

Readfield Select Board
Meeting Agenda
January 6, 2020, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:00 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

20-055 - Minutes: Select Board meeting minutes of December 9 & 19, 2019.

20-056 - Warrants: #27-30 (FY20).

Communications - 25 min.

Select Board communications. - 5 min.

Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Board of Appeals meeting minutes of January 10, 2019 and Decision of December 4, 2019
- Cemetery Committee minutes of November 20, 2019

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

Appointments, Reappointments, and Resignations - 5 minutes

20-057 - Consider the appointment of Maureen Kinder to the Library Board of Directors

Old Business - 10 min.

20-054 - Consider the Town Manager annual review & contract renewal - 10 min.

New Business - 40 min.

20-058 - Conduct a review of upcoming workshop and public hearing topics - 15 min.

20-059 - Consider an increase in Commercial Hauler License Fees from \$75 to \$100 - 5 min.

20-060 - Consider the purchase of a replacement backhoe for the Transfer Station - 15 min.

20-061 - Consider the format and timing of the Annual Chairs Meeting - 5 min.

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

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – December 9, 2019 – Unapproved

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

Excused: Dennis Price

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Grace Keene, Fran Zambella, Lydia Adelson, Norma Grover, Ben Grover, Jeanne Harris, Robert Harris, Joel Greenwood, K. Coully

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

- **Presentation of the Boston Post Cane to Norma H. Grover** (Taken out of order)
 - **Motion** made by Mr. Bourgoine to replicate the Boston Post Cane frame and send to Norma Grover and moving forward for all recipients, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
- **20-047 – Minutes: Select Board meeting minutes of November 4 & 5, 2019**
 - **Motion** made by Mr. Eno to approve the Select Board meeting minutes of November 4, 2019 and November 5, 2019 as presented, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
- **20-048 – Warrants #20-26 (FY20)**
 - Mr. Eno reviewed Warrants #20-26 (FY20)
 - **Motion** made by Mr. Eno to approve Warrants #20&21 (FY20) in the amount of \$376,396.51, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Eno to approve Warrant #22 (FY20) in the amount of \$47,645.18, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Eno to approve Warrants #23&24 (FY20) in the amount of \$99,149.77, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.
 - **Motion** made by Mr. Eno to approve Warrants #25&26 (FY20) in the amount of \$417,130.48, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons recently had two projects happen: Trunk and Treat and the Veterans Day Celebration and wanted to thank the Readfield United Methodist Church; - both years they have had a trunk and sponsored lunch for Veterans Day. Also she wanted to wish all of Readfield happy holidays and thank all citizens for making Readfield the town that it is.
 - Mrs. Woodsum wanted the Readfield staff/employees to know that she appreciates all that they do for the Town of Readfield.
- **Staff Reports**
 - Mr. Dyer reviewed the Town Manager Report dated December 9, 2019
 - Lengthy discussion on backhoe repair and maintenance
 - Mr. Dyer reviewed the October 2019 Treasurer's Report
- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of September 19, 2019
 - Trails Committee minutes of September 24 & October 22, 2019
 - Library Board minutes of October 2, 2019

Readfield Select Board
Regular Meeting Minutes – December 9, 2019 – Unapproved

- Cemetery Committee minutes of October 16 & November 1, 2019
Thank you for submitting your minutes

- **Public Communications - Members of the public may address the Select Board on any topic**
 - Grace Keene asked if the upcoming Traffic and Parking Ordinance is going to help with the problems in front of post office as it's very dangerous. Mr. Bourgoine says it will not be covered under that ordinance but will be discussed in the future as comprehensive plan may cover this.
 - Fran Zambella spoke that the access to the post office needs to be addressed; possibly by the Age Friendly Committee. Very hard to access in and out of the post office and dangerous.

Appointments, Reappointments and Resignations:

- **20-049 – Consider the resignation of Donna Witherill from the Library Board of Trustees**
 - **Motion** made by Mr. Eno to approve the resignation of Donna Witherill from the Library Board of Trustees with regret, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

New Business:

- **20-052 – Consider proposals for repair of the Torsey Pond Dam and Bridge-(Consensus to take out of order)**
 - Update from Mr. Dyer; received 3 bids, second time putting out to bid. Bids received from Cavanagh Marine, Knowles Industrial and H.E. Callahan. Apparent low bid is H.E. Callahan in the amount of \$111,996.20 with the Town of Readfield's part being \$61,205.80. The recommendation by the Town Manager and with support from the Torsey Pond Association is to go with the lowest bidder; H.E. Callahan.
 - **Motion** made by Mr. Bourgoine we accept the bid from H.E. Callahan and for the Town Manager to proceed with the process with the estimated sum of \$61,205.80 for the Town of Readfield's share, **second** by Mrs. Sammons. **Discussion:** Project not to start this fiscal year but coming from reserves for this fiscal year budget. Torsey Pond already at \$50,000 in donations and continuing to fundraise. **Vote** 4-0 in favor.
- **20-053 – Conduct a review of Readfield's Comprehensive Plan Goals & planning process-(Consensus to take out of order)**
 - Review by Mr. Dyer of the Select Board Goals from the Readfield Comprehensive Plan; a lot of ongoing activity and a lot to review and go over. Current Comprehensive Plan is 10 years old and needs to be updated.
 - Mr. Bourgoine spoke that he would like to see the Age Friendly Housing worked on, an area that really needs attention in the community. Other items on the list are items that are currently being worked on like the Traffic and Parking Ordinance, Maranacook Lake Dam and parking concerns at the Post Office/Masonic Hall.
 - Mr. Eno mentioned that a comprehensive plan is mandatory to have and kept updated.
 - Mrs. Woodsum spoke that we have completed a vast majority of the items on the report and that is why it's a good thing to update and keep items that need attention on top.
 - Discussion amongst the select board about updating the comprehensive plan.

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

- Joel Greenwood of KVCOG reviewed the proposal for the Readfield 2022 Comprehensive Plan; went over the scope of service, timeline/ongoing goals and cost consideration. Discussion amongst Select Board on timeline and budget concerns.
- **Motion** made by Mrs. Woodsum to authorize the Town Manager to consider this proposal in our budget process while taking into consideration of the discussion tonight, **second** by Mr. Eno. **Vote** 4-0 in favor.

Old Business:

- **20-050 – Conduct a second reading and approval of the Traffic and Parking Ordinance**
 - Brief review by Town Manager and Select Board.
 - **Motion** made by Mr. Bourgoine to go forward with the adoption of the Public Ways, Traffic and Parking Ordinance of the Town of Readfield, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

New Business:

- **20-051 – Conduct a review of municipal investments and retirement plan options with Kennebec Wealth Management**
 - Sam Tippett of Kennebec Wealth Management was unable to attend tonight due to a family emergency. He spoke with the Town Manager today and gave a brief update of where things were at and he shared this with the Select Board. Discussion amongst the Select Board and questions they would like to have answered by Sam at the next meeting along with other concerns and key items. Consensus of Select Board to work on sweep account in a timely manner, possibly by next meeting.

Motion made by Mrs. Woodsum to extend the meeting by 15 minutes, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

- **20-054 – Consider the Town Manager annual review contract renewal process**
 - Update from Mr. Bourgoine that the annual review process for the Town Manager contract has started. All information has been sent out to those involved and information is available on the website for directions on public comment. Executive session set for Thursday, December 19 at 4:30 pm.

Motion made by Mrs. Sammons to adjourn the meeting at 8:46 pm, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Readfield Select Board
Regular Meeting Minutes – December 19, 2019 – *Unapproved*

Pledge of Allegiance

Executive Session

- To have the Readfield Select Board hold an executive session to conduct an Annual Evaluation of the Town Manager pursuant to 1 MRSA, Section 405, subsection 6(A)
 - **Motion** made by Bruce Bourgoine to go into executive session to conduct an Annual Evaluation of the Town Manager pursuant to 1 MRSA, Section 405, subsection 6(A) at 4:31 PM. **Seconded** by Kathryn Mills Woodsum and **passed 5-0**. Came out of Executive Session at 6:48 pm.

Motion made by Christine Sammons to adjourn the meeting at 5:36 pm. **Seconded** by Kathryn Mills Woodsum and **passed 4-0**. (Dennis Price had to leave right after coming out of executive session.)

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

December 24, 2019 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
27	243	\$ 26,568.33	Warrant	R. Eno	Three	12/20/2019
A	243	\$ 1,544.50	State Fees	R. Eno	One	12/13/2019
B	243	\$ 1,881.50	State Fees	R. Eno	One	12/20/2019
28	259	\$ 13,878.06	Payroll	R. Eno	One	12/23/2019

SUM \$ 40,446.39

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

Treasurer's Warrant

Warrant # 27 & 28

\$40,446.39

Dates: 12/24/2019

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 \$13,878.06	Check #'s 68213-68227 18213-168222
VARIOUS VENDORS	Accounts Payable	\$26,568.33	68182-68212
	Total	\$40,446.39	

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	36.50	12/24/19	27	0031 Central Maine Power Co
P	999	4.09	12/24/19	27	0031 Central Maine Power Co
P	68182	1,544.50	12/13/19	27	0086 SECRETARY OF STATE (MOTOR VEH)
P	68183	901.50	12/19/19	27	0086 SECRETARY OF STATE (MOTOR VEH)
P	68184	860.00	12/19/19	27	0103 TREAS.,STATE OF MAINE (PLUMB)
P	68185	120.00	12/19/19	27	0509 TREAS., STATE OF MAINE (DEP)
R	68186	49.28	12/24/19	27	0315 Alex Cates
R	68187	313.02	12/24/19	27	0599 Archie's Inc.
R	68188	559.72	12/24/19	27	0024 Baker & Taylor, Inc
R	68189	187.21	12/24/19	27	0072 Consolidated Communications
R	68190	1,510.00	12/24/19	27	0267 Custom Window Decorators, Inc
R	68191	1,200.00	12/24/19	27	0591 David Ledew
R	68192	351.17	12/24/19	27	0853 David Morrow
R	68193	25.00	12/24/19	27	0268 Deborah MacMaster
R	68194	626.14	12/24/19	27	0860 DR Designs
R	68195	876.24	12/24/19	27	0704 Fabian Oil
R	68196	360.00	12/24/19	27	0829 Joshua Wheeler
R	68197	38.00	12/24/19	27	0083 Kennebec Cnty Registry Of Deeds
R	68198	10,202.00	12/24/19	27	0066 Maine Municipal Association
R	68199	275.00	12/24/19	27	0891 Mid Maine Generator
R	68200	1,684.28	12/24/19	27	0621 New England Salt Company, LLC
R	68201	60.60	12/24/19	27	0360 North Coast Services LLC
R	68202	970.29	12/24/19	27	0534 O'CONNOR MOTORS
R	68203	347.60	12/24/19	27	0823 OTELCO
R	68204	25.00	12/24/19	27	0269 Pearl Peterson
R	68205	43.01	12/24/19	27	0858 PETTY CASH
R	68206	2,600.00	12/24/19	27	0841 PretiFlaherty
R	68207	126.54	12/24/19	27	0406 SAM'S CLUB
R	68208	17.74	12/24/19	27	0021 Sonya Clark
R	68209	434.29	12/24/19	27	0313 Toshiba Financial Services
R	68210	122.62	12/24/19	27	0012 Traction-Genuine Parts Co
R	68211	10.69	12/24/19	27	0273 WINTHROP AUTO SUPPLY
R	68212	86.30	12/24/19	27	0836 WORLD OF FLAGS, USA
Total		26,568.33			

Count	
Checks	33
Voids	0

Warrant 27

Vendor-----	Amount	Account-----
00315 Alex Cates	49.28	PROTECTION / FIRE DEPART - EQUIP O,R &M / FUEL/OIL
00599 Archie's Inc.	313.02	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00024 Baker & Taylor, Inc	77.94	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	13.59	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	41.46	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	16.99	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	58.03	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	22.43	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	260.14	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	69.14	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	36.50	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	4.09	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00072 Consolidated Communications	45.99	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	47.73	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	93.49	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00267 Custom Window Decorators, Inc	1,510.00	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00591 David Ledew	1,200.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00853 David Morrow	351.17	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00268 Deborah MacMaster	25.00	GENERAL FUND / Gile Hall
00860 DR Designs	626.14	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00704 Fabian Oil	205.15	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	671.09	Maintenance / Bldg Maint - UTILITIES / HEATING
00829 Joshua Wheeler	360.00	PROTECTION / FIRE DEPART - ADMIN / TRAIN & CONF
00083 Kennebec Cnty Registry Of Deeds	38.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00066 Maine Municipal Association	10,202.00	GENERAL GOVT / Insurance - INSURANCE / PROP & LIAB
00891 Mid Maine Generator	275.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00621 New England Salt Company, LLC	1,684.28	Rds & Drain / Winter Maint - PUBLIC WAYS / EROSION CONT
00360 North Coast Services LLC	60.60	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00534 O'CONNOR MOTORS	970.29	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Ford F550
00823 OTELCO	19.96	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	327.64	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00269 Pearl Peterson	25.00	GENERAL FUND / Gile Hall
00858 PETTY CASH	14.03	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	2.99	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00858 PETTY CASH	3.00	COMM SERVICE / Animal Cntrl - ADMIN / MISC.
00858 PETTY CASH	22.99	GENERAL GOVT / Admin - ADMIN / VOLUNTEERS
00841 PretiFlaherty	1,300.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00841 PretiFlaherty	1,300.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00406 SAM'S CLUB	16.48	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	110.06	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00086 SECRETARY OF STATE (MOTOR VEH)	1,544.50	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	901.50	GENERAL FUND / Motor Veh Fe
00021 Sonya Clark	4.09	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00021 Sonya Clark	13.65	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE

Warrant Recap

Warrant 27

Vendor-----	Amount	Account-----
00313 Toshiba Financial Services	434.29	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00012 Traction-Genuine Parts Co	122.62	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00509 TREAS., STATE OF MAINE (DEP)	120.00	GENERAL FUND / Plmg-DEP SUR
00103 TREAS.,STATE OF MAINE (PLUMB)	860.00	GENERAL FUND / PLUMB-STATE
00273 WINTHROP AUTO SUPPLY	10.69	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00836 WORLD OF FLAGS, USA	86.30	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
Prepaid Total--	3,466.59	
Current Total--	23,101.74	
Warrant Total--	26,568.33	

COMMUNICATIONS

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

Appeals Board Organizational Meeting

January 10, 2019

Members present: Chair, Peter Bickerman; Secretary, Holly Rahmlow; John Blouin; William Gagne Holmes; Henry Whittemore and Francis Zambella

Excused: Clif Buuck

Meeting opened at 6:10 p.m.

Will moved that we approve the minutes from the November 29, 2018, public hearing regarding property owned by Bob Bittar, Henry seconded. All approved.

We discussed possibly recording future hearings and the pending lawsuit from Mr. Bittar.

Adjourned at 6:18 p.m.

Approved 12/04/2019

**TOWN OF READFIELD
BOARD OF APPEALS**

**IN THE MATTER OF) MEMORANDUM OF DECISION
46 P RIDGE ROAD) GRANTING APPLICANT'S APPEAL**

INTRODUCTION

On December 4, 2019, the Board of Appeals for the Town of Readfield held a public hearing regarding the application of Samantha Horn to install a ductless multizone heat pump system at her residence, which is located at 46 P Ridge Road. The heat pump system includes exterior components which would be placed adjacent to the west side of the house, which faces P Ridge Road.

The Code Enforcement Officer for the Town of Readfield denied Ms. Horn's application for a building permit for the reason that placing components on the west side of the house would increase the non-conformity of the structure with respect to the setback requirements of the Town's Land Use Ordinance. Ms. Horn then applied to the Board of Appeals for a variance from the setback requirements.

The Board of Appeals decided that the following issues would be considered at the public hearing: 1) whether the Code Enforcement Officer ("CEO") acted correctly when he denied Ms. Horn's application for a building permit; and 2) if the CEO acted correctly, whether Ms. Horn qualified for a variance from the road setback requirements.

FINDINGS

1. The house at 46 P Ridge Road was constructed in or around 1830.
2. Under the terms of Readfield's Land Use Ordinance ("LUO"), the house at 46 P Ridge Road is a nonconforming structure because of its proximity to the road, but it is a grandfathered structure.
3. Ms. Horn's home currently is heated by an oil-heated forced hot air system.
4. Ms. Horn's contractor proposes to install mini-split heat pumps on the first and second floors of her residence, with the condensers for these heat pumps to be placed outside the west wall of the house. These condenser panels would extend approximately 24 inches out from the west wall of the house.
5. The western side of the house currently is approximately 26 feet from the eastern edge of P Ridge Road and 35 feet from the centerline of P Ridge Road.

6. It would be more expensive, more difficult and less energy-efficient to locate the condenser units on another side of the house, although not impossible to do so.

LEGAL STANDARDS

Pursuant to Section 6(A) of the Board of Appeals Ordinance of the Town of Readfield, all appeals from a decision or determination of the CEO shall be conducted "de novo." Based on all the evidence presented, the Board must decide whether the action of the CEO constituted an error of law, a misinterpretation of the LUO or a misapplication of the law to the facts.

Article 4, Section 1 of the LUO states, in pertinent part, that a permit is required for the construction, reconstruction, addition to, or structural alteration of a building or structure when the fair market value of labor and materials used in the project exceeds the sum of \$2,000 during a 12-month period.

The term "structure" is defined in Article 11, Section 2 of the LUO "to mean anything built for the support, shelter or enclosure of persons, animals, goods or property of any kind, or anything constructed or erected with a fixed location on or in the ground." The definition proceeds to give certain examples of "structures," such as patios, carports, storage sheds, outdoor wood boilers, docks, swimming pools and satellite dishes. The LUO definition then exempts certain other items, such as sidewalks, fences, steps or stairways of no more than four feet in width, driveways, parking lots, utility poles, towers of small wind systems and field or garden walls except as subject to waterbody setback requirements, from regulation as "structures."

CONCLUSIONS

The Board of Appeals appreciates the work done by the CEO in this matter and understands the CEO's position that the heat pump condensers would increase the nonconformity of Ms. Horn's home (albeit minimally) with respect to the setback from P Ridge Road.

The Board of Appeals has concluded, however, that the definition of "structure" in the LUO is ambiguous, at least in the context presented in this proceeding. Are outdoor condensers connected to an interior heat pump system properly equated with patios and storage sheds, which are included within the definition of "structure"? Or should these condensers be equated with utility poles and towers of small wind systems, which are excluded from regulation as "structures"?

Accordingly, the Board of Appeals unanimously has approved a motion stating that, in light of the ambiguity of the LUO, a building permit is not necessary for the installation of the heat pump system proposed by Ms. Horn. Her appeal, therefore, has been **granted**.

Further, the Board of Appeals unanimously has recommended that the Planning Board consider amending the LUO to clarify whether and to what extent the definition of "structure" applies to components of heat pumps and other modern heating and cooling systems.

RECONSIDERATION AND APPEAL RIGHTS

Pursuant to Section 15 of the Board of Appeals Ordinance, any party or person with legal standing who is aggrieved by this Decision may seek reconsideration of it by filing a written request for reconsideration with the Town Clerk no later than ten (10) days from the date of this Memorandum of Decision.

Whether or not a request for reconsideration is made, any party or person with legal standing who is aggrieved by this Decision may file an appeal from this Decision with the Superior Court for Kennebec County in accordance with Rule 80B of the Maine Rules of Civil Procedure and Section 17 of the Board of Appeals Ordinance. Any judicial appeal must be initiated within 45 days of December 4, 2019.

DATED: December 16, 2019



Peter Bickerman, Chair
Readfield Board of Appeals

Cemetery Committee Meeting Minutes

November 20th, 2019

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

Meeting Minutes for October 16th, and November 1st (ancillary) 2019: Motion made to accept minutes with proposed changes and seconded, discussion pursuant and minutes were approved unanimously.

Sexton's Report by Ben Rodriguez

- Fall clean-up completed at the following cemeteries
 - Readfield Corner
 - Dudley
 - Kents Hill
 - Case
 - East Readfield
 - Seasonally inappropriate matter removed and flags taken down where appropriate.
- Fall clean-up will be completed in the next two weeks for Whittier and Huntoon.
- Snow fence to be put up at Dudley; gates to be closed at Dudley. Muddy conditions at East Readfield may require its gate be closed.
- Case Tree Work Bid let by Select Committee at November 5th meeting to Stevenson Tree Solutions per Cemetery Committee recommendation.

Old Business

As a long-standing interest of the committee and as a benefit to the community the committee is investigating cemetery burial site recordation and search software applications available commercially. Ben brought up progress made on contacting software suppliers. By way of example, Ben mentioned Cemsites (www.cemsites.com) which has cloud-based applications including:

- Gravesite mapping
- Searching functions
- Available lot viewers

Deb Doten remarked that the committee needs a process for evaluating the benefits, features and costs in order to make responsible recommendations that reflect items important to the committee, namely:

- Customization through add-on modules
- Ease of data entry
- User-friendly interface
- Work order tracking
- Cost effectiveness
- Historical preservation
- Involvement of town resources, such as the town clerk's office and the sexton
- Good customer service throughout implementation and yearly support

Deb moved that a subcommittee be created to review the various software options and develop a process of evaluation for the full committee.

The motion was seconded by Grace. Some discussion followed to ensure that a committee of four be established to begin this process. Deb revised the motion and it was seconded and passed unanimously. Volunteers for the committee include:

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Readfield Select Board
January 6, 2020
Item # 20-057

TOWN OF READFIELD

APPOINTMENT APPLICATION

OFFICE USE ONLY
DEC 04 2019
DATE RECEIVED

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

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

Which Board, Committee or Commission

are you applying for?

Library Board of Trustees

Term:

6/30/22

Do you have previous experience on this board or committee?

Yes

No

Name: Maureen Kinder

Phone (H): [REDACTED]

Street address: [REDACTED]

Phone (C): [REDACTED]

Mailing address: same

E-Mail: [REDACTED]

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

Master of library & Information Science, ²⁰¹⁴ Wayne State Univer.
Readfield librarian 2017-2019
Volunteer Board Member - see attached

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

The Readfield library is an integral part of the town w/ an active patron community. I would greatly welcome the opportunity to continue to support this community as a member.

If you are currently employed, what is your position?

Project Control Officer, Bondstad Technologies

APPLICATION FOR APPOINTMENT FOR:

Name: Maureen Kinder Position: Lib. Board of Tr. Term: 6/30/22

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

Check one!

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

Name: Electronic Signature Date: 12-4-2019

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

Was this position advertised? Yes No If no, please explain: _____

Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No

Confirmed meeting date: Jan 6, 2020

SELECT BOARD APPROVAL

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

1/6/2020 thru 6/30/22. Given under our hand this 6 day of Jan 2020

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date: _____

Is an Oath appropriate: Yes No If yes, what date: _____

Christin Parks/Town of Readfield

From: cmsmailer@civicplus.com on behalf of Readfield ME via Readfield ME
<cmsmailer@civicplus.com>
Sent: Wednesday, December 4, 2019 7:39 AM
To: readfield@roadrunner.com
Subject: Form submission from: Appointment Application (Web Fillable Form)

Submitted on Wednesday, December 4, 2019 - 7:38am Submitted by anonymous user: 74.75.100.29 Submitted values are:

Date: December 4, 2019

Which Board, Committee or Commission are you applying for? Readfield Community Library Board of Trustees

==Do you have previous experience on this board or committee?==

- Do you have previous experience on this board or committee?:

No

Name: Maureen Kinder

Street Address: [REDACTED] 04355 Mailing Address: [REDACTED] Readfield, ME

04355 Phone (Primary): [REDACTED] Phone (Secondary): [REDACTED]

E-Mail: [REDACTED]

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

Education:

Master of Library and Information Science, Wayne State University, 2014 Professional experience:

Librarian, Readfield Community Library 2017-2019 Previous board-level experience:

ITAP/ITSC Board of Directors, Charlottetown, PE volunteer board member

2008-2010

AIDS PEI Board of Directors, Charlottetown, PE volunteer board member

2009-2010

If you are currently employed, what is your position? Project Control Officer, Randstad Technologies Below please tell us the reason you are interested in applying for this

position.: The Readfield Community Library is an integral part of the town with an active patron community. I would greatly welcome the opportunity to continue to support this community as a member of the Library Board of Trustees.

Electronic Signature: Maureen Kinder

==Check one!==

- I DO/DO NOT approve the use of my e-mail and phone number(s)

on the Town's public sites and publications.: I DO NOT

The results of this submission may be viewed at:

<https://www.readfieldmaine.org/node/6133/submission/2814>

OLD BUSINESS

**EMPLOYMENT AGREEMENT & CONTRACT
TOWN OF READFIELD AND ERIC W. DYER**

This Employment Agreement & Contract outlines the terms and conditions of employment for the position of Town Manager by and through the Select Board of the Town of Readfield, Maine and Mr. Eric W. Dyer. The effective date of this agreement is October 1, 201~~8~~⁹.

Duties and Appointments

Mr. Eric W. Dyer agrees to perform faithfully and diligently the duties of Town Manager, fulfilling all statutory obligations for Town Manager as described in Maine law, together with obligations as described in Town Manager's Roles and Responsibilities as approved on 02/10//2014, attached hereto as Exhibit A.

It is expected that the Town Manager will also serve the following annual administrative appointments: Tax Collector, Treasurer, Road Commissioner, Transfer Station Manager, and Welfare Administrator as prescribed by the Town of Readfield's ordinances and procedures, including any other municipal positions to which appointed by the Select Board.

Salary

Annual salary shall be payable in accordance with the payroll procedures in place for all Town employees. Base salary as of October 1, 2018 shall be \$62,250. Annually at the anniversary of this contract, beginning on October 1, 2019, a minimum salary change of the Northeast Regional Consumer Price Index for all goods and services for the 12 month period ending in July of the current year will be implemented. The Select Board reserves the right to supplement the CPI adjustment with additional merit pay, as deemed appropriate at the sole discretion of the Select Board.

Performance Evaluations

A full 360-degree Performance Evaluation will be conducted annually by the anniversary of employment, including comments developed in advance by Town Manager. Results, including any plans for improvement, will be jointly developed and signed by the Select Board and by the Town Manager and included in the Town Manager's personnel file. Less formal semi-annual reviews will be held to determine progress and any resources or support necessary to help achieve or adjust to evolving priorities. The evaluation tools and documents to be used in the annual and semi-annual evaluations are attached to and incorporated as part of this contract. These documents may be amended by mutual agreement.

Personal Time Off

PTO will be granted at 18 days per year. PTO will be cumulative and any unused balance may be carried forward to subsequent years. Total PTO accrual, at the end of the Fiscal Year, will not exceed 120 hours. Upon separation, the Town will compensate the Town Manager for 100% of all accrued PTO-based upon the Town Manager's salary as of the date of separation.

Health and Dental Insurance

The Town shall pay 100% of the cost of the health insurance for the Town Manager and his family, and 100% of the dental insurance premium for the Town Manager. If the Town Manager elects any additional dependent insurance premiums, the Town Manager shall pay for such cost. Any consideration of a plan change during the contract period will be negotiated jointly by the Select Board and Town Manager.

Retirement / Dependent Care

The Town participates in the Social Security System. Both the Town and the Town Manager shall make the required respective contribution to the System, the amounts of the contributions to be determined in accordance with federal law. The Town shall also match any contribution made by the Town Manager to the International City Manager's Retirement Corporation or similar retirement plan, or to a town managed dependent care account up to six (6.00%) percent of the Town Manager's annual salary. Payment shall be made in accordance with the plan in place for the Town of Readfield.

Travel Allowance

At his discretion, the Town Manager shall use private transportation on Town business. He will be paid for all actual and necessary use of private transportation on Town business at the current IRS mileage reimbursement rate for private vehicles or the actual cost of the transportation for mass transit. Incidental vehicle expenses (tolls and parking) will be reimbursed when documented with any other travel expenses on an expense report along with receipts.

Professional Development

The Town agrees to budget for and pay for the professional dues, subscriptions, travel and seminar registrations and related expenses of the Town Manager for professional participation, meetings, workshops and training adequate to continue his professional development. Said participation on Town time may include the international City Manager's Association, Maine Town and City Manager's Association, and other national, regional, state and local groups that the Town Manager and Select Board agree are desirable. The Town Manager may attend the Maine Municipal Association convention and the Maine Town and City Management annual meeting. Subject to annual budget constraints, the Town Manager may attend either the International City Manager's Association or National League of Cities annual meeting on a biennial basis.

Term and Termination

The initial Term of this contract shall be three years extending from October 1, 201~~89~~ through September 30, 202~~12~~. The Select Board shall notify the Town Manager on or prior to June 30, 201~~920~~ as to whether it wishes to negotiate a one-year extension of this contract through 20~~2223~~, and again prior to June 30, 20~~2021~~ as to whether it wishes to negotiate a one-year extension of this contract through 20~~2324~~. A one-year extension will occur automatically if no notice received prior to September 30.

The Select Board may terminate the Town Manager's contract for cause or malfeasance at any time. No severance payment or continuation of health or dental insurance will be required of the Town in the event of termination for cause or malfeasance.

The Select Board may choose, for any reason, without the requirement to prove cause or malfeasance, to terminate or decline to renew the Town Manager's contract at any time. In this case, the Town will pay the Town Manager a severance amount equal to three months (25%) of the current annual salary and continue the Town Manager's health and dental insurance for three months from the date of termination, or end of the contract period in the event of non-renewal.

The Town Manager will give three months prior notice in the event he intends to resign his employment with the Town, without any severance pay or additional benefits beyond the date of resignation, unless otherwise negotiated with the Select Board.

Indemnification

The Town will defend and indemnify the Town Manager against any tort, professional liability claim or demand or other legal action, whether or not it appears to have merit, arising out of an alleged act or omission occurring in the performance of the Town Manager’s duties, except if the claim alleges fraud or other intentional torts or a criminal act, and as prohibited by law. The Town will either litigate or compromise and settle any such claim or suit and pay the amount of any judgment or settlement rendered thereon, whether levied against the Town of Readfield or the Town Manager personally. Indemnification will extend beyond termination of employment, to provide full and complete protection to the Town Manager, by the Town of Readfield, as described herein, for any acts lawfully undertaken or committed as Town Manager, regardless of whether the notice or filing of such a claim or lawsuit occurs during or after the Town Manager’s employment with the Town.

Other Benefits and Obligations

Some other benefits and obligations shall be provided in accordance with the management and Personnel Policies of the Town of Readfield. The provisions in the Personnel Policies on Work Performance Evaluation, Grievances, Discipline and Appeals do not apply to the employment of the Town Manager. In lieu of these procedures, this contract will refer to MMA’s guidelines on these items.

Signatures

Town Manager:

Read and agreed to: _____ Date: _____
Mr. Eric W. Dyer, Town Manager

Select Board for the Town of Readfield:

Read and agreed to:

Bruce Bourgoine, Chair

Chris Sammons, Vice Chair

Dennis Price

Kathryn Mills Woodsum

~~John Parent~~ Ralph Eno

Date

NEW BUSINESS

RESERVED

Readfield Transfer Station
Commercial Haulers Annual Permit - 2020

Readfield Select Board
January 6, 2020
Item # 20-059

To: Readfield, Wayne, & Fayette Transfer Station Commercial Haulers
From: Eric Dyer, Readfield Town Manager
Date: January 7, 2020
Re: Annual Commercial Hauler Permit

Attached is your 2020 Application to use the Readfield Transfer Station for depositing commercially hauled solid waste and recyclable materials generated within the towns of Fayette, Readfield, and Wayne. Please take careful note of the following:

- **NEW THIS YEAR. Commercial Haulers are required to identify the number, size, and collection frequency of dumpsters / cans for each commercial customer.** If this varies by week or season, this information must also be noted.
- **Commercial Haulers are required to obtain a permit annually if you plan to use the Transfer Station.** The permit fee will be **\$100.00** for the calendar year.
- **Commercial Haulers must provide proof of insurance and a listing of commercial customers along with your application.** Incomplete applications will not be accepted.
- **Commercial Haulers are only permitted to deliver materials between the hours of 8:00 am and 3:00 pm every Thursday** unless otherwise approved by the Town of Readfield.
- **Commercial Haulers are required to abide by all rules of the Transfer Station as governed by Town Ordinance and under the direction of the Transfer Station Manager.** Haulers are responsible for the materials they collect and could lose access to the facility if materials are not sorted properly or unacceptable materials are collected and delivered.
- **Commercial Haulers must cover their trucks and trailers or otherwise ensure that no materials will fall into the road during transport to the Transfer Station.** Haulers who neglect to install or use such covers or other methods and who drop materials in the road may lose access to the Transfer Station.
- **Your completed application and attachments must be in the Town Office NO LATER than 1:00 pm, Thursday, January 16, 2020** so that staff may review all applications for completeness and provide copies to the Select Board. The Readfield Select Board will review all applications on January 21, 2020 beginning at 6:30 p.m. at the Town Office. Only new applicant owners must attend the meeting (an employee or representative is not acceptable) to answer any questions that the Select Board might have regarding your application and service.
- **The Readfield Select Board has the right to review and revoke any permits at any time.**

Please complete the following application for the year running from January 1, 2020 through December 31, 2020. Feel free to email me at manager@readfieldmaine.org or call me at 685-4939 with any questions. Thank you and I look forward to receiving your application.

Sincerely,

Eric Dyer, Transfer Station Manager



TOWN OF READFIELD – Town Manager

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

To: Readfield Select Board, Transfer Station Staff, and Maintenance Staff
From: Eric Dyer, Readfield Town Manager / Transfer Station Manager
Date: January 3, 2020
Subject: Transfer Station Backhoe Repair / Replacement Analysis

Background:

The Town owns a 1998 Caterpillar 416C backhoe. This equipment was used in the past by both the Transfer Station and Public Works Departments but for the last several years has been utilized almost exclusively at the Transfer Station. Duty there includes pushing back brush and wood piles, snow removal, compaction of waste in roll-off containers, and transfer of materials between locations.

In late October “looseness” was observed in the bucket and arms of the 416C. A closer look by Town Maintenance Staff revealed a crack in the bucket coupler. The equipment was taken out of service soon thereafter. Upon inspection by Milton Cat of Brewer additional damage was found, including cracks in the bucket arms. While it is impossible to pinpoint the cause of the damage and whether the various issues are related (they likely are), a few uses came to the forefront as contributing factors to the damage. These include using the outriggers and front bucket to lift the unit off the ground in order to achieve more reach in compacting materials with the backhoe, the act of compacting itself, and heavy use in pushing back material piles. Transfer Station staff reported that their use of the equipment has not changed over the years. Given the fact that things have “always been done this way” retraining of staff will be required to prevent future damage. A backhoe operating policy will be drafted to prohibit the most potentially damaging activities and better manage others. A financial analysis will also be performed to calculate the value of material compaction and high-piling of materials like brush and wood. These actions are critically important whether the 416C is repaired or replaced.

Turning to the repair / replace assessment we will review some baseline information. Table 1 below gives a general guide to backhoe longevity, or the expected life in hours prior to the need for major repairs.

Table 1

Backhoe Duty	Life Expectancy (hours until major repairs)
Light	10,000
Medium	7,500
Heavy	5,000
Current Hours	4,800 (approx.)

Equipment usage at the Transfer Station should be in the “Medium” range. However, we are seeing major repairs coming close to the “Heavy” usage parameter. If the equipment truly has seen heavy use then it is likely at the end of its cost effective life. If equipment use were managed to better reflect medium duty, repairing the equipment could bring another 2,500 hours, but this is far from certain. In addition to the impacts of duty are the impacts of time. The 416C is approximately 21 years old and it would take 10-12 years to reach the estimated 7,500 hour mark looking at past usage trends identified in Table 2. Operating a piece of heavy equipment for 30+ years would certainly bring uncertainty, challenges, and added maintenance costs.

Table 2

Year (June 30, of...)	Hours	Annual Usage
2012	3,159	-
2013	3,359	200
2014	3,616	257
2015	3,858	242
2016	4,032	174
2017	4,288	256
2018	4,512	224
2019	4,668	156
	AVERAGE	216

Repair Costs:

The damage to the 416C allows for a few different capital repair options and costs. They include:

- In-kind repair with new arms and new coupler at a cost of 16,461.
- Installation of a new coupler with repair to the existing arms at a cost of \$8,174.
- Removal of the coupler, installation of a new fixed bucket, and repair to the existing arms at a cost of \$5,355 (this option would prevent use of the forks on the 416C, but they are used infrequently and the Bobcat has a fully functional set).

Assuming a useful life of 3 years before replacement we have a low-end annualized capital cost of \$1,785 and a high end annualized cost of \$5,487. Assuming a 5-year term the annualized numbers are \$1,071 and \$3,292 respectively. These numbers do not include other repairs that may be necessary during the coming years however. Annual repair costs for the backhoe have averaged about \$6,500 per year over the past three years for non-routine work. Current year expenses are \$677. If we pursued the lower-cost repairs this would put our current-year annual expenses in line with those of the recent past. Several major components have been worked on / replaced since 2016 but our past efforts with the 416C indicate that this work has not necessarily reduced repair needs or expense in subsequent years.

Replacement Costs:

We have three major equipment dealer networks in Maine capable of providing equipment and service to support the operation of our Transfer Station. These are Milton Cat (Caterpillar dealer),

Beauregard Equipment (Case dealer), and Nortrax (Deere Dealer). All three have service Centers in Bangor and Southern Maine. Table 3 below gives prices and summary information for their quoted / recommended equipment. All three pieces of equipment are roughly equivalent to each other and to the 416C in their functionality. It is important to note that a direct comparison is not possible.

Table 3

Caterpillar (Milton Cat)	
415 F Backhoe (2019)	\$106,500
Trade	- \$25,000
Cost	\$81,500
Case (Beauregard)	
580 NEP Backhoe (2019)	\$86,900
Trade	No
Cost	\$86,900
Deere (Nortrax)	
310L EP (2019)	\$81,500
Trade	No
Cost	\$81,500

Assuming a useful life of 20 years a new backhoe would have an annual capital cost of roughly \$4,500 (including borrowing costs) prior to any routine maintenance. A 20 year, 4,500 hour life seems entirely reasonable given the performance of the current model. With small adjustments to the use we have seen at the Transfer Station a 25 year, 6,250 hour life could be attainable and would yield an annual cost of roughly \$3,500 under the same conditions.

Conclusions:

Even with lowest-cost repairs we should expect annual capital maintenance costs of around \$6,500 over the next few years. This is separate from the actual capital cost of the 416C that is in the realm of \$3,000-\$4,000 annually. With a conservative 20-year life before major repairs are needed we would have an annual capital cost of around \$4,400 if we purchased new equipment. In order for the current annual capital costs of the 416C to break even with the annual capital costs of a new piece of equipment, the new equipment would need to have a useful life of just 9 years. It is impossible to say exactly what future capital costs would be with the 416C but it appears we are on the wrong side of the curve and a new piece of equipment is in order. I am requesting Select Board authorization for the following actions:

- To sell or trade the current backhoe,
- To work with one of the three providers offering quotes to purchase a new backhoe,
- To utilize our Backhoe Reserve (currently \$30,260.40) as an initial payment, and
- To secure financing for the balance through a (likely 60-month) lease purchase agreement.

If approved, these actions will permit delivery of a new piece of equipment in late January and the resumption of regular activity at the Readfield Transfer Station.

December 19, 2019

Town of Readfield
Attn: Eric Dyer, Town Manager
8 Old Kents Hill Road
Readfield, Maine 04355

MUNICIPAL LEASE PURCHASE PROPOSAL

Lessee: Town of Readfield

Equipment: New Backhoe tractor for Solid Waste Transfer Station together with all associated equipment, accessories, and attachments (as more particularly described in vendor invoices to be provided by Lessee prior to disbursement.)

Cost of Equipment: Up to \$55,000

Lease Term: A. 5 Years B. 6 Years

Interest Rate: A. 3.19% Tax Exempt B. 3.23% Tax Exempt

Number of Payments: A. 5 Annual (See attached Lease amortization schedule)
B. 6 Annual (See attached Lease amortization schedule)

Payment Amount: A. \$11,701.45* (*Final payment may vary slightly.)
B. \$9,910.29* (*Final payment may vary slightly.)

First Payment Due: The first payment of principal and interest shall be due and payable at closing, which for computational purposes has been set for January 14, 2020. The actual closing date will be set at a time which meets the Town's needs)

Purchase Option: One Dollar (\$1.00) at end of lease term.

Prepayment: There are no prepayment penalties.

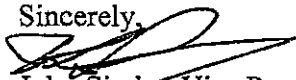
Insurance: Prior to delivery of the leased assets, Lessee at its sole cost and expense, will provide all-inclusive physical damage and liability insurance in the joint names of the Lessee and Lessor, in amounts satisfactory to Lessor, and forward proof of said coverage to Lessor.

Title: Lessee shall be listed as owner and Lessor listed as lien holder on BMV title documents and UCC-1 filing statements as required. Lessor will also hold a security interest in any lease escrow account associated with this transaction.

- Non-appropriation:** The lease will contain a non-appropriation clause.
- Confirmation:** Lessee to confirm that anticipated total borrowings for the 2020 year will not exceed Ten Million dollars (\$10,000,000.00), making the lease "Bank Qualified".
- Type of Lease:** The lease shall be considered a Municipal Lease/Purchase by all parties. Lessee is a State or a political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1986.
- Advances / Deposits:** If Lessor advances any deposits or pays any invoices prior to Delivery and Acceptance of the equipment by Lessee, interest will accrue at the above rate on said payments and be due at closing.
- Legal Opinion:** Leases greater than One Hundred Thousand dollars (\$100,000.00) require Lessee to provide an Opinion of Counsel. Said opinion must contain a statement that the lease represents a valid and binding obligation of the lessee and further that the lease is a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) (B) (ii) of Internal Revenue Code of 1986, as amended.
- Financial Data:** Lessee will provide Androscoggin Bank with its most recent audited financial statement, current year's budget, annual report, a copy of meeting minutes or council order approving the transaction and any other supporting data requested during the term of the lease.
- Lease Rates:** This Lease request will be closed within 45 days of the date of acceptance, or the stated rate will be subject to change based on public sector rates then existing in the market.
- Expiration:** This lease proposal shall expire if not accepted by a duly qualified Lessee official by 5:00 PM on January 14, 2020.

Thank you for the opportunity to present this lease proposal for consideration. If you are in agreement with the terms of the proposal, please sign and return it. Should you have any questions regarding this proposal, please contact me at 1-800-927-3344 ext. 3623.

Sincerely,


John Simko, Vice President
Government Finance

AWARD / ACKNOWLEDGEMENT (please select an option, sign and return):

This proposal Option A __, Option B __ is accepted and this financing is awarded to Androscoggin Bank.

Name & Title

Date: _____

OPTION A.

**Lease Amortization Schedule for Town of Readfield
5 Year Lease**

Annual Rate 3.19%

	Start Date	Amount	Number	Period	End Date
Lease	1/14/2020	\$55,000.00	1		
Payment	1/14/2020	\$11,701.45	5	Annual	1/14/2024

<u>Date</u>	<u>Payment</u>	<u>Interest</u>	<u>Principal</u>	<u>Balance</u>
1/14/2020	\$11,701.45		\$ 11,701.45	\$ 43,298.55
1/14/2021	\$ 11,701.45	\$ 1,381.22	\$ 10,320.23	\$ 32,978.32
1/14/2022	\$ 11,701.45	\$ 1,052.01	\$ 10,649.44	\$ 22,328.88
1/14/2023	\$ 11,701.45	\$ 712.29	\$ 10,989.16	\$ 11,339.72
1/14/2024	\$ 11,701.45	\$ 361.74	\$ 11,339.72	\$ 0.00
<u>Totals</u>	<u>\$58,507.26</u>	<u>\$ 3,507.26</u>	<u>\$ 55,000.00</u>	

OPTION B.

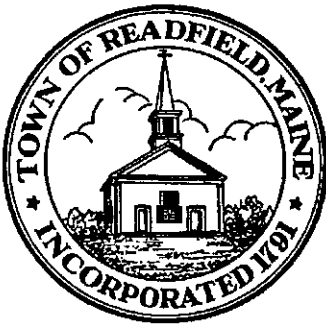
**Lease Amortization Schedule - Town of Readfield
6 Year Lease**

Annual Rate 3.23%

Daily Rate

	Start Date	Amount	Number	Period	End Date
Lease	1/14/2020	\$ 55,000	1		
Payment	1/14/2020	\$9,910.29	6	Annual	1/14/2025

<u>Date</u>	<u>Payment</u>	<u>Interest</u>	<u>Principal</u>	<u>Balance</u>
1/14/2020	\$9,910.29		\$ 9,910.29	\$ 45,089.71
1/14/2021	\$ 9,910.29	\$ 1,456.40	\$ 8,453.89	\$ 36,635.81
1/14/2022	\$ 9,910.29	\$ 1,183.34	\$ 8,726.95	\$ 27,908.86
1/14/2023	\$ 9,910.29	\$ 901.46	\$ 9,008.84	\$ 18,900.03
1/14/2024	\$ 9,910.29	\$ 610.47	\$ 9,299.82	\$ 9,600.20
1/14/2025	\$ 9,910.29	\$ 310.09	\$ 9,600.20	\$ 0.00
<u>Totals</u>	<u>\$59,461.75</u>	<u>\$ 4,461.75</u>	<u>\$ 55,000.00</u>	



TOWN OF READFIELD – Select Board Chair

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355
Town Office (207) 685-4939 • Cell (207) 624-1977
Email: bbourgoine@readfieldmaine.org

February 6, 2019

Dear Fellow Chairs;

Each year Readfield holds a joint meeting of our board, committee, and commission chairs. Our meeting is scheduled for 5:30 PM on Tuesday, February 19th at Gile Hall. We know this is approaching the dinner hour and so snacks and drinks will be provided.

During the first half hour we would like to hear an update from each board, committee and commission, to be followed by a half hour of open discussion and intermingling of people and ideas. I am hoping that every single board, committee, and commission chair will attend or send a designated representative. This is a public meeting and any of your members are most welcome to join us.

In closing, it cannot be said enough; your volunteer service to Readfield is an important asset in the strength of our community and is greatly appreciated.

Cordially Yours;

A handwritten signature in black ink, appearing to read "Bruce Bourgoine". The signature is fluid and cursive, with a large loop at the end.

Bruce Bourgoine
Select Board Chair

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

Short-term:

- Fire and Library RFP - 1/21
- First Budget Draft - 1/21
- Commercial Hauler License Renewals - 1/21
- 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

FYI

**RSU #38 – FY21 Budget Workshops
Maranacook Community High School
Student Center (unless otherwise noted)
6:30 – 8:30 p.m.**

BUDGET WORKSHOP SCHEDULE

- January 8**** Regular Business Meeting; budget overview/goals
- January 15** Budget Workshop – Elementary, Middle & High Schools
- February 5*** Regular Business Meeting - Report from Auditor Ron Smith
Budget Workshop –Technology, Special Education, English Language Learners (ELLS), Gifted & Talented
- February 26** Budget Workshop – Operations & Maintenance
- March 4*** Regular Business Meeting
Budget Workshop – Co-and Extra-Curricular, Transportation, Miscellaneous Cost Centers/Accounts (Adult Education, Food Service, Health Center, Professional Development/Assessment/ Curriculum, Systems Administration, Debt Service)
- March 11** Budget Workshop –Joint Meeting with Local Select Boards re: draft FY21 budget; budget deliberations, follow-up and decision making
- March 18** Budget Workshop – budget deliberations, follow-up and decision making
- March 25** *Tentative meeting* – Budget Workshop – budget deliberations, follow-up and decision making
- April 1*** Regular Business Meeting and Budget Workshop – budget deliberations, follow-up and decision making
- April 15**** Regular Business Meeting – vote on Budget
- May 6**** Regular Business Meeting
- May 13** Annual Budget Meeting, MCHS gymnasium, 7:00 p.m.
- June 3**** Regular Meeting
- June 9 – Budget Validation Referendum at individual town’s polling locations**
- June 17**** Regular Business Meeting

* Regular Business Meeting in addition to budget workshop
Budget documents are available by visiting <https://www.maranacook.org/o/rsu-38/page/fy-21-budget-documents>



MARANACOOK AREA SCHOOLS

A Caring School Community Dedicated to Excellence

James Charette
Superintendent of Schools

Nancy Harriman, Ph.D.
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve
Special Education Director

Brigette Williams
Finance Manager

Fax. 207-685-4703

December 16, 2019

Dear RSU #38 Community Select Board Members:

We would like to invite you to attend a joint meeting with the RSU #38 School Board on March 11, 2020 at 6:30 p.m. at the Maranacook Community High School to discuss the draft FY21 RSU #38 school budget.

We had many positive comments about the joint meeting in past years and are committed to providing this experience once again. Members of both boards felt that this meeting gave participants the opportunity to ask each other questions about, and give input, on issues that would impact the RSU #38 budget. We believe that the opportunity for open communication is invaluable to the budget process.

Below is a list of the RSU #38 budget meetings, and a more detailed schedule is enclosed. We encourage someone from your Select Board to attend these meetings in order to gain a better understanding of the details of the draft budget prior to the March 11th meeting. At these meetings administrators will describe their budgets and discuss any changes that they feel are necessary for FY21. The schedule for the budget meetings is as follows, and we welcome your attendance:

- January 15, budget workshop
- February 5, business meeting and budget workshop
- February 26, budget workshop
- March 4 - business meeting and budget workshop
- March 11, Joint Meeting with Select Boards, budget deliberations, follow-up and decision making
- March 18, budget workshop, budget deliberations, follow-up and decision making
- March 25, (*tentative mtg.*) budget workshop, budget deliberations, follow-up and decision making
- April 1, business meeting including budget deliberations, follow-up and decision making
- April 15, business meeting, vote on budget
- May 13, RSU 38 Annual Meeting, 7:00 p.m.

We look forward to the March 11th meeting where we can openly discuss the draft budget, and raise and answer questions that will promote a better understanding of the needs of the RSU #38 community. We hope that you can join us for this meeting.

Sincerely,

Jay Charette
Superintendent of Schools

Gary W. Carr, Ph.D.
RSU #38 Board Chairperson