

Readfield Select Board
Meeting Agenda
April 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.

20-099 - Minutes: Select Board meeting minutes of March 16, 2020.

Communications - 25 min.

Select Board communications. - 5 min.

Staff Reports - 10 min.

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

Old Business - 55 min.

20-095 - Consider the FY21 Budget and Warrant - 30 min.

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

Adjournment

**** Important Public Participation Information ****

The coronavirus emergency is requiring us to change how to hold public meetings to be considerate of everyone's health. We have been given guidance and authority to hold modified meetings remotely. Our goal is to hold our meetings with the widest possible scope of public input and broadest transparency possible.

- The meeting will be remote only, with no participants physically in attendance.
- The meeting will be broadcast, as usual, on cable channel 1301.
- The public may participate via teleconference by calling (646) 876 9923 and entering Meeting ID: 323 050 056, or web conference at <https://maine.zoom.us/j/323050056>.
- Written comments may be made in advance of the meeting using an online form on the Town website at <https://www.readfieldmaine.org/select-board/webforms/public-meeting-and-hearing-comment-form>.

Future Agenda Items - Proposed DRAFT

Short-term:

- Budget Draft review
- Fee and fee schedule update
- Appoint negotiators and discuss the process of negotiating a revised Collective Bargaining Agreement

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

Annual Town Meeting Warrant/Secret Ballot

Tuesday, June 9, 2020 Polls open 8am – 8pm

To: Lee Mank, resident of the Town of Readfield, in the County of Kennebec, State of Maine
GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, the 9th day of June, A.D. 2020, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 41 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: Elect a moderator to preside at said meeting and to vote by written ballot.

Article 2: Elect one Select Board members for three year terms:

- _____
- _____
- _____
- Write in: _____
- Write in: _____

Elect one RSU #38 School Board member for a three year term:

- Write in: _____
- Write in: _____

Elect one Local School Committee member for a one year term:

- Write in: _____
- Write in: _____

Elect one Local School Committee member for a two year term:

- Write in: _____
- Write in: _____

Elect one Local School Committee member for a three year term:

- Write in: _____
- Write in: _____

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2020 through June 30, 2021?

Article 4: Shall the Town vote to fix **September 25, 2020** or thirty days after the taxes are committed, whichever is later, and **February 26, 2021** as the dates upon each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 9% per year, which is the State rate pursuant to Title 36 MRSA, 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 5% , which is lower than the State Rate of 9% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2020 to October 1, 2020?

Article 7: Shall the Town vote to raise and appropriate **\$ 514,780** for the **Administration** budget category for the following budget lines with **Grant Writing, Heating Assistance and Attorney Fees** unexpended balances to be carried forward?

Municipal Administration	\$270,625
Insurance	\$140,150
Office Equipment	\$ 6,720
Assessing	\$ 23,675
CEO/LPI/BI	\$ 33,910
Planning Board	\$ 1,100
Appeals Board	\$ 100
Grant Writing/Planning Ser.	\$ 2,000
Heating Assistance	\$ 1,500
Attorney Fees	\$ 35,000

Select Board recommends: *Budget Committee recommends:*

Article 8: Shall the Town vote to raise and appropriate **\$145,370** for the **Municipal Maintenance** budget category?

General Maintenance	\$ 95,220
Building Maintenance	\$ 42,400
Vehicles Maintenance	\$ 7,750

Select Board recommends: *Budget Committee recommends:*

Article 9: Shall the Town vote to raise and appropriate **\$69,770** for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Age Friendly and Library budget line carried forward?

Animal Control	\$ 14,180
Kennebec Land Trust	\$ 250
KVCOG	\$ 4,500
Age Friendly Initiatives	\$ 2,100
Library Services	\$ 36,405
Readfield TV	\$ 5,415
Street Lights	\$ 6,500
Maranacook Lake Dam	\$ 420

Select Board recommends: *Budget Committee recommends:*

Article 10: Shall the Town vote to raise and appropriate **\$46,412** for the **Recreation, Parks, Activities and Open Space** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 13,992
Recreation	\$ 18,086
Heritage Days	\$ 5,000
Town Properties	\$ 3,680
Conservation	\$ 3,850
Trails	\$ 1,804

Select Board recommends: *Budget Committee recommends:*

Article 11: Shall the Town of Readfield vote to make use of the Readfield Town Beach free to Readfield residents beginning January 1, 2021; with supporting revenues to come from property taxes, program fees, rentals, and other sources as deemed in the best interests of the Town?

Article 12: Shall the Town vote to raise and appropriate **\$141,362** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward?

Fire Department Operating	\$ 67,900
Ambulance Service	\$ 32,162
Tower Sites	\$ 4,550
Dispatching	\$ 36,750

Select Board recommends: *Budget Committee recommends:*

Article 13: Shall the Town vote to raise and appropriate **\$22,500** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward?

Select Board recommends: *Budget Committee recommends:*

Article 14: Shall the Town vote to raise and appropriate **\$392,150** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$ 121,500
Winter Road Maintenance	\$ 270,650

Select Board recommends: *Budget Committee recommends:*

Article 15: Shall the Town vote to raise and appropriate **\$567,981** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Admin Equip.	\$ 14,000
Cemetery	\$ 5,000
Equipment	\$ 15,000
Equipment Leases	\$ 16,150
Fire Dept.	\$ 10,000
Fire Station Addition	\$ 42,351
Gile Hall	\$ 20,000
Municipal Buildings	\$ 75,000
Roads	\$ 293,500
Sidewalk	\$ 5,000
Transfer Station	\$ 71,980

Select Board recommends: *Budget Committee recommends:*

Article 16: Shall the Town vote to raise and appropriate **\$312,650** for the **Solid Waste** budget category with all accounts to be carried forward?

Select Board recommends: *Budget Committee recommends:*

Article 17: Shall the Town vote to raise and appropriate **\$48,550** for the **Regional Assessments** budget category for the following budget lines which the town is legally bound to pay?

Cobossee Watershed	\$ 23,550
First Park	\$ 25,000

Select Board recommends: *Budget Committee recommends:*

Article 18: Shall the Town vote to raise and appropriate **\$293,962** for the **Kennebec County Tax** budget category which the town is legally bound to pay?

Select Board recommends: *Budget Committee recommends:*

Article 19: Shall the Town vote to raise and appropriate **\$196,963** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2016 Fire Truck Bond	\$ 54,884
2018 Maranacook Lake Dam Bond	\$ 19,242
2013 Road & Bridge Bond	\$106,737
2020 Municipal Building Bond	\$ 16,100

Select Board recommends: *Budget Committee recommends:*

Article 20: Shall the Town vote to appropriate **\$10,000** for **Local Tax Relief** budget category, with any unexpended balances to be carried forward?

Select Board recommends: *Budget Committee recommends:*

Article 21: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health**?

Select Board recommends: *Budget Committee recommends:*

Article 22: Shall the Town vote to raise and appropriate the requested amount of **\$1,513** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum**?

Select Board recommends: *Budget Committee recommends:*

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,250** for the **Family Violence Agency**?

Select Board recommends: *Budget Committee recommends:*

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$2,362** for the Courtesy Boat Inspection Program, with **\$1,575** for the **Maranacook Lake Association** and **\$787** for the **Torsey Pond Association**?

Select Board recommends: *Budget Committee recommends:*

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends: *Budget Committee recommends:*

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$2,500** for the **30 Mile River Association**?

Select Board recommends: *Budget Committee recommends:*

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House**?

Select Board recommends: *Budget Committee recommends:*

Article 28: Shall the Town vote to appropriate **\$1,476** paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation and maintenance?

Select Board recommends: *Budget Committee recommends:*

Article 29: Shall the Town vote to raise and appropriate **\$70,000** for the **Unclassified** budget category for the following budget lines with Readfield Enterprise Fund and Revaluation unexpended balance to carry forward?

Readfield Enterprise Fund	\$10,000
Real Estate Property Revaluation	\$10,000
Overdraft	\$ 5,000
Abatements	\$45,000

Select Board recommends: *Budget Committee recommends:*

Article 30: Shall the Town vote to raise and appropriate **\$10,000** for the **General Assistance** budget category?

Select Board recommends: *Budget Committee recommends:*

Article 31: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, and private grant sources for those purposes for which the grant is intended?

Select Board recommends:

Budget Committee recommends:

Article 32: Shall the Town vote to accept the following **Estimated Revenues** to reduce the 2020 Tax Commitment?

State Revenue Sharing	\$ 200,000
Interest on Property Taxes	\$ 30,000
Interest on Investments	\$ 2,000
Veterans Exemption	\$ 4,000
Homestead Exempt. Reimbursement	\$ 264,838
Tree Growth Reimbursement	\$ 9,000
BETE Reimbursement	\$ 12,910
Boat Excise Taxes	\$ 7,000
Motor Vehicle Excise Taxes	\$ 517,500
Agent Fees	\$ 9,000
Newsletter	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,500
Other Income	\$ 5,000
Heating	\$ 1,500
Plumbing fees	\$ 4,000
Land Use Permit Fees	\$ 4,500
Dog License Fees	\$ 2,500
Rabies Clinic	\$ 1,000
Library Revenue	\$ 3,167
Cable Television Fees	\$ 29,000
Beach Income	\$ 9,992
Recreation Income	\$ 14,210
Protection	\$ 3,450
Local Roads	\$ 30,000
Municipal Building Projects Donations	\$ 25,000
Transfer Station Capital	\$ 12,132
Transfer Station	\$ 204,550
First Park	\$ 15,000
Snowmobile (State reimb.)	\$ 1,476
General Assistance (State reimb.)	\$ 5,000
Total	\$1,429,375

Select Board recommends:

Budget Committee recommends:

Article 33: Shall the Town vote to appropriate the following **Designated Funds** to reduce the 2020 Tax Commitment?

Beach	\$ 4,000
Conservation	\$ 2,900
Fire Station Addition	\$ 8,146
Fire Station Improvements	\$ 9,205
Local Tax Relief	\$ 10,000
Readfield Enterprise Fund	\$ 10,000
Recreation	\$ 3,000
Roads Operating	\$ 35,000
Roads Capital	\$ 73,500
Transfer Station	\$ 51,200
Trust Funds Cemetery Perpetual Care	\$ 5,000
Total	\$211,951

Select Board recommends:

Budget Committee recommends:

Article 34: Shall the Town vote to authorize the Select Board to expend up to **\$25,000** from the **Unassigned Fund Balance** (General Fund), in the aggregate for one or more purposes as necessary to meet contingencies that may occur during the ensuing fiscal year?

Select Board recommends: *Budget Committee recommends:*

Article 35: Shall the Town vote to appropriate **\$277,117** from the **Unassigned Fund Balance** to **reduce the total tax commitment**?

Select Board recommends: *Budget Committee recommends:*

Article 36: Shall the Town vote to authorize the Select Board to make emergency expenditure reductions and if necessary transfers from the Unassigned Fund Balance (General Fund) up to 25% pursuant as necessary to meet projected revenue shortfalls due to coronavirus emergency to the extent authorized by state law during the ensuing fiscal year?

Select Board recommends: *Budget Committee recommends:*

Article 37: Shall the Town authorize the purchase and conversion of existing streetlights to energy saving LED fixtures, authorize the installation of up to four new streetlights, and authorize an associated multi-year contract with Central Maine Power?

Article 38: Shall the Town vote to consolidate the following reserve accounts?

The **Road Bond 2013-14** reserve account into the **Roads Capital** reserve account,
The **Parks & Recreation (FKA Ball field)** reserve account into the **Town Properties** reserve account,
The **Cemetery Living Fence** reserve account into the **Cemetery Capital** reserve account,
The **Dispatching** reserve account into a **Public Safety** reserve account, and
The **Forestry** reserve account into the **Conservation Land** reserve account

Article 39: Shall an ordinance entitled **Town of Readfield Food Sovereignty Ordinance**, be enacted?

Article 40: Shall an ordinance entitled 2020 Amendments to the Town of Readfield **Administration Ordinance**, be enacted?

Article 41: Shall an ordinance entitled 2020 Amendments to the Town of Readfield **Land Use Ordinance**, be enacted?

Article 42: Shall the Town vote to allow **Medical Marijuana Manufacturing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 48, if approved?

Article 43: Shall the Town vote to allow **Medical Marijuana Testing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 48, if approved?

Article 44: Shall the Town vote to allow **Medical Marijuana Registered Caregiver Retail Stores** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 48, if approved?

Article 45: Shall the Town vote to allow **Adult Use Marijuana Cultivation Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 48, if approved?

Article 46: Shall the Town vote to allow **Adult Use Marijuana Products Manufacturing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 48, if approved?

Article 47: Shall the Town vote to allow **Adult Use Marijuana Testing Facilities** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 48, if approved?

Article 48: Shall the Town vote to allow **Adult Use Marijuana Retail Stores** subject to the provisions of the Marijuana Establishments Ordinance to be considered under Article 48, if approved?

Article 49: Shall an ordinance entitled Town of Readfield **Marijuana Establishments Ordinance**, be enacted?

Article 50: Should the Town continue to use the **Secret Ballot** process for the 2021 Annual Town Meeting?

Voted & Approved on _____, 2020 by:

Bruce Bourgoine, Chair

Christine Sammons, Vice Chair

Ralph Eno

Dennis Price

Kathryn Mills Woodsum

A true copy of the warrant,

Attest: _____
Deborah Nichols
Clerk of the Town of Readfield