

Readfield Select Board
Meeting Agenda
November 4, 2019, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:45 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

20-038 - Minutes: Select Board meeting minutes of October 7, 2019.

20-039 - Warrants: #16-19 (FY20).

Communications - 25 min.

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Age Friendly Committee minutes of August 14, 2019
- Library Board minutes of September 11, 2019

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

Appointments, Reappointments, and Resignations - 5 minutes

20-040 - Consider the appointment of Ed Sims to the Budget Committee

20-041 - Consider the appointment of Betty Morrell to the RSU #38 School Board

New Business - 65 min.

20-042 - Consider requesting a speed and traffic study for Sturtevant Hill Rd., Beaver Dam, Rd., Chase Rd., and Scribner Hill Rd. - 5 min.

20-043 - Conduct a review of the Emergency Operations Plan - 20 min.

20-044 - Conduct a review of existing and proposed Ordinances for the 2020 Town Meeting - 15 min.

20-045 - Conduct a review of municipal investments policies - 20 min.

20-046 - Consider setting a schedule for future Select Board meetings - 5 min.

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

Adjournment

Readfield Select Board
Meeting Agenda
November 5, 2019, Readfield Town Office
Select Board Meeting starts: 4:30 PM

Pledge of Allegiance (4:30pm)

Executive Session

To have the Readfield Select Board hold an executive sessions to consider a personnel matter pursuant to 1 MRSA, Section 405, subsection 6(A).

Regular Meeting Items

20-047 - To have the Select Board consider any appropriate action pursuant to the prior Executive Session discussion.

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – October 7, 2019 – *Unapproved*

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

Excused Absence: Kathryn Woodsum

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Robert Harris, Greg Durgin, Robert Peale, David Ledew (Town Assessor), David Erb, Mark Edgecomb, Ken Edgecomb

Mr. Bourgoine called the Select Board meeting to order at 6:33 pm followed by the Pledge of Allegiance.

- **20-027 – Minutes: Select Board meeting minutes of September 9, 2019**
 - **Motion** made by Mr. Price to approve the Select Board meeting minutes of September 9, 2019 as presented, **second** by Mr. Eno. **Vote** 4-0 in favor.

- **20-028 – Warrants #11-15 (FY20)**
 - Mrs. Woodsum reviewed warrants #11-13 (Mr. Bourgoine filled in for review to Select Board due to Mrs. Woodsum being absent), Mr. Eno reviewed Warrants #14-15 (FY20)
 - **Motion** made by Mr. Bourgoine to approve warrant #11 in the amount of \$86,165.44, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Bourgoine to approve warrants #12-13 in the amount of \$86,656.15, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Eno to approve #warrants #14-15 in the amount of \$455,691.78, **second** by Mr. Price. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Price: He has been the web Facebook manager for the Town of Readfield's Facebook page; a really great resource and wants to lead people to the Facebook page to check it out. If you have anything to share or want to give feedback, just reach out to us.
 - Mrs. Sammons: Attended the KVCOG annual meeting last week with Mr. Bourgoine and they are thinking that we should start using them more and their resources that are available.
 - Mrs. Sammons: Spoke with Darcy Whittemore and due to a lot of kids last year without reflective protection, she is getting 200 slap bands to be given out at the library and the UMH at the trunk or treat event for the safety of the kids. Also need more trunks for this year's trunk and treat, contact Mrs. Sammons.
 - Mr. Bourgoine: Reminder to vote on November 5th for two referendum questions. Absentee ballots are now available.

- **Staff Reports**
 - Mr. Dyer went over his Town Managers Report dated October 7, 2019.
 - Code Enforcement Officer written report included in packet.

Consensus of the Select Board to take item #20-029 out of order

- **20-029 – Consider nullifying an improperly assessed 2012 Supplemental Tax for Account #690**
 - Mr. Dyer gave a brief review. Would like to get off books, have abated by Board of Assessors and Select Board. The amount would be \$1,203.66. Should never have been assessed in the first place due to disbandment of organization.

Readfield Select Board
Regular Meeting Minutes – October 7, 2019 – *Unapproved*

- **Motion** made by Mrs. Sammons that the Select Board abates the supplemental tax bill from 2012 in the amount of \$1,203.66, account #690, **second** by Mr. Eno. **Vote** 4-0 in favor.

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

- 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

Thank you for submitting your minutes

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

- David Erb: Sees that there is a new trail behind his house and his neighbor and has some observations. Believes they are both abutters of the new trail. Recommends that they move the end or where it comes out and for it to not be so close to the abutting properties. Bob Harris believes that the Conservation Commission is working on those trails and some of the old stones that are located there.
- Mr. Durgin wanted to thank Ben Rodriguez and Anna Carll for their help recently and Kristin Parks for always being gracious and helping out at the town office.

New Business:

- **20-030 – Consider Automobile Graveyard Permit application**

- **Motion** made by Mr. Bourgoine to approve the permits for Ken's Drag-In Auto, Antique Auto and Lucas Auto Parts and Salvage, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

Consensus of Select Board to take item #20-031 out of order

- **20-032 – Consider a proposal for trail work on Morrill Road**

- Robert Peale gave a brief introduction, wants to expand the trails off the Morrill Road and make safer means of those walking, especially with the walking traffic from Nickerson Hill Road and surround walking trails. Review of map that is included in the packet. The proposed length of the connector is around 300-500 feet. The town still has a public easement over the end of the discontinued road. No plans of parking areas, just the connector. Has tried to have contact with abutters (certified letters) but have heard nothing from them at this time.
- **Motion** made by Mr. Price to move forward and give the approval to the trails committee with the Morrill Road Trail, **second** by Mrs. Sammons. **Amended motion** to amend Mr. Price motion by Mr. Eno that this be for preliminary for the trail, **second on amendment** by Mr. Bourgoine, **Vote on amendment** 4-0 in favor, **Vote on main motion** 4-0 in favor.

- **20-031 – Discuss the status of repairs to the Library Roof**

- Mr. Dyer gave a brief update. Had a bid opening and the bids were higher than anticipated they would be. Mr. Dyer went back and spoke to the engineers and to the lowest bidder, HE Callahan to find a solution. At this time the recommendations have been to combine with the Fire Station Project or reach out to the Towns insurance company and see if they can help with repairs. HE Callahan offered to take a look and found a temporary solution for the winter and avoid any further damage with a roof bracing proposal which Mr. Dyer has moved forward with.

Readfield Select Board
Regular Meeting Minutes – October 7, 2019 – *Unapproved*

- Discussion amongst the Select Board on options that may be available and best suited for the town and the library repairs.
- **20-033 – Consider increasing Agent Fees for Motor Vehicle Registrations**
 - Effective September 19, 2019 state fees for motor vehicle registrations have increased.
 - **Motion** made by Mrs. Sammons for the town to increase fees for motor vehicles registrations from \$3.00 to \$5.00 for renewals and \$4.00 to \$6.00 for new registrations, **second** by Mr. Price. **Vote** 4-0 in favor.
- **20-034 – Consider a special event Liquor License for the Kent’s Hill School**
 - **Motion** made by Mr. Price to approve the special liquor license for Kents Hill School, **second** Mr. Eno. **Vote** 4-0 in favor.
- **20-035 – Consider applying for an LED lighting grant through Efficiency Maine**
 - Mainly for improvements to the Town Office/Gile Hall and lighting.
 - **Motion** made by Mr. Price that the Select Board gives authority to the Town manager to pursue the Efficiency Maine Lighting Grant, **second** by Mrs. Sammons. **Discussion:** If town does not receive grant Mr. Dyer would possibly come to town to still see about having project done. **Vote** 4-0 in favor.
- **20-036 – Discuss the process for conduction the Annual Review of the Town Manager**
 - Brief update by Mr. Bourgoine; notice to residents that the Town Managers Annual review will be coming up and to look for more information soon.
- **20-037 - Consider a revised Operations Manual for the Readfield Transfer Station**
 - Mr. Dyer gave a brief update. Has had 2 to 3 reviews on the operations manual done by the Solid Waste and Recycling Committee. Draft of the Transfer Station & Recycling Station Operation and Maintenance Manual included in packet. Has been over 25 years since the current manual has been updated. Will be updated yearly as needed.
 - **Motion** made by Mr. Sammons to approve the new Operations Manual for the Readfield Transfer Station as submitted, **second** by Mr. Eno. **Discussion:** Mr. Eno asked where input comes from, Mr. Bourgoine spoke that it comes from all 3 towns involved but Readfield is the head operations advisor. **Vote** 4-0 in favor.

Motion made by Mr. Price to adjourn the meeting at 8:10 pm, **second** by Mr. Eno. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

October 14, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
16	145	\$ 373,681.91	Warrant	R. Eno	Three	10/11/2019
A	145	\$ 6,010.50	State Fees	R. Eno	One	10/4/2019
B	145	\$ 3,606.65	State Fees	R. Eno	One	10/11/2019
17	158	\$ 14,397.85	Payroll	R. Eno	One	10/15/2019

SUM \$ 388,079.76

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

Treasurer's Warrant

Warrant # 16 & 17

\$388,079.76


Dates: 10/15/2019

To the Treasurer of Readfield:

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

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$14,397.85	67918-67932 167918-167926
VARIOUS VENDORS	Accounts Payable	\$373,681.91	67885-67917
	Total	\$388,079.76	

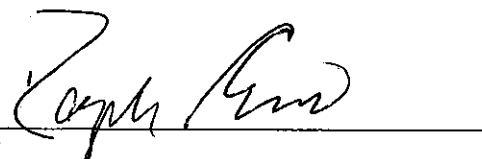
Date Signed:



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
P	999	94.16	10/17/19	16	00031 Central Maine Power Co
P	999	80.20	10/17/19	16	00031 Central Maine Power Co
P	999	212.16	10/17/19	16	00031 Central Maine Power Co
P	999	284.14	10/17/19	16	00031 Central Maine Power Co
P	999	15.33	10/17/19	16	00031 Central Maine Power Co
P	999	519.89	10/17/19	16	00031 Central Maine Power Co
P	999	15.33	10/17/19	16	00031 Central Maine Power Co
P	999	15.33	10/17/19	16	00031 Central Maine Power Co
P	999	30.43	10/17/19	16	00031 Central Maine Power Co
P	67885	5,572.50	10/03/19	16	00086 SECRETARY OF STATE (MOTOR VEH)
P	67886	435.00	10/03/19	16	00098 TREAS., STATE OF MAINE (IFW)
P	67887	3.00	10/03/19	16	00100 TREAS., STATE OF MAINE (DOGS)
P	67888	3,606.65	10/10/19	16	00086 SECRETARY OF STATE (MOTOR VEH)
R	67889	95.00	10/17/19	16	00643 A.A.A. PORTABLE TOILETS
R	67890	73.97	10/17/19	16	00022 Audette's Hardware
R	67891	138.65	10/17/19	16	00024 Baker & Taylor, Inc
R	67892	136.30	10/17/19	16	00153 Deborah Nichols
R	67893	1,542.45	10/17/19	16	00054 ecomaine
R	67894	28,298.07	10/17/19	16	00419 H.E. Callahan Construction Company
R	67895	1,060.78	10/17/19	16	00495 Hammond Tractor Company
R	67896	285,399.45	10/17/19	16	00056 Kennebec County Treasurer
R	67897	1,032.71	10/17/19	16	00055 KV Humane Society
R	67898	25.00	10/17/19	16	00574 LouAnn Leighton
R	67899	162.95	10/17/19	16	00152 Lowe's
R	67900	2,746.50	10/17/19	16	00066 Maine Municipal Association
R	67901	2,601.25	10/17/19	16	00424 Main-Land Dev. Consultants, Inc
R	67902	19.50	10/17/19	16	00074 MARKS PRINTING HOUSE
R	67903	27.40	10/17/19	16	00519 Maureen Kinder
R	67904	7.48	10/17/19	16	00858 PETTY CASH
R	67905	438.55	10/17/19	16	00430 POSITIVE PROMOTIONS, INC
R	67906	393.92	10/17/19	16	00841 PretiFlaherty
R	67907	54.00	10/17/19	16	00080 READFIELD CORNER WATER ASSOC.
R	67908	90.00	10/17/19	16	00192 SEACOAST SECURITY & TELE.,INC
R	67909	30,778.95	10/17/19	16	00436 Sealcoating, Inc
R	67910	910.00	10/17/19	16	00662 Sexual Assault Crisis & Support Ctr
R	67911	20.00	10/17/19	16	00561 Shredding on Site
R	67912	39.18	10/17/19	16	00647 Soule's Auto Supply
R	67913	44.45	10/17/19	16	00462 STAPLES CREDIT PLAN
R	67914	890.00	10/17/19	16	00032 Troiano Waste Service,Inc
R	67915	2.30	10/17/19	16	00286 Washington County Historical & Gene
R	67916	4,824.73	10/17/19	16	00471 WASTE MANAGEMENT OF ME-PORTLND
R	67917	944.25	10/17/19	16	00709 WASTE MANAGEMENT OF PORTLAND
Total		373,681.91			

1266.97
1267.
Transfer
118874824

Count

Checks	42
Voids	0

file Copy

Warrant 16

Vendor-----	Amount	Account-----
00643 A.A. PORTABLE TOILETS	95.00	REC,PARKS/AT / Town Propert - UTILITIES / LAVATORY
00022 Audette's Hardware	73.97	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00024 Baker & Taylor, Inc	138.65	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	15.33	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.33	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	94.16	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	519.89	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	30.43	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.33	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	284.14	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	212.16	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	80.20	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00153 Deborah Nichols	136.30	GENERAL GOVT / Admin - PERSONNEL / MILEAGE
00054 ecomaine	1,542.45	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00419 H.E. Callahan Construction Company	28,298.07	CAPITAL IMPR / Maran Dam - PUBLIC WAYS / CONTRACT SVC
00495 Hammond Tractor Company	1,060.78	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00056 Kennebec County Treasurer	285,399.45	COUNTY TAX / COUNTY TAX - ASSESSMENTS / COUNTY TAX
00055 KV Humane Society	1,032.71	COMM SERVICE / Animal Cntrl - CONTRACT SVC / KVHS
00574 LouAnn Leighton	25.00	GENERAL FUND / Gile Hall
00152 Lowe's	162.95	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00066 Maine Municipal Association	2,746.50	GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP
00424 Main-Land Dev. Consultants, Inc	2,481.25	CAPITAL IMPR / Fire Station - CONTRACT SVC / ENGINEERING
00424 Main-Land Dev. Consultants, Inc	120.00	CAPITAL IMPR / Gile Hall - CONTRACT SVC / ENGINEERING
00074 MARKS PRINTING HOUSE	19.50	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00519 Maureen Kinder	27.40	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00858 PETTY CASH	7.48	GENERAL GOVT / Admin - ADMIN / POSTAGE
00430 POSITIVE PROMOTIONS, INC	438.55	PROTECTION / FIRE DEPART - ADMIN / TRAIN & CONF
00841 PretiFlaherty	393.92	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00080 READFIELD CORNER WATER ASSOC.	24.00	Maintenance / Bldg Maint - UTILITIES / WATER
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00192 SEACOAST SECURITY & TELE.,INC	90.00	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00436 Sealcoating, Inc	30,778.95	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	5,572.50	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,606.65	GENERAL FUND / Motor Veh Fe
00662 Sexual Assault Crisis & Support Ctr	910.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00647 Soule's Auto Supply	31.19	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00647 Soule's Auto Supply	7.99	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00462 STAPLES CREDIT PLAN	44.45	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00100 TREAS., STATE OF MAINE (DOGS)	3.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	435.00	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	890.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00286 Washington County Historical & Gene	2.30	GENERAL GOVT / Admin - ADMIN / POSTAGE
00471 WASTE MANAGEMENT OF ME-PORTLND	3,876.59	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG

Warrant Recap

Warrant 16

Vendor-----	Amount	Account-----
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	584.25	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--	10,884.12
Current Total--	362,797.79
Warrant Total--	373,681.91

October 28, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
18	168	\$ 46,453.62	Warrant	R. Eno	Three	10/25/2019
A	168	\$ 2,663.63	State Fees	R. Eno	One	10/21/2019
B	168	\$ 4,411.24	State Fees	R. Eno	One	10/25/2019
19	177	\$ 14,486.39	Payroll	R. Eno	One	10/28/2019
SUM		\$ 60,940.01				

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

Treasurer's Warrant

Warrant # 18 & 19

\$60,940.01

Dates: 10/31/2019

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 EMPLOYEES	Account Payroll	Amount \$14,486.39	Check #'s 67973-67987
VARIOUS VENDORS	Accounts Payable	\$46,453.62	67933-67972
	Total	\$60,940.01	

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
P	999	28.51	10/31/19	18	00031 Central Maine Power Co
P	67933	2,663.63	10/21/19	18	00086 SECRETARY OF STATE (MOTOR VEH)
P	67934	4,411.24	10/24/19	18	00086 SECRETARY OF STATE (MOTOR VEH)
R	67935	67.00	10/31/19	18	00283 Animal Emerg Clinic of Mid Maine
R	67936	90.74	10/31/19	18	00022 Audette's Hardware
R	67937	137.97	10/31/19	18	00024 Baker & Taylor, Inc
R	67938	89.05	10/31/19	18	00029 Boxes & Bags Unlimited
R	67939	1,042.00	10/31/19	18	00862 Burts Security Center, Inc.
R	67940	22.00	10/31/19	18	00035 Community Advertiser
R	67941	184.57	10/31/19	18	00072 Consolidated Communications
R	67942	422.32	10/31/19	18	00635 CPRC Group
R	67943	1,200.00	10/31/19	18	00591 David Ledew
R	67944	1,993.50	10/31/19	18	00853 David Morrow
R	67945	995.00	10/31/19	18	00284 Electronic End, LLC
R	67946	246.80	10/31/19	18	00704 Fabian Oil
R	67947	20.00	10/31/19	18	00791 Group Dynamic Inc
R	67948	6.43	10/31/19	18	00495 Hammond Tractor Company
R	67949	107.78	10/31/19	18	00368 Holly Rahmlow
R	67950	47.50	10/31/19	18	00629 Irving Oil Marketing, Inc
R	67951	114.00	10/31/19	18	00083 Kennebec Cnty Registry Of Deeds
R	67952	32.48	10/31/19	18	00759 Kristin Parks
R	67953	7,790.53	10/31/19	18	00065 MAINE MUNICIPAL EMP. HEALTH
R	67954	120.00	10/31/19	18	00303 MAINE TOWN & CITY CLERKS ASS'N
R	67955	1,575.00	10/31/19	18	00775 Maranacook Lake Association
R	67956	800.00	10/31/19	18	00437 Mechanical Services, Inc
R	67957	260.00	10/31/19	18	00891 Mid Maine Generator
R	67958	3,487.12	10/31/19	18	00621 New England Salt Company, LLC
R	67959	347.14	10/31/19	18	00823 OTELCO
R	67960	310.00	10/31/19	18	00806 Overhead Door Company of Portland
R	67961	5.71	10/31/19	18	00858 PETTY CASH
R	67962	417.95	10/31/19	18	00673 PIKE INDUSTRIES, INC.
R	67963	300.00	10/31/19	18	00686 Pine Tree Veterinary Hospital
R	67964	320.33	10/31/19	18	00850 SOUTHWORTH-MILTON, INC.
R	67965	13.24	10/31/19	18	00696 Spectrum
R	67966	434.29	10/31/19	18	00313 Toshiba Financial Services
R	67967	193.02	10/31/19	18	00012 Traction-Genuine Parts Co
R	67968	46.34	10/31/19	18	00348 Travis Gould
R	67969	5,609.00	10/31/19	18	00681 Treas,State Maine (Pub Safety)
R	67970	5,000.00	10/31/19	18	00871 Union Meeting House
R	67971	3,857.91	10/31/19	18	00471 WASTE MANAGEMENT OF ME-PORTLND
R	67972	1,643.52	10/31/19	18	00709 WASTE MANAGEMENT OF PORTLAND
Total		46,453.62			

Count

Checks	41
Voids	0

Warrant 18

Vendor-----	Amount	Account-----
00283 Animal Emerg Clinic of Mid Maine	67.00	COMM SERVICE / Animal Cntrl - ADMIN / MISC.
00022 Audette's Hardware	26.99	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00022 Audette's Hardware	6.76	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00022 Audette's Hardware	56.99	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00024 Baker & Taylor, Inc	8.88	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	58.45	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	70.64	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00029 Boxes & Bags Unlimited	89.05	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00862 Burts Security Center, Inc.	1,042.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00031 Central Maine Power Co	28.51	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00035 Community Advertiser	22.00	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00072 Consolidated Communications	45.33	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	47.07	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	92.17	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00635 CPRC Group	422.32	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00591 David Ledew	1,200.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00853 David Morrow	1,537.38	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00853 David Morrow	456.12	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00284 Electronic End, LLC	585.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00284 Electronic End, LLC	50.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00284 Electronic End, LLC	360.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00704 Fabian Oil	246.80	Maintenance / Bldg Maint - UTILITIES / HEATING
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	4.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00495 Hammond Tractor Company	6.43	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00368 Holly Rahmlow	107.78	REC,PARKS/AT / Trails - ADMIN / Publications
00629 Irving Oil Marketing, Inc	47.50	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00083 Kennebec Cnty Registry Of Deeds	114.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00759 Kristin Parks	32.48	GENERAL GOVT / Admin - PERSONNEL / MILEAGE
00065 MAINE MUNICIPAL EMP. HEALTH	1,272.32	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	6,241.96	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	130.99	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	126.18	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00303 MAINE TOWN & CITY CLERKS ASS'N	60.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00303 MAINE TOWN & CITY CLERKS ASS'N	60.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00775 Maranacook Lake Association	1,575.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00437 Mechanical Services, Inc	800.00	Maintenance / Bldg Maint - BUILDING O&M / FURNACE MAIN
00891 Mid Maine Generator	260.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00621 New England Salt Company, LLC	3,487.12	Rds & Drain / Winter Maint - PUBLIC WAYS / EROSION CONT
00823 OTELCO	19.50	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	327.64	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00806 Overhead Door Company of Portland	155.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00806 Overhead Door Company of Portland	155.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE

Warrant 18

Vendor-----	Amount	Account-----
00858 PETTY CASH	5.71	GENERAL GOVT / Admin - ADMIN / POSTAGE
00673 PIKE INDUSTRIES, INC.	417.95	REC,PARKS/AT / Trails - PUBLIC WAYS / Gravel/Sand
00686 Pine Tree Veterinary Hospital	300.00	COMM SERVICE / Animal Cntrl - ADMIN / MISC.
00086 SECRETARY OF STATE (MOTOR VEH)	2,663.63	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	4,411.24	GENERAL FUND / Motor Veh Fe
00850 SOUTHWORTH-MILTON, INC.	320.33	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00696 Spectrum	13.24	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00313 Toshiba Financial Services	434.29	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00012 Traction-Genuine Parts Co	193.02	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00348 Travis Gould	46.34	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00681 Treas,State Maine (Pub Safety)	5,609.00	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00871 Union Meeting House	5,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00471 WASTE MANAGEMENT OF ME-PORTLND	3,116.31	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	1,098.12	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	545.40	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
Prepaid Total--	7,103.38	
Current Total--	39,350.24	
Warrant Total--	46,453.62	

COMMUNICATIONS

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

Age Friendly Committee Minutes - August 14, 2019

Present: Maggie Edmonson, Ed Dodge, Ann Mitchell, Marianne Perry, Romaine Turyn
Excused: Donna McGibney
Guest: Nancy Russell

The meeting was called to order at 10:10.

Nancy Russell was welcomed to the meeting. She attended to see if she might have interest in serving on the Committee. An invitation was extended to her to attend the luncheon at Marjorie Ellis' house directly following the meeting

Minutes

The minutes of the July meeting were approved with one correction.

Heritage Days

The Committee had a table in front of the Library. All agreed that this was not the best location for the table since not much else was happening at that location in contrast to the year before. Even so, there was some interest and several persons stopped by and said they were interested in getting involved. Romaine and Ann staffed the table.

The book sale looked busy and perhaps we should have set up outside the Fire Station.

Marianne reported the lawn sale was good but not great.

Other

The Winthrop festival is the following weekend and we will have materials there –primarily focused on transportation. Ann is peripherally involved with that effort.

Romaine shared that the kayak racks are constructed and ready to be used at the Readfield Beach. While not a direct result of our efforts, having a rack at the beach is certainly an Age Friendly effort on the part of the Town.

Romaine asked if all received upcoming notifications of webinars and the AARP regional meeting. Some members recalled receiving these, others had not. Romaine agreed to forward the information.

Readfield U

The committee discussed Maggie's draft article for the Messenger and Advertiser announcing the meeting on September 26th on Readfield U. Members made suggestions. We will have cider and doughnuts. We need to start including the Library Board in our meetings. Maggie will invite Betty and Jan to our next meeting. Romaine will reach out to Cammie. Readfield U will be first on the agenda for the next meeting.

Handy Helper brochure

It is becoming clear that our brochure is a bit unclear in places. Members agrees to take a look at it independently and to bring suggestions/edits to the next meeting.

Next Meeting

The meeting adjourned at 11:30 so that members could travel to Marjorie's for the than you luncheon.

READFIELD COMMUNITY LIBRARY BOARD MINUTES
SEPTEMBER 11, 2019

The meeting was called to order at 6:30 by Chair, Deb Peale.

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

Excused: Jen Bonnefond

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

Treasurer's Report: The July and August reports were approved.

Librarian's Report:

General Updates:

- We continue to receive positive feedback for the upgrades in the circulation area.
- We need a few more signs for the circulation desk.
- It would be nice to have a plaque saying the renovations were made possible by a grant from the Stephen and Tabitha King Foundation.
- Heat pumps worked very well this summer regarding temperature and humidity level.
- Maureen will be taking vacation on Sept. 28, October 25 – Nov. 2.
- Diana O'Toole has donated a homemade quilt to raffle off. We will start showing it through Oct. and Nov. with the drawing to be held at the Tree Lighting in December.

Programs/Event Updates:

- Summer Reading Program: 48 children signed up with 63 reading logs handed in for a total of 189 hours of reading
- Story time at the beach: Story time was hosted by Pat Clark and held each Thursday in July and August. Participation was better in July than in August
- Author Barbara Walsh talk: This event was held on August 24 at the Readfield Union Meeting House with 32 attendees.
- Martin Swinger Songwriter and Sing-along: This event was held on August 3 at the Readfield Union Meeting House with 12 attendees.
- Chewonki's "Owls of Maine": Due to inclement weather this event was held at Gile Hall. A total of 102 attendees, 41 children and 61 adults.

September Events:

- Maine Humanities Council Let's Talk About It series begins this month. First book is "Bless Me, Ultima" by Rudolfo Anaya to be discussed on Monday, Sept 30 at 6:30.

October Events:

- "Guess the weight of the pumpkin" contest. Will do this again this year.
- "Let's Talk About it October selection is "Go Tell It on the Mountain" by James Baldwin to be held on Monday, Oct. 27 at 6:30.
- Halloween is on Thursday this year. We will be open from 4 to 7 for Trick or Treaters.

Librarian's Report Accepted:

Old Business:

- Renovations: Circulation area renovations are near completion.
- Book Sale: Very successful. Many books were brought to the firehouse the day of the sale. Will continue the book sale with advertising to bring books the day of sale. Need many people to help sort books at beginning of sale and about 4 or 5 people to help bring books to Goodwill at end of sale.
- Friends of the Readfield Community Library: Deb will meet with the Friends to solicit their help with the quilt raffle and make suggestions for other fundraisers.
- Age Friendly Committee Cooperative Program: A couple of meetings will be held in September. More information will be available in October.

New Business:

- New Library hours: New hours were suggested. Tabled until October for further study.
- Volunteer Appreciation event: This event will be held on Wednesday, Oct. 16, at 6:30. This event will be in conjunction with an open house to invite residents to view the renovations of the circulation area.
- Elections of Board Members for the year: A slate of Deb Peale, Chair, Brenda Lake, Vice Chair, Sonya Clark, Treasurer and Betty Peterson, Secretary was voted on and approved.
- Pot luck dinner/game night fundraiser at Van Der Brew was tabled.

Next meeting will be held on Wednesday, October 2 at 6:30 at the Library.

Meeting adjourned at 8:15.

Respectfully submitted,

Betty Peterson, Secretary

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Readfield Select Board
November 4, 2019
Item # 20-040

TOWN OF READFIELD

APPOINTMENT APPLICATION

OFFICE USE
DATE RECEIVED

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

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

Which Board, Committee or Commission

are you applying for?

BUDGET Committee

Term:

6/30/22

Do you have previous experience on this board or committee?

Yes

No

Name: Ed Sims

Phone (H):

Street address: 55 Old Wents Hill

Phone (C):

207-557-5613

Mailing address: edwsims@gmail.com

E-Mail:

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

Administration oversight of large budgets
for States of MAINE

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

Be helpful to the Town

If you are currently employed, what is your position?

Retired

APPLICATION FOR APPOINTMENT FOR:

Name: Ed Sims Position: BOARD Member Term: 6/30/22

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

Check one!

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

Name: Ed Sims Date: 10/1/2019

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No
Was this position advertised? Yes No If no, please explain:
Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No
Confirmed meeting date: 11/4, 2019

SELECT BOARD APPROVAL

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

11/4/19 thru 6/30/22. Given under our hand this 4th day of Nov 2019.

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date

Readfield Select Board
November 4, 2019
Item # 20-041

TOWN OF READFIELD

APPOINTMENT APPLICATION

OFFICE USE
DATE RECEIVED KMP

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

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

Which Board, Committee or Commission

are you applying for?

RSU 38 School Board

Term:

2019-2020

Do you have previous experience on this board or committee?

Yes

No

Name: Betty Morrell

Phone (H): 207-685-7259

Street address: 273 Sturtevant Hill Road

Phone (C): 207-485-5300

Mailing address: PO Box 135, Readfield, ME 04355

E-Mail: bjmorrell273@gmail.com

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

Retired teacher/administrator. I have served on this board for a previous term.

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

With the resignation of Adam from this committee, I want to make sure we have continued representation. I continue to be interested in educational matters.

If you are currently employed, what is your position?

I am retired.

APPLICATION FOR APPOINTMENT FOR:

Interim 6/30/20

Name: Betty J. Morrell Position: RSU 38 School Board Term: 2019-2020

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

Check one!

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

Name: Betty J. Morrell Date: 10/10/2019

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No
Was this position advertised? Yes No If no, please explain: Resignation Oct 2019
Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No
Confirmed meeting date: 11/4, 2019

SELECT BOARD APPROVAL

To Betty J. Morrell of Readfield, in the County of Kennebec and State of Maine: There being a position on the RSU 38 School Board we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

thru . Given under our hand this day of 20

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date:

Kristin Parks/Town of Readfield

From: Betty Morrell <bjmorrell273@gmail.com>
Sent: Thursday, October 10, 2019 2:12 PM
To: info@readfieldmaine.org
Subject: Application for RSU School Committee appointment
Attachments: 2019_appointment_application_revised_7-9.pdf

I was contacted by a current school committee member last night and was told that Adam had resigned his position. I was asked if I would be interested in returning to the board. I would be very interested in returning to the board and representing Readfield. I continue to be interested in our schools' work and future.

I have attached the application for this appointment! Thank you for your consideration.

Betty Morrell

Sent from Mail for Windows 10

NEW BUSINESS



TOWN OF READFIELD

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

October 28, 2019

Dave Allen
Region II Traffic Engineer
Maine Department of Transportation
98 State House Station
Augusta, ME 04333

Dear Mr. Allen,

On behalf of the Select Board and residents of the Town of Readfield I respectfully request that a traffic and speed study be conducted on the following roads in Readfield for the primary purpose of establishing speed limits:

Sturtevant Hill Road
Beaver Dam Road
Chase Road
Scribner Hill Road

Please let me know if there is anything that my office can do to facilitate your work. Thank you for your consideration of this request and I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads "Eric Dyer". The signature is fluid and cursive.

Eric Dyer, Road Commissioner
Town of Readfield

Town of Readfield

Emergency Operations Plan

November 4, 2019

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1. Scope and Acceptance

This plan will be used during disastrous situations where the Town's populace is affected and will need police, fire, emergency medical, transportation (if deemed necessary), feeding, and sheltering support. It will bring the user to the point of knowing what is to be done, and who will do it. It will not detail how these activities will be performed.

Signed:

Select Board Chair _____

Select Board Member _____

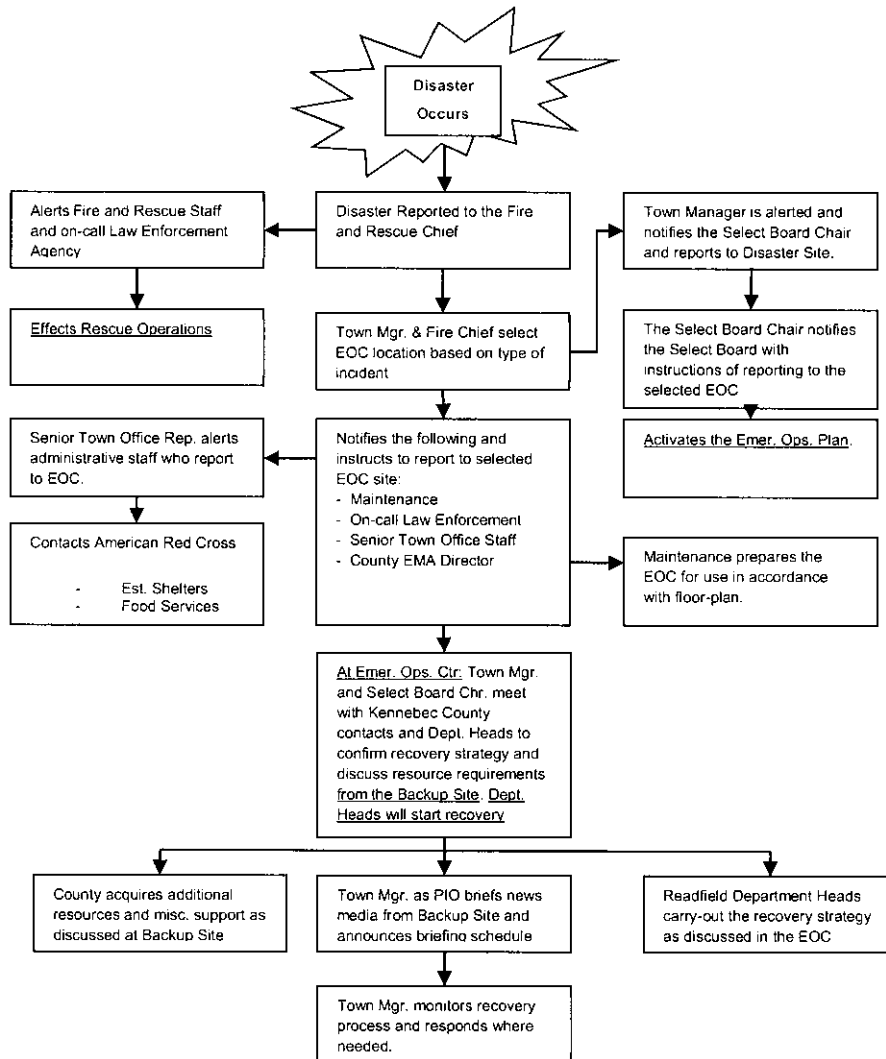
Select Board Member _____

Select Board Member _____

Select Board Member _____

Date: _____

3. Recovery Flowchart



4. Readfield's Emergency Organization and Response

It is the intent in developing the Town of Readfield's Emergency Operations Plan (the "Plan") that the Plan will fully comply with the standards and practices stated in the National Incident Management System (NIMS). In case of any conflict between this Plan and any NIMS policy, the NIMS policy should have priority and the Plan should be adjusted accordingly.

This Plan is intended to be an overview of functions to be performed during an emergency. The Plan does not give detail on how any particular function will be performed. It is presumed in this Plan that the emergency response providers named in this Plan will already have developed, and will be well practiced in, execution of their responsibilities during an emergency.

Implementation of this Plan must be as self-triggering as possible. This is accomplished through ongoing familiarization of the Plan by all Town employees and through periodic testing. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, or other non-governmental agency.

The following is a breakdown of responsibilities organized by groups and/or Emergency Titles.

4.1 Select Board:

Select Board members will be required to complete NIMS Incident Command System (ICS) courses 100 and 700.

1. The Select Board will assume a leadership role during emergency operations and will be responsible for:
 - The Select Board Chair is responsible for alerting other members of the Select Board
 - Activation of the Emergency Operations Plan
 - Activation of the Emergency Operations Center (Backup Site)
 - Monitoring progress of the Emergency Operations Plan through to completion
 - Coordinate support from the Kennebec County Emergency Management Agency.
 - Working with the designated Readfield Emergency Management Director and Town Manager to provide general support.
 - Chairing all Emergency Management ongoing internal status briefings.
 - Authorizing activation of shelters through the American Red Cross
 - Authorizing request for assistance with decontamination procedures to the County EMA Director.
 - Authorizing necessary emergency funding requests.

2. Activate and monitor progress of the Emergency Operations Plan which commences when the Readfield Select Board Chair and Emergency Management Director/Fire Chief determine that the severity or length of the situation warrants plan implementation to reduce the threat to life and property to a minimum.
3. Activate the Town Emergency Operations Center. This center will provide centralized control to direct rescue and recovery operations. The Emergency Operations Center could be located at either the Readfield Fire Station or the Town Office, depending on the situation.
4. Alert the Kennebec County Emergency Management Agency (KCEMA), and authorize its assistance during a Town emergency.

Other Responsibilities (when deemed appropriate):

1. Authorize the alert and order the mobilization of the Town through Emergency Management functions by arranging for the evacuation of threatened areas through the Emergency Management Director/Fire Chief.
2. Authorize the notification of local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

4.2 Emergency Management Director

The Emergency Management Director/Fire Chief, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the disaster site.

The Emergency Management Director/Fire Chief will have completed NIMS ICS courses 100, 700, 701, 702 and 704.

Specific responsibilities include:

1. Reports to the disaster site and determines the recovery strategy that should be used.
2. Determines the capability of the Town to respond to the situation and whether outside assistance is needed. This will be confirmed when the briefing is conducted at the Emergency Operations Center.
3. Develops and maintains a Town situation map identifying problem areas and deployment of responders at the Emergency Operations Center.
4. Reports to the Emergency Operations Center (Readfield Fire Station or Town Office) and conducts a briefing of the recovery strategy to be used and resource requirements

11-4-2019

with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director.

5. Prepares for disaster briefings with the Select Board, Department Heads, and the Town Manager.
6. Ensures all Department Heads have communications capabilities, especially in the field.
7. Assigns duties to Town Departments that shall be the same or similar to their normal duties.
8. Monitors the rescue and recovery processes and responds where needed.

4.3 Town Manager

The Town Manager, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the Emergency Operations Center.

The Town Manager will complete NIMS ICS courses 100 and 700.

1. The Town Manager is alerted by the Emergency Management Director/Fire Chief and, in turn, alerts the following people:
 - The Kennebec County Emergency Management Director
 - Select Board Chair
 - On-call Law Enforcement Agency
 - Maintenance
 - Senior Town Office Administrative Staff Contact

Provides general support, such as:

- Completing emergency contact of the Select Board Chair, Readfield Dept. Heads, and Kennebec County EMA Director
- Alerts Maintenance with instructions to prepare the Emergency Operations Center (EOC) with pre-arranged floor plan for use.
- Alerts the Senior Town Office Administrative Staff Contact who will contact the Town Administration Staff with instructions of reporting to the EOC.

When the Town Manager performs these tasks, the Emergency Management Director/Fire Chief is free to concentrate on the rescue and recovery tasks.

2. Oversees the recruitment of volunteer personnel to augment the personnel and facilities of the Town for emergency management purposes. These volunteers will

be familiarized with the Emergency Information Database (as defined in the appendices) while completing the following types of tasks:

- Conducts disaster notifications to Town residents, other boards, and agencies (as directed).
 - Tracks equipment and materials resources utilizing forms in the Appendices.
 - Conducts telephone support by answering the telephones and recording messages at the Emergency Operations Center.
 - Serves as communication coordinator to the local populace.
 - Initiates the contact to local residents that need follow-up (i.e. "Are you OK?")
 - In general, provides support as needs arise.
3. Contacts the American Red Cross to arrange for sheltering and feeding support. It is understood that that the Red Cross may not be able to provide all the resources that may be requested, and the Town Manager will be expected to supplement Red Cross support using local volunteer forces.
 4. Assists in acquiring and managing of emergency supplies that will be stored at the EOC/Readfield Fire Station.
 5. Functions as the Public Information Officer:
 - Attends all emergency internal status briefings held by the Select Board and prepares/conducts news briefings to the media.
 - Issues information and advice to the general public. Must be prepared to brief news media and answer questions. Prepares and announces a schedule for future briefings for the news media.
 - Notifies news media of time and site of any press conferences.
 - i. Includes school representative as needed in press conferences.
 - The Public Information Officer will have completed appropriate NIMS ICS training.

5. Emergency Support

5.1 Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the de facto Emergency Town Hall and serves as a central point where communications, command, and control for rescue and recovery efforts are planned and staged.

5.1.1. Maintenance:

- Prepares the Emergency Operations Center for use by following a pre-established floor-plan illustrating how the space will be utilized between the various groups who will occupy the site.
- Provides power, lighting, and other needs as directed by the Town Manager to the EOC and other locations as directed.

5.1.2 Town Office Administrative Staff

References the Readfield Emergency Information Database when completing the following functions:

- Alerts Town employees as directed.
- Reports to the EOC and contacts communications, office supply, and other vendors as directed.
- Ensures the EOC is equipped with the necessary office supplies, area maps, and easel.
- Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation.
- Tracks all expenses that relate to Town recovery efforts.
- Conducts disaster notifications to Town employees.

5.1.3 Town Manager

- Manages the recruitment and use of volunteers, though may delegate functions to the Fire Department Auxiliary due to logistics experience.
- Arranges for personal services to the Staff such as food, water, etc.
- Arranges for physical security of the EOC.
- Reserves space at the EOC for the American Red Cross representative(s).

5.2 Communications Among Emergency Agencies

5.2.1. Existing Communications Capability

- The EOC could be located in the Readfield Fire Station, the Town Office, or a school building and will use telephones for communications.
- One telephone line is available at the Fire Station. An additional telephone line could be added. The Fire Department, Maintenance, and Town Manager have 2-way radios. The Fire Department will provide additional radios to the EOC kits.
- The Fire Department, Maintenance, and Town Manager have cellular “smart” telephones. An additional smart phone will be available to the EOC.

5.2.2. Town Manager

- Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all Town departments and agencies is available to all groups.
- Ensures that all personnel are familiarized with the emergency communications arrangements.

6. Public Emergency Services

6.1. Emergency Public Information

The Public Information Officer (PIO) provides accurate and official information and instructions to the Town residents through all available media before, during, and after emergencies. The Town Manager, under direction of the Select Board, will function as the Public Information Officer.

Considerations/Assumptions:

- The local news media will be asked to cooperate with the Public Information Officer in providing information and instructions to the public in an emergency.
- No information releases will be made concerning bomb threats at the schools.

News Sources:

- FM station WMME (92 MOOSE) can provide information instructions to the public during an emergency.
- Maine State Police Dispatch will take requests to provide immediate information through the Emergency Alert System (EAS).
- The Kennebec Journal will be asked to publish informational and instructional material when the situation warrants.

6.1.1. Readfield Select Board

- Attends all disaster briefings and works with the Public Information Officer (Town Manager) and approves news releases.

6.1.2. Public Information Officer (Town Manager)

- Selects personnel to assist in providing fast accurate reporting during emergencies.
- Coordinates the collection and evaluation of information and instructions for the public.
- Maintains a list of local news media personnel and their phone numbers within the Town.
- Establishes an information center at the Emergency Operations Center for the media.
- Prepares news releases with Emergency Management Director and submits to Select Board for approval.

6.2. Evacuation

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Select Board for implementation and coordination from the Emergency Operations Center. Town Agencies have a responsibility to assist in the

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warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

6.2.1. Emergency Management Director

- Develops an evacuation plan with the Select Board, Town Departments, Law Enforcement, and Kennebec County EMA.
- Coordinates with Schools (RSU #38 and Kents Hill) for access to buses.

6.2.2. Law Enforcement

- Determines traffic and crowd control.
- Maintains security of evacuated areas.
- Alerts the general public of evacuation arrangements (i.e.: locations and times).

6.2.3. Maintenance

- Conducts road damage assessments.
- Directs contractors in clearing of debris from Town roads.

6.2.4. Select Board

- Develops an evacuation plan with the Emergency Management Director, Town Departments, Law Enforcement, and Kennebec County EMA.

6.3 Alert and Warning

The Maine State Police or the Kennebec County Sheriff's Office has primary responsibility for initial reception of any warning disseminated by the County. The Fire Chief has the responsibility of Emergency Operations Center Staff notification. Public notice must be given if the method of protecting the public includes sheltering and/or evacuation.

The Town has agreed to make contact with "at-risk" individuals during certain emergency situations. Responsibility for implementing this contact process resides with the Fire Chief, who may delegate the contact process within his direct staff or to the Fire Department Auxiliary.

Town departments will use the municipal frequency for interface including a land-line to the Schools (RSU #38 or Kents Hill) to staff their bases if the situation so requires. Primary communications with the media, County, and other surrounding local governments will be by telephone. The Maine State Police/County Sheriff's Office radio and the Mutual Aid Fire radio systems can be utilized as back-up as necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, Town portable radios, Town mobile radio-equipped vehicles, or messengers will be used.

Considerations/Assumptions:

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- The Readfield Fire Chief is the Warning Officer.
- The Schools have viable alert notification systems.
- Readfield currently has no sirens.
- Any outdoor warning devices will be maintained.
- Provide a liaison with the American Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.

6.3.1. Readfield Fire Department

- Verify warnings before dissemination.
- Alert the Emergency Operations Center Staff when it is activated.
- Disseminate a warning to the public using sirens, public address systems, Town agencies, volunteers, and media as required.

6.3.2. On-call Law Enforcement Agency

- The on-call Law Enforcement Agency has the responsibility for alert notification and for contacting the Readfield Fire Chief.

6.3.3. Available Volunteers or Town Employees

- Verify warnings before dissemination.
- Assist the Fire Department in warning the public as directed.
- Conduct door-to-door warnings as necessary for part of the population.
- Verify that nursing homes, major industries and other key locations have been notified. (*Refer to the Readfield Emergency Information Database.*)

6.4. Sheltering

The Town of Readfield could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an indefinite period of time. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross. Activation of shelters will be determined by the Select Board and will be dependent on the magnitude of the disaster. The American Red Cross has both the expertise and experience in operating public shelters.

Considerations/Assumptions:

- Primary shelter communications will be by telephone. Radios and messengers may also be utilized when available. If additional radio communications are desired, requests will be coordinated through the Town Emergency Management Director/Fire Chief. The use of Amateur Radio Operators will be considered according to availability (and could be pre-identified).

6.4.1. Red Cross

- Special needs of the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be addressed.

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- The American Red Cross will recruit necessary volunteers to complement the Shelter Operations Staff.
- The American Red Cross will coordinate with the Town Emergency Management Director and the Town Manager for any additional support that can be provided by local government agencies or by local volunteers.
- Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.
- Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.
- An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.
- The American Red Cross will be the Manager of the emergency shelters. Assistance in feeding may be provided by volunteers.
- Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.

These tasks will be reviewed with the American Red Cross to verify that they are realistic.

6.4.2. Town Manager

- Will notify the American Red Cross Shelter Service of the need for shelter services.
- Will be liaison between the Town and the American Red Cross Shelter Coordinator.
- Will coordinate outside shelter assistance requested from Town Departments and/or agencies.
- Will prepare status charts at the Emergency Operations Center to indicate the location of shelters, available spaces, etc.
- Coordinates public information concerning shelters.
- Requests, through the Select Board, assistance of the County EMA Director when the nature of the disaster requires that decontamination procedures are necessary.
- If deemed appropriate, the Town Manager will be consulted prior to shelter occupants returning to their homes. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

6.4.3. Fire Department

- Fire inspections will be continually performed by the Fire Department in designated shelters. The department will develop and use a protocol or check list or sheet for fire inspections for buildings/shelters.

6.4.4. Available Volunteers or Town Employees

- A log of incoming and outgoing messages concerning shelter operations will be maintained.

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6.4.5. Law Enforcement

- Will provide security at these shelters for public safety.

6.5 Maintenance

Arranges for manpower, equipment, and vehicles to maintain roadways as directed by the Town Manager and assists other Town agencies, when requested, with personnel, material and equipment, before, during, and after disasters and emergencies. Coordinates activities of contractors who will provide equipment and manpower as needed.

Considerations/Assumptions:

- Limited emergency supplies are maintained at the Readfield Fire Station.
- Emergency funding will be requested through the Select Board before, during, and after disaster/emergencies.
- Maintenance will maintain records of purchases and disbursements, and of hours worked, applicable to the disaster/emergency that will be kept for later reimbursement.
- Maintenance will receive warning of a disaster or emergency through communications by telephone, Fire Department Radio, or messenger.
- Maintenance has a radio for communicating with the Fire Department and Town Manager on the municipal frequency.

6.5.1. Maintenance

Preparations for Maintenance:

- Notifies contractors when needed.
 - Coordinates and prioritizes the actions of the contractors.
 - Maintains records of contractor activities for use in cost accounting.
 - Checks all appropriate Town equipment and vehicles.
 - Provides some services with Town equipment in addition to contractors.
- If necessary to restore or maintain essential services:
 - Makes use of local contractors.
 - Maintenance is responsible for:
 - Day-to-day Emergency operations of the Maintenance department and coordination with other Town agencies.
 - Clearing of debris from Town roads.
 - Supplying emergency power, if needed, to emergency shelters.
 - Coordinating transportation through the Select Board, Town Manager or the Town Emergency Management Director.
 - Training for Emergency Operations Preparation (in accordance with floor-plan) for other Town personnel.
 - Maintaining and repairing of Town vehicles.
 - Reporting to the Emergency Operations Center, if opened, and recommending its opening if the situation warrants.

7. Public Safety

7.1 Law Enforcement

Assistance will be available from the Maine State Police or the Kennebec County Sheriff's Office.

Considerations/Assumptions:

- Mission:
 - Protecting life and property.
 - Assisting in warning of residents.
 - Maintaining law and order.
 - Emergency traffic control.
 - Crowd Control.
 - Assisting residents when evacuating their homes or businesses.

- Emergency communications equipment is maintained and operated through the Town's Fire Department Headquarters by a Dispatcher.
- Twenty-four hour dispatch is covered by the Maine State Police or the Kennebec County Sheriff's Office.
- The Maine State Police and the Kennebec County Sheriff's Office have radio communications capability with Readfield's Fire Department, Maintenance, and Town Manager.

7.1.1. Law Enforcement (for KSO and State Police only)

- Normal channels will be used for day-to-day operations.
- In the event a warning is received or a disaster or emergency occurs, the following will be instituted:
 - All off-duty personnel who are residents will be called-in.
 - All personnel will be placed on stand-by.
 - All equipment will be checked and prepared for use.
 - Feeding and lodging of emergency personnel will be instituted.
 - Security and protection of departmental personnel will be maintained by the department or by calling in other area law enforcement agencies.
- Area Police assistance is provided and coordinated through the Maine State Regional Communication Center in Augusta.

7.1.2. Town Manager

- Emergency funding will be requested through the Select Board before, during, or after disasters or emergencies.
- Evacuation of endangered areas will be accomplished using a mobile public address system (provided by Fire Department or Maintenance) followed by a door-to-door check, with transportation to shelters coordinated with the Town Manager and Volunteer Pool.

7.1.3. Town Attorney

- Legal questions will be referred by the Town Manager to the Town Attorney.

7.2. Fire and Rescue

The Fire Department has the primary responsibility of responding to emergencies in the Town when a fire or threat of fire may exist. It has a responsibility of responding to fire emergencies in neighboring towns through mutual aid compacts. The Fire Department can expect assistance from other Town agencies upon request. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by Public Safety Dispatch or the Fire Chief if a response by the Department is required.

Considerations/Assumptions:

- Telephone fan-out can be used as a back-up.
- A command post shall be established at the scene with responding agencies reporting on arrival.
- On-scene communications frequency is **154.145**.
- Fire apparatus is radio equipped with this frequency.
- The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
- The Fire Chief, or Officer-in-Charge if the Fire Chief is not available, has the responsibility as Town Warning Officer for disseminating severe weather warnings.

7.2.1. Fire Department

- The Fire Chief has the responsibility of assisting in warning the population in an area recommended for evacuation.
- If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Town Emergency Management Director/Fire Chief.

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7.3. Hazardous Materials

The regional HAZMAT Team will provide support to Readfield as needed. The analysis includes fixed facilities as well as hazards on railways and highways.

Public warning of a hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System.

Considerations/Assumptions:

- Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used.
- The Maine State Police or the Kennebec County Sheriff's Office will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.
- Kennebec County Emergency Management Agency or Maine State Police Dispatch can be contacted to request the HAZMAT team, Department of Environmental Protection, and other necessary resources.

7.3.1 Incident Commander (Incident Control System)

- The Emergency Management Director/Fire Chief or the Public Information Officer/Town Manager will disseminate official information and instructions to the public when it is judged a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a shelter will be designated.

*A sample emergency message would be "At 00.00, emergency personnel were notified that an incident had occurred at the rail crossing Route 17 in Readfield Depot, resulting in the release of toxic chemicals. Residents of **Readfield** living within 1 mile of this rail crossing are advised to leave the area immediately. All efforts are being made to control the chemical release. Local and County officials have been notified. Additional details will be released as they become available."*

- If there is an immediate life-threatening situation, the Incident Commander may order a precautionary evacuation of affected areas.
- The Town of Readfield receives ambulance service from Winthrop Ambulance. Medical services are provided by the Maine General Hospital in Augusta. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading hazardous materials contamination is present. The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed, if known.

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7.3.2. Readfield Fire Department

- Hazardous Materials incidents are often accompanied by fire or injured persons. The Fire Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure.
- Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposure. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Incident Commander.
- As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department and the Town Maintenance Department. Missing or damaged items or equipment shall be repaired or replaced.

7.4. Emergency Medical Services

Any agency or department receiving information of an incident where potential mass casualties exists shall immediately notify the Maine State Police and relay the information they have received to Kennebec County Emergency Management Agency, who will then notify the Maine Emergency Management Agency Duty Officer.

7.4.1. Law Enforcement

- The State Police will, without further confirmation, notify MEMA there is a potential of a Mass Casualty Incident under direction of the Kennebec Emergency Management Agency.

7.4.2. Emergency Medical Services

- The first arriving unit: state or local police, sheriff, fire officer, or EMS crew chief, will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, or report, the information to the State Police.
- Based on the information received from the scene, a Mass Casualty Incident may be declared.
- The basic criteria for the declaration shall be any incident that will overload capabilities and resources of the local medical community.
- Readfield's Fire Department will provide a secondary dispatch center to handle non-emergency dispatch for notification of back-up crews, additional equipment, etc.
- All emergency responders shall follow their department's standard operating procedures for a mass casualty incident.

7.5. Disaster Assessment Considerations

7.5.1. Situations and Assumptions

The Town of Readfield, located in Kennebec County, in the south central section of the State of Maine, has an area of 32 square miles and a population of 2,596 (2010 census).

State highways; Routes 17, 41, and 135 provide major highway access to the Town.

The Town of Readfield has railroad traffic.

The Town has a paid part-time Fire Department.

Mutual Aid System: The Town of Readfield has mutual aid agreements with Manchester, Fayette, Mount Vernon, Wayne, and Vienna.

The Town has a limited Maintenance Department (two full-time employees).

Buses from the RSU #38 School District and Kents Hill School could provide passenger service in an emergency.

Law enforcement is handled by the Maine State Police (MSP) alternatively with the Kennebec County Sheriff's Office.

Maine State Regional Dispatch Center will provide dispatching services.

The RSU #38's school bus garage is located in Readfield. A Maine DOT Highway Maintenance garage is located in Winthrop.

There are four (4) schools located in Readfield: Kents Hill School, Maranacook High School, Maranacook Middle School, and Readfield Elementary School.

The types of industries in Town include manufacturing, auto repair, restaurants, a small grocery store, a convenience store, post offices, agriculture, building contractors, many home-based businesses, and summer camps.

There is a Transfer Station on the North Road that serves both Readfield and Wayne.

Maranacook Family Healthcare is located on South Road. Winthrop Family Practice is on Main Street in Winthrop village to the south of Readfield via Route 41/Route 133. The Maine General Medical Center in Augusta is the closest major medical facility which is approximately 10 miles away.

7.5.2. Vulnerability:

Flood plains exist mostly in areas that surround Maranacook Lake and Torsey Pond. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in Town that are located above or near designated flood plains. The frequency of extreme weather events fluctuates from year to year.

7.5.3. Assumptions:

FLOODS: Floods are the most probable natural cause of emergencies or disasters in the Town of Readfield. Spring thaws and ice breakups may cause some lowland flooding. Summer and fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in Readfield, Maine. The Town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Readfield, Maine. Hurricanes hit Maine in 1938, 1954, 1960, 1963, 1985, 1991, and 2011. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the national drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested areas of Town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreation and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt on the state's coastal areas in the past and remain a geological possibility. Readfield is situated in an unlikely earthquake zone though it experienced a small quake in October 2012. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

NATIONAL EMERGENCIES: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Readfield is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the Town's population.

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TECHNOLOGICAL HAZARDS: Hazardous Materials lead the list of potential hazards which could impact the Town of Readfield. Fuels are the most widespread materials likely to create problems. Chemicals used in manufacturing, auto repair shops, and agriculture businesses are sources of possible HAZMAT incidents. Small quantities of Hazardous Materials are stored at the Transfer Station.

RADIOLOGICAL EMERGENCIES are possible from vehicles traveling on state highways 135, 17, and 41.

AIRCRAFT CRASHES can happen anywhere in Maine. Small private planes and military aircraft are more common in Kennebec County air space. A commercial airliner, off course in bad weather, could become involved with CMP high altitude power lines and pose a threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Readfield. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

PANDEMIC FLU: Readfield has previously developed a response plan in the event of a widespread (regional) influenza outbreak. The response plan is detailed in the “Kennebec County Pandemic Flu Plan” available at the Town Office.

7.6. Plan Maintenance and Testing

7.6.1. Annual EOP Maintenance:

The Readfield Select Board will be responsible for keeping this plan up-to-date by an annual review.

Changes happen throughout the year that may involve personnel, operating procedures, and equipment used by all Town departments. These changes may require updates to the Emergency Operations Plan (EOP) in order to maintain its effectiveness.

It is recommended that a walk-through of the EOP be conducted annually by all Town department heads (collectively) to identify where updates to the EOP are required.

7.6.2. Annual EOP Testing (Drills):

Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of Town response. Also updating the EOP with this resulting information will assist in maintaining its effectiveness.

7.6.3. Establish an EOP Maintenance and Testing Process:

The following is a list of recommended tasks to ensure the Emergency Operations Plan (EOP) maintains ongoing effectiveness from year-to-year by legislatively requiring the processes to be updated and to test the EOP annually as a required annual business function:

- Pass a Town Meeting article requiring that the annual updating and testing of the EOP takes place. (This article was passed at the June 13, 2013 Town Meeting.)
- Establish an annual schedule for these events to take place. Example: August the EOP is updated, September the EOP is tested, and in October the test results are evaluated which may result in further updates to the EOP.
- Identify the costs involved with conducting these tests.
- Add the cost of conducting this test of the EOP to the annual Town budget. (This has been done in both 2013 and 2014.)

Completing these steps will ensure the effectiveness of the Town Emergency Operations Plan is always well maintained and effective.

Appendix 1: Personnel Contact Information by function

Town Manager	Eric Dyer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Dennis Price	8 Old Kents Hill Road, Readfield	577-4919	
Select Board member	Kathryn Mills Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Ralph Eno	8 Old Kents Hill Road, Readfield	685-3177	
Maintenance	Anna Carll	8 Old Kents Hill Road, Readfield	685-4939	622-6404
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contacts	Deb Nichols Teresa Shaw	8 Old Kents Hill Road, Readfield	685-4939	
Public Information Officer	Eric Dyer	above	above	above
Readfield Fire Chief	Lee Mank	above	above	above
Amateur Radio Operator	Eric Dyer	above	Call Sign - KC1KDB	above
Readfield Town Health Officer	Oscar Thomas Feagin	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

Appendix 2: Personnel Contact Information (alphabetic listing)

Bourgoine, Bruce	Select Board Chair	8 Old Kents Hill Road, Readfield	624-1977	
Carll, Anna	Maintenance	8 Old Kents Hill Road, Readfield	685-4939	622-6404
Dyer, Eric	Town Manager & Public Information Officer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Eno, Ralph	Select Board member	8 Old Kents Hill Road, Readfield	685-3177	
Feagin, Oscar Thomas	Readfield Local Health Officer	365 Winthrop Road, Readfield	685-4042	459-9597
Goodwin, Sean	Kennebec County Emergency Management Director	125 State Street, Augusta	623-8407	441-6260
Mank, Lee	Readfield Fire Chief & Emergency Management Director, Fire Chief	1288 Main Street, Readfield	685-8187	458-9495
Nichols, Deb	Senior Town Hall Administrative Staff Contact	8 Old Kents Hill Road, Readfield	685-4939	
Nolette, Mike	Deputy Readfield Fire Chief & Emergency Management Director	Sturtevant Hill Road, Readfield		
Perry, John	Volunteer coordinator	Route 41, Kents Hill	685- 3531	
Price, Dennis	Select Board member	8 Old Kents Hill Road, Readfield	577-4919	
Sammons, Christine	Select Board member	8 Old Kents Hill Road, Readfield	412-779-4368	
Shaw, Teresa	Finance Officer	8 Old Kents Hill Road, Readfield	685-4939	
Woodsum, Kathryn Mills	Select Board member	8 Old Kents Hill Road, Readfield	685-9094	441-2712

Appendix 3: Plan Participants (Identifies personnel named in the Plan)

Plan Participant	Individual assigned	Address	Phone (land line)	Phone (cell)
Town Manager	Eric Dyer	8 Old Kents Hill Rd, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Dennis Price	8 Old Kents Hill Road, Readfield	577-4919	
Select Board member	Kathryn Mills Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Ralph Eno	8 Old Kents Hill Road, Readfield	685-3177	
Maintenance	Anna Carll	8 Old Kents Hill Road, Readfield	685-4939	622-6404
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contact	Deb Nichols Teresa Shaw	8 Old Kents Hill Rd, Readfield	685-4939	
Public Information Officer	Eric Dyer	8 Old Kents Hill Rd, Readfield	685-4939	242-5437
Readfield Fire Chief	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Amateur Radio Operator	Eric Dyer	8 Old Kents Hill Rd, Readfield	Call Sign - KC1KDB	242-5437
Readfield Town Health Officer	Oscar Thomas Feagin	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

Appendix 4: Emergency Operations Center and Backup Emergency Operations Center

Locations in order of preference or depending on emergency location:

- Fire Station,
- Town Office,
- Readfield Elementary School,
- Maranacook Middle School or High School,
- Kents Hill School

Tables, chairs, computers will be available in each location. EOC kits will be located in at least three locations, currently the Town office, RES, Middle School, and Kents Hill School.

Separate areas for general operations and briefings will be established at any EOC.

Appendix 5: Contact Information for "At-Risk" individuals

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

Appendix 6: Matrix of Duties and Responsibilities

	Developing and maintaining the Plan	Organizational arrangements in support of the Plan	Providing support during an emergency	Providing direct service during an emergency	Providing Public Safety during an emergency
Town Manager	<ul style="list-style-type: none"> • Participates in annual testing or review of the Plan. • Makes arrangement for annual testing or review of the Plan. • Completes ICS courses 100 and 700. 	<ul style="list-style-type: none"> • Activates and administers Town volunteer force • Arranges for contact of the American Red Cross to arrange for sheltering and feeding support • Assists in acquiring and managing of emergency supplies will be stored at the Readfield Fire Station. • Funnels requests for emergency funding to the Select Board. • 	<ul style="list-style-type: none"> • Manages the recruitment and use of volunteers • Arranges for personal services to the Staff such as food, water, etc. • Arranges for physical security of the EOC • Reserves space, at the EOC, for the American Red Cross representative(s) • Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all town departments and agencies is available to all groups • Ensures that all personnel are familiarized with the emergency communications arrangements. • Notifies the American Red Cross Shelter Service of the need for shelter services. • Serves as liaison between the Town and the American Red Cross Shelter • Coordinates outside shelter assistance requested from Town Departments and/or agencies. • Coordinates resources for evacuation of citizens. • Refers legal issues to Town Attorney 	<ul style="list-style-type: none"> • If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Select Board to the County EMA Director. • If deemed appropriate, the Town Manager will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection. 	

Public Information Officer	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Notifies the following personnel when an emergency has occurred: <ul style="list-style-type: none"> • The Kennebec County Emergency Management Director • Select Board Chair • Kennebec County EMA Director • On-call Law Enforcement Agency • Maintenance , with instruction to prepare the EOC • Senior Town Hall Administrative Staff Contact, with instruction to contact remainder of Town staff. • 		<ul style="list-style-type: none"> • Selects personnel to assist in providing fast accurate reporting during emergencies. • Coordinates the collection and evaluation of information instructions for the public. • Maintains a list of local news media personnel within the town together with their telephone numbers. • Establishes an information center at the Emergency Operations Center for the media. • Prepares news releases with Select Board and Emergency Management Director. Coordinates public information concerning shelters 	
Select Board Chair	<ul style="list-style-type: none"> • Participates in annual testing or review of the Plan. • Will perform (or cause to be performed) an "after-the-emergency" debriefing of all participants. 	<ul style="list-style-type: none"> • Alerts other members of the Select Board • Meets with EMD to determine if Emergency Op Plan needs to be activated. 			
Select Board	<ul style="list-style-type: none"> • Approves changes to the Plan • Participates in annual testing or review of the Plan. • Assures that cost of conducting annual testing or review is included in Town budget. • Assures that the Plan is fully 	<ul style="list-style-type: none"> • Activates the Emergency Operations Plan • Activates the Emergency Operations Center (Backup Site) • Monitors progress of the Emergency Operations Plan through to completion • Coordinates support from the Kennebec County Emergency Management Agency. • Works with the 		<ul style="list-style-type: none"> • Attends all disaster briefings and works with the Public Information Officer (Town Mgr.) and approves news releases. • 	<ul style="list-style-type: none"> •

11-4-2019

	<p>staffed at all times, and that the Plan personnel shown in Appendix 3 are identified.</p> <ul style="list-style-type: none"> • All Select Board members will complete ICS courses 100 and 700. 	<p>designated Readfield Emergency Management Director/Fire Chief and Town Manager to provide general support.</p> <ul style="list-style-type: none"> • Chairs all Emergency Management ongoing status meetings. • Authorizes activation of shelters through American Red Cross • Authorizes assistance of County EMA Director for decontamination procedures. • Authorizes necessary emergency funding requests. • Authorizes evacuation of Town areas upon recommendation of Emergency Management Director • Authorizes notification of Town businesses during an emergency. 			
Maintenance	<ul style="list-style-type: none"> • Participates in annual testing or review of the Plan. • Receives training in Emergency Operations Preparation (in accordance with floor-plan) for department personnel. • Maintains local contractor in state of readiness to provide emergency services 	<ul style="list-style-type: none"> • Calls in local contractors as needed to supplement staff. 	<ul style="list-style-type: none"> • Prepares EOC for use by emergency providers, according to prearranged layout. • Provides other support services at direction of Town Manager. 	<ul style="list-style-type: none"> • Conducts road damage assessments • Reports to the Emergency Operations Center, if opened, and recommends its opening if the situation warrants. • Assumes responsibility for: <ul style="list-style-type: none"> • Day-to-day emergency operations of contractors, and coordination with other Town agencies • Approving and maintaining records of contractor activities. • Clearing debris from Town roads. • Supplying emergency power as needed to emergency shelters. • Coordinating emergency transportation services through the Town Leaders and Town 	

11-4-2019

				<p>Emergency Management Director.</p> <ul style="list-style-type: none"> • Maintaining/repairing Town equipment and vehicles. 	
<p>Readfield Emergency Management Director/Fire Chief</p>	<ul style="list-style-type: none"> • Participates in annual testing or review of the Plan. • Completes ICS courses 100, 700, 701, 702, 704. 	<ul style="list-style-type: none"> • Assures elements of the Plan are compliant with National Incident Management System (NIMS). • Assures that any changes to the Plan are recommended to Select Board for approval. • Assures that a Deputy Emergency Management Director is appointed by the Town. 	<ul style="list-style-type: none"> • Reports to the disaster site and determines the recovery strategy that should be used • Determines the capability of the Town to respond to the situation and whether outside assistance is needed. • Develops and maintains a town situation map identifying problem areas and deployment of responders at the Emergency Operations Center • Reports to the Emergency Operations Center (Readfield Fire Station) and conducts a briefing of the recovery strategy to be used and resource requirements with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director. • Prepares for disaster briefings with the Select Board, department heads, and the Town Manager • Ensures all department heads have communication capabilities. • Assigns duties to Town Departments that shall be the same or similar to their normal duties. • Monitors the rescue and recovery processes and responds where 	<ul style="list-style-type: none"> • Develops an evacuation plan with the Select Board, Town departments, Law Enforcement, and County EMA • Coordinates with Schools for access to buses 	<ul style="list-style-type: none"> • Requests Public Safety assistance as necessary from Maine State Police or from Kennebec County Sheriff's Office.

			needed.		
Readfield Fire Chief and Readfield Fire Department	<ul style="list-style-type: none"> Participates in annual testing or review of the Plan. 		<ul style="list-style-type: none"> Performs fire inspections in designated shelters 	<ul style="list-style-type: none"> Provides direct emergency services as directed by the Emergency Management Director. Verifies warnings before dissemination Alerts the Emergency Operations Center Staff when it is activated Disseminates a warning to the public using sirens, public address systems, town agencies, volunteers, and media as required. 	
Readfield Admin. Staff	<ul style="list-style-type: none"> Participates in annual testing or review of the Plan. 		<ul style="list-style-type: none"> Reports to the EOC and contacts communications, office supply, and other vendors as directed. Ensures the EOC is equipped with the necessary office supplies, area maps, and easel Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation Tracks all expenses that relate to Town recovery efforts Provides disaster notifications to Town employees 		

Volunteer personnel				<ul style="list-style-type: none"> • Verifies warnings before dissemination • Assist the Fire Department in warning the public, as directed • Conducts door-to-door warnings necessary for part of the population. • Verifies that nursing homes, major industries and other key locations have been notified. • Provides support under the direction of the Red Cross at shelters. • Maintains a log of incoming and outgoing messages concerning shelter operations. 	
American Red Cross		<ul style="list-style-type: none"> • Recruits necessary volunteers to compliment the Shelter Operations Staff. • Manages the emergency shelters. Provides assistance in feeding with any volunteers. • Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization. 	<ul style="list-style-type: none"> • An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations. 	<ul style="list-style-type: none"> • Coordinates with the Town Emergency Management Director for any additional support that can be provided by local government agencies. • Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible. • Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary. 	

Appendix 7 Forms to be used in materials procurement during an emergency

See separate attached FEMA sheet examples.

Appendix 8: Acronyms used in this document

- “Town” = Town of Readfield
- “Plan” = Town of Readfield’s Emergency Operations Plan
- “EOP” = Emergency Operations Plan
- “NIMS” = National Incident Management System
- “EMA”, “County EMA” = Kennebec County Emergency Management Agency
- “EOC” = Emergency Operations Center
- “PIO” = Public Information Officer
- “ARC” = American Red Cross
- “HAZMAT” = Hazardous Materials
- “DEP” = Maine Department of Environmental Protection
- “EMS” = Emergency Management Services
- “MEMA” = Maine Emergency Management Agency

Appendix 9: Town businesses

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

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

Summary Overview

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

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

Retreat Report

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

Goals from 2018/2019 that were completed were:

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

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

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

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

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

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

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

Goal Details

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

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

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

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

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

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

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

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

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

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

Current Ordinances

Name	Purpose	Enacted	Last Amended
Addressing Ordinance	To enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Readfield.	3/1/2010	6/9/2011
Administrative Ordinance	Streamline the secret ballot process & give certain authority to the Select Board	6/9/2015	6/13/2017
Animal Control Ordinance	To provide regulations in addition to those contained in State Law.	6/11/1985	6/12/2018
Board of Appeals Ordinance	Defines the scope, limitations, and process of appeal	6/13/2017	-
Conflict of Interest & Recall Process Ordinance	Rules for any elected or appointed municipal officer or official of the Town concerning conflicts, recall process.	6/13/2013	6/14/2016
Fire Department Ordinance	Appointment of Fire Chief and Duties	3/13/1976	6/9/2015
Firearms Ordinance	Provides for both the safety of the resident and for the peaceful enjoyment and use of property.	6/9/2011	6/9/2015
Floodplain Management Ordinance	Establishes a Flood Hazard Dev. Permit system and review procedure for development activities in the designated flood hazard areas in Town.	6/11/2009	6/9/2011
General Assistance Ordinance	Provides for the administration of a program of general assistance to all eligible persons.	9/25/2013	9/9/2019
Land Use Ordinance	To ensure that land use changes or developments, which may have major or significant impacts on the Town, or parts thereof, will protect the health, safety and welfare of the townspeople, consistent with the goals expressed in the Readfield Comprehensive Plan.	3/20/2000	6/11/2019
Local Property Tax Assistance Ordinance	Provides tax relief to low income residents through a local program built around the Maine Property Tax Fairness Credit program.	6/12/2018	-
Mass Gathering Ordinance	To promote the health, safety and general welfare of the residents of the Town of Readfield and attendees of the mass gathering.	6/20/1978	6/10/1999
Parking Ordinance	Readfield Corner Parking	10/24/1988	2/1/2012
Property Assessed Clean Energy (PACE) Ordinance	Grants residents access to more and better financing for home efficiency and energy saving projects through a partnership with Efficiency Maine.	6/13/2017	-
Sludge Management Ordinance	Regulating storage and land application of sludge and other residuals	9/22/1998	6/9/2011
Snow Plowing Ordinance	Control of snow and ice across any public way within Readfield	3/12/1977	-
Telecommunication Tower Ordinance	To balance the interests of the residents of Readfield, telecommunication providers and their customer in the siting of telecommunications facilities with Town.	6/11/1998	5/15/2008
Traffic Ordinance	For the purposes of approving Temporary Road Closures in Town.	6/9/2011	-
Waste Disposal & Recycling Ordinance	To control waste material in the Town of Readfield, by providing for the establishment and enforcement rules and regulations.	6/11/1998	6/9/2011

Prospective Ordinances / Ordinance Revisions		
Name	Purpose of Ordinance / Revision	Type of Action
Conflict of Interest & Recall Process Ordinance	Rules for any elected or appointed municipal officer or official of the Town concerning conflicts, recall process.	Revision
Land Use Ordinance	Address issues of (medical) cannabis cultivation, solar installations, minimum culvert sizes, and other changes	Revision
Local Food Ordinance	Permits and support local food production and consumption.	New
Mass Gathering Ordinance	Adjust the threshold to a more realistic level (200?) and the appeal procedure	Revision
Traffic, Vehicles, and Parking Ordinance	Combines two distinct ordinances and add further detail.	Combination / Revision
Marijuana Ordinance(s)	One or more ordinances to "Opt-In" to recreational marijuana retail, testing, extraction and/or cultivation	New
Animal Control Ordinance	Set a quantitative time limit on permissible barking	Revision
Property Tax Assistance Program Ordinance	Adjust the application timeframe and match amounts	Revision

Town of Readfield

Investment Policy for Trust Portfolio

Readfield Select Board
November 4, 2019
Item # 20-045

I. Purpose

The purpose of this Investment Policy Statement is to provide a clear understanding of the investment objectives, guidelines and policies for the Trust portfolio of the Town of Readfield, Maine, for the Select Board, the Treasurer, Town Manager, the financial consultant, Town employees and the public.

II. Investment Objective

The Town's primary investment objectives are the following:

- **Safety** - Safety of principal is an important objective of the Town's investment program. Investments shall be undertaken in a manner that seeks to preserve capital in the overall portfolio.
- **Liquidity** – The Town's investment portfolio shall remain sufficiently liquid to enable the Town to meet all the disbursement requirements which might be anticipated
- **Return on Investment** – The Town's Investment portfolio shall be structured so as to attain a fair rate of return comparable to the market overall while taking into account the Town's investment risk constraints and the cash flow characteristics of the portfolio.
- **Size** - Any investment in an equity (stock) or bond in excess of \$20,000 must comply with 30-A M.R.S.A. § 5711 – 5717.

III. Asset Allocation Guidelines

The Select Board has established the following asset allocation guidelines.

- **Cash and Equivalents** – (0 – 10%) - Short-term investments shall consist of obligations of the U.S. Government, and U.S. Agencies with maturities of twelve months or less. Additionally, a money market fund or comparable investment vehicle with like investments may be used.
- **Fixed Income** – (50 - 70%) - The quality of fixed income securities shall not be rated less than "A" by Moody's or Standard and Poors. Cash positions should conform to investments described in section above.
- **Equities** – (20 – 40%) - The portfolio may hold common stocks publicly traded on U.S. Exchanges, NASDAQ listed stocks and securities convertible into such stocks.

IV. Communications and Review

Reviews between the financial consultant and the Select Board and Treasurer will be held at least annually at a time established that is convenient to all parties. More frequent reviews may be needed and can be requested by any party if significant concerns arise regarding the fund's performance, the investment strategy, or if key changes occur in a personnel or organizational structure.

Town of Readfield Investment Policy for Trust Portfolio

Monthly statements of activity will be sent to the Treasurer for review, and quarterly statements will be disbursed to the Select Board.

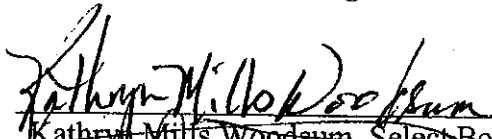
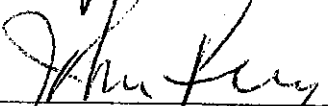
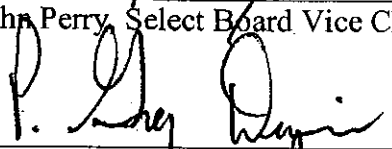
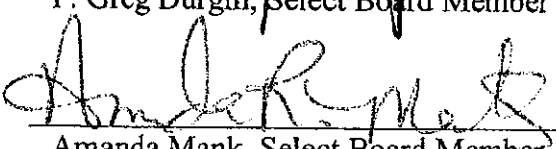

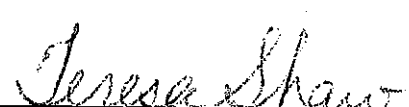
Ongoing communication by phone, letter or personal consultation will be required as deemed necessary by the financial consultant and the Treasurer and/or Select Board.

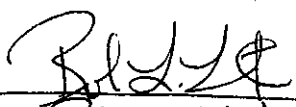
IV. Audit

All accounts under this portfolio will be included in the Town's annual audit.

Approved initially by the Readfield Select Board on May 27, 2003; and in this updated form on March 1, 2010

Signed and Dated:

 Kathryn Mills Woodsum, Select Board Chair	<u>3/10/2010</u> Date Signed
 John Perry, Select Board Vice Chair	<u>3/10/2010</u> Date Signed
 P. Greg Durgin, Select Board Member	<u>3/4/2010</u> Date Signed
 Amanda Mank, Select Board Member	<u>3/10/2010</u> Date Signed
 Stefan Pakulski, Town Manager	<u>3/9/2010</u> Date Signed
 Teresa Shaw, Finance Officer	<u>3/10/2010</u> Date Signed

attached two copy 
Robin L. Lint
Town Clerk

TOWN OF READFIELD, MAINE

INVESTMENT POLICY

Pursuant to the provisions of Section 5706 to 5719 inclusive of Title 30-A of the Maine Revised Statute as Amended, the Select Board hereby adopts this statement as the Investment Policy for the Town of Readfield, to guide the Treasurer in the investment of municipal funds. This Policy replaces any and all previously adopted Investment Policies.

General Investments. Municipal funds (including reserve and trust funds) may be invested in:

- financial institutions (banks, Savings and Loan institutions or Credit Unions) which are insured by the FDIC or other similar federal agency;
- repurchase agreements secured by the federal government;
- mutual funds which are restricted as per 30-A M.R.S.A. § 5706(3);
- investment management agreements with financial institutions with trust powers registered to do business in Maine.

NOTE: *All of these investments must be direct obligations of issuer in which municipality directly owns the underlying security (Anti-Derivative Clause).*

Investments in Securities. 30-A M.R.S.A. § § 5711-5717 list the types of securities (stocks, bonds, debentures, etc.) in which the Select Board, through the Treasurer, may invest town funds. The broad categories include government bonds (either federal, state or local), corporate securities, and other securities which are prudent investments.

The Treasurer, at the direction of the Select Board, is authorized to invest municipal money in a statutorily supplied menu of safe investment instruments. Any municipal funds can be invested this way, whether trust funds, reserve accounts, or simply cash on hand or surplus capital. These permitted investment opportunities run anywhere from the deep safety of deposits in federally insured financial institutions (safe, at least, to the extent of FDIC protection), to repurchase agreements backed by U.S. obligations, mutual funds that invest in U.S. bonds, or a menu of specific investments options that are either very heavily secured by governmental obligation or of limited availability with respect to the overall portfolio of the reserve account, trust fund, or lump sum of cash being invested. For example, no more than 10% of the invested fund can be in the stock of well-performing Maine corporations, and no more than 1% of the total assets of the fund can be invested in any one of these Maine corporations.

The statutory limits that cap the extent a municipality can invest in a specific type of investment instrument or a specific stock or bond issuer only apply when the investment in that security or type of security exceeds \$20,000. The municipal money managers cannot break an investment up into \$20,000 pieces and then explore high-risk options. Even when the investment value is small, the menu of permitted options does not change. It is only those specific investments of less than \$20,000 are considered small enough so

TOWN OF READFIELD, MAINE INVESTMENT POLICY

the statutory goal of diversification is achieved even when those small investments are exempted from the percent-of-total-asset limitations.

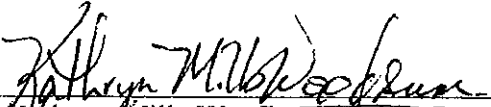

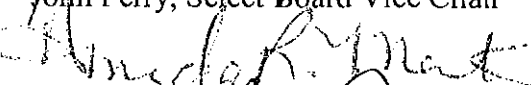
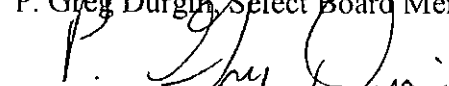
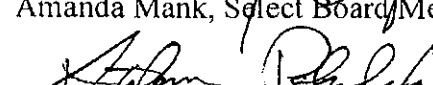
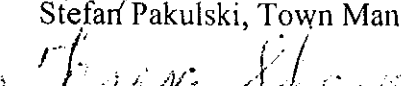
In the schematic (Appendix A) that accompanies this policy it can be seen that Maine law requires those municipalities that want to manage their own investments without the security of government bonds to maintain a portfolio with a maximum of 62% of the fund's total assets in highly diversified, heavily preferred stocks. Only 10% of the total assets of the fund being directly managed by the town can be invested in securities outside the mandated parameters, and only then if the municipal officers determine those outside investments to be "prudent", as defined in 30-A M.R.S.A. § 5718.

General Operating Funds. The town shall enter into agreement with a financial institution authorized to do business in the State of Maine; said agreement to provide for a checking account and for day-to-day investment of idle balances.

The Treasurer shall invest General Fund assets either (1) in deposits insured by the Federal Deposit Insurance Corporation, or a comparable government agency; or (2) in Repurchase Agreements (Collateralization of 102% will be required on all Repurchase Agreements.). Said investments shall be subject to limitations as the amount(s), term(s), institution(s), etc. determined by the Select Board.

Approved: initially by the Readfield Select Board on April 28, 2003; and updated on March 2010

Signed and Dated:

 Kathryn Mills Woodsum, Select Board Chair	<u>3/10/2010</u> Date Signed
 John Perry, Select Board Vice Chair	<u>3/10/2010</u> Date Signed
 P. Greg Durgin, Select Board Member	<u>3/10/10</u> Date Signed
 Amanda Mank, Select Board Member	<u>3/10/10</u> Date Signed
 Stefan Pakulski, Town Manager	<u>3/9/2010</u> Date Signed
 Teresa Shaw, Finance Officer	<u>3/10/10</u> Date Signed

TOWN OF READFIELD, MAINE

INVESTMENT POLICY

APPENDIX A

LIMITATIONS ON OTHER PERMITTED SECURITIES INVESTMENTS

*(total assets of a single fund)

Up to 30%	In stock of financial institutions (with certain limitations) with no more than 5% in any single, non-Maine bank (30-A M.R.S.A. § 5714)
Up to 20%	In bonds of Maine corporations (meeting certain performance level) with no more than 2% in any single corporation (30-A M.R.S.A. § 5713)
Up to 10%	In bonds of religious, charitable, educational or fraternal associations or corporations with no more than 1% in any single entity (30-A M.R.S.A. § 5715)
Up to 10%	In Maine corporate stocks (meeting certain performance level) with no more than 1% in any single corporation (30-A M.R.S.A. § 5713)
Up to 10%	In preferred stock of any public corporation (meeting certain performance level), such as a public utility, with no more than 1% in any single entity (30-A M.R.S.A. § 5715)
Up to 10 %	In securities that may not otherwise be authorized but are determined prudent by the municipal officers (30-A M.R.S.A. § 5716)
Up to 2%	In U.S. or Canadian corporate bonds (30-A M.R.S.A. § 5712)
Up to 1%	In stock of the Maine Capital Corporation (30-A M.R.S.A. § 5715)
Up to 1%	In stock of licensed small business investment companies (30-A M.R.S.A. § 5715)

Town of Readfield – SELECT BOARD

MINUTES

11/17/2014

6:33 PM

TOWN OFFICE

MEMBERS PRESENT	Sue Reay, Valarie Pomerleau, Allen Curtis, Thomas Dunham, P. Greg Durgin
MEMBERS ABSENT	
MEETING TYPE	SELECT BOARD
NOTE TAKER	Tina L. Cagle
ATTENDEES	Town Manager, Stefan Pakulski, Gary Keilty, Anne Keilty, Milt Wright, John Parent, Gene Carbona, Dave Linton, Jim Tukey, Holly Dominie, Shawn Roderick, Deborah Peale, Rob Peale, Dan Meyer, Deb Doten

Agenda topics

#1 MINUTES 11/03/2014	
MOTION	Motion by Selectperson Pomerleau to accept minutes of 10/20/2014 as amended.
SECOND	Second by Selectperson Durgin.
PASS/FAIL	Motion passes: 5-0
#2 WARRANT REVIEW #10	
DISCUSSION	1) Discussion of Warrant Items.
MOTION	Motion by Selectperson Dunham to approve Warrant #10 in the amount of \$95,534.73.
SECOND	Second by Selectperson Pomerleau
PASS/FAIL	Motion passes: 5-0
#3 SELECT BOARD COMMUNICATIONS	
DISCUSSION	<ol style="list-style-type: none"> 1) Selectperson Pomerleau has ordered the tree lights for the tree outside the town office. 2) The approximate amount is \$72 paid for by the Select Board. 3) Manager Pakulski informed the Board that the electrical outlet for the tree at the town office works in conjunction with the lights in the parking lot. He will check into changing the timing for the tree. 4) Selectperson Curtis reviewed the survey regarding the Military Excise Exempt Ordinance with the Board and the Board has chosen to take no action at this time. 5) Chairperson Reay discussed allowing the Town Manager to communicate to the firm representing the Town and their investments to move any monies from cash on hand to the portfolio when the need arises per the Investment Policy.
MOTION	Motion by Chairperson Reay to allow the Town Manager to communicate to the firm representing the Town and their investments to move any monies from cash on hand to the portfolio when the need arises per the Investment Policy.
SECOND	Second by Selectperson Dunham.
PASS/FAIL	Motion passes: 5-0
DISCUSSION	<ol style="list-style-type: none"> 6) Budget Meeting on 11/19 @ 5:30 pm. Selectperson Dunham will be attending. 7) Dates to remember: <ol style="list-style-type: none"> a. 12/2 – MMA Class for all Selectpersons and Town Manager b. 12/5 – Tree Lighting c. 12/16 – Joint Budget meeting 8) Is the Fairgrounds Management Plan a policy or an ordinance? Town Manager will research. 9) An email was sent to the Board from the Town Manager regarding the FMLA (Family Medical Leave Act) regarding an employee on leave. 10) Selectperson Dunham would like an accounting of all the roadwork now that it has been completed. 11) Selectperson Curtis will be attending the KVCOG meeting along with the Town Manager on 11/18. 12) Selectpersons Dunham and Pomerleau are requesting permission from the Board to review executive session files from prior Boards regarding the snowplow contract.
MOTION	Motion by Selectperson Dunham to authorize Selectpersons Dunham and Pomerleau access to files from the executive session date of 09/2011 with regards to the complaint filed by Reay Construction.
SECOND	Second by Selectperson Pomerleau.
PASS/FAIL	Motion passes: 3-1-1 (Chairperson Reay abstains due to conflict of interest & Selectperson Durgin against.)
#4 TOWN MANAGER	
DISCUSSION	<ol style="list-style-type: none"> 1) The Town was awarded a safety grant from Maine Municipal Association is approximately \$1800 to ergonomically correct Workstations for office staff. 2) The project will have to be completed and paid for before being reimbursed by MMA.

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

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

This border indicates statutory deadlines

Notes:
Involvement - The Select Board, Budget Committee, Other Boards & Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.
Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have members of the Select Board in attendance.
Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget, budget process, and final budget in conjunction with budget presentations / information.
Departments I - Includes the following: General Government (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), Maintenance (General, Buildings, Vehicle / Equipment, Interlocal) Boards & Commissions (Appeals Board, Conservation Commission, Planning Board), Regional Assessments (Cobbossee Watershed, First Park), Kennebec County Tax (County Tax)
Departments II - Includes the following: Community Services (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), Protection (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), Cemeteries (Cemeteries), Debt Service (Debt Service)
Departments III - Includes the following: Recreation (Beach, Recreation Board, Heritage Days, Town Properties, Trails), Roads & Drainage (Roads & Drainage, Winter Maintenance), Capital Improvements (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), Solid Waste (Transfer Station, Backhoe), Unclassified (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation), General Assistance (General Assist.)

* As Amended 09/24/2019

DRAFT

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

Short-term:

- Conduct a review of municipal investments and retirement plan options with Kennebec Wealth Management
- Conduct a review of Readfield's Comprehensive Plan Goals
- Town Manager annual review summary & contract renewal
- Second reading and approval of the Traffic and Parking Ordinance
- Fee and fee schedule update

Long-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

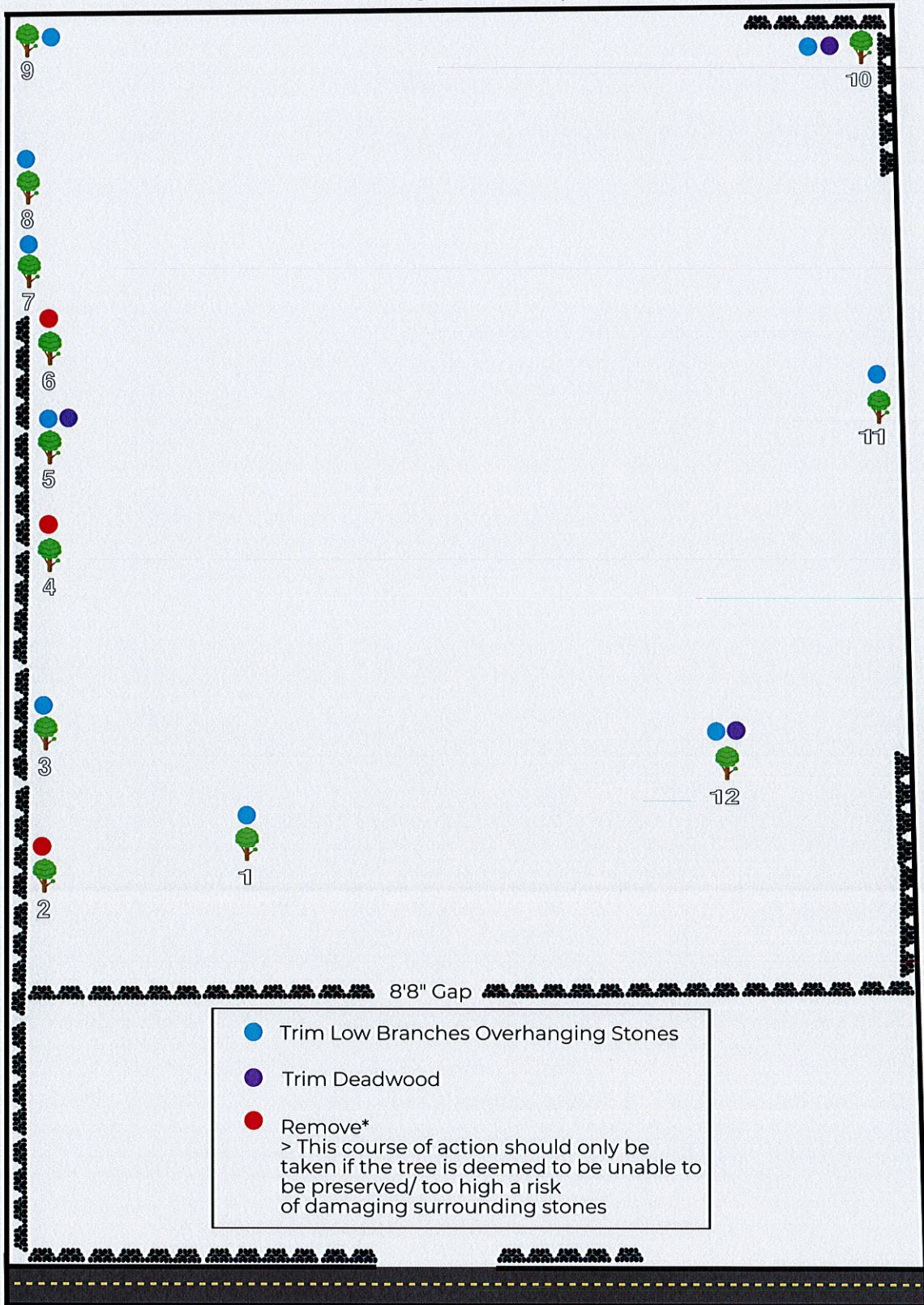
Ongoing Goals:

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

Fiscal Year 2020 Cemetery Tree Work Bid Tabulation- Case Cemetery

Pre-Bid Responsive-Bid	Stevenson Solutions		Seabreeze Property Services	
	Y	Y	Y	Y
➔ # Tree on Map	Recommended Work	Cost	Recommended Work	Cost
1	Trim low branches over headstones	\$150	Trim low branches, deadwood and branches overhanging stones	\$350
2	Remove	\$600	Same	\$350
3	Trim low	\$75	Same	\$350
4	Remove	\$900	Same	\$350
5	Trim/Deadwood	\$200	Same	\$350
6	Remove	\$400	Same	\$350
7	Trim <i>Possible Alternate Treatment- Remove</i>	\$150 [\$800]	Same	\$350
8	Trim	\$200	Same	\$350
9	Trim/Deadwood	\$300	Same	\$350
10	Trim/Deadwood	\$400	Same	\$350
11	Trim <i>Possible Alternate Treatment- Deadwood</i>	\$150 [+\$150]	Same	\$350
12	Trim	\$200	Same	\$350
Total=		\$3,725 <i>(cost w/ alternative treatment: \$4,525)</i>		\$4,200

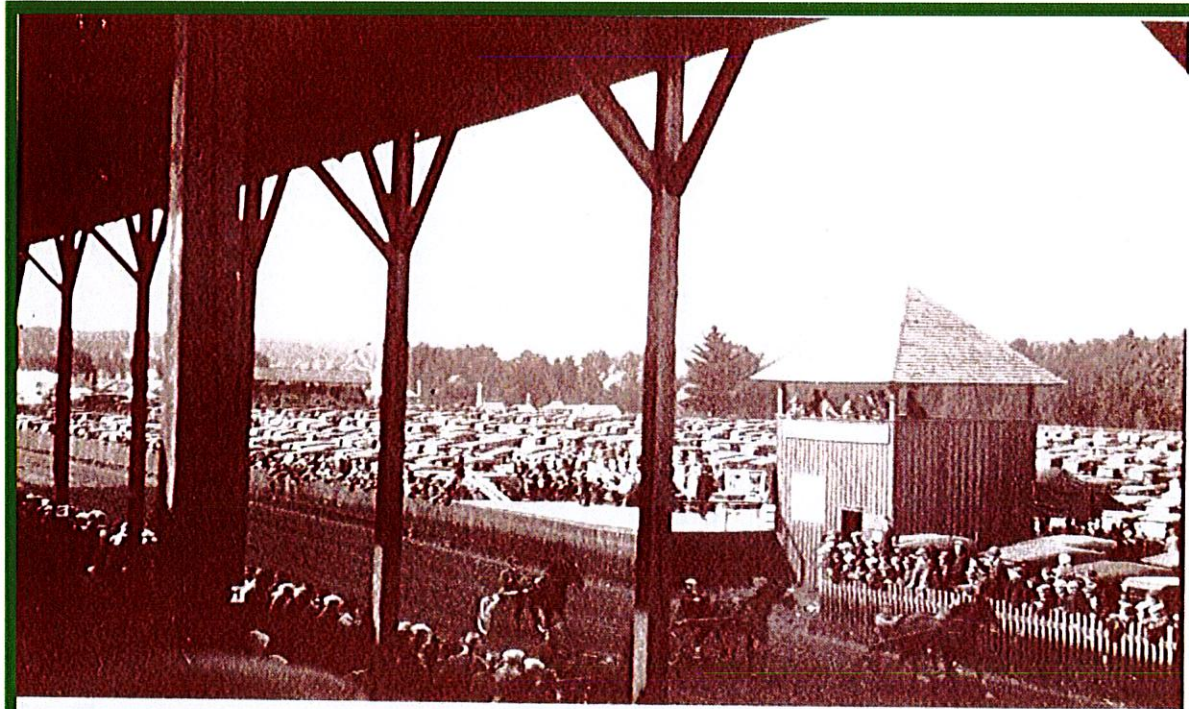
-Case Cemetery Tree Map 2019-



FYI

PULLING STONES TRAIL READFIELD FAIRGROUNDS

From 1856 through 1932, the Readfield Fairgrounds was the site of one of the most prestigious agricultural fairs in the state attracting thousands of fairgoers from near and far. Today, the buildings and grandstands are long gone leaving little evidence of this grand legacy.

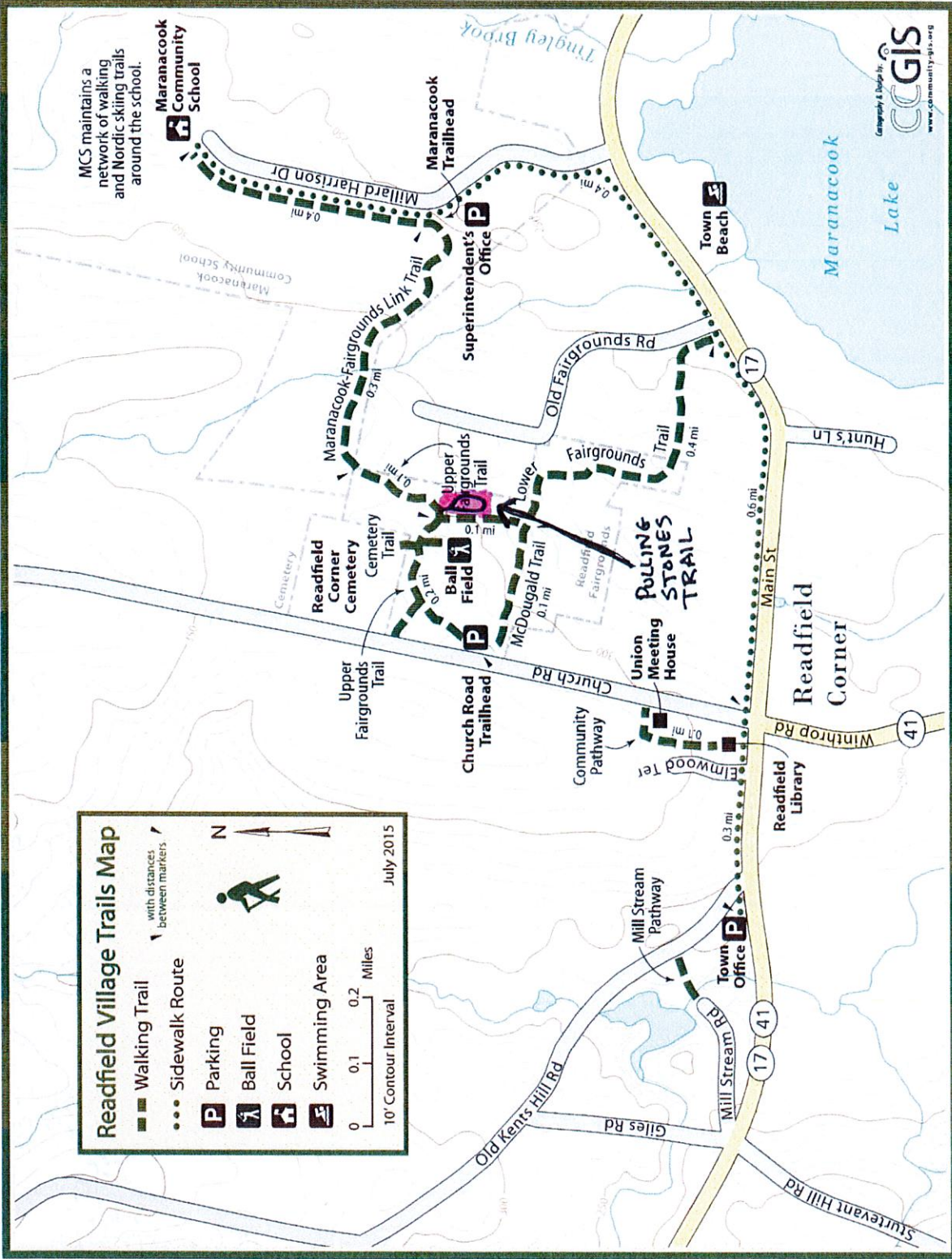


The Readfield Fair when it was at the height of its glory.

The one remaining visible artifact of the Readfield Fair are the pulling stones used in oxen (and possibly draft horse) pulling competitions. The pulling stones are clustered in a small area just east of the ballfield near the old trotting track and remnants of an old grandstand (see attached location map).

In order to make these historic artifacts accessible to the public, the Readfield Conservation Commission has developed a short interpretive history trail leading off of the Upper Fairgrounds Trail. The trail leads to two areas where there are numerous pulling stones and remnants of an old grandstand and then runs alongside the old trotting track. Readfield Town Historian, Dale Clark, has agreed to design and donate an interpretive plaque to be placed at the junction with the Upper Fairgrounds Trail.

The Pulling Stones Trail is designed as a loop trail with a single access point off of the Upper Fairgrounds Trail that winds through the historic attractions (see photos). Its entire length is less than 500'. No vegetative clearing or site improvements are planned other than placing wood chips along the trail and around the artifacts along with interpretive signs and blazing.



MCS maintains a network of walking and Nordic skiing trails around the school.

READFIELD FAIRGROUNDS – PULLING STONES TRAIL



Pulling stones and pulling apparatus.



Remnants of old grandstands



Stones marking old trotting track

October, 2019



Readfield Highway Dept.
Attn: Eric Dyer, Town Manager
8 Old Kents Hill Rd.
Readfield, ME 04355



Dear Mr. Dyer,

The 36th annual Trek Across Maine will take place on June 19th-21st, 2020. I am sending this letter well in advance of our event so that we can be informed of any town projects on the route that might interfere with our cyclists and volunteers.

We will be cycling on several state and local roads in your area and will be in communication with the MDOT as well as local road officials throughout the year to be kept abreast of any projects. We would also request that you patch any potholes and sweep the shoulders if possible, prior to our event. Please see the attached sheet with the routes we may be cycling on in your area and please inform us as to any work planned that might take place on and around the dates of our event that would cause a hazard to our cyclists or cause us to reroute.

We are looking forward to the 2020 Trek and to working with you and your staff to make our next year another tremendous success.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "George".

George Eastman

George Eastman | Development Assistant
American Lung Association in Maine
122 State Street | Augusta, ME 04330
O: 207-624-0318 | C: 207-215-7531
Lung HelpLine: 1-800-LUNGUSA
Lung.org | George.Eastman@Lung.org



Rt 17E - Turn right	Fayette	RM
Rest Stop - Kents Hill School	Readfield	
Rt 41E - Turn left	Readfield	Kennebec Sheriff
Main St - Bear right	Mt. Vernon	RM