facility. Open burning is not permitted.

k) Leachate/squeezings Handling

Leachate or squeezings from loose or compacted waste shall be handled with caution using proper PPE. If Facility Staff have open cuts on their hands or are concerned about contact with liquid waste, they should wear latex or nitrile gloves inside the heavier gloves.

Leachate / squeezings should be covered with sorbent pads or other sorbent materials (such as cat litter), swept or shoveled into containers, and deposited into the MSW compactor.

l) Winter Operations

Essentially, there will be no modifications to operations during the winter months.

However, special attention must be paid to the operation of equipment in freezing temperatures. This is particularly important for the compactors and ensuring that trash and debris do not become frozen under the motors or rams.

m) Health & Safety

The general day to day site cleanliness, health, and safety of the Facility are the responsibility of the Operator. The Operator is responsible for maintaining the site in a safe condition for public, volunteers, and employee use. Facility Staff shall always make sure no one is near the equipment during the operation of the equipment. Signs are posted warning of the possible dangers within the Facility. First aid supplies are maintained at the site in the compactor building and Maintenance building for minor injuries; major injuries may require ambulance and other emergency services and they shall be contacted accordingly, Dial 9-1-1 in the event of a major injury. All accidents, injuries, and near miss situations will be reported by the Operator to the Administrator immediately. The Operator will also complete and submit the Accident Reporting Form (Appendix O) to the Administrator as soon as possible, no less than 24 hours.

The Operator is responsible for being aware of the type of refuse being brought to the site to eliminate possible fire hazards initiating from delivered wastes. Any hot loads shall be directed to the proper storage area and shall be extinguished immediately upon being unloaded, or spread in a thin layer to cool. The Operator shall remove the hot load to the proper disposal area once it is cooled. Refuse entering the MSW container is examined or watched to eliminate any possible combustibles or hazardous materials. In case of a large fire, the Operator shall call 9-1-1. For minor fires, fire extinguishers located throughout the Facility can be used. All incidents will be reported by the Operator to the Administrator immediately.

Facility Staff will instruct the public to use the Facility for its intended purpose only and to stay within those areas open for their use. Children shall not be allowed to wander around the premises and shall not be allowed on the site without direct adult supervision. There shall be no loitering at the Facility. Facility Staff shall always ensure that no unauthorized personnel or any members of the public are near processing equipment during operation. The Operator shall ensure that Bulky Waste is stored and transported in such a manner that it is stable and will not fall on someone and poses no hazard of falling. The doors on refrigerators and freezers must be removed before being brought to the Transfer Station. Facility Staff shall not perform, or allow to be performed, work that could pose a significant or immediate threat to public safety while the Facility is open. This does not apply to the safe use of stationary compaction equipment.

The Operator is responsible for ensuring that all Employees and Volunteers receive adequate training to be able to safely work at the Facility, recognize hazardous wastes, and exclude them (except small quantities of household hazardous waste mixed with general MSW) from the Facility (see Appendix E, Hazardous & Special Waste Exclusion Plan for further details). Employees and Volunteers are responsible for their own personal safety and are required to inform the Administrator of any required maintenance or safety modifications.

n) Security

The Facility is secured by two main gates and a third internal gate between the Transfer Station and Salt/Sand building. Gates to the Facility may only be left open when the Facility Staff are present. The gates shall be closed and locked at all other times. Facility Staff are not permitted to access the Facility outside of their regularly scheduled hours without the permission of the Administrator.

Keys to the Facility are held by Transfer Station and Maintenance staff, the Town's winter road maintenance contractor, and several commercial haulers. Commercial haulers are required to sign out their keys. The sign-out sheet is included in Appendix Q.

Security cameras are installed at the facility and provide day and night coverage of a majority of the facility. Camera monitors are located in the compactor building

o) Equipment Operation

Equipment at the Facility shall be operated in accordance with the manufacturer's instructions and safety best practices. Only Facility and Maintenance staff are allowed to operate equipment at the Facility. Volunteers and Facility users are not allowed to operate equipment of any kind.

p) Fees

Fees shall be assessed according to the Fee Schedule (Appendix K) and Waste & Recycling Ordinance (Appendix A) as amended from time to time. All fees must be paid in conjunction with the delivery of materials. IOU's are not permitted without the prior approval of the Administrator for special non-recurring circumstances.

#### 4) **FACILITY MAINTENANCE**

a) Access Roads

The access road is paved and shall be plowed, sanded, and generally kept accessible by Town Maintenance Staff during and after storms. Clean-up of roadside trash is the responsibility of Facility Staff.

b) Facility

Routine maintenance of the Facility is the responsibility of the Facility Staff. This includes maintaining the cleanliness of the buildings, equipment, and grounds, and assisting Town Maintenance Staff with building and equipment repair and maintenance as directed by the Administrator. Specific responsibilities of Facility Staff include:

- Cleaning in and around compaction equipment
- Keeping all waste areas clean and organized



- Sweeping the lot
- Removing trash from in and around the surrounding areas and woods

c) Equipment

Ensuring that all Facility equipment is properly maintained is the responsibility of the Operator. Routine maintenance such as cleaning and inspection is the responsibility of the Facility Staff; however, some maintenance will be physically performed by Maintenance Staff and specialty contractors. Compaction equipment is currently serviced by Atlantic Recycling Equipment in Rollinsford, NH – 1-800-370-7370.

d) Winter Maintenance

Winter maintenance of the Facility is a responsibility shared by Facility Staff and Maintenance Staff. Generally, care of the access road and lot using plow trucks is the responsibility of Maintenance Staff while most “fine” work involving hand tools and snow blowers, and use of the backhoe is the responsibility of Facility Staff. Specific details are identified in the Winter Maintenance Rules (Appendix G).

There is a public sand shed located at the Facility. The public sand shed is for use by Readfield residents only. Responsibility for keeping the shed filled is a shared responsibility. Any staff being informed of or observing that the shed is low or empty is expected to fill it. If the Bobcat loader isn’t available then the backhoe bucket should be filled with sand and made available.

## 5) **CONTRACTS & VENDORS**

a) Main Stream Waste and Construction & Demolition Debris

Compacted MSW and un-compacted CDD are transported by Waste Management and deposited at their Crossroads landfill in Norridgewock. The tipping and hauling contract runs for five years from July 1, 2017 through June 30, 2022. This contract is included in Appendix B.

b) Recycling

Compacted Single Sort Recycling is transported by Troiano to ecomaine in Portland for processing. Our contract with ecomaine runs for five years from July 1, 2018 through June 30, 2023. We currently do not have a contract with Troiano for hauling, but are continuing under the terms of a prior contract that expired in 2012. When hauling services were put out to bid in 2018 Troiano put in a bid that was much higher than their previous pricing and also were not the low bid, so it was decided to leave things as they were. Both contracts are included in Appendix B.

c) Metals and White Goods

Metals and crushed white goods (with any Freon removed) are hauled and processed by Grimm Industries of Auburn / Topsham. We do not operate under contract and are paid “market rates” for the scrap metal. Trucking fees are not assessed.

d) Tires

Tires are transported and processed by B.D.S. of Norridgewock. We currently pay per tire based on a price schedule without a contract.

- e) Shingles  
Shingles are hauled by Troiano to CPRC in Scarborough for processing and recycling. Our disposal contract with CPRC runs for five years from May 12, 2017 through May 11, 2022. Our shingle hauling contract with Troiano runs for five years from July 1, 2017 through June 30, 2022. This contract is included in Appendix B.
- f) Wood Waste  
Brush and natural wood debris are chipped on-site and hauled annually. We are currently working on a year-to-year basis with Cousineau Inc. of Wilton. The current service agreement is included in Appendix B.
- g) Electronic / Universal Waste  
Electronic and Universal Waste is collected and processed by Electronics End at no cost, without a contract.
- h) Freon Units  
Freon units are drained of their coolant by Electronics End for a fee, without a contract. The empty units are then transported to the metal container (or CDD as appropriate) by Facility Staff.
- i) Paint Recycling and Reuse  
Paint recycling and re-use is provided through an industry sponsored program known as PaintCare. This contract is included in Appendix B.
- j) Clothing and Shoe Recycling and Reuse  
Clothing and shoes are collected in an Apparel Impact bin on-site. These items are collected monthly without a contract.
- k) Brush Grinding and Clean Wood Grinding  
Grinding and removal of clean demolition wood and brush is performed by Cousineau's without a contract.
- l) Propane & Gas Cylinders  
Propane cylinders (large and small) are removed by a vendor contracted through the Maine Resource Recovery Association (MRRA).

# APPENDICES

# **OTHER BUSINESS**

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

### Potential Future Meeting / Workshop Items:

Investments and retirement discussion - November  
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:

**FYI**

## Eric Dyer

---

**From:** Eric Dyer <manager@readfieldmaine.org>  
**Sent:** Wednesday, July 17, 2019 8:01 AM  
**To:** 'kcema@kcema.org'  
**Subject:** FW: ICS 402 classes-Executives/Senior Officials

**From:** Eric Dyer [<mailto:manager@readfieldmaine.org>]  
**Sent:** Tuesday, July 16, 2019 2:54 PM  
**To:** 'Sean Goodwin'; 'kcema@kcema.com'  
**Subject:** RE: ICS 402 classes-Executives/Senior Officials

Good afternoon Sean,

The Readfield Select Board and Manager will all be attending the evening (6-8pm) training. Six attendees from Readfield in total. Thank you for letting us know about this important training opportunity.

Be well,

Eric

Eric Dyer, Town Manager  
Town of Readfield, ME  
Office – 207-685-4939  
Direct Line – 207-685-1818  
Cell – 207-242-5437  
Website - [www.readfieldmaine.org](http://www.readfieldmaine.org)

**From:** Sean Goodwin [<mailto:sean.goodwin@kcema.org>]  
**Sent:** Thursday, July 11, 2019 2:31 PM  
**To:** Local EMA Directors; Town City Managers and Clerks  
**Subject:** ICS 402 classes-Executives/Senior Officials

Good afternoon,


On October 15, 2019 Kennebec County EMA will be hosting two ICS-402 Overview for Executives/Senior Officials class 10:30 to 12:30 and 6:00 to 8:00. Both of the classes will be held in the Lecture Hall at the City of Augusta City Center. Next to Fort Western on the banks of the Kennebec River in downtown Augusta.

You will only have to go to one of the classes, not both!

The purpose of this course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, city, town and county managers, agency administrators, etc.).

Upon successful completion of the course, the student will have an increased level of understanding of NIMS, the Incident Command System, and how it applies to and effects their jurisdictions before, during and after emergencies. This is a NIMS required course for all Executives and Senior Officials as well as elected officials no matter the size of the town or city. It also keeps your town complaint and does not exempt you in getting Fire Act and Homeland Security grants. We understand that it takes a portion of your already busy day however, we have made an attempt to get as many people as possible there by offering the two times above.

Please Confirm your attendance at [kcema@kcema.com](mailto:kcema@kcema.com)



## Katahdin Area Trails has received a \$250,000 grant to expand a network of mountain bike trails into downtown.

By **DEIRDRE FLEMING**  
*Staff Writer*

**M**ILLINOCKET — Matt Polstein stopped his mountain bike a short distance from where views of Mount Katahdin tower over Millinocket Lake. As a rainstorm soaked Polstein and a group of riders, he quoted Thoreau: “Cold and damp? Are they not as rich experience as warmth and dryness?”

His optimism in the face of a drenching rain mirrors the businessman’s hope for the Katahdin region. Polstein has been at the forefront

of ecotourism in Maine for a quarter-century as the founder and owner of New England Outdoor Center on the outskirts of Millinocket. The outdoors resort caters to snowmobilers, Nordic skiers, hikers, canoeists, rafting enthusiasts – and most recently, mountain bikers.

Now, as executive director of Katahdin Area Trails, Polstein and others are working to turn Millinocket into a mountain bike mecca – one they think will bring significant economic impact to the former mill town.

This summer, the nonprofit Katahdin Area Trails received a \$250,000 fed-

eral economic-development grant to expand the network of mountain bike trails started by the group in 2014. The funds will expand the bike trails located beside Polstein’s resort from 6 to 16 miles and build Maine’s first gravity trail – a downhill-specific bike park full of berms and jumps on Hammond Ridge. But the vision shared by Polstein, other board members and national mountain-bike experts goes far beyond: To build the trail system from Polstein’s resort to the heart of Millinocket, 10 miles to the southeast

Please see **TRAILS**, Page C7

*Derek Davis/Staff Photographer*

Advocates envision the Katahdin Area Trails stretching 10 miles to the southeast to downtown Millinocket.



# TRAILS

Continued from Page C8

and throughout the forested region. In the past five years, the Katahdin Area Trails has spent more than \$300,000 on the trail system. Because the system is situated just south of Baxter State Park, the Appalachian Trail, and Katahdin Woods and Waters National Monument, Polstein and bike advocates say it's a natural place to court the mountain-bike tourism enjoyed by other rural New England towns.

"Not every town should become an outdoor mecca and have that as the basis of the economy. In this case, there's the potential to develop as many as 100 miles of trails," said Mike Smith, a Katahdin Area Trails board member and director of the nonprofit Outdoor Sports Institute. "Six miles of trails (right now) is not a lot. But there is funding for another 10. Work is being done on the next phase. And we are building with enthusiasm. You saw a lot of people with bikes on their vehicles riding around town this summer. You didn't used to see that."

## BUILT IT, AND THEY CAME

The Kingdom Trails in Burke, Vermont, is the blueprint. The trail system that started in 1994 offers a 100-mile network of rolling, woodland bike trails for all abilities. It has increased summer visitors from 4,400 in 2003 to 106,000 in 2016, said Tim Tierney, the former director of the Kingdom Trail Association, now the Vermont Department of Economic Development's director of business recruitment and international trade.

Then, in 2010, Carrabassett Valley started funding the local mountain bike club in an effort to expand the network of bike trails from the Sugarloaf Outdoor Center to the surrounding area to grow summer tourism.

The goal was a heralded trail



Matt Polstein, owner of the New England Outdoor Center leads riders on mountain bike trails. The Katahdin Area Trails received \$250,000 in federal funding to build 9 miles of bike trail.

land. Its soil includes a mix of sand, silt and clay that can be shaped and will drain well for trails - along with plenty of rocks to add interesting features. And then there are those wild big-sky views.

"We are working with other landowners to develop the concept plan, but the potential is definitely there," said Kasacek, who was in Millinocket last week to teach trail building.

**FROM DEPRESSED AREA TO DESTINATION**

Millinocket's population decreased from 6,700 in 1995 to 4,300 in 2017, the result of the decline and eventual closing of Great Northern Paper's mill in 2008. Polstein believes a mountain-bike trail network leading to the downtown - where new entrepreneurs could cater to active outdoor tourists - could reverse that trend. He intends to open a bike shop in a building he co-owns on Penobscot Street in town - Polstein already offers a gift shop, with bikes for sale, in the space. Plans call for a micro-brewery - which he will call Katahdin Brewing - are in the works at Polstein's resort.

The local library, now called the "Gear Library," has started offering bike rentals as well as books.

The local nine-hole golf course, the hospital and the school all may host bike trails, Polstein said. There's also hope that the large land-owning paper companies will join in the effort to build a trail system and promote greater ecotourism in the region, he said.

Without a doubt, Polstein's outdoor center will benefit if the Katahdin Area Trails succeed. But Katahdin Area Trails also is made possible because of Polstein's resort, and land he owns.

"It's a symbiotic relationship,"

Polstein said.

At the New England Outdoor Center, the view of Katahdin dominates. But behind the sporting camp and its large log-cabin-style River Driver's Restaurant, a sign for Katahdin Area Trails leads visitors into a quiet woodland, where trails wind through rolling, tight turns and over narrow, wooden bridges that span small brooks. The flowing trails in the northern forest are accented with boulders, cairns and rising wooded slopes.

Currently, 5 miles of the trails are for beginners. Just 1 mile is designed for intermediate riders, a section that offers steep dropoffs for those who want to take to the air. The trails are free to all. The outdoors Center provides fat-bike rentals and gear.

As the trail system grows, Polstein envisions a large signature mountain bike festival that his sporting camp could host - and introduce hundreds, if not thousands, of outdoor tourists to the Katahdin region.

"I think our success will hinge in part on the fact we have great terrain and we are thoughtfully, professionally building trails," Polstein said. "More importantly, however, is the connection we have to the other great resources in the Katahdin region, and a community of supporters."

Deirdre Fleming - 207-791-6452  
dfleming@pressherald.com  
Twitter: @FlemingPph

# THE "BUSINESS" OF OUTDOOR RECREATION

BEFORE WE CAN GROW OUR "OUTDOOR ECONOMY" WE NEED TO FOCUS ON WHAT'S ALREADY MADE VERMONT A GREAT OUTDOOR RECREATION STATE: OUR TRAILS AND THE ORGANIZATIONS THAT MAINTAIN THEM. BY TOM STUESSY



VMBA volunteers logged over 30,000 hours last year to build trails like this one. Photo courtesy VMBA

Outdoor recreation is part of who we are as Vermonters. When we get home after a ride, we are more accepting and peaceful because we've burned some of life's challenges away. That difference is felt by everyone we interact with—at least until we get itchy to get back out.

When work gets stressful and my responses a bit shorter, my partner will ask me, "When was the last time you were on your mountain bike?" She understands that time on my bike is how I keep my life in balance. Most Vermonters can relate to the medicinal value of time in the woods and on trails.

While outdoor recreation is invaluable to us as individuals, the work it takes to build the trails does have a price tag.

The trail day volunteers of the Vermont Mountain Bike Association logged over 30,000 hours of volunteer time in 2018. This figure is dwarfed by the sum total of other trail-based nonprofits in Vermont. The economic value of trail volunteerism (at minimum wage) represents well over a million dollars every year, here.

To ensure continued and protected access to trails, trail-based nonprofits certainly need your trail day participation and membership dues. But if we want to continue the immense progress Vermont has made toward becoming a mountain biking, hiking and backcountry skiing destination—one that keeps Vermonters healthy and attracts new people to the state—trail-based nonprofits need more.

Businesses and government need to come together and recognize that without outdoor recreation there is no outdoor recreation economy.

Nationally, the "outdoor recreation economy" craze has quickly sparked a range of business-oriented reactions. Throw a rock and it's likely you'll hit another boutique gear endeavor. The rate at which fancy gear catalogs are showing up at the house has steadily ramped up. Universities are launching new Masters programs centered on the economics of outdoor recreation. For example, Western State Colorado University has launched a Masters in The Outdoor Industry. It will be interesting to see how this program, and others that are sure to follow, will incorporate the role of trail-based nonprofits as part of a sustainable business model.

Colorado, Maine, Oregon and many other states are creating state-funded offices of outdoor recreation focused on

supporting the "industry." The buzz is real and nonprofits in every state need to step up and take their place in this conversation.

Make no mistake, tourism is a 12-month national competition. To be competitive, Vermont would be well-served to fully invest in showcasing how and why we are unique. And our network of trail-based nonprofits is where it all starts—a network that isn't replicated anywhere else in the country.

We also need outdoor-minded businesses of all types—not just those making socks or snowboards—to recognize what Vermont's trail infrastructure means to their success.

Take country stores: They are iconic in Vermont. They're also magnets for outdoor enthusiasts. A new trail network near a country store is a sure-fire way to increase revenue. Forty extra sandwiches a week is an important difference—that is the Vermont outdoor recreation economy.

Vermont's outdoor ethos is illustrated through individuals' connection to place. It's also seen in our choices to go out of our way to support those businesses that reinforce those vibes, from a local bike shop or cheese coop, to insurance agencies, chiropractors and the local country stores.

In essence, Vermont's outdoor recreation economy is a volunteer economy. A business doesn't have to build or sell bikes to effectively show support. So, how do businesses of all types learn to embrace and take full advantage of partnering with nonprofits?

1. *Share the connection* between the trails and their value to your employees and customers.

2. *Encourage your professional*

*network of businesses* and their employees to participate in membership, fundraising, events, trail days, etc. Co-host an appreciation party at your business.

3. *Work with local trail-based nonprofits* to engage their membership with things such as offering discounts to members for a newsletter announcement showing how your business supports community values. This will create a lot of excitement among your employees.

4. *Offer in-kind expertise* (say, legal advice or accounting) to local nonprofits to help an organization through growing pains. Your generosity will be reciprocated!

5. *Host a unique event* and bring other outdoor-minded businesses' employees together. Illustrate that by measurably partnering with a local trail group each business can showcase how it values the community. Make the connection visible beyond a social post or newsletter.

6. *Extend nonprofit membership* as part of your employee benefits program.

7. *Name a trail grant* on behalf of your employees. See if your employees are willing to set up the grant criteria and comprise the selection team. Follow up by hosting a trail day with your employees to help build the project in concert with the local trail group.

8. *Partner with a local outdoor store* or organization to demo some equipment for your employees – link the event to the local trail organization.

There are a few outdoor businesses in Vermont that do an amazing job of this. Outdoor Gear Exchange supports a long list of community outdoor grants

every year. Skirack has been a longtime supporter of the Vermont Mountain Bike Association through grants and is a trusted sounding board for new ideas. Cabot Co-op was the first to support the "Naming Trail Grant" concept, where a business establishes grant criteria, serves on the award committee and encourages their staff to participate in trail days for their project. This couples businesses of all types with VMBA in a manner that allows them to share an excitement for what is important to their employees and community. FUSE Marketing, VESCU, Good Luck Coffee, Long Trail Brewery, Repro, Kaden Apparel, SDR Clothing, rKMiles and others have illustrated to their employees, customers and community that trails require investment.

Moving forward, trail-based nonprofits and their members need to point out their value and role in the "outdoor recreation economy" at every opportunity. If we all were to be in touch with our legislative representatives and expressed how they can support our trail organizations, our collective power would be magnificent.

When speaking with your representative, encourage them to advocate for all public land managers to embrace long-range planning for trail building, and utilize the lead of trail-based nonprofits to get more outdoor-minded business involved.

This will serve multiple important outcomes. For example, it will help ensure ecological sensitivity and support a range of recreational pursuits, leading to more tourism and its tremendous economic benefits. It will keep Vermont's amazing volunteer force excited: It will help to disperse user demand, which is quickly intensifying and putting more pressure on volunteerism. Lastly, it will help to align fundraising with clear timelines and state and federal grant cycles. Creating this clarity is a critical part of keeping communities involved.

Nationally, this discussion can evolve to meaningfully illustrate the fragile balance between outdoor recreation and outdoor-minded business, and highlight which inspires the other.

For more information on how Vermont's outdoor-minded businesses are doing a great job of aligning with outdoor recreation, see [vmba.org/voice/](http://vmba.org/voice/).

Tom Stuessy is executive director of the Vermont Mountain Biking Association.



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Molly Saunders  
Linda Stanton  
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September 12, 2019

Town of Readfield  
8 Old Kents Hill Rd  
Readfield, ME 04355-4126

Dear Eric,

Thank you and the Town for your generous contribution of \$2,500.00, which we received on 9/12/2019 for 2019 membership of the Town of Readfield. Your support will have a big impact on supporting our critical lake-protection programs, such as Water Quality Monitoring, Courtesy Boat Inspections and the Youth Conservation Corps, helping us keep our beloved lakes clean and healthy.

Here at the 30 Mile River Watershed Association, our mission is to preserve, improve and protect the lakes and ponds within our watershed. We are currently finishing up our water quality monitoring and boat inspections for this year so our data has not been updated. Although last year, we conducted 1,489 courtesy boat inspections, monitored and surveyed ten lakes and ponds for water quality and invasive aquatic plants, and partnered with eleven landowners to address erosion and runoff issues. Despite this, the threats to our lakes and ponds grow with every passing day.

Each year, we continue to expand our programs to better protect this region. This is only possible because of your thoughtful contributions.

Again, we thank you for your support and helping us succeed in our mission.

Gratefully,

Lidie Robbins,  
Executive Director