

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

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

20-047 - Minutes: Select Board meeting minutes of November 4 & 5, 2019.

20-048 - Warrants: #20-26 (FY20).

Communications - 25 min.

Select Board communications. - 5 min.

- Presentation of the Boston Post Cane to Norma H. Grover

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Age Friendly minutes of September 18, 2019
- Trails Committee minutes of September 24 & October 22, 2019
- Library Board minutes of October 2, 2019
- Cemetery Committee minutes of October 16 & November 1, 2019

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

Appointments, Reappointments, and Resignations - 5 minutes

20-049 - Consider the resignation of Donna Witherill from the Library Board of Directors

Old Business - 10 min.

20-050 - Conduct Second reading and approval of the Traffic and Parking Ordinance - 10 min.

New Business - 70 min.

20-051 - Conduct a review of municipal investments and retirement plan options with Kennebec Wealth Management - 30 min.

20-052 - Consider proposals for repair of the Torsey Pond Dam and Bridge - 5 min.

20-053 - Conduct a review of Readfield's Comprehensive Plan Goals & planning process - 30 min.

20-054 - Consider the Town Manager annual review & contract renewal process - 5 min.

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

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – November 4, 2019 – Unapproved

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

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Betty Morrill, David Trunnell, Warren Norris, Barbara Boenke, Lee Mank (Fire Chief)

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

- **20-038 – Minutes: Select Board meeting minutes of October 7, 2019**
 - **Motion** made by Mrs. Sammons to approve the Select Board meeting minutes of October 7, 2019 as presented, **second** by Mr. Eno. **Vote** 5-0 in favor.

- **20-039 – Warrants #16-19 (FY20)**
 - Mr. Eno reviewed Warrants #16-19 (FY20)
 - **Motion** made by Mr. Eno to approve Warrants #16, 16A&B and 17 (FY20) in the amount of \$388,079.76, **second** by Mrs. Woodsum. **Discussion:** Brief discussion on Maranacook Lake Dam Outlet Project. **Vote** 5-0 in favor.
 - **Motion** made by Mr. Eno to approve Warrants #18 and 19 (FY20) in the amount of \$60,940.01, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons wanted to thank the community for the great turn out at the Trunk or Treat event. There were 290 people that attended this event along with the Library Pumpkins-A-Glow Walk.
 - Mrs. Woodsum wanted to thank the Town Maintenance and Fire Department for the fantastic job on the cleanup work from this past windstorm.
 - Mrs. Sammons reminded everyone of the upcoming Veterans Day Celebration on Monday, November 11, 2019 starting at 10:00 am at the Cemetery, walking to the Town Office and a free lunch at the United Methodist Church.

- **Staff Reports**
 - Eric Dyer went over the Town Manager report dated 11-4-2019.
 - Eric Dyer went over the Treasures Report for September 2019.

- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of August 14, 2019
 - Library Board minutes of September 11, 2019
 - Thank you for submitting your minutes*

- **Public Communications - Members of the public may address the Select Board on any topic**
 - David Trunnell spoke about the Age Friendly Survey Results and noticed 80% mentioned affordable housing for seniors and was wondering what could be done to address this need. Would like to see the Comprehensive Plan Visions Statement peruse with excellence. He also shared some comments from the Heart & Soul meeting that happened a couple months ago.
 - Warren Norris asked about the ConnectMe application and the high speed internet. Mr. Bourgoine gave a brief update but it's a lengthy process and will keep everyone posted.

Readfield Select Board
Regular Meeting Minutes – November 4, 2019 – *Unapproved*

Appointments, Reappointments and Resignations:

- **20-040 – Consider the appointment of Ed Sims to the Budget Committee**
 - **Motion** made by Mr. Bourgoine to appoint Ed Sims to the Budget Committee with a term ending 6-30-2022, **second** by Mrs. Sammons. **Discussion:** Mr. Dyer spoke that Ed had attended the last budget meeting and is eager to start. **Vote** 5-0 in favor.

- **20-041 – Consider the appointment of Betty Morrell to the RSU #38 School Board**
 - Betty Morrill was present for her appointment and gave a brief introduction.
 - **Motion** made by Mrs. Woodsum to appoint Betty Morrell to the RSU #38 School Board with a term ending 6-30-2020, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

New Business:

- **20-042 – Consider requesting a speed and traffic study for Sturtevant Hill Road, Beaver Dam Road, Chase Road and Scribner Hill Road**
 - The speed and traffic study is being done on the above mentioned roads as they have no posted speed limits and once they are posted then the speed limits can be reinforced by law officials.
 - **Motion** made by Mrs. Woodsum to authorize the Town Manger to send the letter included in the packet to the Maine Department of Transportation, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

- **20-043 – Conduct a review of the Emergency Operations Plan**
 - Brief review by the Select Board and Fire Chief, Lee Mank.
 - A couple edits: Add Maple Tree School to list, Add Fayette to Transfer Station, add wording on the Host Community Disaster Center (all depends on type of disaster), add information on the Railroad. Suggested to look into Select Board and Staff ID badges.
 - Annual Emergency Operations Plan Test – will schedule a Table Top Workshop before the end of June 2020.

- **20-044 – Conduct a review of existing and proposed Ordinances for the 2020 Town Meeting**
 - Mr. Dyer gave a brief update and explained the timeline. There is about 4 months to do any changes to have finished language to legal review by 3-31-2020.
 - The 4 ordinances to potentially work on are: Solid Waste & Recycling, Marijuana, LUO (revisions) and Local Food. Mr. Bourgoine to work on timeline/meeting for workshops.

- **20-045 – Conduct a review of municipal investments policies**
 - There are 2 investments policies: Municipal Trust and Trust Portfolio.
 - Sam Tibbit of Kennebec Wealth Management will be coming in December as he handles the Trust Portfolio.
 - Discussion amongst Select Board on the investment policies and the Asset Allocation Guidelines.
 - Consensus of the Select Board to create a subcommittee; Mrs. Sammons and Mr. Eno will be the Select Board members, along with the Town Manager. More members to be added. Mr. Bourgoine to develop working criteria and bring to December meeting.

Readfield Select Board
Regular Meeting Minutes – November 4, 2019 – *Unapproved*

- **20-046 – Consider setting a schedule for future Select Board meetings**
 - Next scheduled meeting is December 9th
 - 2020 Meeting dates: January 6th & 21st, February 3rd & 18th (may change 18th due to school vacation), March 16th & 30th, April 13th & 27th, May 11th, June 15th.
 - Other important upcoming meetings: Joint Select Board/Budget Committee February 27th, Public Budget Meeting/Hearing March 26th, Public Hearing May 7th.

Other Business, Upcoming Meetings & Future Agenda Items:

- **Motion** made by Mrs. Woodsum to appoint Marilyn Palmer as the Warden for the November 5, 2019 State Referendum Election, **second** by Mrs. Sammons. **Vote** 5-0 in favor
- Update from the Trails Committee on the work they have been doing at the Readfield Fairgrounds – information in packet.
- Trek Across Maine 2020 will be coming through Readfield & Kent's Hills.
- FY2020 Cemetery Tree Work Bids Tabulation Sheet for Case Cemetery. Two bids received. Consensus of the Select Board for Town Manager to go with lowest bidder.

Motion made by Mr. Price to adjourn the meeting at 8:32 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Readfield Select Board
Regular Meeting Minutes – November 5, 2019 – *Unapproved*

Pledge of Allegiance

Executive Session

- To have the Readfield Select Board hold an executive session to consider a personnel matter pursuant to 1 MRSA, Section 405, subsections 6(A).
 - **Motion** made by Bruce Bourgoine to go into executive session at 4:30 pm to consider personnel matter pursuant to 1, MRSA, Section 405, subsection 6(A) and invited Employee, Union Representative, Town Manager and Town Counsel. **Second** by Kathryn Woodsum. **Passed** 5-0.
 - Came out of Executive Session at 6:48 pm.

Regular Meeting

- **20-047 – To have the Select Board consider any appropriate action pursuant to the prior Executive Session discussion.**
 - **Motion** made by Bruce Bourgoine to Affirm the Town Manager's actions terminating employment for the individual we met with in executive session. It will be supplemented by a final written decision within 10 days by the Board Chair working in conjunction with the Town Counsell. **Second** by Kathryn Woodsum. **Passed** 5-0.

Motion made by Dennis Price to adjourn the meeting at 6:50 pm, **Second** by Kathryn Woodsum, **Passed** 5-0.

Minutes recorded by Christine Sammons, Select Board and typed up by Kristin Parks, Board Secretary

November 12, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
20	189	\$ 361,409.60	Warrant	R. Eno	Three	11/7/2019
A	189	\$ 3,385.44	State Fees	R. Eno	One	11/1/2019
B	189	\$ 3,884.56	State Fees	R. Eno	One	11/7/2019
21	202	\$ 14,986.91	Payroll	R. Eno	One	11/12/2019

SUM \$ 376,396.51

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

Treasurer's Warrant

Warrant # 20 & 21

\$376,396.51

Dates: 11/14/2019

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	\$14,986.91	68022-68038 168022-168030
VARIOUS VENDORS	Accounts Payable	\$361,409.60	67988-68021
	Total	\$376,396.51	

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	139.78	11/14/19	20	00031 Central Maine Power Co
P	999	141.95	11/14/19	20	00031 Central Maine Power Co
P	999	224.75	11/14/19	20	00031 Central Maine Power Co
P	999	342.34	11/14/19	20	00031 Central Maine Power Co
P	999	15.33	11/14/19	20	00031 Central Maine Power Co
P	999	30.43	11/14/19	20	00031 Central Maine Power Co
P	999	15.33	11/14/19	20	00031 Central Maine Power Co
P	999	520.25	11/14/19	20	00031 Central Maine Power Co
P	999	26.58	11/14/19	20	00031 Central Maine Power Co
P	67988	2,529.38	10/31/19	20	00086 SECRETARY OF STATE (MOTOR VEH)
P	67989	734.06	10/31/19	20	00098 TREAS., STATE OF MAINE (IFW)
P	67990	122.00	11/01/19	20	00100 TREAS., STATE OF MAINE (DOGS)
P	67991	3,884.56	11/07/19	20	00086 SECRETARY OF STATE (MOTOR VEH)
R	67992	545.71	11/14/19	20	00024 Baker & Taylor, Inc
R	67993	720.00	11/14/19	20	00384 BDS Waste Disposal, Inc
R	67994	25.00	11/14/19	20	00280 Bruce Hunter
R	67995	382.80	11/14/19	20	00279 Catherine Brush
R	67996	11.40	11/14/19	20	00183 Copies, Etc.
R	67997	2,309.00	11/14/19	20	00453 Cushing Construction, LLC
R	67998	910.00	11/14/19	20	00381 Dirigo Architectural Eng, LLC
R	67999	1,975.20	11/14/19	20	00054 ecomaine
R	68000	303.15	11/14/19	20	00704 Fabian Oil
R	68001	665.00	11/14/19	20	00043 Fire Tech and Safety
R	68002	664.12	11/14/19	20	00802 GEI Consultants, Inc
R	68003	24,315.67	11/14/19	20	00419 H.E. Callahan Construction Company
R	68004	62.99	11/14/19	20	00470 HD Supply
R	68005	172.41	11/14/19	20	00385 Hygrade Business Group, Inc
R	68006	54.13	11/14/19	20	00629 Irving Oil Marketing, Inc
R	68007	800.00	11/14/19	20	00330 Jeremy Clark
R	68008	25.00	11/14/19	20	00770 LeeAnn Bates
R	68009	136.52	11/14/19	20	00111 MaineToday Media
R	68010	4,845.00	11/14/19	20	00424 Main-Land Dev. Consultants, Inc
R	68011	38.00	11/14/19	20	00753 Manchester Youth Soccer
R	68012	374.04	11/14/19	20	00519 Maureen Kinder
R	68013	25.00	11/14/19	20	00417 Michael Beavers
R	68014	1,621.61	11/14/19	20	00806 Overhead Door Company of Portland
R	68015	362.00	11/14/19	20	00077 PETTENGILL PRINTING
R	68016	103.18	11/14/19	20	00858 PETTY CASH
R	68017	210.95	11/14/19	20	00673 PIKE INDUSTRIES, INC.
R	68018	309,442.16	11/14/19	20	00069 Regional School Unit#38
R	68019	193.12	11/14/19	20	00462 STAPLES CREDIT PLAN
R	68020	149.70	11/14/19	20	00282 The Cure
R	68021	1,240.00	11/14/19	20	00032 Troiano Waste Service,Inc
Total		361,409.60			

Count

Checks	43
Voids	0

Warrant 20

Vendor-----	Amount	Account-----
00024 Baker & Taylor, Inc	146.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	81.03	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	318.29	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00384 BDS Waste Disposal, Inc	720.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TIRE DISP
00280 Bruce Hunter	25.00	BOARDS & COM / Consvr Comm - ADMIN / MISC.
00279 Catherine Brush	382.80	UNCLASSIFIED / Tax Relief - ABATEMENTS / Tax Relief
00031 Central Maine Power Co	520.25	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	139.78	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.33	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	26.58	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	30.43	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.33	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	342.34	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	224.75	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	141.95	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00183 Copies, Etc.	11.40	GENERAL GOVT / Admin - ADMIN / Selectboard
00453 Cushing Construction, LLC	2,309.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00381 Dirigo Architectural Eng, LLC	910.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00054 ecomaine	1,975.20	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00704 Fabian Oil	21.18	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	281.97	Maintenance / Bldg Maint - UTILITIES / HEATING
00043 Fire Tech and Safety	665.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00802 GEI Consultants, Inc	664.12	CAPITAL IMPR / Maran Dam - CONTRACT SVC / ENGINEERING
00419 H.E. Callahan Construction Company	673.38	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00419 H.E. Callahan Construction Company	23,642.29	CAPITAL IMPR / Maran Dam - PUBLIC WAYS / CONTRACT SVC
00470 HD Supply	62.99	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00385 Hygrade Business Group, Inc	172.41	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00629 Irving Oil Marketing, Inc	54.13	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00330 Jeremy Clark	800.00	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00770 LeeAnn Bates	25.00	GENERAL FUND / Gile Hall
00111 MaineToday Media	136.52	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00424 Main-Land Dev. Consultants, Inc	4,845.00	CAPITAL IMPR / Fire Station - CONTRACT SVC / ENGINEERING
00753 Manchester Youth Soccer	38.00	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00519 Maureen Kinder	204.05	COMM SERVICE / Library - ADMIN / OFFICE SUP
00519 Maureen Kinder	169.99	COMM SERVICE / Library - EQUIP REPLAC / CAPITAL EQP
00417 Michael Beavers	25.00	GENERAL FUND / Gile Hall
00806 Overhead Door Company of Portland	1,621.61	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00077 PETTENGILL PRINTING	362.00	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00858 PETTY CASH	16.22	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	64.96	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00858 PETTY CASH	22.00	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00673 PIKE INDUSTRIES, INC.	210.95	BOARDS & COM / Consvr Comm - Town Proprer / Materials
00069 Regional School Unit#38	309,199.51	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00069 Regional School Unit#38	242.65	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL

Warrant 20

Vendor-----	Amount	Account-----
00086 SECRETARY OF STATE (MOTOR VEH)	2,529.38	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,884.56	GENERAL FUND / Motor Veh Fe
00462 STAPLES CREDIT PLAN	41.19	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	58.98	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	82.39	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	10.56	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00282 The Cure	59.90	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00282 The Cure	58.85	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / PPG
00282 The Cure	30.95	GENERAL GOVT / Code Enforce - EQUIP O,R &M / PPG
00100 TREAS., STATE OF MAINE (DOGS)	122.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	734.06	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	1,240.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING

Prepaid Total--	8,726.74
Current Total--	352,682.86
Warrant Total--	361,409.60

November 14, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
22	207	\$47,645.18	Warrant	R. Eno	Three	11/7/2019

SUM \$ 47,645.18

Indicates public review is required following prior approval

Indicates public review and approval are both required

Treasurer's Warrant

Warrant # 22

\$47,645.18

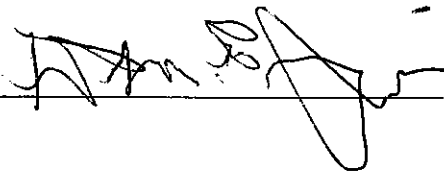
Dates: 11/14/2019

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.

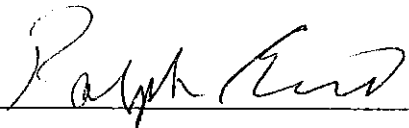
Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$0	
VARIOUS VENDORS	Accounts Payable	\$47,645.18	68039
	Total	\$47,645.18	

Date Signed:



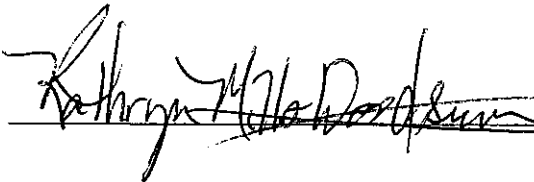
Bruce Bourgoine, Chair

Christine Sammons, Vice Chair



Ralph Eno

Dennis Price



Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	68039	47,645.18	11/14/19	22	00453 Cushing Construction, LLC
Total		47,645.18			

Count	
Checks	1
Voids	0

Warrant Recap

Warrant 22

Vendor-----	Amount	Account-----
00453 Cushing Construction, LLC	47,645.18	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC

Prepaid Total--	0.00
Current Total--	47,645.18
Warrant Total--	47,645.18

November 25, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
23	208	\$ 84,705.21	Warrant	R. Eno	Three	11/22/2019
A	208	\$ 2,137.31	State Fees	R. Eno	One	11/14/2019
B	208	\$ 5,754.76	State Fees	R. Eno	One	11/22/2019
24	221	\$ 14,444.56	Payroll		One	

SUM \$ 99,149.77

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

Treasurer's Warrant

Warrant # 23 & 24

\$99,149.77

Dates: 11/27/2019

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 \$14,444.56	Check #'s 68080-68094 168080-168088
VARIOUS VENDORS	Accounts Payable	\$84,705.21	68040-68079
	Total	\$99,149.77	

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	35.02	11/27/19	23	00031 Central Maine Power Co
P	68040	2,137.31	11/14/19	23	00086 SECRETARY OF STATE (MOTOR VEH)
P	68041	5,754.76	11/21/19	23	00086 SECRETARY OF STATE (MOTOR VEH)
R	68042	342.10	11/27/19	23	00324 American Loggers Fire Suppression
R	68043	126.09	11/27/19	23	00024 Baker & Taylor, Inc
R	68044	2,400.00	11/27/19	23	00447 Cartographic Associates, Inc
R	68045	35.00	11/27/19	23	00587 Cheryl Wurth
R	68046	1,500.00	11/27/19	23	00623 Civic Plus
R	68047	7,599.00	11/27/19	23	00034 Cobbossee Watershed District
R	68048	187.29	11/27/19	23	00072 Consolidated Communications
R	68049	602.76	11/27/19	23	00635 CPRC Group
R	68050	27,895.02	11/27/19	23	00453 Cushing Construction, LLC
R	68051	35.00	11/27/19	23	00276 Darcey Freeman
R	68052	1,200.00	11/27/19	23	00591 David Ledew
R	68053	3,329.99	11/27/19	23	00853 David Morrow
R	68054	24.94	11/27/19	23	00153 Deborah Nichols
R	68055	109.80	11/27/19	23	00040 Demco
R	68056	418.93	11/27/19	23	00704 Fabian Oil
R	68057	320.00	11/27/19	23	00043 Fire Tech and Safety
R	68058	145.37	11/27/19	23	00818 Hannah Flannery
R	68059	171.00	11/27/19	23	00083 Kennebec Cnty Registry Of Deeds
R	68060	79.83	11/27/19	23	00152 Lowe's
R	68061	75.00	11/27/19	23	00275 Maine Local Government Human
R	68062	7,790.53	11/27/19	23	00065 MAINE MUNICIPAL EMP. HEALTH
R	68063	71.68	11/27/19	23	00111 MaineToday Media
R	68064	97.44	11/27/19	23	00751 Michael Morang
R	68065	347.28	11/27/19	23	00823 OTELCO
R	68066	51.76	11/27/19	23	00858 PETTY CASH
R	68067	169.26	11/27/19	23	00673 PIKE INDUSTRIES, INC.
R	68068	1,140.00	11/27/19	23	00841 PretiFlaherty
R	68069	462.30	11/27/19	23	00069 Regional School Unit#38
R	68070	190.57	11/27/19	23	00746 Rockingham Electrical Supply Co Inc
R	68071	11,799.72	11/27/19	23	00436 Sealcoating, Inc
R	68072	650.00	11/27/19	23	00274 Service Master Clean
R	68073	20.00	11/27/19	23	00561 Shredding on Site
R	68074	27.35	11/27/19	23	00021 Sonya Clark
R	68075	13.24	11/27/19	23	00696 Spectrum
R	68076	434.29	11/27/19	23	00313 Toshiba Financial Services
R	68077	41.24	11/27/19	23	00348 Travis Gould
R	68078	4,987.21	11/27/19	23	00471 WASTE MANAGEMENT OF ME-PORTLND
R	68079	1,887.13	11/27/19	23	00709 WASTE MANAGEMENT OF PORTLAND
Total		84,705.21			

Count

Checks	41
Voids	0

Warrant 23

Vendor-----	Amount	Account-----
00324 American Loggers Fire Suppression	40.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00324 American Loggers Fire Suppression	85.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00324 American Loggers Fire Suppression	40.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00324 American Loggers Fire Suppression	20.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00324 American Loggers Fire Suppression	157.10	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00024 Baker & Taylor, Inc	15.17	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	44.18	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	66.74	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00447 Cartographic Associates, Inc	2,400.00	GENERAL GOVT / Grant/Plan - ADMIN / MISC.
00031 Central Maine Power Co	35.02	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00587 Cheryl Wurth	35.00	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00623 Civic Plus	150.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / WEB HOSTING
00623 Civic Plus	1,350.00	GENERAL GOVT / Admin - CONTRACT SVC / WEB HOSTING
00034 Cobbossee Watershed District	7,599.00	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00072 Consolidated Communications	46.01	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	47.75	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	93.53	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00635 CPRC Group	602.76	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00453 Cushing Construction, LLC	27,793.02	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00453 Cushing Construction, LLC	102.00	REC,PARKS/AT / Trails - PUBLIC WAYS / CONTRACT SVC
00276 Darcey Freeman	35.00	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00591 David Ledew	1,200.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00853 David Morrow	430.17	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00853 David Morrow	2,899.82	CAPITAL IMPR / Transfer Sta - PUBLIC WAYS / CONTRACT SVC
00153 Deborah Nichols	24.94	GENERAL GOVT / Admin - PERSONNEL / MILEAGE
00040 Demco	109.80	COMM SERVICE / Library - ADMIN / OFFICE SUP
00704 Fabian Oil	224.32	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	23.50	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	5.11	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	166.00	SOLID WASTE / TRANSFER STA - UTILITIES / HEATING
00043 Fire Tech and Safety	145.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00043 Fire Tech and Safety	175.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00818 Hannah Flannery	145.37	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00083 Kennebec Cnty Registry Of Deeds	171.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00152 Lowe's	29.76	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00152 Lowe's	27.93	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00152 Lowe's	22.14	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00275 Maine Local Government Human	75.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
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
00111 MaineToday Media	71.68	GENERAL GOVT / Admin - ADMIN / ADVERTISING

Warrant Recap

Warrant 23

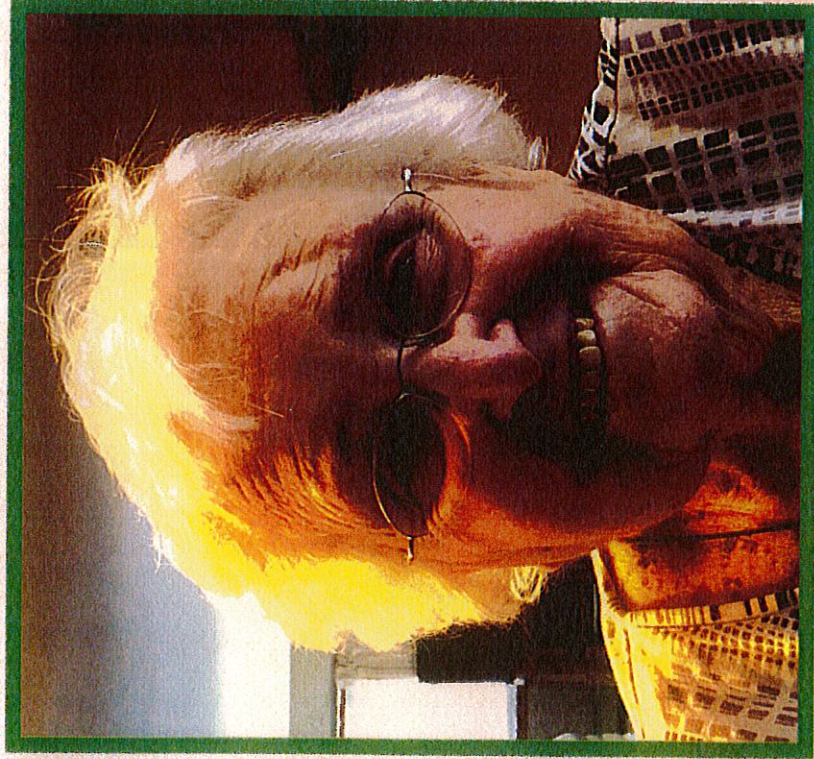
Vendor-----	Amount	Account-----
00751 Michael Morang	97.44	SOLID WASTE / TRANSFER STA - PERSONNEL / MILEAGE
00823 OTELCO	327.64	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 OTELCO	19.64	COMM SERVICE / Library - UTILITIES / TELEPHONE
00858 PETTY CASH	8.81	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	40.95	Maintenance / Veh/Eq Maint - EQUIP O,R &M / GMC Sierra
00858 PETTY CASH	2.00	SOLID WASTE / TRANSFER STA - PERSONNEL / MILEAGE
00673 PIKE INDUSTRIES, INC.	169.26	REC,PARKS/AT / Town Propert - Town Proprer / Materials
00841 PretiFlaherty	220.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00841 PretiFlaherty	920.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00069 Regional School Unit#38	462.30	PROTECTION / FIRE DEPART - EQUIP O,R &M / FUEL/OIL
00746 Rockingham Electrical Supply Co Inc	190.57	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00436 Sealcoating, Inc	11,799.72	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	2,137.31	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	5,754.76	GENERAL FUND / Motor Veh Fe
00274 Service Master Clean	650.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00021 Sonya Clark	11.35	COMM SERVICE / Library - ADMIN / MISC.
00021 Sonya Clark	16.00	COMM SERVICE / Animal Cntrl - BUILDING O&M / MAINTENANCE
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
00348 Travis Gould	41.24	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00471 WASTE MANAGEMENT OF ME-PORTLND	4,033.51	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00471 WASTE MANAGEMENT OF ME-PORTLND	932.56	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00471 WASTE MANAGEMENT OF ME-PORTLND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	1,336.17	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	550.96	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING

Prepaid Total--	7,927.09
Current Total--	76,778.12
Warrant Total--	84,705.21

COMMUNICATIONS

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

Boston Post Cane Holder



Years prior to August 1909, Edwin Grozier of the Boston Post Newspaper arranged for a business firm to import a large quantity of the finest ebony from Africa. He had the ebony made up into canes by the J.F. Fradley & Company of New York at the cost of a few thousand dollars.

On August 2, 1909, Mr. Grozier sent out 700 letters to the Boards of Selectmen of towns in Maine, Massachusetts, New Hampshire, and Rhode Island, asking them to be trustees of the 700 ebony, gold-topped canes.

Mr. Grozier stipulated that the canes were to be given to the oldest citizen of the town. At the holder's demise, the cane was to be returned to the town and transmitted to the next oldest citizen.

Being the oldest citizen of Readfield wishing to hold the title, the Town of Readfield is proud to award their Boston Post Cane to Norma H. Grover on this 9th day of December, 2019.

(cane to be retained at the Town Office).

Minutes
Age Friendly Committee Meeting
September 18, 2019

Present: Ed Dodge, Maggie Edmondson, Ann Mitchell, Marianne Perry, Romaine Turyn

Excused: Donna McGibney

Guests: Betty Petersen, Jan Tarbuck, Board Members, Readfield Community Library

The meeting was called to order at 9:04

Readfield U

Betty Petersen and Jan Tarbuck were welcomed to the meeting. They were in attendance to participate in the discussion and planning for Readfield U. Maggie provided a quick overview again and discussed tentative plans for the Community Meeting on September 26th at the Masonic Lodge. The Library Board remains interested and wants to participate in the planning

The Committee brainstormed additional topics that could be held at Readfield U. Marianne offered to take care of signage announcing the meeting on the Union Meeting House Kiosk.

Updates

Maggie represented the Age Friendly Committee at the roll out of Readfield's Community Heart and Soul meeting. It was an impressive group of people representing a wide range of people, and community activities, including the public schools and Kents Hill School. This initiative aligns with the mission of the Age Friendly Committee and Readfield U. We will continue to participate.

Ann Mitchell attended the Greater Winthrop Transportation meeting. She reported that Lynn Kidd from SEARCH attended the meeting and that she is now working full time. Flyers announcing the transportation service were available at the Winthrop Art Festival and SEARCH has added volunteers and program participants. Between Patricia Oh, AARP, Romaine and Ann Carter in Winthrop, we were able to assist the Maine Community Foundation search for transportation resources for someone in Winslow. Ann Mitchell will no longer be able to serve as a liaison to that group. Romaine will continue to attend as available. Ann was thanked for her participation.

Handy Helper Brochure

No one came prepared to offer edits to the Handy Helper brochure. Since time was short, this item was delayed until the next meeting.

Other

Smoke Alarm Installation was discussed. Last year was so successful, members wanted to make it an annual event. Members confirmed their interest and tentatively selected the first weekend in November to devote to this effort. Romaine will contact the Red Cross to see if they are available the first weekend of November. Reminders were made of upcoming meetings and conferences - The annual Wisdom Summit and the Quarterly AARP Regional Meeting.

The meeting adjourned at 11:15.

Readfield Trails Committee Minutes
September 24, 2019

Present: Nancy Buker, Ken Clark, Greg Durgin, Jeanne Harris, Bob Harris, Greg Leimbach, Rob Peale, Holly Rahmlow, Henry Whittemore

Excused: Paul Bessette

The meeting was called to order at 6:29 p.m.

Holly passed out copies of the May minutes. Several matters were discussed before Henry moved that the minutes be approved with the changes discussed. Jeanne seconded. Approved unanimously with three abstentions.

Greg L. agreed to be the timekeeper.

Jeanne reported that the current balance in our account with the rollover from the last fiscal year is \$2,510.

Greg D. moved that Ken continue to serve as vice chair. Holly seconded. All approved.

Rob moved that Greg D. continue to serve as chair. Henry seconded. All approved.

Rob moved that Jeanne continue as treasurer and Holly as secretary. Move seconded and approved.

Re. Morrill Road project: Rob has compiled a list of items to be discussed with the Select Board and Eric. They include the culvert, road surface and safety of crossing Route 17. We discussed the best way to approach different issues and paperwork that Rob should have in hand when he presents the project to the Select Board.

Nancy said she has a copy of the discontinued Morrill Road plan (by Dan Harriman) and could get a copy made. Motion made and approved that she will get a copy made at Copies Etc. and get it to Rob before the Select Board meeting and submit bill to Town Office.

Greg D. outlined plans for work for the Maranacook Juniors on October 3. The plan is to work on the section of the trail from behind the library and Union Meeting House over to Church Road. They will be clearing weeds and then putting down geotech and blue stone.

The Kents Hill School kids will be volunteering on October 21. There's no exact plan yet, but some ideas for needed work were discussed.

We also talked about stewardship of trails, working more closely with KLT and the Conservation Commission's planned work around the old fairgrounds' pulling-stone area.

Greg L. reviewed a meeting he and others (Nancy, Rob, Greg D., Bob) attended with the Conservation Commission and representatives from other groups in the region, including the Greater Augusta Utility District (GAUD) and New England Mountain Bike group and the president of the Readfield snowmobile club, regarding the GUAD Carleton Pond Reserve. They are looking for ideas for developing the recreational possibilities for the area. Greg L. suggested we start incrementally with getting permission for snowshoeing and cross-country skiing, where they currently allow some snowmobiling. Greg D. said he would let everyone know when they are going to have a meeting to investigate next steps.

Nancy asked about the progress regarding a sidewalk on Church Road. Greg D. said he'd check on it.

Nancy asked about the rocks that were a problem at the Fairground parking lot. Greg D. said Anna is working on that.

There is no new progress on the Draper property.

A history walk on the Esker Trail was cancelled due to rain. Nancy asked if it was going to be rescheduled and if the trail needed to be fixed up before then. Rob said the trail is in pretty good shape and the history event will be rescheduled.

Bob updated the kiosk at the Maranacook school.

Nancy asked whether we shall permit the use of e-bikes on the trails. Greg D. said he would refer it to the Conservation Commission.

Nancy passed out a story about the Orono Bog Boardwalk, which she said was amazing.

The next meeting will be October 22.

Meeting adjourned at 8:03 p.m.

Minutes prepared and submitted by Holly Rahmlow

Readfield Trails Committee Minutes

October 22, 2019

Present: Paul Bessette, Nancy Buker, Ken Clark, Greg Durgin, Jeanne Harris, Bob Harris, Greg Leimbach, Rob Peale, Holly Rahmlow

Excused: Henry Whittimore

The meeting was called to order at 6:30 p.m. Rob agreed to be the timekeeper.

Holly passed out copies of the September minutes. Greg L. moved that the minutes be approved. Seconded and approved.

Jeanne reported that the current balance in our account, which includes the rollover from the last fiscal year, is \$2,503.14. Bills to come include those for the bluestone and for map printing.

Rob, Bob and Greg D. presented the Morrill Road Trail proposal to the Select Board at a recent meeting. It was approved. The Select Board approval included allowing the Trails Committee to construct an interim trail on the Morrill Road easement. The next step is to blaze the trail, which is planned for 1:30 p.m. Thursday, October 24.

The Carleton Pond excursion is set for 8 a.m. Friday, October 25. Everyone is welcome to attend.

Greg D. said that the Readfield Conservation Committee members will be meeting with abutting residents regarding concerns about a trail that RCC began constructing around the pulling stones behind the ball field. Trails members are welcome to attend the meeting, which will be at 3:30 on Thursday.

Bob and Jeanne reviewed the work day with the Kents Hill School kids. Seven kids and two adults worked on the trail behind the Union Meeting House. On the other end of the trail, Paul worked with five students and one teacher. Greg had already laid geotech, so the students put down bluestone. Paul also went out with a leaf blower and blew all the trails. Previously Jerry Bley had marked the trail, so a lot of work was accomplished on those trails.

Greg D. mentioned that maps are disappearing rapidly from the Post Office, so we decided to not put them out there anymore.

Rob asked about the prospect of putting a trail on the Saunders property to connect from Route 17 to the Rosmarin Preserve. The consensus was that a casual, local approach before formally applying to the Saunders Co. was the best way to move ahead. Bob, Rob and Greg L. will follow up.

Ken asked about the Esker Trail sign, which was broken. Paul said he fixed it.

The next meeting will be November 26. Meeting adjourned at 7:35 p.m.

Minutes prepared and submitted by Holly Rahmlow

Readfield Community Library Board Meeting
October 2, 2019

The meeting was called to order at 6:34.

Those present: Donna Witherill, Pam Mitchell, Brenda Lake, Pat Clark, Betty Peterson, Jan Tarbuck, Sonya Clark, Deb Peale, Jen Bonnefond
Maureen Kinder, Librarian

Secretary's report: The minutes were approved.

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

Old Business:

*Volunteer appreciation/open house:

October 16th date postponed for the open house.

We will have a Pot Luck Supper at the Town Office on November 7th for the board, volunteers and the Friends of the Library.

* Readfield U pop up: Looking for people to donate time and talent to teach anything. That person will decide where, when and what to teach in the month of March. The next meeting will be in November.

*Friends Update: The Friends will take over the quilt raffle.

-Please give Deb a "wish list" for use of the Friends funds.

-Nancy Meservier has written 2 Young Adult books: we could ask her to come for a book signing.

We will be on look out for other authors to come speak at the library.

*New and additional Library open hours:

The following open hours have been proposed to begin on November 1st:

Monday 3-7, Tuesday 1-7, Wednesday 1-7, Saturday 10-4

A motion was made to adopt the above hours and was approved.

*Renovations Update: The renovations are coming along.

-Prioritize remaining King Foundation funds.

*Potluck dinner/game night at Van Der Brew- off the table for this fall, maybe in the spring.

-We will be open for Halloween trick or treaters.

New Business:

*Tree lighting: Friday, December 6th and Sunday, December 8th (bad weather day).

*Burns Night: Saturday, January 25th

We will discuss this in more detail at the next meeting.

The meeting was adjourned at 8:02.

The next meeting will be November 6, 2019 at 6:30 at the library.

Respectfully submitted by,

Pam Mitchell

**Cemetery Committee Meeting Minutes
October 16, 2019**

Present: Andy Tolman, Grace Keene, Deb Doten, Pam Osborn, Marianne Perry, Warren Norris, Ben Rodriguez

Meeting Minutes for September 2019: Motion made to accept minutes with proposed changes and seconded, discussion pursuant and minutes were approved unanimously.

Report by Marianne Perry on the community service day. This would include raking by volunteer crews at locations to be determined. Maranacook High School Junior Class community service group to be involved. Suggestion made to contact Kennebec County Jail for inmate help.

Report by Andy Tolman on success of MOCA meeting held September 21st. Meeting was well attended. The Friends of the Vestry that provided the food did great and the fare was well received, as was Dale Potter-Clark and the other meeting programs and presentations.

From the committee: Thanks to Andy, Deb, Ben and Anne for their participation in making it a great meeting.

Sexton's Report by Ben Rodriguez

- Case Cemetery frontage area clean up has occurred.
- Respondent to previous discussions by the committee Eric Dyer and Ben Rodriguez have devised an RFP for tree work to be sent out for solicitation. Interested parties will meet October 21st at 8 am in Case Cemetery. Scope to include trees designated by sexton for limb removal or other maintenance (removal as last resort), as well as request for professional opinion on trees requiring further review.
 - Interested parties include:
 - Stevenson Solutions
 - Poulin Tree
 - Matt Davenport
 - Pinnacle
 - Greg Goucher
 - Marianne Perry recommended Woods Tree Service
 - Proposals due October 30th 2 pm bid opening
 - Presentation of results to the Select Board at the November 4th meeting
 - Ben requested Cemetery input prior to Select Board meeting. Suggestion made for a separate committee meeting. (M/S/V Agreed on November 1st at 1 pm.)
- Ben noted that Eric walked him through the Readfield webpage used for cemetery committee information. Webpage can be used for posting interesting articles, historical footnotes, photos and minutes.
- Also, the fall clean-up will be posted in the community "Messenger". Date for fall clean-up is slated for mid-November.

New Business:

Discussion turned to wreath laying provided by the town, one each at each of the town's cemeteries. Deb Doten to determine supplier and cost of approximately 30 inch diameter wreaths. The objective is to have them set for Veterans' Day but no later than December 1st.

The cost of the wreaths and the RFP for tree work prompted discussion of budget matters including the assignment of expense to either the capital fund or cemetery budget funds. Ben to meet with the town accountant to ensure appropriate funding source for the projects planned.

Question raised about the completion of the Dudley Plains signage. The sign needs to be completed before winter temperatures freeze the ground. Ben to look into this.

Stone cleaning was discussed as there are still a lot of markers requiring attention. At the MOCA meeting there was a vendor in attendance that had a product that might be promising, Citra Shield. The presenter was not thoroughly informed on her product as it was assumed by some MOCA attendees that the liquid was acidic and incompatible with the headstone materials. Andy reviewed the MSDS and found it was not acidic with a pH of 8. However, until a "proof of efficacy" is determined we will continue to use the D2 currently employed.

As far as the stone cleaning work is concerned the demand for it is high and available experience is limited. This prompted discussion on finding skilled stone cleaners or giving more stable commitments to existing cleaners. Further discussion tabled for information gathering.

Motion made to close meeting (M/S/V). Adjourned 2:25 pm.

Next meeting is November 1st, 2019 for Tree Work Proposal input.

Next scheduled full committee meeting is scheduled for November 20th, 2019.

Respectfully Submitted,

Warren Norris
Cemetery Committee

Cemetery Committee RFP Ancillary Meeting Minutes November 1, 2019

Present: Andy Tolman, Grace Keene, Deb Doten, Pam Osborn, Sandra Rourke, Warren Norris, Ben Rodriguez. Eric Dyer, Town Manager, was present also.

A quorum was met.

This meeting was called specifically to review the results of Sexton's meeting with interested parties and the responsive bids for an RFP for tree work at Case Cemetery.

Sexton's Report by Ben Rodriguez

- Ben met with interested vendors at the Case Cemetery to review the work scope. Vendors were asked to bid based on their professional opinion and identify action taken to treat each tree identified.
- Attending bidders included:
 - Seabreeze Property of Portland
 - Stevenson Solutions
- Ben provided the committee with copies of the two responsive bidders' proposals and a tree map of Case Cemetery.
- Grace recommended that Ben prepare tree maps of all of the cemeteries like the map he made of the Case Cemetery. Ben agreed to make up some sketches.

Committee's Response

- Asked if Case Cemetery's neighbor had been contacted about noise and access, Ben said he had contacted the neighbor, got her cooperation and agreed to keep her informed.
- Asked about other bidders, Ben stated that some did not respond, one politely declined due to busy work schedule.
- Other bidder was within range but did not provide details on other options.
- Deb Doten made motion that we accept the Stevenson bid. Seconded by Grace. Committee noted thoroughness of the Stevenson proposal and lower cost.
- Vote taken with unanimous acceptance of the Stevenson bid. Ben will provide recommendation to the Select Board at Monday's meeting (November 4th).

Old Business

Grace Keene brought forward a concern about the year-end report for the 2018/19 cemetery budget. She pointed out that there is a \$5,800 carry forward balance which is significantly higher than the near zero balance projected by the Cemetery Committee (see May 2019 Cemetery Meeting Minutes).

The Sexton explained that the expense for the crypt at Readfield Corner was charged to the Capitol Expense Account rather than the 2018/19 cemetery budget.

Discussion ensued about status of the budget item from last year's budget for stonework performed by Gary Mann. According to Ben who met with Teresa this was rectified. Eric noted to committee that this will require a journal entry – removing the expense from capital expenditure applying to the proper expense item in the prior year's budget. Ben will henceforth provide Teresa with a written (email) notice of how the committee wants the expenditure applied.

Eric thanked the committee for its high level of interest in the accounting detail and their work on jumping onto the budget process early.

Discussion continued with stonework considerations for next year. Current vendors are limited and require advance notice for scheduling. Committee noted that with the Maine Bicentennial approaching it is a good time to get things in order.

Deb Doten mentioned that there is a website that can be found to access possible grant money for public activities for the Bicentennial.

www.mainearts.maine.gov/Pages/Funding/Bicentennial-Grants-Home

Committee discussed wreath laying. Deb Doten noted that some wreaths if placed on cemetery signage would block the sign and that others had no convenient place to hang a wreath. Eric volunteered that tripod like stands are available. Deb indicated that ten wreaths would be needed. Costs are around \$40 for a 20-inch diameter wreath with an objective for laying now sometime after Thanksgiving. Ben stated that Anna's grandmother makes wreaths. Other sources include a Kents Hill fundraiser that sells wreaths and the Torsey Methodist Church sells them, too.

Discussion turned to identifying/mapping of the cemeteries. Ben discussed cemetery software to help with the process. Specifically, he mentioned Pontem Cemetery Management Software. He said that its expensive as it is meant for much larger cemeteries. He will investigate whether a cemetery-lite version is available. Committee comments centered around the fact that most software vendors provide only an application but no support services, which we would need.

New Business:

Overnight there were some significant winds which knocked down trees in Whittier and Huntoon cemeteries. There was no damage but the trees were large. Committee discussed whether or not to use the cemetery trust funds for this type of use. Committee agreed that the current budget should be used and that trust fund money should be used only as a last resort.

Adjournment (M/S/V)

Next meeting scheduled for November 20th, 2019 at 1:00 pm.

Respectfully Submitted,

Warren Norris
Cemetery Committee

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Eric Dyer

From: cmsmailer@civicplus.com on behalf of Contact form at Readfield ME
<cmsmailer@civicplus.com>
Sent: Wednesday, December 4, 2019 4:28 PM
To: manager@readfieldmaine.org
Subject: [Readfield ME] Resignation (Sent by Donna Witherill , Dwith11@gmail.com)

Hello edyer,

Donna Witherill (Dwith11@gmail.com) has sent you a message via your contact form (<https://www.readfieldmaine.org/user/37/contact>) at Readfield ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.readfieldmaine.org/user/37/edit>.

Message:

Dear Eric,

I am writing to you today to notify you that I will be resigning from my position on the library board on December 6, 2019.

I have enjoyed my time on the board and plan to continue helping out with library activities as my time permits.

Sincerely,

Donna Witherill

OLD BUSINESS

Public Ways, Traffic, and Parking Ordinance Of the Town of Readfield, Maine

~~DRAFT - 01-07-2018~~

ENACTED: _____

CERTIFIED BY: _____
Signature

CERTIFIED BY: _____
Printed Name

Title

Public Ways, Traffic, and Parking Ordinance of the Town of Readfield, Maine

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1. GENERAL PROVISIONS:

- A. This Ordinance shall be known and may be cited as the “Public Ways, Traffic, and Parking Ordinance” and will be referred to herein as this Ordinance.
- B. The purpose of this Ordinance is to lessen safety hazards and the risk of injury to the traveling public, aid in the control of the movement and stopping of vehicular traffic, to prevent damage to and extend the life expectancy of public ways, and to reduce the public expense for their maintenance, operation, and repair within the Town of Readfield,
- C. The provisions of this Ordinance apply to all public ways within the Town of Readfield. This Ordinance does not govern traffic, parking, or pedestrian activity on private ways.
- D. This ordinance does not apply to motor vehicles parked in a prohibited area for the following reasons:
 - 1. Mechanical problems or breakdown lasting less than 24 hours;
 - 2. Emergency situations;
 - 3. Maintenance, construction, repair or installation of utilities or the public way by any State or municipal agency or utility company.

2. ESTABLISHMENT & AUTHORITY

- A. This Ordinance is established under M.R.S. Title 30-A §3009 and §4452, and M.R.S. Title 29-A §2395 and §2388, pursuant to an affirmative vote by the Town of Readfield Select Board.
- B. The Select Board has the exclusive authority to enact all traffic ordinances in the municipality, subject to the following provisions:
 - 1. The Select Board may regulate pedestrian traffic in the public ways, including, but not limited to, setting off portions of a municipality's public ways for sidewalks and regulating their use; providing for the removal of snow and ice from the sidewalks by the municipality; and establishing crosswalks or safety zones for pedestrians.
 - ~~a. The violation of any ordinance authorized by this paragraph is a civil violation.~~
 - ~~b.a. The Select Board may establish a method by which persons charged with the violation of ordinances governing pedestrian traffic on the public ways may waive all court action by payment of specified fees within stated periods of time. [1991, c. 549, §16 (AMD); 1991, c. 549, §17 (AFF).]~~
 - 2. The Select Board may regulate the operation of all vehicles in the public ways and on publicly owned property.

- a. The violation of any ordinance authorized by this paragraph is a civil violation.
 - b. A municipality may not adopt or enforce an ordinance authorized by this paragraph that is the same as or conflicts with any speed or other traffic control limits imposed by the Department of Transportation pursuant to Title 23 or 29-A. [1999, c. 753, §8 (AMD)].
3. The municipal officers may regulate the parking of motor vehicles on any public way or public parking area.

3. DEFINITIONS

Except as otherwise provided herein, the definitions contained in M.R.S shall govern the construction of words contained in this Ordinance. Any words not defined therein shall be given their common and ordinary meaning.

- A. Designee - Any person granted permission to enforce this Ordinance, including but not limited to municipal officials and State, County, and other law enforcement officials.
- B. Public Way - As read in this Ordinance, “public way” means any public road, bridge, parking area, or sidewalk; way dedicated to public use; or way upon which the public has a right of access or has access as invitees or licensees.

4. PARKING & USE RESTRICTIONS

A. Readfield Corner.

1. A map of parking restrictions at Readfield Corner is attached as an appendix.
2. There shall be NO PARKING at any time in the following areas
 - c. 70 feet from the center of Main St. along Church Rd, both sides.
 - d. 90 feet from the center of Church Rd. along Main St. toward Maranacook Lake, on the Mt. Vernon side of the road.
 - e. 200 feet from the center of Rt. 41 along Main St. toward Maranacook Lake, on the Winthrop side of the road.
 - f. 50 feet from the center of Main St. along Rt. 41, both sides.
 - g. 90 feet from the center of Church Rd. along Main St. toward Fayette, on the Mt. Vernon side of the Rd.
 - h. 90 feet from the center of Rt. 41 along Main St. toward Fayette, on the Winthrop side of the Rd.

3. Only parallel parking shall be allowed outside of the above referenced areas.

B. Town-Wide.

1. Parking is allowed only on one side of any public way. Parking on both sides of any public way is prohibited unless prior consent is granted by the Road Commissioner or their designee.
 - a. It is the responsibility of the organizer or sponsor of any event requiring on-street parking to ensure that this requirement is met.
 - b. Signage identifying which side of the street is restricted must be in place prior to the start of the event and must be removed within 24 hours of the end of the event.
 - c. Signage shall include clear language stating “NO PARKING THIS SIDE” or similar.
2. Except in compliance with a statute or with this Ordinance, a person shall not stop or park a vehicle on any public way in any of the following places:
 - a. On a sidewalk.
 - b. In front of a public or private driveway.
 - c. Within an intersection.
 - d. Within seven (7) feet of a fire hydrant, except as otherwise designated by the Road Commissioner.
 - e. On a crosswalk.
 - f. Alongside or opposite any excavation or obstruction when stopping or parking would obstruct traffic.
 - g. On the roadway side of any vehicle stopped or parked at the edge or curb of a public way.
 - h. On any bridge or other elevated structure.
 - i. At any place where official signs or yellow striped areas or yellow curbing indicates a restricted, no-stopping or no-parking area.
 - j. Within twenty (20) feet of a marked crosswalk.
 - k. Within twenty (20) feet of the near corner of the curbs at an intersection unless otherwise designated..

3. A person shall not park any vehicle on a public way so as to leave available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic.
4. Where parking places are marked by painted lines, a person must park a vehicle within the lines.
5. A person shall not park a vehicle in a parking stall specifically designated and clearly marked for persons with physical disabilities unless the vehicle is equipped with a special designating plate or displays placard issued by the secretary of state under the provisions of and in compliance with 29A M.R.S.A. § 521. A person shall not park in an access aisle adjacent to a disability parking space regardless of whether the person has been issued a disability registration plate or removable placard by the State of Maine. Disability access aisles shall be marked by painting on the pavement a rectangular box with white or yellow diagonal stripes.
6. Where traffic-control signals are not in place or in operation, the operator of a vehicle shall yield the right-of-way to a pedestrian crossing a public way within any marked crosswalk or at any intersection protected by a stop sign. When any vehicle is stopped at a crosswalk or intersection to permit a pedestrian to cross, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.
7. Every pedestrian crossing a public way at any point other than within a crosswalk or protected intersection shall yield the right-of-way to all vehicles on the way.
8. Pedestrians shall walk on a sidewalk when there is one, otherwise, they shall walk on the left side of a public way, and shall yield to oncoming traffic by stepping off the paved portion of the way when traffic approaches.
9. A person shall not drive a vehicle within any sidewalk area except at a driveway.
10. No person shall ride a bicycle or skateboard on a sidewalk except in a prudent and reasonable manner having proper regard for public safety. In all cases, bicyclists on a sidewalk shall yield the right-of-way to pedestrians.
11. Parking on municipally owned or maintained property not previously addressed (including parks, trailheads, parking lots, etc.) shall be in accordance with the following provisions:
 - a. No parking from dusk to dawn outside of scheduled public events unless permission is granted by the Road Commissioner.

5. TRAFFIC CONTROL DEVICES

- A. The Road Commissioner, with the aid of any necessary municipal staff or contractors, shall place and maintain all traffic signs and traffic control devices authorized by the

Select Board and this Section.

- B. Any provision of this Ordinance for which signs are required may not be enforced if at the time and place of the alleged violation an official traffic sign is not properly positioned and sufficiently legible to be seen and read by an ordinarily observant person.
 - 1. All traffic signs shall, whenever possible, meet the guidelines established in the most current version of the Manual on Uniform Traffic Control Devices.
 - 2. Speed limit signs may be advisory or regulatory. Regulatory signs must reflect the speed limit for the roadway established by the Maine Department of Transportation.
 - 3. No-parking signs must be placed in no-parking areas in such a manner as to be seen and understood by an ordinarily observant person.
- C. Crosswalk signs and pavement marking shall be placed on all crosswalks situated on public ways.
- D. Physical traffic control devices including but not limited to speed bumps, humps, and tables may be installed on any public way.

6. SNOW REMOVAL & PLOWING

Maintaining safe and navigable roadways is of fundamental importance to the Town of Readfield. This is especially so in the winter months when snow removal requires municipal crews, private residents, and contractors to perform snow removal on, across, and adjacent to our public ways. Accordingly:

- A. No person shall plow, or transfer in any manner, snow or ice across any public way within the Town of Readfield, unless such plowing or transfer is done in such a manner as to:
 - 1. Leave no ridge, lump, or other trace of snow or ice within the traveled portion of such public way; and.
 - 2. Create no bulge or other protuberance in the banks along such public way.
- B. For the purpose of facilitating snow removal, the Road Commissioner may place temporary signs along any public way from which the snow is about to be removed, indicating that parking a vehicle is prohibited. A person shall not park a vehicle within the area indicated by the signs.
- C. Vehicles or other personal property interfering with winter maintenance of any public way may be removed at the owner's expense in accordance with the OBSTRUCTION OF A PUBLIC WAY section of this Ordinance.

- D. Any person who violates the above provisions of this section shall be subject to a penalty of \$100 for each violation.

7. OBSTRUCTION OF A PUBLIC WAY

- A. No person shall obstruct any public way. Any vehicle or other personal property parked, disabled, or abandoned on any public way that interferes with or hinders maintenance, snow removal, or the normal movement of pedestrians or traffic on any public way may be removed and stored, at the owner's expense, at the order of the Road Commissioner or designee without notice.
- B. Advance notice will be provided whenever possible, however, and reasonable efforts to contact the owner of the vehicle or property shall be made prior to removal. The Town and its agents will in no way be responsible for any damage or loss to a vehicle stored in compliance with this Section.
- C. When any vehicle is towed pursuant this Ordinance, the following procedure shall be followed:
 - 1. Notice shall be sent to the registered owner of the vehicle by regular mail 1st class mail within 24 hours following the tow, by the company that did the towing.
 - 2. The notice shall contain the registration number & brief description of the vehicle, location of where the vehicle is stored, the cost of the tow & the daily storage charge if the vehicle is left more than 48 hours in storage after the notice has been mailed.

8. TEMPORARY ROAD CLOSURE

- A. The Road Commissioner or their designee may establish one-way traffic on such streets and ways at such times of the year as may appear necessary, by appropriate signs or markings clearly indicating such restrictions. This action is not regarded as a Temporary Road Closure within this Ordinance.
- B. An 'on the spot' closure by the Police or Fire Department during emergencies or processions, or a closure by the Road Commissioner or their designee for road construction or maintenance are not regarded as Temporary Road Closures within this Ordinance.
- C. The Road Commissioner or their designee may close streets for the purposes of a Temporary Road Closure to allow for such activities as Block Parties, Fairs, Carnivals, Fun-Runs and Exhibitions when the Select Board determines a need exists.
- D. Procedures for Processing Temporary Road Closure Applications
 - 1. An application in writing must be received by the Select Board at least 6 weeks prior to the closure. Details should include:-

- a. Applicant's name and address.
 - b. Street names to be closed.
 - c. Limits of the closure.
 - d. Date(s) and Time(s) of the closure.
 - e. Reasons for the closure.
2. A fee to cover costs may be required as a condition of approval, set and adjusted from time to time by the Select Board.
 3. The applicant is to obtain consent in writing to the closure from the occupants of properties situated along the street(s) to be closed. This is to be included with the application.
 - a. If the proposed closure is to be short term (less than 24 hours) the matter does not require consideration by the Road Committee and Road Commissioner. However, concurrence must be obtained from the Police, Fire Department and Road Commissioner. If buses are to be effected, the RSU #38 should also be consulted.
 - b. If the proposed closure is to be longer term, the matter must be referred to the Road Committee and Road Commissioner for consideration.
 4. In conjunction with the above, the Select Board will direct the Town Office to advertise the closure and seek comments from the public.
 5. Following receipt of comments, the matter is referred to the Select Board for approval/rejection.
 6. The applicant is notified of the Select Board's decision.
 7. The Town Office is also to notify the Ambulance Service and Fire Department if the closure is approved.

E. Standard Conditions.

1. Below is a list of standard conditions to be applied for Temporary Road Closures. Additional conditions may be applied for specific cases:
 - a. The closure is to be indicated by suitable barriers and signs which are to be removed promptly at the conclusion of proceedings.

- b. Notices to the public of the upcoming road closure are to be posted at the town office, post offices, other prominent locations, and also along all public entries of the road to be closed at least 7 days in advance.
- c. Barriers are to be manned at all times by a competent person.
- d. Traffic Hazard Warning Lamps are to be kept in operation at all times during the hours of darkness.
- e. The local Police are to be notified and any Police directions are to be obeyed.
- f. A clear access is to be maintained for emergency vehicles at all times.
- g. Any person having a legitimate reason to gain access is to be permitted to do so without undue delay.
- h. The area is to be left clear and tidy at the conclusion of proceedings.

9. ROAD OPENING

- RESERVED -

10. WEIGHT RESTRICTIONS & ROAD POSTING

A. Restrictions and Notices.

- 1. The municipal officers may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in their judgment, be necessary to protect the traveling public and prevent abuse of the highways, and designate the public ways to which the restrictions shall apply.
- 2. Whenever notice has been posted as provided herein, no person may thereafter operate any vehicle with a gross registered weight in excess of the restriction during any applicable time period on any public way so posted unless otherwise exempt as provided herein.
- 3. Pursuant to 29-A M.R.S. § 2395, the notice shall contain, at a minimum, the following information: the name of the public way, the gross registered weight limit, the time period during which the restriction applies, the date on which the notice was posted, and the signatures of the municipal officers. The notice shall be conspicuously posted at each end of the restricted portion of the public way in a location clearly visible from the traveled way.
- 4. Whenever a restriction expires or is lifted, the notices shall be removed wherever posted. Whenever a restriction is revised or extended, existing notices shall be

removed and replaced with new notices. No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

B. Exemptions

1. The following vehicles are exempt under State law: Any vehicle delivering home heating fuel or organic animal bedding and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying sufficient water for residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4-A).
2. Frozen road exemption: This ordinance shall not apply to any restricted road which is frozen. The highway is considered “frozen” only when the air temperature is 32° F or below and no water is showing in the cracks of the road. Both conditions must be met.
3. The following vehicles are also exempt under the specific provisions of this ordinance:
 - a. Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
 - b. MaineDOT vehicles or other vehicles authorized by MaineDOT or a municipality or county to maintain the roads under their authority.
 - c. Authorized emergency vehicles as defined in 29-A M.R.S. § 2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or fewer under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
 - d. Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities may operate without a permit. Special Commodities includes any of the following:
 - i. Home delivered heating fuel (oil, gas, coal, stove size wood that is fewer than 36” in length, propane and wood pellets);
 - ii. Petroleum products;
 - iii. Groceries;

- iv. Bulk milk;
- v. Bulk feed;
- vi. Solid waste;
- vii. Organic animal bedding; or
- viii. Sewage from private septic tanks or porta-potties

C. Permits

1. The owner or operator of any vehicle not otherwise exempt as provided herein may apply in writing to the Road Commissioner for a permit to operate on a posted public way notwithstanding the restriction. The Road Commissioner may issue a permit only upon all of the following findings:
 - a. no other route is reasonably available to the applicant;
 - b. it is a matter of economic necessity and not mere convenience that the applicant use the public way; and
 - c. the applicant has tendered cash, a bond or other suitable security running to the municipality in an amount sufficient, in their judgment, to repair any damage to the public way which may reasonably result from the applicant's use of same.
2. Even if the Road Commissioner makes the foregoing findings, they need not issue a permit if they determine the applicant's use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the public ways.
3. In determining whether to issue a permit, the Road Commissioner shall consider the following factors:
 - a. the gross registered weight of the vehicle;
 - b. the current and anticipated condition of the public way;
 - c. the number and frequency of vehicle trips proposed;
 - d. the cost and availability of materials and equipment for repairs;
 - e. the extent of use by other exempt vehicles; and such other circumstances as may, in their judgment, be relevant.

4. The Road Commissioner may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

D. Penalties

Any violation of this Ordinance section shall be a civil infraction subject to a fine of not less than \$250.00 nor more than \$1,000.00. Each violation shall be deemed a separate offense. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs. Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

11. DRIVEWAY SITING & CULVERTS

A. Permit Required.

1. Any new driveway entrance onto a Town or privately-owned road requires an entrance permit to be applied for, approved and issued by the Road Commissioner or the Commissioner’s designee following the payment of the applicable review fee. Driveway entrances requiring site review in accordance with the Land Use Ordinance shall first require approval from the Planning Board.
2. If a new entrance requires the installation of a culvert, the Road Commissioner or designee will state on the permit the diameter and length of the culvert. The culvert must be installed according to these installation specifications and any other conditions which the Road Commissioner or designee may impose.

B. Siting Requirements

1. Driveway entrances to lots must be located to provide for the minimum Sight Distances for the speed limit posted on any public or private road and required as Basic Safety Standards in Chapter 299 of the Maine Department of Transportation “Highway Driveway and Entrance Rules”: Part B, Section 2. These sight distances are as follows:

Posted Speed (MPH) Sight Distance (feet)	Sight Distance (feet)
Less than 20	None required
20	155
25	200
30	250
35	305
40	360
45	425

2. If the required sight distance cannot be achieved due to the topography, configuration or other unique circumstances of the property, and not for the convenience of or as the result of any action taken by the owner of the lot, this distance may be reduced to the extent necessary to provide the greatest sight distance as determined by the Road Commissioner.
3. The edge of the driveway shall be setback at least 10 feet from the edge of any side or rear property line unless there is a survey of the property completed by a Registered Land Surveyor and corner pins properly locating the property lines exist. In such case, the edge of the driveway may be as close as 3 feet from a side or rear property line, provided proper drainage is installed to ensure that stormwater runoff is not channeled onto abutting property without a legal drainage easement. Shared driveways shall be exempt from the setback requirements.

C. Culvert Installation Standards.

1. The minimum diameter of any culvert shall be 15 inches, the minimum length shall be 20 feet and the maximum length shall not exceed 30 feet unless the Road Commissioner approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer's recommendations. Where there may be inconsistencies or conflicts between these, the Road Commissioner shall make the final determination.
3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the culvert must be placed on 12 inches of acceptable bedding material.
4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a 24 ft. culvert).
5. Backfill material around the culvert and a minimum of 12 inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum 12-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Road Commissioner.
6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that

of the base, or invert, of the installed culvert.

7. The grade of the entrance shall slope away from the road surface at a rate of ½ inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.
8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.
9. When it is anticipated the culvert size may need to exceed 24 inches in diameter, the landowner/developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.
10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.
11. The landowner/developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.

D. Culvert Installation, Maintenance, and Replacement.

1. Following approval of the installation, the landowner/developer is responsible for the purchase, installation and proper backfilling of said culvert.
2. If the culvert is installed within the limits of a Town-owned road, the Town thereafter becomes responsible for the maintenance and any necessary replacement of the culvert according to the requirements of this policy.

12. ENFORCEMENT & PENALTIES

- A. Enforcement of this Ordinance, including but not limited to the issuance of permits and notices of violation, shall be the responsibility of the Road Commissioner and Code Enforcement Officer or their designees, acting as duly authorized representatives of the Town of Readfield.
- B. Action to enforce this Ordinance may also be taken through the Land Use Ordinance of the Town of Readfield.
- C. When necessary to meet an emergency situation in the interest of the health, safety or general welfare of the residents of the town, the Fire Chief, or his designee, may temporarily suspend any provision of this Ordinance. They may restrict and divert

vehicular and pedestrian traffic, and may restrict or regulate parking.

D. The Any violation of this ordinance of any ordinance authorized by this paragraph is a civil violation.

E. The Select Board may establish a method by which persons charged with the violation of ordinances governing pedestrian traffic on the public ways may waive all court action by payment of specified fees within stated periods of time. [1991, c. 549, §16 (AMD); 1991, c. 549, §17 (AFF).]

D.F. _____ Penalties under this ordinance may include the removal of personal property or vehicles from the public way at the owner's expense, as well as monetary penalties.

1. Unless otherwise noted, monetary penalties for violation of this Ordinance shall be as follows:

1st offense - \$25

2nd offense - \$50

3rd offense - \$100

4th or subsequent offense - up to \$500

2. In any instance where penalties in this section conflict with penalties identified elsewhere in this Ordinance, the more substantive penalty shall apply.

3. Penalties shall be payable to the Readfield Town Office within three business days of notice of violation.

4. Unpaid penalties shall be collected using the most expedient means, including the use of third party collection agencies.

13. CONFLICTS WITH OTHER ORDINANCES

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other Ordinance, regulation or statute, the more restrictive provision shall apply.

14. AMENDMENT

This Ordinance may be amended by the Select Board at any properly noticed meeting.

15. SEVERABILITY

The invalidity of any section or provision of this Ordinance shall not be held to invalidate any other section or provision of this Ordinance.

16. ABROGATION

This Ordinance repeals and replaces any municipal ordinance, portion thereof, or legislative action previously enacted relating to the management or operation of public ways, traffic, and parking in the Town of Readfield. Known ordinances and policies include:

- The Readfield Corner Parking Ordinance,
- The Readfield Select Board Traffic Ordinance - Temporary Road Closure Policy,
- The Snow Plowing Ordinance, and
- The Driveway Entrance Siting and Culvert Installation and Maintenance Policy

17. APPENDICES

- Appendix A - Driveway Application & Permit
- Appendix B - Road Opening Application & Permit
- Appendix C - Temporary Road Closing Application & Permit
- Appendix D - Over Weight Application & Permit
- Appendix E - Notice of Violation
- Appendix F - Parking Maps
- Appendix G - Listing of Town Roads and Public Ways

NEW BUSINESS

Consolidated Report

Town of Readfield
 Prepared By: Samuel Tippet
 Year To Date: 12/31/2018 - 12/4/2019

Investment Summary

Year To Date: 12/31/2018 - 12/4/2019

Starting Market Value

\$260,355.11

Net Inflows & Outflows

\$2,973.00

Investment Returns

\$33,421.51

Market Value

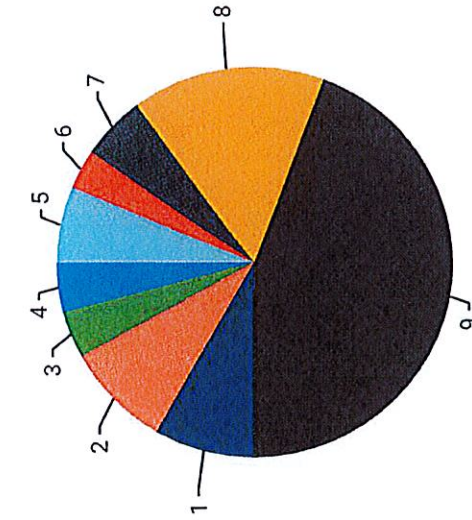
\$296,749.62

Inflows	\$2,973.00	Income	\$6,132.17
Outflows	\$0.00	Market Fluctuation	\$30,653.56
		Total Return (IRR)	Annualized (IRR)
		12.76%	n/a

Past performance is no guarantee of future results.

As Of: 12/4/2019

Portfolio: Detailed Asset Class



Detailed Asset Class

Detailed Asset Class	Allocation
1. Large Cap U.S. Growth Equity	\$24,557.80 8.3%
2. Large Cap U.S. Blend Equity	\$25,728.30 8.7%
3. Large Cap U.S. Value Equity	\$11,708.17 3.9%
4. Small Cap U.S. Growth Equity	\$12,189.54 4.1%
5. Small Cap U.S. Blend Equity	\$18,955.84 6.4%
6. Large Cap Global Equity	\$9,614.65 3.2%
7. Small Cap Foreign / Emerging Market Equity	\$15,835.94 5.3%
8. Intermediate/Long-Term High-Quality U.S. Bond	\$47,024.38 15.8%
9. Other	\$131,135.00 44.2%
Total	\$296,749.62 100.0%

[5744-6107 Town of Readfield SAM II - Non-Retirement]

Investment Summary

Year To Date: 12/31/2018 - 12/4/2019

Starting Market Value

\$260,355^{.11}

Net Inflows & Outflows

\$2,973^{.00}

Investment Returns

\$33,421^{.51}

Market Value

\$296,749^{.62}

Inflows \$2,973.00
 Outflows \$0.00
 Income \$6,132.17
 Market Fluctuation \$30,653.56
 Total Return (IRR) Annualized (IRR)
 12.76% n/a

Past performance is no guarantee of future results.

As Of: 12/4/2019

Security Identifier	Description	Shares	Price	Market Value
9999227	Insured Cash Account	5,020.590	1	5,021
AHFX	AMERICAN HIGH INCOME CL F2	591.442	10	5,849
CRANX	COMMUNITY CAPITAL ACT QUALIFIED INVESTMENT INSTL CL	2,203.560	11	23,446
CUGZX	COLUMBIA QUALITY INCOME INSTL CL	4,661.036	6	26,009
DEMIX	DELAWARE EMERGING MARKETS INSTL CL	681.825	19	13,091
EGFIX	EDGEWOOD GROWTH INSTL CL	363.493	37	13,464
FINFX	FUNDAMENTAL INVESTORS CL F2	198.064	63	12,438
GFFFX	GROWTH FUND OF AMERICA CL F2	210.913	53	11,094
HWHIX	HOTCHKIS & WILEY HIGH YIELD CL I	513.457	11	5,833
JVLIX	JOHN HANCOCK DISCIPLINED VALUE CL I	553.055	21	11,708
MRFIX	MFS RESEARCH CL I	280.318	47	13,290
ODVYX	INVESCO OPPENHEIMER DEVELOPING MARKETS CL Y	62.285	44	2,745
OMBIX	JPMORGAN MORTGAGE BACKED SECURITIES CL I	2,269.053	11	25,890
OPIGX	INVESCO OPPENHEIMER TOTAL RETURN BOND CL A	3,095.000	7	21,696
OPMSX	INVESCO OPPENHEIMER MAIN STREET MID CAP CL A	236.735	26	6,259
OPPAX	INVESCO OPPENHEIMER GLOBAL CL A	101.667	95	9,615
OSCYX	INVESCO OPPENHEIMER MAIN STREET SMALL CAP CL Y	829.841	15	12,697
PBDPX	PIMCO INVESTMENT GRADE CREDIT BOND CL I2	2,158.952	11	23,597

[5744-6107 Town of Readfield SAM II - Non-Retirement]

As Of: 12/4/2019

Security Identifier	Description	Shares	Price	Market Value
PDBZX	PGIM TOTAL RETURN BOND CL Z	1,564.932	15	23,427
PXSIX	PAX SMALL CAP INSTL CL	848.854	14	12,190
SAMBX	VIRTUS SEIX FLOATING RATE HIGH INCOME CL I	2,082.859	8	17,392
21 Positions Total				296,750

Accounts

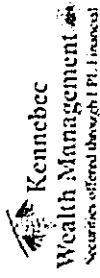
Year To Date: 12/31/2018 - 12/4/2019

Institution	Account #	Name	Starting Market Value	Net Flows	Investment Returns	Market Value	Total Return (IRR)	Annualized Return (IRR)	Income
LPL Financial	5744-6107	Town of Readfield	260,355	2,973	33,422	296,750	12.76	-	6,132
		1 Accounts Total	260,355	2,973	33,422	296,750	12.76	--	6,132

Past performance is no guarantee of future results.

Portfolio Appraisal by Asset Class

Town of Readfield
 Prepared By: Samuel Tippet
 Year To Date: 12/31/2018 - 12/4/2019



Account Summary

Institution	Account #	Name	Description	Starting Market Value	Annualized Return (IRR)	Total Return (IRR)	Net Investment
LPL Financial	****-6107	Town of Readfield	SAM II - Non-Retirement	260,355.11	-	12.76	183,698.31
1 Accounts Total				260,355.11	--	12.76	183,698.31

Past performance is no guarantee of future results.

[Large Cap U.S. Growth Equity] Item 1 of 13

Year To Date

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
EGFIX	EDGEWOOD GROWTH INSTL CL	363.493	37.04	12/04/2019	13,463.78	11,393.79	04/10/2018	2,069.99	4.54	--	28.66
GFFFX	GROWTH FUND OF AMERICA CL F2	210.913	52.60	12/04/2019	11,094.02	10,511.26	04/10/2018	582.76	3.74	--	23.15
2 Positions Total					24,557.80	21,905.05		2,652.75	8.28	--	25.98

[Large Cap U.S. Blend Equity] Item 2 of 13

Year To Date

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
MRFIX	MFS RESEARCH CL I	280.318	47.41	12/04/2019	13,289.88	12,078.86	04/10/2018	1,211.02	4.48	--	28.45
FINFX	FUNDAMENTAL INVESTORS CL F2	198.064	62.80	12/04/2019	12,438.42	12,128.42	04/10/2018	310.00	4.19	--	22.53
2 Positions Total					25,728.30	24,207.28		1,521.02	8.67	--	25.52

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Not Guaranteed by any Federal Government Agency		Not a Bank Deposit

Portfolio Appraisal by Asset Class

[Large Cap U.S. Value Equity] Item 3 of 13

Year To Date	Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
	JVLIX	JOHN HANCOCK DISCIPLINED VALUE CL I	553,055	21.17	12/04/2019	11,708.17	11,851.72	04/10/2018	(143.55)	3.95	-	18.20
	1 Position Total					11,708.17	11,851.72		(143.55)	3.95	--	18.20

[Small Cap U.S. Growth Equity] Item 4 of 13

Year To Date	Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
	PXSIX	PAX SMALL CAP INSTL CL	848,854	14.36	12/04/2019	12,189.54	11,485.00	08/28/2019	704.54	4.11	-	6.20
	1 Position Total					12,189.54	11,485.00		704.54	4.11	--	6.20

[Small Cap U.S. Blend Equity] Item 5 of 13

Year To Date	Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
	OPMSX	INVESCO OPPENHEIMER MAIN STREET MID CAP CL A	236,735	26.44	12/04/2019	6,259.27	5,918.73	-	340.54	2.11	-	7.79
	OSCYX	INVESCO OPPENHEIMER MAIN STREET SMALL CAP CL Y	829,841	15.30	12/04/2019	12,696.57	11,485.00	08/28/2019	1,211.57	4.28	-	10.66
	2 Positions Total					18,955.84	17,403.73		1,552.11	6.39	--	30.75

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Portfolio Appraisal by Asset Class

Item 6 of 13

[Large Cap Global Equity]

Year To Date	Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
	OPPAX	INVESCO OPPENHEIMER GLOBAL CL A	101.667	94.57	12/04/2019	9,614.65	7,858.39	-	1,756.26	3.24	-	9.12
		1 Position Total				9,614.65	7,858.39		1,756.26	3.24	--	9.12

Item 7 of 13

[Small Cap Foreign / Emerging Market Equity]

Year To Date	Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
	DEMIX	DELAWARE EMERGING MARKETS INSTL CL	681.825	19.20	12/04/2019	13,091.04	13,673.82	04/10/2018	(582.78)	4.41	-	14.90
	ODVYX	INVESCO OPPENHEIMER DEVELOPING MARKETS CL Y	62.285	44.07	12/04/2019	2,744.90	2,540.00	08/28/2019	204.90	0.92	-	8.15
		2 Positions Total				15,835.94	16,213.82		(377.88)	5.34	--	15.73

Item 8 of 13

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

Year To Date	Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
	PBDPX	PIMCO INVESTMENT GRADE CREDIT BOND CL I2	2,158.952	10.93	12/04/2019	23,597.35	22,345.28	04/10/2018	1,252.07	7.95	-	13.95
	PDBZX	PGIM TOTAL RETURN BOND CL Z	1,564.932	14.97	12/04/2019	23,427.03	22,431.86	04/10/2018	995.17	7.89	-	10.55
		2 Positions Total				47,024.38	44,777.14		2,247.24	15.85	--	12.06

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Not Guaranteed by any Federal Government Agency		Not a Bank Deposit

[Intermediate/Long-Term High-Yield Bond] Item 9 of 13

Year To Date Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
AHIFX	AMERICAN HIGH INCOME CL F2	591,442	9.89	12/04/2019	5,849.36	6,030.86	04/10/2018	(181.50)	1.97	--	11.77
HWHIX	HOTCHKIS & WILEY HIGH YIELD CL I	513,457	11.36	12/04/2019	5,832.87	6,142.82	04/10/2018	(309.95)	1.97	--	8.49
2 Positions Total					11,682.23	12,173.68		(491.45)	3.94	--	10.13

[Mortgage Backed Security] Item 10 of 13

Year To Date Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OMBIX	JPMORGAN MORTGAGE BACKED SECURITIES CL I	2,269,053	11.41	12/04/2019	25,889.89	25,373.60	04/10/2018	516.29	8.72	--	5.84
CUGZX	COLUMBIA QUALITY INCOME INSTL CL	4,661,036	5.58	12/04/2019	26,008.58	25,299.48	04/10/2018	709.10	8.76	--	5.97
CRANX	COMMUNITY CAPITAL ACT QUALIFIED INVESTMENT INSTL CL	2,203,560	10.64	12/04/2019	23,445.88	23,067.48	04/10/2018	378.40	7.90	--	5.50
3 Positions Total					75,344.35	73,740.56		1,603.79	25.39	--	5.77

[Bank loan] Item 11 of 13

Year To Date Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
SAMBX	VIRTUS SEIX FLOATING RATE HIGH INCOME CL I	2,082,859	8.35	12/04/2019	17,391.87	18,125.04	04/10/2018	(733.17)	5.86	--	5.79
1 Position Total					17,391.87	18,125.04		(733.17)	5.86	--	5.79

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Not Guaranteed by any Federal Government Agency		
Not a Bank Deposit		

[Cash and Equivalents] Item 12 of 13

Year To Date Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
9999227	Insured Cash Account	5,020.590	1.00	12/04/2019	5,020.59	--	--	--	1.69	--	0.22
1 Position Total					5,020.59	--	--	--	1.69	--	0.22

[Intermediate-Term Bond] Item 13 of 13

Year To Date Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OPIGX	INVESCO OPPENHEIMER TOTAL RETURN BOND CLA	3,095.000	7.01	12/04/2019	21,695.95	25,177.67	05/28/2003	(3,481.72)	7.31	--	4.81
1 Position Total					21,695.95	25,177.67		(3,481.72)	7.31	--	4.81

All Investments Total:

Year To Date Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
21 Positions Total					296,749.62	284,919.08		6,809.95	100.00	--	12.76

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Benchmark Comparison

Year To Date

Start Date	End Date	Asset Class	Asset Class Return % (IRR)	Asset Class Annual % (IRR)	Benchmark	Benchmark Return % (SRR)	Benchmark Annual % (SRR)
12/31/2018	12/04/2019	Bank loan	5.79	-	-	-	-
12/31/2018	12/04/2019	Cash and Equivalents	0.22	-	Citigroup 3-Month Treasury Bill Index	2.12	-
12/31/2018	12/04/2019	Intermediate/Long-Term High-Quality U.S. Bond	12.06	-	Bloomberg Barclays US Aggregate Total Return Index	8.78	-
12/31/2018	12/04/2019	Intermediate/Long-Term High-Yield Bond	10.13	-	Bloomberg Barclays US Corporate High Yield Tot Return Index	12.13	-
05/23/2019	12/04/2019	Intermediate-Term Bond	4.81	-	-	-	-
05/24/2019	12/04/2019	Large Cap Global Equity	9.12	-	-	-	-
12/31/2018	12/04/2019	Large Cap U.S. Blend Equity	25.52	-	Russell 1000 Index	26.59	-
12/31/2018	12/04/2019	Large Cap U.S. Growth Equity	25.98	-	Russell 1000 Growth Index	30.89	-
12/31/2018	12/04/2019	Large Cap U.S. Value Equity	18.20	-	Russell 1000 Value Index	22.35	-
12/31/2018	05/28/2019	Large Capitalization Global Stock	14.04	-	-	-	-
12/31/2018	08/28/2019	Mid Cap U.S. Growth Equity	24.78	-	Russell Mid-Cap Growth Index	25.19	-
12/31/2018	12/04/2019	Mortgage Backed Security	5.77	-	Bloomberg Barclays Mortgage-Backed Securities Tot Return Idx	6.08	-
12/31/2018	08/28/2019	Sector	0.99	-	-	-	-
12/31/2018	12/04/2019	Small Cap Foreign / Emerging Market Equity	15.73	-	MSCI Emerging Markets Free - Net Dividends	10.21	-
12/31/2018	12/04/2019	Small Cap U.S. Blend Equity	30.75	-	Russell 2000 Index	21.22	-
08/27/2019	12/04/2019	Small Cap U.S. Growth Equity	6.20	-	Russell 2000 Growth Index	10.08	-

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Portfolio Appraisal by Asset Class

The report includes securities held in your LPL account(s) or that LPL does not hold on your behalf and which are not included on LPL's books and records. These outside positions are securities held directly by an outside sponsor rather than in an LPL account. There may be differences in the way each outside securities position is reflected based on the various data sources used. If available, market value may be reflected for these outside positions. Performance may not be calculated for all outside securities positions. Information regarding outside securities positions may be limited because it is provided by a third party source.

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

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

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

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

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

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

Investor 1 Returns Investor 2 Returns

December 5, 2019 10:53:35 AM Report ID: 53377823 Securities offered through LPL Financial, member FINRA/SIPC. Insurance products offered through LPL Financial or its licensed affiliates.

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Portfolio Appraisal by Asset Class

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

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

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

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

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Not Guaranteed by any Federal Government Agency		Not a Bank Deposit

Torsey Pond Dam and Bridge Repairs - Bid Tab - 11/22/2019

50%

	Cavanagh Marine	Knowles Industrial	H.E. Callahan	Linkel Construction
General				
General Svcs., Mob., Demob.	\$ 19,000.00	\$ 11,000.00	\$ 30,858.00	NR
Coffer Dam Install. & Rem.	\$ 19,384.00	\$ 49,560.00	\$ 30,938.00	NR
Stone Apron	\$ 6,528.00	\$ 8,500.00	\$ 11,418.00	NR
100%				
Town of Readfield				
Concrete - 55 sqft to 6"	\$ 15,950.00	\$ 9,075.00	\$ 4,246.00	NR
Concrete - 208 sqft variable	\$ 60,220.00	N/A	\$ 20,352.80	NR
Shotcrete - 208 sqft variable (ALT.)	\$ 60,220.00	\$ 27,248.00	N/A	NR
Torsey Pond Association				
Sluice Gate Removal & Reinst.	\$ 11,256.00	\$ 24,340.00	\$ 3,437.00	NR
Concrete - 112 sqft to 6"	\$ 36,400.00	\$ 24,964.80	\$ 10,746.40	NR
SUM	\$ 168,738.00	\$ 154,687.80	\$ 111,996.20	NR

NR = Non-Responsive

\$ 98,626 - \$ 70,853 - \$ 61,205.80

\$15,000 dedicated reserve
 \$46,205.80 general reserve (road)

PROPOSAL FORM

Torsey Pond Dam and Bridge Repairs

PROPOSAL

Proposer's name: Cavanagh Marine, Inc.

Address of business: 152 Bears Den Road, Tiverton RI 02878

Names of principals: Andrew Cavanagh

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the Torsey Pond Dam and Bridge Repairs for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the following sums with the understanding that bid award will be based on the total price of each item but project cost may vary based on unit pricing:

General Services, Mobilization, Demobilization		\$	<u>19,000</u>
Coffer Dam Installation and Removal		\$	<u>19,384</u>
Stone Apron Installation (spillway)		\$	<u>6,528</u>

Town of Readfield

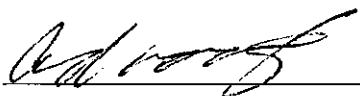
Concrete Repair - 55 sqft. to a depth of 6"	\$ <u>290</u> per sqft.	\$	<u>15,950</u>
Concrete Repair - 208 sqft. variable depth	\$ <u>290</u> per sqft.	\$	<u>60,220</u>
"Shotcrete" repair - 208 sqft. variable depth <u>ALTERNATE</u>	\$ <u>290</u> per sqft.	\$	<u>60,220</u>

Torsey Pond Association

Sluice Gate Removal and Reinstallation		\$	<u>11,256</u>
Concrete Repair - 112 sqft. to a depth of 6"	\$ <u>325</u> per sqft.	\$	<u>36,400</u>
<i>(Includes reforming of guides and installation of bearing plates)</i>			

Addenda receipt acknowledgement: _____ (if any)

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed:  By: Andrew Cavanagh Date: 11/19/2019

401 787 8725

PROPOSAL FORM

Torsey Pond Dam and Bridge Repairs

PROPOSAL

Proposer's name: KNOWLES INDUSTRIAL SERVICES CORPORATION

Address of business: 295 NEW PORTLAND ROAD, GORHAM, ME 04308

Names of principals: BILLY ROY, PROJECT MANAGER

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the Torsey Pond Dam and Bridge Repairs for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the following sums with the understanding that bid award will be based on the total price of each item but project cost may vary based on unit pricing:

General Services, Mobilization, Demobilization	\$	<u>11,000.00</u>
Coffer Dam Installation and Removal	\$	<u>49,560.00</u>
Stone Apron Installation (spillway)	\$	<u>8,500.00</u>

Town of Readfield

Concrete Repair - 55 sqft. to a depth of 6"	\$ <u>165.00</u> per sqft.	\$ <u>9,075.00</u>
Concrete Repair - 208 sqft. variable depth	\$ <u>N/A</u> per sqft.	\$ _____
"Shotcrete" repair - 208 sqft. variable depth <u>ALTERNATE</u>	\$ <u>131.00</u> per sqft.	\$ <u>27,248.00</u>

Torsey Pond Association

Sluice Gate Removal and Reinstallation	\$	<u>24,340.00</u>
Concrete Repair - 112 sqft. to a depth of 6" <i>(Includes reforming of guides and installation of bearing plates)</i>	\$ <u>222.90</u> per sqft.	\$ <u>24,964.80</u>

Addenda receipt acknowledgement: N/A (if any)

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed: Billy Roy Digitally signed by Billy Roy
DN: cn=Billy Roy, o=Knowles Industrial
Services, ou=Project Manager,
email=broy@knowlesindustrial.com, c=US
Date: 2019.11.21 12:53:17 -0500 *Billy Roy* By: BILLY ROY Date: 11/19/19

PROPOSAL FORM

Torsey Pond Dam and Bridge Repairs

PROPOSAL

Proposer's name: H. E. Callahan Construction Co.

Address of business: PO Box 677, Auburn, ME 04212-0677

Names of principals: Christine Kendall, President

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the Torsey Pond Dam and Bridge Repairs for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the following sums with the understanding that bid award will be based on the total price of each item but project cost may vary based on unit pricing:

General Services, Mobilization, Demobilization	\$ <u>30,858.00</u>
Coffer Dam Installation and Removal	\$ <u>30,938.00</u>
Stone Apron Installation (spillway)	\$ <u>11,418.00</u>

Town of Readfield

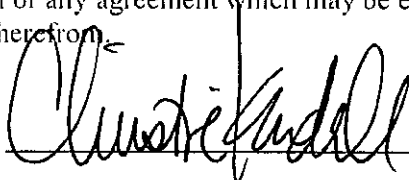
Concrete Repair - 55 sqft. to a depth of 6"	\$ <u>77.20</u> per sqft.	\$ <u>4,246.00</u>
Concrete Repair - 208 sqft. variable depth	\$ <u>97.85</u> per sqft.	\$ <u>20,352.80</u>
"Shotcrete" repair - 208 sqft. variable depth ALTERNATE	\$ <u>NA</u> per sqft.	\$ <u>NA</u>

Torsey Pond Association

Sluice Gate Removal and Reinstallation	\$ <u>3,437.00</u>	
Concrete Repair - 112 sqft. to a depth of 6" <i>(Includes reforming of guides and installation of bearing plates)</i>	\$ <u>95.95</u> per sqft.	\$ <u>10,746.40</u>

Addenda receipt acknowledgement: N/A (if any)

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed:  By: Christine Kendall Date: November 21, 2019

PROPOSAL FORM

Torsey Pond Dam and Bridge Repairs

PROPOSAL

Proposer's name: Linkel Construction Incorporated

Address of business: 255 Augusta Road Topsham, ME 04086

Names of principals: Linkel Construction Incorporated

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the Torsey Pond Dam and Bridge Repairs for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the following sums:

General Services, Mobilization, Demobilization	\$ <u>17,300.00</u>
Coffer Dam Installation and Removal	\$ <u>17,300.00</u>
Stone Apron Installation (spillway)	\$ <u>NO BID</u>

Town of Readfield

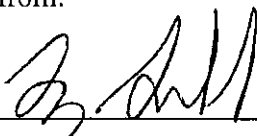
Crack Sealing per linear foot: \$ <u>57.66</u> x <u>150</u> feet (est.)	\$ <u>8,650.00</u>
Concrete Repair	\$ <u>17,300.00</u>
“Shotcrete” concrete repair <u>ALTERNATE</u>	\$ <u>NO BID</u>

Torsey Pond Association

Sluice Gate Removal and Reinstallation	\$ <u>4,325.00</u>
Crack Sealing per linear foot: \$ <u>86.50</u> x <u>50</u> feet (est.)	\$ <u>4,325.00</u>
Concrete Repair	\$ <u>17,300.00</u>
Riprap Installation (pond side)	\$ <u>NO BID</u>

Addenda receipt acknowledgement: _____ (if any)

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed:  By: Lance Linkel - Owner Date: 11/22/2019

Keith Coulling

8 Columbine Lane
Mount Vernon, Me 04352
Phone: 207-838-5023

▶ **Eric Dyer, Readfield Town Manager**

8 Old Kents Hill Road
Readfield, ME 04355

Dear Eric;

The Torsey Pond Association supports the selection of H.E. Callahan as the vendor for the joint Torsey Pond Dam/Bridge repairs based on the quote dated 11/22/19.

Sincerely,

Keith Coulling
Treasurer & Dam Keeper
Torsey Pond Association
12/5/2019

Select Board Goals from Readfield Comprehensive Plan dated 6-11-09

Part I. Implementation of the General Policies (Based on Section Two, Chapters 1 through 9)

Goal	Due or Complete	Last Date of Review	Notes	Responsible Party / "Owner"
Short-term				
1. Implement the recommendations of the 2004 <i>Readfield Corner Revitalization Study</i> to make new commercial development in the village more attractive. (Policy 3.3) Investigate special assessments as a means to raise revenue. (5.12)	Ongoing	1/7/2019	Planned sidewalk extension on Church Rd., planned safety and access improvements in front of Masonic Hall.	Manager, Assessor
2. Create a committee and appropriate funds for a study to determine municipal building needs. (5.1)	2019	1/7/2019	Part of CIP. Goal for SB FY 2018-19. Library August of 2018, Fire Station in 2019.	Manager
3. Improve planning for capital expenditures through an annually updated Capital Improvements Program (CIP). (5.11)	Annual	1/7/2019	Part of annual budget process. Most recent complete CIP update in 2018.	Treasurer, Manager
4. Finance open space acquisition and improvements through impact fees or other sources as recommended in the Open Space Plan. (5.12)	Ongoing	1/7/2019	Voted down at Town Meeting. Trails and Conservation committees both pursue and manage open space (no impact fees).	Conservation, Trails
5. Review and consolidate the town's two Road Ordinances (6.1). Modify the ordinances, as necessary, to reduce impacts on visual character and the natural environment. (9.7)	2010	1/7/2019	Traffic and Parking Ordinance in progress for 2019 to replace and further consolidate prior Ordinances.	Manager, Road Committee
6. Petition the Federal Emergency Management Agency to amend Readfield's floodplain maps to reflect more accurately the location of floodplains in the community when new floodplain information becomes available. (9.3)	2010 / 2015	1/7/2019	Electronic and online as of 2016 / 2017.	CEO
7. Participate in and implement the Maranacook Lake Watershed Management Plan. (9.14)	2010	1/7/2019	Formed the MLOD Committee. Significant repairs to MLOD in 2019.	Manager, MLOD Committee

Goal	Due or Complete	Last Date of Review	Notes	Responsible Party / "Owner"
8. Seek funding to create a Torsey Pond Watershed Management Plan. (9.14)	2020	1/7/2019	Torsey Pond Watershed Survey completed in 2017.	Cobbesee Watershed District, Torsey Pond Association
9. Update Readfield's Floodplain Management Ordinance. (9.3)	2016	1/7/2019	Periodic review and updates should be performed, as with any ordinance.	CEO
<u>Mid-term</u>				
1. Seek partnerships with Manchester and other municipalities to pursue regional housing projects that will benefit Readfield citizens. (Policy 4.2)	2022	1/7/2019	To be considered by Select Board and other groups in 2019.	Manager, CEO
2. Provide land or other incentives, as applicable, for the construction or rehabilitation of affordable housing. (4.2)	2024	1/7/2019	To be considered by Select Board and other groups in 2019.	Manager, CEO
3. Adopt standards governing the conversion of seasonal dwellings to year-round dwellings and single-family dwellings to multi-family (or accessory) units. (4.4)	2012	1/7/2019	Included in Land Use Ordinance. should be performed, as with any ordinance.	CEO
4. Review each of the town's ordinances and regulations. Repeal or update ordinances as appropriate. (5.6)	2011 / 2014	1/7/2019	Reviewed all over 3 years 2009, 2010, 2011. Reviewed all each year 2014, 2015. Ordinances are reviewed annually and amended as needed. Most recent review in 2018.	Manager, Clerk
5. Annually recognize individual volunteers who have made significant contributions of their time to town activities. (5.9)	Annual	1/7/2019	Volunteer Appreciation events held annually, Spirit of America awards given annually. Both in 2018.	Manager
6. Promote the development of a park-and-ride lot in a central location in Readfield perhaps in conjunction with other traffic and parking improvements. (6.3)	2012	1/7/2019	Built sidewalk and no plans for this as of 2018.	Manager, Road Committee

Goal	Due or Complete	Last Date of Review	Notes	Responsible Party / "Owner"
7. Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torsey Pond, Echo Lake and Lovejoy Pond. (7.1)	2022	1/7/2019	Most control is at the State level for inland waters. There ha been increasing interest in a "Mooring Ordinance". Discussed at Summer Resident meetings in 2018.	Manager, CEO
8. Prepare for implementation prior to July 1, 2012 of the statewide Maine Uniform Building and Energy Code.	2011	1/7/2019	Town exempted due to low population. May wish to consider as population / building issues increase	CEO
<u>Long-term</u>				
1. Work with the school board to undertake long-term school facilities planning. (Policy 5.12)	2011 / 2018	1/7/2019	RSU working on major capital expenditures with a Bond vote planned for January of 2019. No long-range operational planning exists to support these expenditures however.	RSU, Select Board
2. Investigate the feasibility of turning some solid waste activities over to the private sector. (5.5)	Ongoing	1/7/2019	Town Meeting voted to add Fayette in 2016 / 2017. No plans to privatize other than working with commercial haulers as of 2018.	Eric
3. Establish a protocol for the acquisition and management of dams in coordination with other towns as appropriate. (9.16)	2024	1/7/2019	Currently co-own the MLOD with Winthrop. Major project	Manager, CEO
4. Consider acquisition of the Augusta Water District property if, and when, the District (or its successor) decides to divest. (9.15)	Ongoing	1/7/2019	Augusta working with Winthrop; have long-term plans. Check history with His. Society.	Manager, AWD

Goal	Due or Complete	Last Date of Review	Notes	Responsible Party / "Owner"
Ongoing				
1. Support the Historical Society financially and in-kind in its educational and research efforts by assisting in finding exhibition and research space, assisting in additional inventory efforts and assisting in nominations for buildings or sites to the National Register of Historic Places. (Policy 1.3)	Ongoing	1/7/2019	This goal would require Town Meeting approval of expenditures. Also, support for non-profits should be approached carefully. Town added an historic marker to the Gile Hall and supported collaboration and grant proposals for the 2018 Mill Stream project.	Manager
2. Continue to support the Economic Development Committee. (3.3)	Ongoing	1/7/2019	Readfield Enterprise Fund re-formed in 2018. We may wish to form a dedicated EDC at some point, or expand the scope of the REF to include these activities.	Manager
3. Support efforts to establish a local or regional community land trust for affordable housing. (4.2)	Ongoing	1/7/2019	Related to mid-term goals 1 & 2.	Manager
4. Establish written job descriptions for boards and committees to be distributed by the Select Board or the Town Manager. Require that boards and committees utilize these descriptions. (5.6)	2010 / 2014	1/7/2019	Ad-Hoc Committee worked on this, reviewed, and pulled together these resources in 2015. Lack of clear direction can result in conflict so all newly formed BCCs have supporting documentation from the outset.	Manager
5. Strongly suggest that each board and committee periodically review its administrative procedures to assure predictable timeframes and cost-effective decision-making. (5.6)	2015	1/7/2019	Ad-Hoc Committee worked on this and developed a fairly complete administrative process in 2015.	Manager
6. Encourage residents to volunteer for local boards, committees and activities. (5.9)	Ongoing	1/7/2019	Part of every Select Board agenda.	Manager, All BCCs

Goal	Due or Complete	Last Date of Review	Notes	Responsible Party / "Owner"
7. Request from the Fire Department an annual assessment of fire equipment and the need for future replacements or upgrades. (5.12)	2015	1/7/2019	Discussed annually w/ budget & CIP	Manager, Treasurer, Fire Chief
8. Continue to plan for long-range solid waste disposal and recycling needs. (5.12)	2009	1/7/2019	SWRC and TM - Ops manual update in process, to be completed in 2019	Manager, SWRC
9. Work closely with the Maine Department of Transportation to set appropriate speed limits on state and local roads. (6.2)	Ongoing	1/7/2019	Review & speed studies are performed as requested.	Manager
10. Continue to support the expansion and maintenance of the snowmobile trail network through snowmobile registration fee reimbursements from the state, donations from individuals and businesses and state and federal grant funding. (7.2)	2008	1/7/2019	On warrant for every annual Town Meeting to fund.	Manager, Treasurer
11. Maintain communications with owners of private recreation resources and work cooperatively to address issues of public use. (7.4)	Ongoing	1/7/2019	Trails Committee and Conservation have developed several trail easements. The Blizzard busters do this work as well, but informally without easements.	Manager
12. Retain public easements for recreational purposes on discontinued town roads in the future. (6.4, 7.6)	2014	1/7/2019	Milt Wright worked on this with others. The status of this remains unknown as of 2018.	Manager, CEO
13. Encourage owners of farmland, significant open space and forestlands to participate in the farm, open space and tree growth tax programs. (8.2)	Ongoing	1/7/2019	This topic is discussed regularly with landowners. More publicity and perhaps a "greenbelt" incentive program could be implemented.	Manager, CEO
14. Work with adjoining communities to address issues of common concern such as watershed and open space protection and minimizing conflicts in growth and rural area designations. (9.10, 9.16)	Ongoing	1/7/2019	Work with Lake Associations and Dam Committees is ongoing. Watershed Associations receive financial support. Technical support is offered as well.	Manager

Goal	Due or Complete	Last Date of Review	Notes	Responsible Party / "Owner"
15. Continue membership in the Cobbossee Watershed District (CWD) and Kennebec Land Trust (KLT) and continue to work with other organizations devoted to protection of natural resources in Readfield. (9.10, 9.13, 9.16)	2009	1/7/2019	On warrant for every annual Town Meeting to fund. Never once voted down. We meet annually with these entities during the budget process and have rep's on their boards.	Manager
16. Hold the Readfield Heritage Days on an annual basis, in conjunction with the Heritage Days Committee (5.10)	2013	1/7/2019	Town Meeting had approved HD every other year. On 2019 warrant to return to an annual event with same total funding (\$5,000 annually)	Manager, HD Committee
17. Encourage the use of and pride in historic sites such as the Union Meeting House and the Jesse Lee Church. (1.2)	Ongoing	1/7/2019	financial support for UMH, Mill Stream Dam project, Jesse Lee land	Manager

Reviewed and discussed by the Select Board on: 1/7/2019



Scope of Work for Readfield's 2022 Comprehensive Plan

This document describes the process for developing an update to the Comprehensive Plan in accordance with the Comprehensive Planning and Land Use Regulation Act ("the Act") of 1988 as amended (Title 30-A MRSA Sec. 4301 et seq.).

This scope of services includes a description of work products and assignments designed to ensure that KVCOG and the Town of Readfield, through its Comprehensive Planning Committee will complete the Comprehensive Plan in the most cost-effective manner.

Data Collection and Analysis

The activities in this section represent a cooperative effort to arrive at the products necessary to the plan while remaining within both schedule and budget. The consultant's budget does not allow for exhaustive treatment of each plan component. Hence, KVCOG proposes that the following strategy be employed for completion of the Inventory and Analysis Phase. KVCOG will provide an overall framework for the Town's use in guiding data collection.

1. Demographic Trends:

Result: An inventory and analysis of population trends, including projections.

KVCOG Responsibilities: KVCOG will prepare a demographic overview of a town's population. The report will include information on population trends and characteristics, education, number of households, household size and household income, based on most recent figures available. The report will provide an analysis of reasons for identified trends. It will also provide projections of future growth to 2040.

2. Historic and Cultural Resources:

Result: Chapter containing an evaluation of cultural, archeological and historical assets.

KVCOG Responsibility: KVCOG will provide guidance for a descriptive overview of local resources. KVCOG will provide an analysis of planning issues.

Local Responsibilities: The Committee or local residents will review and update information from any older plan and document current efforts towards maintaining and preserving cultural and historical assets. Information from the Maine Historic Preservation Commission and local archives will be used to supplement the existing inventory of local historic structures and sites.

3. Land Use:

Result: An inventory, analysis and map of land use that describes current development patterns including commercial, residential, forest and agricultural land.

KVCOG Responsibility: KVCOG will provide guidance to the Town for use in completing an up-to-date inventory of local development. KVCOG will complete an analysis of locally-collected data to summarize significant trends in land use (where development is happening now and where it is likely to happen in the future) and identify where incompatible land uses are occurring. KVCOG will produce a map illustrating current land use and zoning.

Local Responsibilities: Town staff will collect information on current land use patterns, including locations of recent development, ordinance provisions and identified problems, and areas of significant land use constraints (conserved property, tree growth, etc.).

4. Housing:

Result: An inventory and analysis of residential housing stock, including the availability of affordable housing.

KVCOG Responsibility: KVCOG will compile statistical information and produce an analysis of trends in affordability and availability of housing in the town. Data will include most recent Census numbers on housing units, structure type, tenure, occupancy, unit size, cost, age, and vacancy rates, as well as Maine State Housing data on affordability, demand, and programs to address housing. KVCOG will integrate this data with local information for a report on planning issues, including projections of housing needs to 2040.

Local Responsibility: Town staff will provide up-to-date information on building code enforcement, housing starts, price trends, and such other information. The Town will identify specific neighborhoods or other areas that may be targets for housing improvements.

5. Public Facilities and Services:

Result: An assessment of water, sewer, public safety, recreation, and other facilities as well as public services within the Town, and the costs thereof, together with capacity and needs for future growth. Separate chapters for public facilities, fiscal capacity, and outdoor recreation.

KVCOG Responsibility: KVCOG will review the public facilities and services information provided by the Town and prepare an analysis of planning issues to be addressed. KVCOG will integrate locally-produced material into a comprehensive report. KVCOG will generate a map or maps showing the location of water and sewer service areas, recreation areas, and public buildings.

Local Responsibilities: Town department heads will review and update any existing old

chapter on municipal public facilities and services and provide information on developing needs. Town staff will update information on fiscal capacity and recreation facilities and programs. Department heads will meet with the committee to discuss public service issues and needs.

6. Transportation

Result: Chapter on transportation infrastructure and needs within the Town

KVCOG Responsibility: KVCOG will provide inventory, maps, and analysis of state-managed local and regional transportation infrastructure, including roads, bridges, sidewalks, and transportation enhancements. KVCOG will incorporate local information and identify planning issues.

Local Responsibilities: Town staff will review and update information on town roads, bridges and maintenance practices, including the table on local road conditions.

7. Natural Resources:

Result: Report and map(s) of significant land and water resources, such as soils, lakes and streams, wetlands, and significant and unique natural areas, and farm and forest resources.

KVCOG Responsibility: KVCOG will prepare maps illustrating local and regional natural resource assets and constraints, including topography, soils, wetlands, floodplain, surface water resources, ground water resources, wildlife and fisheries habitat, and unique natural areas. KVCOG will prepare a report and analysis of planning issues related to natural resource protection.

Local Responsibilities: The Town will review and update information in any older natural resources chapter, including local resource values, conserved lands, strategies and organizations supporting conservation in the town, and farm and forest venues.

8. Local Economy:

Result: An inventory and analysis of economic data and trends for the Town and surrounding region.

KVCOG Responsibility: KVCOG will collect state and federal econometric data into a statistical profile of the local and regional economy. KVCOG will assess local information and prepare the report, identifying planning issues for the local economy and a projection of job demand to 2040.

Local Responsibilities: The Town will update narrative information in the older plan, to include types of business, growth prospects, location and business support strategies. The Town will profile downtown development and identify potential downtown issues.

9. Synthesis and Summary of Data Collection:

Result: Issue Identification through findings generated by data collection and discussion.

KVCOG Responsibility: KVCOG will collate and relate the conclusions of the separate reports and their relationships to one another. This summary will provide direction for the remainder of the planning process.

Goal, Policy and Strategy Formulation

Using the findings of the Inventory and Analysis, coupled with the results of the public participation, the Committee with KVCOG assistance will develop a vision for The town's future and a set of goals, policies, and strategies designed to guide the Town in that direction over the next five to ten years.

1. Public Involvement Strategy

Result: Community Visioning Session

KVCOG Responsibility: KVCOG will provide planning and guidance for the committee on opportunities and choices for mechanisms of public involvement. KVCOG will provide organizational assistance and will participate in a community-wide public visioning session.

Local Responsibilities: The committee will participate in planning and organization of the community visioning session and will actively recruit participants. The Town will be responsible for expenses of promoting and hosting the visioning session.

2. General Goals, Policies and Implementation Recommendations

Result: Chapter containing the goals, policies and strategies that the Town will adopt as its plan for the future of the town.

KVCOG Responsibility: KVCOG will assist the committee in developing an overall vision and Goals for The town, based on the state's Growth Management Rule. KVCOG will work with the committee to prepare a series of locally-appropriate recommendations for action to achieve the goals. KVCOG will present the committee with experiences and examples from other towns as a means of introducing new and creative solutions to local issues. KVCOG will prepare committee recommendations into a report and table illustrating the timeline and responsibility for implementing each of them.

Local Responsibility: The Town will review and evaluate previous policies and strategies to determine implementation and effectiveness. The committee will discuss, formulate and decide upon recommendations for the new plan.

3. Land Use Plan

Result: Land Use Plan Map and Report

KVCOG Responsibility: KVCOG will work with the committee to judge the effectiveness of

existing growth and rural areas and management strategies. KVCOG will propose changes (if needed) to designated areas. KVCOG will suggest and organize necessary changes to existing land use regulations, including zoning, subdivision, and building codes, and may suggest new ones and non-regulatory alternatives. KVCOG will provide a map of the revised land use plan.

Local Responsibility: The Town will provide an evaluation and analysis of strengths and weaknesses in its existing land use regulatory system. The committee will discuss and decide upon recommendations for changes to the regulatory system and to the land use map.

4. Capital Investment Plan

Result: Goals, Policies, and strategies for public facility management, including a plan for future capital improvement expenditures.

KVCOG Responsibility: KVCOG will work with the committee and town staff to prepare a set of recommendations for future capital investments in local facilities and services, based on the proposed land use and other plan recommendations. KVCOG will promote a discussion with neighboring towns on joint strategies for efficient delivery of services.

Local Responsibility: Municipal officials will prepare the capital investment plan, incorporating any existing CIP with plan-related needs, and develop a prioritized list, funding sources, and timetable for inclusion in the plan.

Plan Development

1. Consultant Services

Result: Consultant Meeting Availability

KVCOG Responsibility: KVCOG proposes an 18 to 24 month timetable for development of the plan. We will attend up to 14 (approximately 2 hour) committee meetings related to plan development. KVCOG will provide additional presence in the town for public involvement strategies.

2. Plan Production

Result: A final Comprehensive Plan Report for the Town of The town

KVCOG Responsibilities: KVCOG will integrate consultant and municipal contributions, maps and graphics into a single document. KVCOG will edit, revise, and prepare the document for state and local review. KVCOG will prepare an electronic version and 10 printed copies of the plan for the review process. KVCOG will assist in submitting the plan for state review, and will discuss requested changes (if any) with the committee and make whatever changes to the draft plan are called for.

Local Responsibility: The Town will develop publicity for and sponsor the required public hearing following the preparation of the document. The Town will print additional copies of the plan as necessary and will take responsibility for submitting the plan for state review and local approval.

Budget and Schedule:

Schedules are usually based on a total duration of 18-24 months and monthly committee meetings.

Being a membership organization we strive to provide an affordable service to our member communities. Due to the other State contracts we are able to leverage using membership dues, we can subsidize the cost of this Comprehensive Plan service to the town (e.g. DACF money can be used for general comp plan work and DOT will cover the cost of the Transportation chapter). The quoted rate is significantly less than our or any other consultant’s non-member/private rate (would be in the region of \$33,000).

Therefore the services described in this scope, including the duration, will be performed for a sum not to exceed \$21,500. This sum includes travel, postage, printing, and all other expenses. The budgeted amounts by task listed below are intended as estimates and shall not be construed to limit expenditures within tasks. Any significant change in tasks or allocations shall be reviewed and approved by the Town.

This price is contingent on the community be fully paid members of KVCOG throughout the contract period.

Data collection, Research, Analysis, Issue papers:	\$ 7,500
Meetings	5,000
Public participation activities	3,000
Mapping:	3,000
Plan development, revisions, printing:	<u>3,000</u>

TOTAL proposed contract amount: \$21,500

Kennebec Valley Council of Governments

Cost Considerations for Comprehensive Planning

Revised 2019

KVCOG's History and Experience:

KVCOG, and its predecessor North Kennebec Regional Planning Commission, has been providing planning and technical assistance services to towns in Kennebec, Somerset, and Waldo Counties since 1969. Since the Growth Management Law was enacted in 1988, KVCOG has written comprehensive plans for 45 of the 62 communities in this region.

Estimating the Cost of Consulting Services for Comprehensive Planning.

Similar to private consultants, KVCOG provides a range of contract services for the development of local comprehensive plans. KVCOG only provides its services to communities within our service area.

Like any contractual relationship, KVCOG can do as much or as little as the client asks for. In most cases, towns request assistance through the entire planning process -- the complete development of a plan including committee work, data research and analysis, public involvement, mapping and drafting text.

Updating a plan is somewhat different, in part because each original plan is different. The cost for an update depends on how much of the original information (and plan) is still usable. Even if the original contains useable elements, though, the rules by which the State reviews plans for consistency have changed significantly, generally requiring a complete reformatting and significant additions to the updated plan.

KVCOG's recent updates have included Hartland's, for \$20,000 in 2015, Fairfield's for \$22,000 in 2014, Winslow's for \$25,000 in 2019, Fayette's for \$19,500 in 2019 and China's for \$20,500 in 2019.

The population of a town is usually not the driving force in estimating costs of a plan. While a large town may have somewhat more roads and utilities to inventory or more existing ordinances to study, those are not major cost elements. Major cost elements for our services include the extent of research and writing we do, the type of public participation, the type of mapping, and meeting attendance.

The following points will be considered when estimating the cost of updating a plan.

- **Extent of Data Updating:** The State requires data in a plan to be not more than two years old, in areas that require timely data. Population, housing, natural resources, and economic data can be obtained and analyzed by the consultant; historic, land use, and public service data is more easily updated by local staff. Under this approach, the

consultant's cost of this phase averages \$9,000.

- **Consultant Meeting Attendance:** Based on the "average" 2-hour meeting, a staff person attending will cost \$250-300 per meeting, including prep and travel. The number of meetings varies based on how long the process is expected to take, whether there are subcommittees, the frequency of meetings, etc. Over eighteen months, we could attend more than 20 meetings, at a total cost of close to \$6,000.
- **Mapping:** All plans being developed today are expected to use digitally-developed maps, a step forward from maps drawn by hand. The quantity and availability of information in digital form is good, however does not include purely local information, such as tax parcels or public facility locations. The cost of producing a set of digital maps suitable for inclusion in a plan averages about \$4,000, depending on how much original work is required.
- **Public participation/survey:** Historically, towns have used a public opinion survey, although there are cheaper alternatives. Costs for a survey include development, printing, mailing, tabulation, and analysis, and could reach \$5,000. Most of these are out-of-pocket costs, so if the Town did printing, mailing, and tabulation the cost for a survey would be dramatically less. Alternatives to public surveys include open-format meetings, focus groups, and visioning sessions. These options can cost less than a survey but fewer people actually participate and the results are not as "quantifiable."
- **Creation of the Plan Report:** Assimilating old text, new text, changes, maps, and all of the editing, formatting and organization for publication is a time-consuming task. The cost of the compilation phase could run from \$3,000 to \$5,000, plus \$500 or so for printing. The cost would be slightly lower if large portions of the old plan were useable and available digitally.

Factors that can Increase or Reduce Consultant Costs:

The duration of the planning process affects the cost. A longer process is always more costly, as meetings stack up and the Town invariably engages in more revisions and additions as the process drags on. Some plans go on so long that the basic data collected at the start of the process needs to be updated just before it goes to print! On the other hand, some towns choose to go slowly just so they can budget for the cost over multiple fiscal years. If a town requires annual budget approval, KVCOG can use a year-to-year contract with milestones to be achieved in each contract period (in the event that a subsequent budget is not approved).

Public participation approaches are a big factor in cost variations. A questionnaire generally consumes a lot of consultant time (mostly in tabulation), though is the best way to get hard statistical data. Focus groups and special public events are cheaper but a lot of volunteer effort is required to get a good turnout. Most of the consultant cost of these approaches is in preparation for a smooth and productive event, and in breaking down the results. The consultant rarely participates in publicity, e.g. website posting or newspaper articles, but those would add costs.

Mapping costs can add up quickly. Much digital data, such as topography, soils types, and wetlands is available for the state or county, and those maps can be prepared in minimal time. Much more time-consuming and expensive is creation of new mapped data. A parcel map or map of new housing starts has potential to consume half of a planning budget.

Information collection is also time-consuming. The most efficient way we have found is for the consultant to collect information available from state or federal sources, such as economic or watershed data, and the town to collect local information, such as the condition of town roads or location of new construction. Our cost estimate is based on this model; if the consultant is responsible for collecting local data, the costs could rise quickly.

Summary:

In all likelihood, the cost of hiring a consultant for a comprehensive plan update is going to cost between \$20,000 and \$27,000. The high end of that scale would be appropriate for a town with a lot going on and not much local staff capacity or volunteer effort. The low end might be reached with a small, slow-growing town and an abbreviated timeline.

This cost is likely to put a burden on the budgets of small towns, if incurred in a single year. Many of these choose to spread the cost over two to three years, with annual appropriations. Rather than waiting until a town has “saved up” for a plan, KVCOG has been willing to begin the process with the first appropriation and stretch it out as necessary.



Readfield

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Town Manager Annual Evaluation



The Town Manager is being evaluated at this time by the Select Board for his regularly scheduled annual review. Members of the public are invited to constructively comment on his performance in relation to their expectations of a Town Manager on behalf of Readfield. Comments must be in writing and may be sent to the attention of Dennis Price and Bruce Bourgoine by December 16, 2019. Comments are accepted on both a signed or anonymous basis from Readfield residents. Your input will help inform the Select Board in the evaluation process.

Town of Readfield
Attn: Dennis Price & Bruce Bourgoine
Town Manager Evaluation
8 Old Kents Hill Rd.
Readfield, ME 04355

Thank you!

Source URL: <https://www.readfieldmaine.org/home/news/town-manager-annual-evaluation>

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

Short-term:

- Fee and fee schedule update

Long-term:

- County Officials and State Delegation Meetings
- Appeals process and appeals matrix review
- Contingency Policy
- Personal Property Taxes
- Giles Rd. Bridge

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