

Readfield Select Board
Meeting Agenda
June 15, 2020, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:05 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

20-118 - Minutes: Select Board meeting minutes of May 11 & 28, 2020.

20-119 - Warrants: #49-52.

Communications - 30 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

Boards, Committees, Commissions & Departments - 5 min.

- Trails Committee minutes of February 24, 2020
- Library Board minutes of March 4, 2020
- Cemetery Committee minutes of April 22, 2020

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

Appointments, Reappointments, & Resignations - 10 min.

20-120 - Consider the appointment of Jaime Hanson (CEO / LPI) as the E-911 Addressing Officer

20-121 - Consider the appointment of Sonya Clark as Warden for the July 14, 2020 Election

20-122 - Consider a slate of reappointments for municipal Boards, Committees, and Commissions

20-123 - Consider the reappointment of Eric Dyer to the positions of Town Manager, Road Commissioner, Transfer Station Manager, Treasurer, Tax Collector, and Welfare Administrator for the 2020-2021 Fiscal Year

20-124 - Consider the resignation of Ed Bergman from the Planning Board

Old Business - 15 min.

20-102 - Discuss the local COVID-19 response - 10 min.

20-114 - Fire Station & Library building project update - 5 min.

New Business - 30 min.

20-125 - Consider award of road striping work - 5 min.

20-126 - Discuss the ongoing regional broadband project and consider additional funding - 10 min.

20-127 - Consider an Expansion of License on Premise for the Weathervane Restaurant - 5 min.

20-128 - Discuss the summer Select Board meeting and retreat schedule, and the prospect of in-person Select Board meetings - 10 min

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

Adjournment

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

- 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>.

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, May 11, 2020 – *Unapproved*

Select Board Members: Bruce Bourgoine, Ralph Eno, Dennis Price, Christine Sammons & Kathryn Woodsum
Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Bruce Hunter, Grace Keene

Notes: All votes by Select Board are done by roll call.

Mr. Bourgoine called the Select Board meeting to order at 6:34 pm.

- **20-111 – Minutes: Select Board meeting minutes of April 27, 2020**
 - Motion made by Mrs. Woodsum to approve the Select Board meeting minutes of April 27, 2020 as presented, second by Mrs. Sammons. Vote 4-0 in favor; Mr. Eno not connected.
- **20-112 – Warrants: #47-48**
 - Mrs. Sammons reviewed Warrants #47-48. Amount of Warrants: \$475,643.29

Communications

- **Select Board Communications**
 - Mr. Price let everyone know that there will be a Heritage Days celebration this year but will be scaled down and have adjusted activities/events to follow state guidelines. Looking at having fireworks and other activities that can practice social distancing.
- **Town Staff Reports**
 - Review of Town Managers report dated 5-11-2020
 - Review of Treasure's Report for April 2020
- **Boards, Committees, Commissions & Departments**
 - Solid Waste & Recycling Committee minutes of January 15 and March 19, 2020
 - Cemetery Committee minutes of February 19, 2020
- **Public Communications - *Members of the public may address the Select Board on any topic***
 - None

Old Business:

- **20-102 – Discuss the local COVID-19 response**
 - Looking at getting things back to normal. As mentioned above, starting in June, slowly start opening up the Town Office, Library and other town operations.

New Business:

- **20-113 – Consider award of spring ditching, culvert and road repair work**
 - Anna Carll gave a brief review on the process. There were 6 present at the pre-bid meeting that was not mandatory and 7 bids were submitted. J. Pratt Construction was not in attendance at the pre-bid meeting but was in constant contact with Anna.
 - Recommendation to go with J. Pratt Construction for the Town road work, culverts and Ratt Mill Hill Road in the amount of \$57,878.

Readfield Select Board
Regular Meeting Minutes – Monday, May 11, 2020 – *Unapproved*

- Mr. Dyer said some money will come out of the reserve account to cover the cost.
- **Motion** made by Mr. Bourgoine to accept the bid submitted by J. Pratt Construction for the Town road work with an estimated cost of \$57,878 with final numbers to be dependent on some materials with a variance, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- The Town Forrest project was added on and has a recommendation to go with Cushing Construction in the amount of \$8,319.10.
- **Motion** made by Mrs. Woodsum to accept the bid received by Cushing Construction for the Town Forrest project in the amount of \$8,319.10, **second** by Mrs. Sammons. **Discussion:** Material amounts may vary. **Vote** 5-0 in favor.

- **20-114 – Fire Station & Library building project update**
 - Mr. Eno gave an update on the Fire Station and Library projects.
 - Mr. Dyer updated on change orders and review of the Application & Certificate of payment for S.J. Wood.
 - All going well with minor issues and changes.

- **20-115 – Consider a letter from the Wayne Select Board regarding the Transfer Station**
 - A letter was received from the Town of Wayne Select Board addressed to Mr. Bourgoine. The letter was regarding the Transfer Station staff wearing facial coverings.
 - Mrs. Woodsum mentioned that the SW&R committee is an advisory committee and unable to make any decisions.
 - Discussion amongst the Select Board whether to make facial coverings a requirement for employees?
 - Town Manager to follow up with staff regarding social distancing and wearing a mask if within 6 feet of residents; also revisit the policy.
 - Mr. Bourgoine to respond to the Wayne Select Board.

- **20-116 – Discuss the Spirit of America Awards and Volunteer Appreciation event planning**
 - Accepting Spirit of American nominations until May 29th. Can be submitted by email to the Town Clerk at clerk@readfieldmaine.org or mailed to the Town Office.
 - Looking for suggestions and ideas on creative ways to recognize the Readfield Volunteers and Spirit of America recipients with the current coronavirus situation.

- **20-117 – Sign the Return for the Secret Ballot Warrant Public Hearing on Thurs., May 28, 2020**
 - Just an FYI for Select Board to come in and sign.

Other Business, Upcoming Meetings & Future Agenda Items:

- None

Motion made by Mrs. Woodsum to adjourn meeting at 7:59 pm, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Readfield Select Board
Executive Session – Monday, May 28, 2020 – *Unapproved*

Select Board Members: Bruce Bourgoine, Ralph Eno, Dennis Price, Christine Sammons & Kathryn Woodsum
Others Attending: Eric Dyer, Town Manager

Executive Session

The Select Board will hold an executive session to discuss a labor negotiations matter pursuant to 1 MRSA, Section 405, subsections 6(D).

- **Motion** made by Mr. Bourgoine at 5:02 to go into executive session to discuss labor negotiation matters pursuant to 1 MRSA, Section 405, subsection 6(D) inviting the Town Manager to join us. No action will be taken after executive session. **Seconded** by Mrs. Sammons and **passed** 5-0. Came out of executive session at 5:55.

May 25, 2020 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
49	495	\$ 73,908.70	Warrant	C.Sammons	Three	
A			State Fees		One	
B			State Fees		One	
50	498	\$ 14,529.59	Payroll	C.Sammons	One	

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

Treasurer's Warrant

Warrant # 49 & 50

\$38,437.79

Dates: 05/28/2020


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	\$14,529.59	68698-68712 168698-168708
VARIOUS VENDORS	Accounts Payable	\$23,908.20	68673-68697
	Total	\$38,437.79	

Date Signed: 5/27/2020

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	68673	779.40	05/30/20	49	0530 ADT LLC
R	68674	5.07	05/30/20	49	0022 Audette's Hardware
R	68675	166.00	05/30/20	49	0035 Community Advertiser
R	68676	193.50	05/30/20	49	0072 Consolidated Communications
R	68677	733.20	05/30/20	49	0249 CopyShop
R	68678	478.22	05/30/20	49	0635 CPRC Group
R	68679	1,200.00	05/30/20	49	0591 David Ledew
R	68680	181.29	05/30/20	49	0704 Fabian Oil
R	68681	336.59	05/30/20	49	0439 Global Equipment Co., Inc
R	68682	24.00	05/30/20	49	0791 Group Dynamic Inc
R	68683	76.00	05/30/20	49	0083 Kennebec Cnty Registry Of Deeds
R	68684	77.05	05/30/20	49	0253 Logan Watts
R	68685	9,409.00	05/30/20	49	0065 MAINE MUNICIPAL EMP. HEALTH
R	68686	442.50	05/30/20	49	0218 MAINE RESOURCE RECOVERY ASSOC
R	68687	256.00	05/30/20	49	0251 Occuoational Health Centers of SW
R	68688	346.77	05/30/20	49	0823 OTELCO
R	68689	97.85	05/30/20	49	0858 PETTY CASH
R	68690	530.10	05/30/20	49	0673 PIKE INDUSTRIES, INC.
R	68691	794.75	05/30/20	49	0086 SECRETARY OF STATE (MOTOR VEH)
R	68692	42.61	05/30/20	49	0348 Travis Gould
R	68693	5,609.00	05/30/20	49	0681 Treas,State Maine (Pub Safety)
R	68694	2,000.00	05/30/20	49	0078 US Postal Service
R	68695	19.39	05/30/20	49	0765 W.B. Mason Co., Inc
R	68696	27.00	05/30/20	49	0345 Wendy Elvin
R	68697	82.91	05/30/20	49	0273 WINTHROP AUTO SUPPLY
Total		23,908.20			

Count

Checks	25
Voids	0

Warrant Recap

Warrant Copy

Warrant 49

Vendor-----	Amount	Account-----
00530 ADT LLC	779.40	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00022 Audette's Hardware	5.07	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00035 Community Advertiser	166.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00072 Consolidated Communications	47.57	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	49.31	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	96.62	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00249 CopyShop	733.20	GENERAL GOVT / Admin - ADMIN / Selectboard
00635 CPRC Group	478.22	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00591 David Ledew	1,200.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00704 Fabian Oil	16.43	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	118.82	SOLID WASTE / TRANSFER STA - UTILITIES / HEATING
00704 Fabian Oil	46.04	Maintenance / Bldg Maint - UTILITIES / HEATING
00439 Global Equipment Co., Inc	168.30	SOLID WASTE / TRANSFER STA - ADMIN / MISC.
00439 Global Equipment Co., Inc	168.29	REC,PARKS/AT / BEACH - ADMIN / MISC.
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00083 Kennebec Cnty Registry Of Deeds	76.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00253 Logan Watts	77.05	Maintenance / Gen Maint - PERSONNEL / MILEAGE
00065 MAINE MUNICIPAL EMP. HEALTH	2,471.47	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	6,661.28	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
00218 MAINE RESOURCE RECOVERY ASSOC	442.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00251 Occuoational Health Centers of SW	256.00	SOLID WASTE / TRANSFER STA - ADMIN / MISC.
00823 OTELCO	43.86	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	302.91	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00858 PETTY CASH	28.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Ford F550
00858 PETTY CASH	6.90	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00858 PETTY CASH	62.95	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Ford F550
00673 PIKE INDUSTRIES, INC.	530.10	Rds & Drain / Road Maint - PUBLIC WAYS / Gravel/Sand
00086 SECRETARY OF STATE (MOTOR VEH)	794.75	GENERAL FUND / Motor Veh Fe
00348 Travis Gould	42.61	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00681 Treas,State Maine (Pub Safety)	5,609.00	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00078 US Postal Service	1,000.00	GENERAL GOVT / Admin - ADMIN / POSTAGE
00078 US Postal Service	1,000.00	GENERAL GOVT / Admin - ADMIN / Selectboard
00765 W.B. Mason Co., Inc	19.39	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00345 Wendy Elvin	27.00	GENERAL FUND / DUE FR TR FD
00273 WINTHROP AUTO SUPPLY	30.63	Maintenance / Veh/Eq Maint - EQUIP O,R &M / GMC Sierra
00273 WINTHROP AUTO SUPPLY	52.28	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower

Prepaid Total-- 0.00

Current Total-- 23,908.20

June 8, 2020 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
51	504	\$ 356,431.21	Warrant	C.Sammons	Three	6/8/2020
A	504	\$ 561.00	State Fees	C.Sammons	One	5/29/2020
B	504	\$ 15,003.82	State Fees	C.Sammons	One	6/8/2020
52	525	\$ 40,863.36	Payroll	C.Sammons	One	6/8/2020

SUM \$ 397,294.57

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

Treasurer's Warrant

Warrant # 51& 52

\$397,294.57

Dates: 06/11/2020

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 \$15,003.82	Check #'s 68737-68785 168737-168750
VARIOUS VENDORS	Accounts Payable	\$356,431.21	68713-68736
	Total	\$38,437.79	

Date Signed: 6/8/2020

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	128.29	06/11/20	51	0031 Central Maine Power Co
P	999	15.72	06/11/20	51	0031 Central Maine Power Co
P	999	481.10	06/11/20	51	0031 Central Maine Power Co
P	999	33.02	06/11/20	51	0031 Central Maine Power Co
P	999	18.96	06/11/20	51	0031 Central Maine Power Co
P	68713	561.00	05/28/20	51	0086 SECRETARY OF STATE (MOTOR VEH)
P	68714	11,964.89	06/04/20	51	0086 SECRETARY OF STATE (MOTOR VEH)
P	68715	19.00	06/04/20	51	0100 TREAS., STATE OF MAINE (DOGS)
P	68715	3,019.93	06/04/20	51	0098 TREAS., STATE OF MAINE (IFW)
R	68717	41.98	06/11/20	51	0022 Audette's Hardware
R	68718	180.00	06/11/20	51	0740 Central Maine Mulch n' More
R	68719	507.01	06/11/20	51	0635 CPRC Group
R	68720	2,146.78	06/11/20	51	0381 Dirigo Architectural Eng, LLC
R	68721	451.81	06/11/20	51	0054 ecomaine
R	68722	581.02	06/11/20	51	0900 Election Systems & Software
R	68723	14.99	06/11/20	51	0810 Eric Dyer
R	68724	548.88	06/11/20	51	0704 Fabian Oil
R	68725	245.54	06/11/20	51	0246 Government Forms & Supplies
R	68726	44.62	06/11/20	51	0245 Jaime Hanson
R	68727	12,398.07	06/11/20	51	0908 Kennebec Regional Dev Authority
R	68728	47.01	06/11/20	51	0223 Longfellow's Greenhouses
R	68729	309,199.51	06/11/20	51	0069 Regional School Unit#38
R	68730	131.74	06/11/20	51	0406 SAM'S CLUB
R	68731	13.20	06/11/20	51	0696 Spectrum
R	68732	300.91	06/11/20	51	0462 STAPLES CREDIT PLAN
R	68733	448.69	06/11/20	51	0313 Toshiba Financial Services
R	68734	1,207.00	06/11/20	51	0032 Troiano Waste Service,Inc
R	68735	143.88	06/11/20	51	0765 W.B. Mason Co., Inc
R	68736	11,536.66	06/11/20	51	0709 WASTE MANAGEMENT OF PORTLAND
Total		356,431.21			

Count

Checks	29
Voids	0

Warrant 51

Vendor-----	Amount	Account-----
00022 Audette's Hardware	41.98	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00740 Central Maine Mulch n' More	30.00	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00740 Central Maine Mulch n' More	150.00	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00031 Central Maine Power Co	128.29	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	15.72	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	481.10	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	33.02	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	18.96	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00635 CPRC Group	507.01	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00381 Dirigo Architectural Eng, LLC	2,146.78	CAPITAL IMPR / FS Addition - CONTRACT SVC / ENGINEERING
00054 ecomaine	451.81	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00900 Election Systems & Software	581.02	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00810 Eric Dyer	14.99	GENERAL GOVT / Admin - ADMIN / Selectboard
00704 Fabian Oil	110.98	CAPITAL IMPR / FS Addition - CONTRACT SVC / Constrction
00704 Fabian Oil	437.90	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00246 Government Forms & Supplies	245.54	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00245 Jaime Hanson	14.49	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00245 Jaime Hanson	30.13	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00908 Kennebec Regional Dev Authority	12,398.07	REGIONAL ORG / First Park - FINANCIAL / FIRSTPARK IN
00223 Longfellow's Greenhouses	47.01	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00069 Regional School Unit#38	309,199.51	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00406 SAM'S CLUB	15.12	SOLID WASTE / TRANSFER STA - ADMIN / MISC.
00406 SAM'S CLUB	14.98	GENERAL GOVT / Admin - ADMIN / COVID-19
00406 SAM'S CLUB	36.96	SOLID WASTE / TRANSFER STA - ADMIN / MISC.
00406 SAM'S CLUB	64.68	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00086 SECRETARY OF STATE (MOTOR VEH)	561.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	11,964.89	GENERAL FUND / Motor Veh Fe
00696 Spectrum	13.20	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	56.10	GENERAL GOVT / Admin - ADMIN / COVID-19
00462 STAPLES CREDIT PLAN	152.73	GENERAL GOVT / Admin - ADMIN / COVID-19
00462 STAPLES CREDIT PLAN	25.08	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	67.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00313 Toshiba Financial Services	439.09	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00313 Toshiba Financial Services	9.60	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00100 TREAS., STATE OF MAINE (DOGS)	19.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	3,019.93	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	1,080.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	127.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00765 W.B. Mason Co., Inc	143.88	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00709 WASTE MANAGEMENT OF PORTLAND	2,738.66	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	3,246.32	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	5,530.54	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG

Warrant Recap

Warrant 51

Vendor-----	Amount	Account-----
Prepaid Total--	16,241.91	
Current Total--	340,189.30	
Warrant Total--	356,431.21	

COMMUNICATIONS

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

May 2020

Treasurer's Report

Reporting Date: 6/15/2020

Report Period: May-20

Fiscal Year: 2020

Ongoing Activities:

Check Reconciliation: Check reconciliation was completed through 5/31/2020. Our accounts are in balance with our bank statements. All activity appeared to be normal.

Budget: The budget process was completed, with the exception of final approval by the voters, on May 28th with our final budget and warrant public hearing. Many thanks to everyone who participated in this year's particularly challenging process.

Comments:

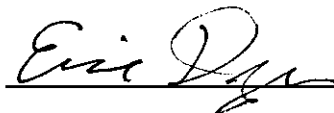
Revenues and expenditures should be around 92% for the Year to Date. Our checking account balances are up significantly as a result of the introduction of \$550,000 in bond proceeds. We can more clearly see the impacts of COVID-19 in this month's revenue numbers than we could in April. May evenue numbers are skewed by the bond proceeds, and are actually down about 20% for the month once adjusted. YTD revenues are down just .4% once adjusted. Expense numbers are about what we would expect for the month and YTD. Deferred Motor Vehicle and Real Estate payments began to rebound with the opening of the Town Office in June, but most will likely accrue in the next Fiscal Year (FY21).

Summary Data:

	Month			Fiscal Year-to-Date		
	May-20	May-19	% Change	2020	2019	% Change
KEY INDICATORS:						
Checking Accounts	\$ 2,814,671	\$ 2,408,784	16.9%	N/A	N/A	N/A
Posted Journals	53	47	12.8%	514	498	3.2%
Real Estate Payments	\$ 52,679	\$ 97,317	-45.9%	\$ 4,463,506	\$ 4,419,404	1.0%
Total Receipts	\$ 135,803	\$ 226,494	-40.0%	\$ 5,990,835	\$ 5,927,153	1.1%
MAJOR NET REVENUES:						
State Revenue Sharing	\$ 30,369	\$ 19,775	53.6%	\$ 208,859	\$ 135,267	54.4%
Interest on Taxes	\$ 1,854	\$ 2,954	-37.2%	\$ 26,919	\$ 28,890	-6.8%
Homestead Exemption	\$ -	\$ -		\$ 180,460	\$ 175,968	2.6%
Motor Vehicle Payments	\$ 31,119	\$ 64,669	-51.9%	\$ 502,581	\$ 519,788	-3.3%
Transfer Station Fees	\$ 9,550	\$ 3,274	191.7%	52,309	\$ 27,850	87.8%
All Other Revenues	\$ 570,285	\$ 25,467	2139.3%	\$ 5,614,831	\$ 5,173,477	8.5%
TOTAL NET REVENUES	\$ 643,177	\$ 116,139	453.8%	\$ 6,585,959	\$ 6,061,240	8.7%
MAJOR NET EXPENSES:						
General Government	\$ 28,297	\$ 55,565	-49.1%	\$ 410,236	\$ 433,157	-5.3%
Protection	\$ 9,707	\$ 33,435	-71.0%	\$ 101,321	\$ 127,732	-20.7%
Roads and Drainage	\$ 24,353	\$ 31,028	-21.5%	\$ 316,756	\$ 386,969	-18.1%
Capital Improvements	\$ 97,027	\$ 41,497	133.8%	\$ 526,613	\$ 170,351	209.1%
Solid Waste	\$ 24,452	\$ 39,748	-38.5%	\$ 256,059	\$ 268,143	-4.5%
Education	\$ 309,200	\$ 296,413	4.3%	\$ 3,401,194	\$ 3,260,547	4.3%
Regional Organizations	\$ -	\$ -		\$ 35,195	\$ 34,128	3.1%
Debt Service	\$ -	\$ -		\$ 184,672	\$ 324,262	-43.0%
All Other Expenses	\$ 17,632	\$ 43,962	-59.9%	\$ 497,725	\$ 529,117	-5.9%
TOTAL NET EXPENSES	\$ 510,668	\$ 541,648	-5.7%	\$ 5,729,771	\$ 5,534,406	3.5%

Eric Dyer, Treasurer

Signature: _____



Check Reconciliation

Balancing Report

Statement Date: 05/29/20

Check	Type	Date	Amount	Code	Date	Payee	--Status--
BEGINNING BALANCE.....			2,407,409.04				
+ DEPOSITS ON STMT....			656,062.47				44
- RETURNED CHECKS.....			45.00				1
+ INTEREST.....			1,043.97				1
+ OTHER CREDITS.....			33,829.73				86
- CASHED CHECKS.....			515,532.11				97
- OTHER DEBITS.....			0.00				1
STATEMENT BALANCE.....			2,582,768.10				
+ OUTSTANDING DEPOSITS			40,518.63				4
- OUTSTANDING CHECKS..			2,596.24				12
+ OUTSTANDING OTHER			108.80				8
CHECKBOOK AT STMT DATE.			2,620,799.29				
+ OTHER DEPOSITS.....			73,623.53				9
- ISSUED CHECKS.....			23,908.20				25
+ ISSUED OTHER			274.80				13
CURRENT CHECKBOOK.....			2,670,789.42				

Check Reconciliation

Balancing Report

Statement Date: 05/31/20

Check	Type	Date	Amount	Code	Date	Payee	--Status--
BEGINNING BALANCE.....			250,848.30				
+ DEPOSITS ON STMT....			9,040.25				13
+ INTEREST.....			12.53				1
- OTHER DEBITS.....			25,015.41				2
STATEMENT BALANCE.....			234,885.67				
+ OUTSTANDING DEPOSITS			0.10				1
+ OUTSTANDING OTHER			0.00				0
CHECKBOOK AT STMT DATE.			234,885.77				
+ OTHER DEPOSITS.....			6,206.60				3
+ ISSUED OTHER			0.00				0
CURRENT CHECKBOOK.....			241,092.37				

Journal Summary List

All Journal Types

May

Jrnl	Date	Type	Per	Expense	Revenue	G / L	Cash	Enc	Description
0457	05/14/20	AP	05	458,423.50	0.00	2,692.50	-461,116.00	0.00	AP 5/14/2020
0458	05/01/20	GJ	05	0.00	-112.20	0.00	112.20	0.00	Online Boats 4/29-30/2020
0461	05/04/20	CR	05	0.00	-1,582.95	-9,224.46	10,807.41	0.00	05/01/2020 C/R
0462	05/04/20	GJ	05	0.00	-137.60	0.00	137.60	0.00	Online Boats 5/1&2/2020
0463	05/04/20	CR	05	0.00	0.00	0.00	0.00	0.00	** DELETED **
0464	05/04/20	CR	05	0.00	0.00	0.00	0.00	0.00	** DELETED **
0465	05/04/20	CR	05	0.00	0.00	0.00	0.00	0.00	** DELETED **
0466	05/04/20	CR	05	0.00	-387.15	0.00	387.15	0.00	05/04/2020 R/R Deposit
0467	05/04/20	CR	05	0.00	-184.85	0.00	184.85	0.00	05/04/2020 R/R Deposit
0468	05/04/20	CR	05	0.00	-1,438.26	0.00	1,438.26	0.00	05/04/2020 R/R Deposit
0469	05/05/20	GJ	05	0.00	-252.00	0.00	252.00	0.00	Online Boats 5/4/2020
0470	05/06/20	CR	05	0.00	-1,408.44	-6,469.65	7,878.09	0.00	05/05/2020 C/R
0471	05/11/20	GJ	05	0.00	-168.20	0.00	168.20	0.00	Online Boats
0472	05/07/20	CR	05	0.00	-3,290.29	-3,886.83	7,177.12	0.00	05/06/2020 C/R
0474	05/11/20	CR	05	0.00	-890.06	-4,381.65	5,271.71	0.00	05/08/2020 C/R
0475	05/14/20	PY	05	14,809.94	0.00	-282.65	-14,527.29	0.00	05/14/2020 Payroll
0476	05/12/20	CR	05	0.00	-1,765.59	-5,129.27	6,894.86	0.00	05/11/2020 C/R
0479	05/14/20	GJ	05	0.00	0.00	0.00	0.00	0.00	Correcting Journal Entry
0480	05/14/20	CR	05	0.00	-8,733.21	-4,577.80	13,311.01	0.00	05/13/2020 C/R
0481	05/14/20	GJ	05	0.00	-51.00	0.00	51.00	0.00	Online Boats 5/13/20
0482	05/14/20	AP	05	0.00	0.00	0.00	0.00	0.00	Main-Land Correction
0483	05/15/20	CR	05	0.00	-387.73	0.00	387.73	0.00	05/15/2020 R/R Deposit
0484	05/15/20	CR	05	0.00	-2,001.25	0.00	2,001.25	0.00	05/15/2020 R/R Deposit
0485	05/15/20	CR	05	0.00	-1,788.66	0.00	1,788.66	0.00	05/15/2020 R/R Deposit
0486	05/15/20	CR	05	0.00	-240.81	0.00	240.81	0.00	05/15/2020 R/R Deposit
0487	05/15/20	CR	05	0.00	-982.26	0.00	982.26	0.00	05/15/2020 R/R Deposit
0488	05/15/20	CR	05	0.00	-2,381.84	0.00	2,381.84	0.00	05/15/2020 R/R Deposit
0489	05/15/20	CR	05	0.00	-972.03	0.00	972.03	0.00	05/15/2020 R/R Deposit
0490	05/15/20	CR	05	0.00	-343.87	0.00	343.87	0.00	05/15/2020 R/R Deposit
0491	05/18/20	GJ	05	0.00	-1,172.44	0.00	1,172.44	0.00	Online Boats, 5/7/2020
0492	05/18/20	CR	05	0.00	-7,140.68	-2,649.74	9,790.42	0.00	05/15/2020 C/R
0493	05/18/20	CR	05	0.00	-431.42	0.00	431.42	0.00	05/18/2020 R/R Deposit
0494	05/18/20	CR	05	0.00	-3,662.45	-839.06	4,501.51	0.00	05/18/2020 C/R
0495	05/27/20	AP	05	22,810.20	0.00	1,098.00	-23,908.20	0.00	5/28/2020 AP
0496	05/21/20	CR	05	0.00	-2,837.56	-1,655.40	4,492.96	0.00	05/20/2020 C/R
0497	05/26/20	CR	05	0.00	-2,575.98	-4,524.15	7,100.13	0.00	05/22/2020 C/R
0498	05/27/20	PY	05	14,609.24	0.00	-79.65	-14,529.59	0.00	05/28/2020 Payroll
0499	05/26/20	CR	05	0.00	-2,088.24	-2,413.17	4,501.41	0.00	05/26/2020 C/R
0500	05/27/20	GJ	05	0.00	-638.60	0.00	638.60	0.00	Online Boats 5/18-27/2020
0501	05/27/20	GJ	05	0.00	0.00	0.00	0.00	0.00	TS Mau Unemployment and
0502	05/27/20	CR	05	0.00	-968.57	-8,612.92	9,581.49	0.00	05/27/2020 C/R
0503	05/28/20	CR	05	0.00	-450.76	-3,956.34	4,407.10	0.00	05/28/2020 C/R
0505	05/28/20	GJ	05	0.00	-28.60	0.00	28.60	0.00	Online Boats 5/27/2020
0506	05/28/20	CR	05	0.00	-626.39	0.00	626.39	0.00	05/28/2020 R/R Deposit
0507	05/28/20	CR	05	0.00	-1,802.22	0.00	1,802.22	0.00	05/28/2020 R/R Deposit
0508	05/28/20	CR	05	0.00	-476.42	0.00	476.42	0.00	05/28/2020 R/R Deposit
0509	05/28/20	CR	05	0.00	-142.70	0.00	142.70	0.00	05/28/2020 R/R Deposit
0510	05/28/20	CR	05	0.00	-360.91	0.00	360.91	0.00	05/28/2020 R/R Deposit
0511	05/28/20	CR	05	0.00	-670.56	0.00	670.56	0.00	05/28/2020 R/R Deposit
0512	05/28/20	CR	05	0.00	-3,149.20	0.00	3,149.20	0.00	05/28/2020 R/R Deposit
0513	06/01/20	CR	05	0.00	-33,393.86	-6,694.05	40,087.91	0.00	05/29/2020 C/R
0522	06/04/20	GJ	05	0.00	0.00	0.00	0.00	0.00	Kennebec Wealth Mngment
0526	06/08/20	GJ	05	15.41	-551,059.01	2.51	551,041.09	0.00	Interest, Bond Proceeds,

Journal Summary List

All Journal Types
May

Jrnl	Date	Type	Per	Expense	Revenue	G / L	Cash	Enc	Description
Totals				510,668.29	-643,176.82	-61,583.78	194,092.31	0.00	

* - Incorrect control entry

- 53 Journals Listed
- 0 Out of Balance
- 0 Expense Control Errors
- 0 Revenue Control Errors
- 0 Encumbrance Control Errors

Actual Date Between 05/01/2020 and 05/31/2020, Receipt Types:
1,2,3,4,5,6,7,8,9,10,11,22,23,24,25,26,29,31,32,33,35,43,44,45,46,47,48,49,50,51,52,53,54,55,57,58,59,60,64,6
7,68,70,73,81,90,91,92,93,94,95,96,97,98,99,190,800,801,802,803,804,890,891,893,894,895,896,901,999

Receipt Summary

Type	Count	Amount
2 BOATS	35	2,555.71
3 ATV AND SNOWMOBILES	5	1,017.62
5 SPORTING LICENSE	2	111.00
8 Boards	13	1,125.00
24 BEACH PERMIT	26	1,435.00
26 Beach Rental	1	40.00
29 VITAL RECORDS	1	40.00
33 CEMETERY	1	400.00
35 COPIES	1	0.25
43 MISCELLANEOUS	6	0.00
44 CEO/LPI PERMITS	12	1,433.20
47 PB-BOA LAND USE FEE	1	500.00
49 STATE REIMBURSEMENT	1	30,368.56
50 STATE REIMBURSEMENT	1	36.00
57 TRANS STATION FEES	2	11,900.32
58 TRANS STATION FEES	541	9,550.25
90 Real Estate Payment	154	52,679.29
91 Tax Lien Payment	11	-7,616.08
92 Personal Property Payment	1	89.61
99 Motor Vehicle	81	14,826.24
800 Dog Registration	3	79.00
	899	135,803.13

Revenue Summary Report

Department(s): ALL
May

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,106,288.00	369.35	69,439.60	5,700,984.11	405,303.89	93.36
1011 - REAL ESTATE PROPERTY TAX	4,675,019.00	0.00	0.00	4,676,344.31	-1,325.31	100.03
1012 - PERSONAL PROPERTY TAX	32,524.00	0.00	0.00	32,524.09	-0.09	100.00
1013 - STATE REVENUE SHARING	200,000.00	0.00	30,368.56	208,859.24	-8,859.24	104.43
1014 - INTEREST ON TAXES	30,000.00	0.00	1,853.92	26,918.59	3,081.41	89.73
1021 - INVESTMENT INCOME	6,000.00	0.00	1,059.01	13,884.66	-7,884.66	231.41
1031 - VETERANS EXEMPTION	4,000.00	0.00	0.00	2,802.00	1,198.00	70.05
1032 - HOMESTEAD EXEMPTION	185,822.00	0.00	0.00	180,460.00	5,362.00	97.11
1033 - TREE GROWTH REIMBURSEMENT	9,000.00	0.00	0.00	8,553.17	446.83	95.04
1034 - BETE REIMBURSEMENT	12,625.00	0.00	36.00	12,661.00	-36.00	100.29
1041 - COVID 19 GRANT -GRASSROOTS	0.00	0.00	0.00	1,000.00	-1,000.00	----
1051 - BOAT EXCISE TAXES	8,000.00	0.00	2,425.80	5,147.90	2,852.10	64.35
1052 - MOTOR VEHICLE TAXES	525,000.00	369.35	31,487.86	502,581.43	22,418.57	95.73
1053 - AGENT FEE	10,000.00	0.00	439.00	9,817.25	182.75	98.17
1054 - NEWSLETTER ADS	100.00	0.00	0.00	100.00	0.00	100.00
1060 - Business License Fees	50.00	0.00	0.00	20.00	30.00	40.00
1065 - CERTIFIED COPY FEES	1,500.00	0.00	36.00	1,362.40	137.60	90.83
1090 - OTHER INCOME	2,000.00	0.00	0.25	5,348.83	-3,348.83	267.44
1095 - Heating Assistance	1,500.00	0.00	0.00	2,793.95	-1,293.95	186.26
3010 - PLUMBING FEES	6,000.00	0.00	570.00	3,967.50	2,032.50	66.13
3020 - LAND USE FEES	7,000.00	0.00	1,163.20	5,837.79	1,162.21	83.40
5000 - Use of Undesignated Funds	282,488.00	0.00	0.00	0.00	282,488.00	0.00
5001 - Use of Carry Forward	107,660.00	0.00	0.00	0.00	107,660.00	0.00
12 - Maintenance	0.00	0.00	178.15	178.15	-178.15	----
15 - BOARDS & COMMISSIONS	0.00	0.00	0.00	7,355.40	-7,355.40	----
25 - COMMUNITY SERVICES	31,771.00	15.00	71.00	37,736.31	-5,965.31	118.78
30 - RECREATION, PARKS, & ACTIVITIES	21,122.00	0.00	2,600.00	13,905.00	7,217.00	65.83
40 - PROTECTION	3,350.00	0.00	0.00	5,270.40	-1,920.40	157.33
50 - CEMETERIES	0.00	0.00	0.00	100.00	-100.00	----
60 - Roads & Drainage	35,000.00	178.15	0.00	36,560.00	-1,560.00	104.46
65 - CAPITAL IMPROVEMENTS	586,646.00	0.00	550,970.51	590,659.88	-4,013.88	100.68
70 - SOLID WASTE	191,025.00	0.00	20,480.06	192,601.89	-1,576.89	100.83
90 - UNCLASSIFIED	16,344.00	0.00	0.00	1,476.26	14,867.74	9.03
95 - GENERAL ASSISTANCE	2,250.00	0.00	0.00	131.60	2,118.40	5.85
Final Totals	6,993,796.00	562.50	643,739.32	6,586,959.00	406,837.00	94.18

Expense Summary Report

ALL Departments
May

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVT	485,750.00	29,727.51	1,430.44	410,235.54	75,514.46	84.45
12 - Maintenance	135,175.00	10,251.92	0.00	102,415.71	32,759.29	75.77
15 - BOARDS & COM	7,850.00	24.42	0.00	3,205.41	4,644.59	40.83
25 - COMM SERVICE	65,037.00	2,693.62	46.17	58,456.90	6,580.10	89.88
30 - REC,PARKS/AT	37,412.00	184.01	0.00	21,943.55	15,468.45	58.65
40 - PROTECTION	132,200.00	9,706.56	0.00	101,320.60	30,879.40	76.64
50 - CEMETERIES	17,000.00	4,525.00	0.00	5,894.89	11,105.11	34.68
60 - Rds & Drain	370,578.00	24,352.71	0.00	316,755.74	53,822.26	85.48
65 - CAPITAL IMPR	1,116,070.00	97,027.43	0.00	526,612.93	589,457.07	47.18
70 - SOLID WASTE	300,700.00	24,452.21	0.00	256,058.86	44,641.14	85.15
75 - EDUCATION	3,710,394.00	309,199.51	0.00	3,401,194.49	309,199.51	91.67
80 - REGIONAL ORG	47,852.00	0.00	0.00	35,195.08	12,656.92	73.55
81 - COUNTY TAX	285,400.00	0.00	0.00	285,399.45	0.55	100.00
85 - DEBT SERVICE	184,673.00	0.00	0.00	184,672.25	0.75	100.00
90 - UNCLASSIFIED	93,205.00	0.00	0.00	20,221.95	72,983.05	21.70
95 - GENERAL ASST	4,500.00	0.00	0.00	188.00	4,312.00	4.18
Final Totals	6,993,796.00	512,144.90	1,476.61	5,729,771.35	1,264,024.65	81.93

Exp / Rev Summary Report

ALL Departments
May

Account	Budget	Current Month	Year To Date	Balance	Percent
10 GENERAL GOVT					
REVENUES					
1011 R-PROP TAX	4,675,019.00	0.00	4,676,344.31	-1,325.31	100.03
1012 P-PROP TAX	32,524.00	0.00	32,524.09	-0.09	100.00
1013 STATE REV SH	200,000.00	30,368.56	208,859.24	-8,859.24	104.43
1014 INT ON TAXES	30,000.00	1,853.92	26,918.59	3,081.41	89.73
1021 INVEST INC	6,000.00	1,059.01	13,884.66	-7,884.66	231.41
1031 VETERAN EXMP	4,000.00	0.00	2,802.00	1,198.00	70.05
1032 HOMESTD EXMP	185,822.00	0.00	180,460.00	5,362.00	97.11
1033 TREE GROWTH	9,000.00	0.00	8,553.17	446.83	95.04
1034 BETE Reimb	12,625.00	36.00	12,661.00	-36.00	100.29
1041 COVID 19	0.00	0.00	1,000.00	-1,000.00	0.00
1051 BOAT EXCISE	8,000.00	2,425.80	5,147.90	2,852.10	64.35
1052 MOTOR VEH	525,000.00	31,118.51	502,581.43	22,418.57	95.73
1053 AGENT FEE	10,000.00	439.00	9,817.25	182.75	98.17
1054 NEWSLETTER	100.00	0.00	100.00	0.00	100.00
1060 Business Lic	50.00	0.00	20.00	30.00	40.00
1065 CERT COPY F	1,500.00	36.00	1,362.40	137.60	90.83
1090 OTHER INCOME	2,000.00	0.25	5,348.83	-3,348.83	267.44
1095 Heating Asst	1,500.00	0.00	2,793.95	-1,293.95	186.26
3010 PLUMBING FEE	6,000.00	570.00	3,967.50	2,032.50	66.13
3020 LAND USE FEE	7,000.00	1,163.20	5,837.79	1,162.21	83.40
5000 Use Undesign	282,488.00	0.00	0.00	282,488.00	0.00
5001 Use Carryfor	107,660.00	0.00	0.00	107,660.00	0.00
Revenue Total	6,106,288.00	69,070.25	5,700,984.11	405,303.89	93.36
EXPENSES					
10 Admin	264,825.00	18,797.74	231,195.05	33,629.95	87.30
10 ADMIN	29,200.00	4,434.62	24,402.73	4,797.27	83.57
20 PERSONNEL	193,800.00	13,963.59	170,993.26	22,806.74	88.23
25 STIPEND	4,550.00	0.00	3,187.50	1,362.50	70.05
40 UTILITIES	5,000.00	399.53	4,697.71	302.29	93.95
50 CONTRACT SVC	29,175.00	0.00	24,573.68	4,601.32	84.23
60 EQUIP O,R &M	3,100.00	0.00	3,340.17	-240.17	107.75
12 Insurance	131,340.00	6,968.11	110,992.68	20,347.32	84.51
15 INSURANCE	131,340.00	6,925.96	110,546.09	20,793.91	84.17
20 PERSONNEL	0.00	42.15	446.59	-446.59	0.00
15 Office Equip	5,400.00	159.37	6,489.95	-1,089.95	120.18
10 ADMIN	350.00	0.00	223.75	126.25	63.93
60 EQUIP O,R &M	2,050.00	0.00	4,846.10	-2,796.10	236.40
65 EQUIP REPLAC	3,000.00	159.37	1,420.10	1,579.90	47.34
20 Assessing	19,875.00	1,200.00	16,331.52	3,543.48	82.17
10 ADMIN	4,675.00	0.00	2,565.92	2,109.08	54.89
50 CONTRACT SVC	15,200.00	1,200.00	13,765.60	1,434.40	90.56
30 Code Enforce	37,810.00	1,171.85	23,782.56	14,027.44	62.90
10 ADMIN	110.00	0.00	0.00	110.00	0.00
20 PERSONNEL	37,700.00	1,171.85	23,727.91	13,972.09	62.94
60 EQUIP O,R &M	0.00	0.00	30.95	-30.95	0.00
65 EQUIP REPLAC	0.00	0.00	23.70	-23.70	0.00
60 Grant/Plan	2,000.00	0.00	0.00	2,000.00	0.00
10 ADMIN	2,000.00	0.00	0.00	2,000.00	0.00
70 Heating Ast	1,500.00	0.00	1,595.82	-95.82	106.39
40 UTILITIES	1,500.00	0.00	1,595.82	-95.82	106.39

Exp / Rev Summary Report

ALL Departments
May

Account	Budget	Current Month	Year To Date	Balance	Percent
10 GENERAL GOVT CONT'D					
75 Attorney Fee	23,000.00	0.00	19,847.96	3,152.04	86.30
10 ADMIN	23,000.00	0.00	19,847.96	3,152.04	86.30
Expense Total	485,750.00	28,297.07	410,235.54	75,514.46	84.45
Net Profit / (Loss)	5,620,538.00	40,773.18	5,290,748.57	(329,789.43)	
12 Maintenance					
REVENUES					
4010 Fuel Reimb	0.00	178.15	178.15	-178.15	0.00
Revenue Total	0.00	178.15	178.15	-178.15	0.00
EXPENSES					
10 Gen Maint	91,425.00	5,987.08	61,952.76	29,472.24	67.76
10 ADMIN	225.00	0.00	150.00	75.00	66.67
20 PERSONNEL	88,800.00	5,636.02	59,323.40	29,476.60	66.81
40 UTILITIES	600.00	50.00	550.00	50.00	91.67
60 EQUIP O,R &M	800.00	282.07	1,011.42	-211.42	126.43
65 EQUIP REPLAC	1,000.00	18.99	917.94	82.06	91.79
20 Bldg Maint	37,000.00	3,317.17	34,459.44	2,540.56	93.13
40 UTILITIES	18,950.00	1,324.51	16,894.43	2,055.57	89.15
70 BUILDING O&M	18,050.00	1,992.66	17,565.01	484.99	97.31
30 Veh/Eq Maint	6,750.00	947.67	6,003.51	746.49	88.94
60 EQUIP O,R &M	6,750.00	947.67	6,003.51	746.49	88.94
Expense Total	135,175.00	10,251.92	102,415.71	32,759.29	75.77
Net Profit / (Loss)	(135,175.00)	(10,073.77)	(102,237.56)	32,937.44	
15 BOARDS & COM					
REVENUES					
3015 Conservation	0.00	0.00	7,355.40	-7,355.40	0.00
Revenue Total	0.00	0.00	7,355.40	-7,355.40	0.00
EXPENSES					
10 Appeals Brd	100.00	0.00	0.00	100.00	0.00
10 ADMIN	100.00	0.00	0.00	100.00	0.00
30 Consvr Comm	6,050.00	0.00	3,047.36	3,002.64	50.37
10 ADMIN	1,300.00	0.00	25.00	1,275.00	1.92
55 COMMUNITY SV	3,450.00	0.00	2,951.37	498.63	85.55
75 Town Proprer	0.00	0.00	0.00	0.00	0.00
80 PUBLIC WAYS	1,300.00	0.00	70.99	1,229.01	5.46
40 Planning Brd	1,700.00	24.42	158.05	1,541.95	9.30
20 PERSONNEL	1,700.00	24.42	158.05	1,541.95	9.30
Expense Total	7,850.00	24.42	3,205.41	4,644.59	40.83
Net Profit / (Loss)	(7,850.00)	(24.42)	4,149.99	11,999.99	
25 COMM SERVICE					
REVENUES					
1010 ACO DOG FEES	2,500.00	56.00	1,992.00	508.00	79.68
1011 Rabies Clini	0.00	15.00	795.00	-795.00	0.00
1012 Dog Vac Fund	0.00	-15.00	15.00	-15.00	0.00

Exp / Rev Summary Report

ALL Departments
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Account	Budget	Current Month	Year To Date	Balance	Percent
25 COMM SERVICE CONT'D					
4005 LIB DONATION	765.00	0.00	2,537.00	-1,772.00	331.63
4010 LIB SALE PRD	0.00	0.00	1,071.06	-1,071.06	0.00
4015 LIB Contrib	406.00	0.00	315.96	90.04	77.82
4020 Lib nonres P	100.00	0.00	100.00	0.00	100.00
5010 CATV FRANCHS	28,000.00	0.00	14,955.04	13,044.96	53.41
5020 CATV PEG FEE	0.00	0.00	15,955.25	-15,955.25	0.00
Revenue Total	31,771.00	56.00	37,736.31	-5,965.31	118.78
EXPENSES					
10 Animal Cntrl	12,170.00	105.92	10,710.53	1,459.47	88.01
10 ADMIN	300.00	-46.17	70.00	230.00	23.33
20 PERSONNEL	4,520.00	152.09	3,652.19	867.81	80.80
25 STIPEND	2,750.00	0.00	2,062.50	687.50	75.00
50 CONTRACT SVC	4,500.00	0.00	4,925.84	-425.84	109.46
65 EQUIP REPLAC	100.00	0.00	0.00	100.00	0.00
70 BUILDING O&M	0.00	0.00	0.00	0.00	0.00
20 K Land Trust	250.00	0.00	250.00	0.00	100.00
55 COMMUNITY SV	250.00	0.00	250.00	0.00	100.00
25 KVCOG	4,305.00	0.00	4,301.00	4.00	99.91
45 ASSESSMENTS	4,305.00	0.00	4,301.00	4.00	99.91
30 Age Friendly	1,750.00	0.00	192.00	1,558.00	10.97
10 ADMIN	500.00	0.00	0.00	500.00	0.00
55 COMMUNITY SV	1,250.00	0.00	192.00	1,058.00	15.36
40 Library	35,652.00	2,044.30	34,855.34	796.66	97.77
10 ADMIN	835.00	0.00	810.24	24.76	97.03
20 PERSONNEL	26,225.00	1,963.07	18,903.66	7,321.34	72.08
40 UTILITIES	692.00	43.86	695.75	-3.75	100.54
55 COMMUNITY SV	7,900.00	37.37	5,952.14	1,947.86	75.34
65 EQUIP REPLAC	0.00	0.00	169.99	-169.99	0.00
70 BUILDING O&M	0.00	0.00	8,323.56	-8,323.56	0.00
50 Readfield TV	4,410.00	0.00	2,554.42	1,855.58	57.92
20 PERSONNEL	230.00	0.00	172.14	57.86	74.84
25 STIPEND	3,000.00	0.00	2,250.00	750.00	75.00
40 UTILITIES	180.00	0.00	132.28	47.72	73.49
60 EQUIP O,R &M	500.00	0.00	0.00	500.00	0.00
65 EQUIP REPLAC	500.00	0.00	0.00	500.00	0.00
60 Street Light	6,500.00	497.23	5,593.61	906.39	86.06
55 COMMUNITY SV	6,500.00	497.23	5,593.61	906.39	86.06
Expense Total	65,037.00	2,647.45	58,456.90	6,580.10	89.88
Net Profit / (Loss)	(33,266.00)	(2,591.45)	(20,720.59)	12,545.41	

30 REC,PARKS/AT

REVENUES

1010 BEACH INCOME	9,912.00	1,475.00	4,489.00	5,423.00	45.29
2021 RB BB	2,920.00	0.00	420.00	2,500.00	14.38
2022 RB SOCCER	2,100.00	0.00	1,955.00	145.00	93.10
2023 RB SWIMMING	1,500.00	0.00	0.00	1,500.00	0.00
2024 RB Basketbal	3,150.00	0.00	4,065.00	-915.00	129.05
2026 RB Softball	1,540.00	0.00	178.00	1,362.00	11.56
2073 Heritage Day	0.00	0.00	368.00	-368.00	0.00
7010 Trails	0.00	1,125.00	2,430.00	-2,430.00	0.00

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ALL Departments
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Account	Budget	Current Month	Year To Date	Balance	Percent
30 REC,PARKS/AT CONT'D					
Revenue Total	21,122.00	2,600.00	13,905.00	7,217.00	65.83
EXPENSES					
10 BEACH	9,912.00	184.01	7,184.78	2,727.22	72.49
10 ADMIN	900.00	168.29	510.49	389.51	56.72
15 INSURANCE	517.00	0.00	392.76	124.24	75.97
20 PERSONNEL	7,465.00	0.00	5,672.08	1,792.92	75.98
40 UTILITIES	530.00	15.72	590.14	-60.14	111.35
60 EQUIP O,R &M	300.00	0.00	19.31	280.69	6.44
70 BUILDING O&M	200.00	0.00	0.00	200.00	0.00
20 REC BOARD	12,310.00	0.00	5,136.60	7,173.40	41.73
10 ADMIN	500.00	0.00	0.00	500.00	0.00
30 RECREATION	11,810.00	0.00	5,136.60	6,673.40	43.49
25 HERITAGE DAY	10,000.00	0.00	7,903.99	2,096.01	79.04
10 ADMIN	0.00	0.00	1,026.00	-1,026.00	0.00
30 RECREATION	10,000.00	0.00	6,877.99	3,122.01	68.78
60 Town Propert	2,680.00	0.00	497.19	2,182.81	18.55
40 UTILITIES	680.00	0.00	285.00	395.00	41.91
75 Town Proprer	2,000.00	0.00	195.15	1,804.85	9.76
80 PUBLIC WAYS	0.00	0.00	17.04	-17.04	0.00
70 Trails	2,510.00	0.00	1,220.99	1,289.01	48.65
10 ADMIN	0.00	0.00	114.64	-114.64	0.00
80 PUBLIC WAYS	2,510.00	0.00	1,106.35	1,403.65	44.08
Expense Total	37,412.00	184.01	21,943.55	15,468.45	58.65
Net Profit / (Loss)	(16,290.00)	2,415.99	(8,038.55)	8,251.45	

40 PROTECTION

REVENUES

1035 FD Burn Perm	150.00	0.00	338.00	-188.00	225.33
3500 Tower Sites	3,200.00	0.00	4,932.40	-1,732.40	154.14
Revenue Total	3,350.00	0.00	5,270.40	-1,920.40	157.33

EXPENSES

10 FIRE DEPART	67,900.00	4,078.46	35,844.50	32,055.50	52.79
10 ADMIN	4,650.00	3,780.00	5,180.87	-530.87	111.42
15 INSURANCE	900.00	0.00	748.00	152.00	83.11
20 PERSONNEL	29,550.00	0.00	13,038.85	16,511.15	44.12
25 STIPEND	7,200.00	0.00	4,875.00	2,325.00	67.71
40 UTILITIES	600.00	49.31	523.38	76.62	87.23
50 CONTRACT SVC	5,000.00	0.00	5,315.54	-315.54	106.31
60 EQUIP O,R &M	16,500.00	249.15	6,062.86	10,437.14	36.74
65 EQUIP REPLAC	3,500.00	0.00	100.00	3,400.00	2.86
15 FIRE EQUIP	0.00	0.00	0.00	0.00	0.00
65 EQUIP REPLAC	0.00	0.00	0.00	0.00	0.00
20 AMBULANCE	26,750.00	0.00	26,239.80	510.20	98.09
55 COMMUNITY SV	26,750.00	0.00	26,239.80	510.20	98.09
35 Tower Sites	2,550.00	19.10	5,360.23	-2,810.23	210.21
40 UTILITIES	1,050.00	19.10	644.58	405.42	61.39
50 CONTRACT SVC	1,000.00	0.00	4,519.62	-3,519.62	451.96

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ALL Departments
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Account	Budget	Current Month	Year To Date	Balance	Percent
40 PROTECTION CONT'D					
60 EQUIP O,R &M	500.00	0.00	196.03	303.97	39.21
40 Dispatching	35,000.00	5,609.00	33,876.07	1,123.93	96.79
50 CONTRACT SVC	35,000.00	5,609.00	33,876.07	1,123.93	96.79
Expense Total	132,200.00	9,706.56	101,320.60	30,879.40	76.64
Net Profit / (Loss)	(128,850.00)	(9,706.56)	(96,050.20)	32,799.80	
50 CEMETERIES					
REVENUES					
5020 Donations	0.00	0.00	100.00	-100.00	0.00
Revenue Total	0.00	0.00	100.00	-100.00	0.00
EXPENSES					
10 CEMETERIES	17,000.00	4,525.00	5,894.89	11,105.11	34.68
50 CONTRACT SVC	9,000.00	4,525.00	5,025.00	3,975.00	55.83
55 COMMUNITY SV	600.00	0.00	574.56	25.44	95.76
70 BUILDING O&M	1,000.00	0.00	219.78	780.22	21.98
80 PUBLIC WAYS	6,400.00	0.00	75.55	6,324.45	1.18
Expense Total	17,000.00	4,525.00	5,894.89	11,105.11	34.68
Net Profit / (Loss)	(17,000.00)	(4,525.00)	(5,794.89)	11,205.11	
60 Rds & Drain					
REVENUES					
2010 LOCAL ROAD	35,000.00	0.00	36,560.00	-1,560.00	104.46
4010 Fuel Tax	0.00	-178.15	0.00	0.00	0.00
Revenue Total	35,000.00	-178.15	36,560.00	-1,560.00	104.46
EXPENSES					
10 Road Maint	104,928.00	530.10	55,818.97	49,109.03	53.20
80 PUBLIC WAYS	104,928.00	530.10	55,818.97	49,109.03	53.20
40 Winter Maint	265,650.00	23,822.61	260,936.77	4,713.23	98.23
40 UTILITIES	650.00	0.00	160.54	489.46	24.70
80 PUBLIC WAYS	265,000.00	23,822.61	260,776.23	4,223.77	98.41
Expense Total	370,578.00	24,352.71	316,755.74	53,822.26	85.48
Net Profit / (Loss)	(335,578.00)	(24,530.86)	(280,195.74)	55,382.26	
65 CAPITAL IMPR					
REVENUES					
6512 Fire St Add	575,000.00	550,000.00	575,000.00	0.00	100.00
6570 Transfer Sta	11,646.00	970.51	15,659.88	-4,013.88	134.47
Revenue Total	586,646.00	550,970.51	590,659.88	-4,013.88	100.68
EXPENSES					
05 Fire Dept	10,500.00	0.00	6,680.00	3,820.00	63.62
55 COMMUNITY SV	500.00	0.00	0.00	500.00	0.00
60 EQUIP O,R &M	10,000.00	0.00	6,680.00	3,320.00	66.80
10 Fire Station	0.00	0.00	0.00	0.00	0.00
50 CONTRACT SVC	0.00	0.00	0.00	0.00	0.00
12 FS Addition	710,000.00	88,811.70	151,472.53	558,527.47	21.33

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ALL Departments
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Account	Budget	Current Month	Year To Date	Balance	Percent
65 CAPITAL IMPR CONT'D					
50 CONTRACT SVC	710,000.00	88,811.70	151,472.53	558,527.47	21.33
20 Gile Hall	0.00	0.00	570.00	-570.00	0.00
50 CONTRACT SVC	0.00	0.00	570.00	-570.00	0.00
30 Library Bldg	100,000.00	8,215.73	14,862.60	85,137.40	14.86
50 CONTRACT SVC	100,000.00	8,215.73	14,862.60	85,137.40	14.86
40 Cemetery	5,000.00	0.00	0.00	5,000.00	0.00
80 PUBLIC WAYS	5,000.00	0.00	0.00	5,000.00	0.00
55 Roads	230,000.00	0.00	97,143.49	132,856.51	42.24
50 CONTRACT SVC	0.00	0.00	913.80	-913.80	0.00
70 BUILDING O&M	50,000.00	0.00	0.00	50,000.00	0.00
80 PUBLIC WAYS	180,000.00	0.00	96,229.69	83,770.31	53.46
65 Equipment	15,000.00	0.00	0.00	15,000.00	0.00
65 EQUIP REPLAC	15,000.00	0.00	0.00	15,000.00	0.00
66 Leases	19,150.00	0.00	16,138.17	3,011.83	84.27
60 EQUIP O,R &M	19,150.00	0.00	16,138.17	3,011.83	84.27
70 Transfer Sta	26,420.00	0.00	17,175.96	9,244.04	65.01
10 ADMIN	20,420.00	0.00	0.00	20,420.00	0.00
65 EQUIP REPLAC	6,000.00	0.00	11,185.34	-5,185.34	186.42
80 PUBLIC WAYS	0.00	0.00	5,990.62	-5,990.62	0.00
75 Backhoe	0.00	0.00	30,260.40	-30,260.40	0.00
60 EQUIP O,R &M	0.00	0.00	30,260.40	-30,260.40	0.00
90 Maran Dam	0.00	0.00	192,309.78	-192,309.78	0.00
20 PERSONNEL	0.00	0.00	472.70	-472.70	0.00
50 CONTRACT SVC	0.00	0.00	2,945.63	-2,945.63	0.00
80 PUBLIC WAYS	0.00	0.00	188,891.45	-188,891.45	0.00
Expense Total	1,116,070.00	97,027.43	526,612.93	589,457.07	47.18
Net Profit / (Loss)	(529,424.00)	453,943.08	64,046.95	593,470.95	

70 SOLID WASTE

REVENUES

7010 TS FEES	34,000.00	9,550.25	52,309.25	-18,309.25	153.85
7021 Recycle/Comp	1,000.00	0.00	16.00	984.00	1.60
7023 TS RECYC MTL	10,000.00	0.00	8,612.65	1,387.35	86.13
7025 TS RECYC OTH	0.00	0.00	467.20	-467.20	0.00
7040 Com Haulers	450.00	0.00	500.00	-50.00	111.11
7089 TS Fayette	66,276.00	4,976.02	64,132.58	2,143.42	96.77
7090 TS WAYNE	79,299.00	5,953.79	66,564.21	12,734.79	83.94
Revenue Total	191,025.00	20,480.06	192,601.89	-1,576.89	100.83

EXPENSES

10 TRANSFER STA	297,500.00	24,360.90	254,135.63	43,364.37	85.42
10 ADMIN	4,000.00	427.29	2,088.65	1,911.35	52.22
15 INSURANCE	33,750.00	2,781.72	23,988.98	9,761.02	71.08
20 PERSONNEL	85,400.00	6,058.49	77,558.32	7,841.68	90.82
40 UTILITIES	4,850.00	353.35	3,689.20	1,160.80	76.07
50 CONTRACT SVC	158,800.00	13,876.86	140,186.93	18,613.07	88.28
60 EQUIP O,R &M	9,200.00	0.00	2,041.63	7,158.37	22.19
70 BUILDING O&M	1,400.00	863.19	4,471.96	-3,071.96	319.43
80 PUBLIC WAYS	100.00	0.00	109.96	-9.96	109.96

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Account	Budget	Current Month	Year To Date	Balance	Percent
70 SOLID WASTE CONT'D					
50 BACKHOE	3,200.00	91.31	1,923.23	1,276.77	60.10
60 EQUIP O,R &M	3,200.00	91.31	1,923.23	1,276.77	60.10
Expense Total	300,700.00	24,452.21	256,058.86	44,641.14	85.15
Net Profit / (Loss)	(109,675.00)	(3,972.15)	(63,456.97)	46,218.03	
75 EDUCATION					
EXPENSES					
10 RSU#38	3,710,394.00	309,199.51	3,401,194.49	309,199.51	91.67
45 ASSESSMENTS	3,710,394.00	309,199.51	3,401,194.49	309,199.51	91.67
Expense Total	3,710,394.00	309,199.51	3,401,194.49	309,199.51	91.67
Net Profit / (Loss)	(3,710,394.00)	(309,199.51)	(3,401,194.49)	309,199.51	
80 REGIONAL ORG					
EXPENSES					
10 COBBOSSEE WD	22,852.00	0.00	22,797.00	55.00	99.76
45 ASSESSMENTS	22,852.00	0.00	22,797.00	55.00	99.76
40 First Park	25,000.00	0.00	12,398.08	12,601.92	49.59
12 FINANCIAL	25,000.00	0.00	12,398.08	12,601.92	49.59
Expense Total	47,852.00	0.00	35,195.08	12,656.92	73.55
Net Profit / (Loss)	(47,852.00)	0.00	(35,195.08)	12,656.92	
81 COUNTY TAX					
EXPENSES					
20 COUNTY TAX	285,400.00	0.00	285,399.45	0.55	100.00
45 ASSESSMENTS	285,400.00	0.00	285,399.45	0.55	100.00
Expense Total	285,400.00	0.00	285,399.45	0.55	100.00
Net Profit / (Loss)	(285,400.00)	0.00	(285,399.45)	0.55	
85 DEBT SERVICE					
EXPENSES					
10 Fire Truck	55,583.00	0.00	55,582.80	0.20	100.00
12 FINANCIAL	55,583.00	0.00	55,582.80	0.20	100.00
25 '13 Road Bnd	109,117.00	0.00	109,116.65	0.35	100.00
12 FINANCIAL	109,117.00	0.00	109,116.65	0.35	100.00
40 Mar Lake Dam	19,973.00	0.00	19,972.80	0.20	100.00
12 FINANCIAL	19,973.00	0.00	19,972.80	0.20	100.00
Expense Total	184,673.00	0.00	184,672.25	0.75	100.00
Net Profit / (Loss)	(184,673.00)	0.00	(184,672.25)	0.75	
90 UNCLASSIFIED					
REVENUES					
1250 First Park	15,000.00	0.00	0.00	15,000.00	0.00
3010 Snowmobile F	1,344.00	0.00	1,476.26	-132.26	109.84
Revenue Total	16,344.00	0.00	1,476.26	14,867.74	9.03
EXPENSES					

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Account	Budget	Current Month	Year To Date	Balance	Percent
90 UNCLASSIFIED CONT'D					
10 Abate/Overly	22,713.00	0.00	3,472.29	19,240.71	15.29
90 ABATEMENTS	22,713.00	0.00	3,472.29	19,240.71	15.29
15 Tax Relief	10,000.00	0.00	382.80	9,617.20	3.83
90 ABATEMENTS	10,000.00	0.00	382.80	9,617.20	3.83
20 NON-PROFIT	14,148.00	0.00	13,148.00	1,000.00	92.93
10 ADMIN	14,148.00	0.00	13,148.00	1,000.00	92.93
40 Contingency	25,000.00	0.00	1,875.00	23,125.00	7.50
10 ADMIN	25,000.00	0.00	1,875.00	23,125.00	7.50
50 Snowmobiling	1,344.00	0.00	1,343.86	0.14	99.99
30 RECREATION	1,344.00	0.00	1,343.86	0.14	99.99
60 R Ent Fund	10,000.00	0.00	0.00	10,000.00	0.00
10 ADMIN	10,000.00	0.00	0.00	10,000.00	0.00
90 Revaluation	10,000.00	0.00	0.00	10,000.00	0.00
50 CONTRACT SVC	10,000.00	0.00	0.00	10,000.00	0.00
Expense Total	93,205.00	0.00	20,221.95	72,983.05	21.70
Net Profit / (Loss)	(76,861.00)	0.00	(18,745.69)	58,115.31	
95 GENERAL ASST					
	R E V E N U E S				
1010 GA ST REIMB	2,250.00	0.00	131.60	2,118.40	5.85
Revenue Total	2,250.00	0.00	131.60	2,118.40	5.85
	E X P E N S E S				
10 GENERAL ASST	4,500.00	0.00	188.00	4,312.00	4.18
10 ADMIN	1,000.00	0.00	0.00	1,000.00	0.00
40 UTILITIES	3,500.00	0.00	188.00	3,312.00	5.37
Expense Total	4,500.00	0.00	188.00	4,312.00	4.18
Net Profit / (Loss)	(2,250.00)	0.00	(56.40)	2,193.60	

Readfield Trails Committee Minutes
February 24, 2020

Present: Paul Bessette, Greg Durgin, Jeanne Harris, Bob Harris, Greg Leimbach, Rob Peale, Holly Rahmlow

Excused: Nancy Buker, Ken Clark, Henry Whittemore

The meeting was called to order at 6:32 p.m.

Paul agreed to be the timekeeper.

Holly passed out copies of the January minutes. One error was noted and corrected. Bob moved the minutes be approved; Greg D. seconded. Approved unanimously.

Jeanne reported that the current balance in our account is the same as it was last month at \$1,875.41.

Greg L. led a discussion on email etiquette, noting that much of what might be discussed was covered in an email that Ken sent with advice on professional emailing. We discussed whether or not everyone in the committee needs to be copied on all issues. Rob said that he thought everyone should be included if the topic currently is or might be an issue for the committee.

To aid communications, we are going to add phone numbers to our contact information.

Greg D. also asked that if anyone has an item for the agenda, they should let him know so we won't have so many "other" items. If someone has an item for other that takes more than five minutes, it will be held over to the next meeting.

We then discussed whether we can use Trails money on trails that are on land not owned by Readfield. Apparently the Select Board some time ago assigned guidelines on how funds are to be used based on town ownership, trail easements and agreements. Greg L. spoke in favor of easing those restrictions, even if only perhaps on a case-by-case basis, but Rob disagreed, saying he thought it was useful to be able to limit our costs to Readfield-owned lands and not those held privately or by other organizations. We discussed whether or not we should ask the Select Board to review and update the trail-funding guidance policy. Greg D. suggested we form a subcommittee to address the issue, and Greg L., Rob and Paul offered to serve on that committee.

Greg D. presented a budget of \$1,804 for 2020-21 to the Budget Committee. It included \$200 for miscellaneous prizes for events such as Heritage Days, \$344 for 2 rolls Geo-textile material, \$500 for signs and hardware, \$460 for culverts for Esker Trail and Morrill Road and \$300 for a tentative Connector Trail. On his submission Greg noted that from January to October 2019 volunteers have logged hours approximating \$1,552 of in-kind benefits to the town.

Regarding Heritage Days, Jeanne reported that Trails will co-sponsor a 5K race. Anna will set up the course with assistance from Trails members.

Rob reported that there is nothing new on the Carleton Pond trail, as we cannot prospect a trail until summer. The snowmobile trail is open, but sleds travel at high speeds on some sections, so skiers/snowshoers should use caution. If anyone wants to walk the land, they can contact Brian Tarbuck of the Greater Augusta Utility District (GAUD), and he will unlock the gates.

Rob updated us on the Morrill Road trail. He said he got permission from Eric to speak to the DOT about the crossing of Route 17. Rob then asked Darcy Whittemore, who works on pedestrian issues with the bicycle coalition, for help with a DOT contact, and they plan to meet this spring.

Rob will also be attending a different DOT meeting about two parking spaces in the downtown area.

Greg D. reported that the town did not get federal funds for the Church Road sidewalk.

Last month Holly asked if we might meet in the downstairs conference room, which is warmer and quieter. Greg D. asked and was told that we cannot because of security concerns.

Paul asked about repairs to the Esker Trail, in the spot where there is a big dip. We talked about whether a culvert is the right solution.

Greg L. suggested we should put up signs pointing out the Esker Trail for residents to see as they enter the Transfer Station. He also suggested updating the committee's mission statement.

Rob is the Trails representative to the Parks Commission. He asked if there is anything new. Greg D. said not that he knew of.

Greg L. brought a copy of the Conservation Commission's map. One side is the map; the other is text. He said the RCC wants to put the text on its website and then use that side for the Trails maps. He asked how he could get electronic files of the maps. Holly said she would drop off a thumb drive with those PDF files at his house.

The next meeting will be March 24, 2020. Meeting adjourned at 7:26 p.m.

Minutes prepared and submitted by Holly Rahmlow

Readfield Community Library Board Meeting
March 4, 2020

The meeting was called to order at 6:33.

Those present: Pam Mitchell, Brenda Lake, Sonya Clark, Deb Peale, Maureen Kinder, Melissa Small, Librarian

Those excused: Jan Tarbuck, Pat Clark, Betty Peterson

Secretary's report: The minutes were approved.

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

Librarian's Report:

- *New Library hours: Very positive reports from new patrons!
Monday 3-7. Tuesday 10-4, Wednesday 1-7, Saturday 10-4
- * Nancy O'Toole Merservier: 15 attendees
- * Maple Tree will come on Tuesday mornings now.
- *Play Group will be at the library on the 1st Thursday of the month.
- *Knitting: 3 attendees
- * Library website: Eric, Maureen and Melissa met to discuss this issue and it seems best to have library's website merge with the town's website. This will begin in April or May. So, we will not need to pay the \$46.00 yearly fee for Word Press.
- *Recycling program will be held in April. The town will have compost buckets to give away. Ellen Bowman will have a recrafting and repurposing book activity.
- * The quilt from Loose Threads is hanging in the circulation room.

Old Business:

- * Maine 200th Potluck supper on March 14th at Kents Hill, doors open at 5:30. Board will help clean up. Readfield U will be in March.
- * Renovation Update: This was discussed and will start at the library in early May and the finish date is slated for the end of May. SJ Wood of Winthrop has been awarded the combined renovation of the library roof and fire department renovation and addition. Work is expected to start in the Spring of 2020 and completion in the fall of 2020. Final contract details to be announced at a later date.
- *Discussion regarding a secure wireless router and continued effort in the upgrade of downstairs lighting to LED in poorly lit foyer and rooms. These items will be looked into further.

- * A motion was made and approved to spend \$260.00 for new LED fixtures in the foyer. Grant monies will be used.

- * Summer Book Sale, August 8, 2020: We can not do the summer book sale at the Fire House due to the renovations. We will have it outside on the library lawn or the Town Hall (if it rains).

- * Book Group: Last Wednesday in April, which is the 29th. The book will be, "Into the Raging Sea", which is about the sinking of the El Faro.

- * Friends update was given.

New Business:

- * Eco Maine Program: see Librarian's Report.

- * Summer Reading Program: The board decided not to follow the national program this year and have the theme be the State of Maine in honor of its bicentennial. Melissa will try to schedule Chewonki for August 17th at 6:00 in the Town Hall.

- * Maine Humanites Speaker Series: Discussion tabled til April.

- * COVID: Deb and Melissa will meet to discuss.

- * Paint brushes were donated for craft activities.

- * Cake Pans: This is in the works to loan out and will have a catalogue for patrons to see. Possibility of a cake demonstration.

The meeting was adjourned at 8:14.

The next meeting will be April 1, 2020 at 6:30 at the library.

Respectfully submitted by,

Pam Mitchell

Secretary of the Readfield Community Library

March 8, 2020

Cemetery Committee Meeting Minutes

April 22nd, 2020

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

Meeting Minutes for March 18th, 2020: Motion made to accept minutes with proposed changes and seconded, discussion pursuant and amended minutes were approved unanimously.

Sexton's Report by Ben Rodriguez

Ben discussed damage issues related the frequent winter wind and heavy snow. He is aware of the tree down at Kents Hill, as well as numerous branches at E. Readfield. Dudley, Case, Whittier and Huntoon appear to have no additional damage.

He has seasonal help this spring from Logan Watts who will begin his efforts at Dudley. He documented the clean up with photos and is satisfied with Logan's work.

Some seasonally-inappropriate materials have been removed from some of the cemeteries. A note in the Readfield Messenger will include an advertisement for the Spring Clean Up.

Brenda volunteered to go by Huntoon and see if the large tree is still down.

Old Business

Software project activity includes same weather and now COVID-related delays. Cemify demos are on hold until the subcommittee can get together to discuss sample formats and decide whether or not to review the 14-day demo (?) to include testing of upload options. Ben wants to try both options. He will continue to attempt to gather information from Waterville who self-developed their system. He has not received a return call yet.

Marianne complimented the Case Cemetery work. The trees are down and debris has been removed. She has advised that the Sugar Maple choice for new trees for the Bicentennial will look good.

Andy asked about Stevenson's Case invoice since there was an additional tree removed. Ben expects a bill of \$4,375. Andy and Ben agreed that the work need to be completed by May's meeting.

New Business

Ben asked if the committee thought that there should be more aggressive pruning and removal of small bushes and trees along the rock wall. Committee members agree that an aggressive approach should be used.

Marianne is making a trip to Longfellow's to price the trees expected to be around \$138 each. Andy asked that the tree purchase, pick up and planting be put on Ben's to-do list.

Ben noted he has three gross of Memorial Day flags that were delivered.

Next meeting is 3rd Wednesday in May.

Covid-19 concerns still prevail so May's meeting will be conducted via Zoom Video Conferencing.

M/S/V adjourn

Respectfully submitted, Warren Norris, Cemetery Committee

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

**CERTIFICATE OF APPOINTMENT and OATH
FOR THE TOWN OF READFIELD**

(TITLE 30-A, M.R.S.A.ss2602)

Readfield Select Board
June 15, 2020
Item # 20-121

Appointment by the Select Board

To **Sonya Clark** of Readfield, in the County of Kennebec and State of Maine: There being a vacancy in the position of **Warden** 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 for the July 14, 2020 Election.

Given under our hands this **15**, day of **June**, **2020**.

Select Board of Readfield

Kathryn Mills Woodsum

Dennis Price

Ralph Eno, Jr.

Christine Sammons

Bruce Bourgoine

WARDEN'S OATH

I, **Deborah Nichols**, hereby certify that **Sonya Clark** this day personally appeared before me and took the following oath:

I, **Sonya Clark**, do swear, that I will support the Constitution of the United States and of the State, so long as I shall continue a citizen thereof.

I, **Sonya Clark**, do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as **Warden** according to the Constitution and laws of the State. So help me God.

Appointees signature: _____ Date: _____

Before me, _____, Clerk of Readfield Date: _____, Time: _____

STATE OF MAINE

County of Kennebec

_____, 2020

Personally appeared the above named **Sonya Clark** who has been duly appointed by the Select Board to the position of **Warden** in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law.

Before me, _____ Municipal Clerk
Deborah Nichols

**Town of Readfield
Re-Appointment Applications
Select Board Meeting – June 15, 2020**

Readfield Select Board
June 15, 2020
Item # 20-122

30 Mile River Watershed	Andrews Tolman	June 30, 2021 (yearly)
Age Friendly Committee	G. Marianne Heinrich-Perry	June 30, 2023
	Romaine Turyn	June 30, 2023
Appeals Board	John Blouin	June 30, 2023
	Clif Buuck	June 30, 2023
	Will Gagne Holmes	June 30, 2023
Budget Committee	Martin Hanish	June 30, 2023
Conservation Commission	Greg Leimbach	June 30, 2023
	Brent West	June 30, 2023
	J. Andrew Walsh	June 30, 2023
Library Board of Trustees	Sonya Clark	June 30, 2023
	Pam Mitchell	June 30, 2023
	Brenda Lake	June 30, 2023
Planning Board	Jack Comart	June 30, 2025
Readfield Enterprise Committee	Les Priest	June 30, 2023
Recreation Association	Hannah Flannery	June 30, 2023
	Kevin Kelliher	June 30, 2023
Road Committee	Roland Cote	June 30, 2023
	Michael Laberge	June 30, 2023
Trails Committee	Greg Leimbach	June 30, 2023
	Henry Whittemore	June 30, 2023
	Paul Bessette	June 30, 2023

SELECT BOARD APPROVAL

Bruce Bourgoine

Christine Sammons

Dennis Price

Ralph Eno

Kathryn Mills Woodsum

Approved June 15, 2020



TOWN OF READFIELD

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

**Office of Town Manager
Certificate of Appointment**

To: **Eric Dyer:**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned **Select Board** of the municipality of Readfield, do hereby appoint you as **Town Manager** to serve at the Town's pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2021.
Given under our hand this 15th day of June, 2020

Bruce Bourgoine

Christine Sammons

Dennis Price

Kathryn Mills Woodsum

Ralph F. Eno, Jr.

**Oath of Office
Municipality of Readfield, Maine**

_____, 2020

I, **Eric Dyer**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Eric Dyer**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Town Manager** of Readfield according to the Constitution and the law of the State.

Eric Dyer

State of Maine
County of Kennebec,ss

_____, 2020

Personally appeared before me the above-named **Eric Dyer**, who has been duly appointed as the Readfield **Town Manager** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, _____
Town Clerk/Deputy Clerk



TOWN OF READFIELD

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

**Office of Road Commissioner
Certificate of Appointment**

To: **Eric Dyer:**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned **Select Board** of the municipality of Readfield, do hereby appoint you as **Road Commissioner** to serve at the Town's pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2021.
Given under our hand this 15th day of June, 2020.

Bruce Bourgoine

Christine Sammons

Dennis Price

Kathryn Mills Woodsum

Ralph F. Eno, Jr.

**Oath of Office
Municipality of Readfield, Maine**

_____, 2020

I, **Eric Dyer**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Eric Dyer**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Road Commissioner** of Readfield according to the Constitution and the law of the State.

Eric Dyer

State of Maine
County of Kennebec,ss

_____, 2020

Personally appeared before me the above-named **Eric Dyer**, who has been duly appointed as the Readfield **Road Commissioner** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, _____
Town Clerk/Deputy Clerk



TOWN OF READFIELD

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

Office of Transfer Station Manager Certificate of Appointment

To **Eric Dyer**:

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned **Select Board** of the municipality of Readfield, do hereby appoint you as **Transfer Station Manager** to serve at the Town's pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2021.
Given under our hand this 15th day of June, 2020.

Bruce Bourgoine

Christine Sammons

Dennis Price

Kathryn Mills Woodsum

Ralph F. Eno, Jr.

Oath of Office Municipality of Readfield, Maine

_____, 2020

I, **Eric Dyer**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Eric Dyer**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Transfer Station Manager** of Readfield according to the Constitution and the law of the State.

Eric Dyer

State of Maine
County of Kennebec,ss

_____, 2020

Personally appeared before me the above-named **Eric Dyer**, who has been duly appointed as the Readfield **Transfer Station Manager** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, _____
Town Clerk/Deputy Clerk



TOWN OF READFIELD

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

**Office of Treasurer
Certificate of Appointment**

To: **Eric Dyer:**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned **Select Board** of the municipality of Readfield, do hereby appoint you as **Treasurer** to serve at the Town's pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2021.
Given under our hand this 15th day of June, 2020.

Bruce Bourgoine

Christine Sammons

Dennis Price

Kathryn Mills Woodsum

Ralph F. Eno, Jr.

**Oath of Office
Municipality of Readfield, Maine**

_____, 2020

I, **Eric Dyer**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Eric Dyer**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Treasurer** of Readfield according to the Constitution and the law of the State.

Eric Dyer

State of Maine
County of Kennebec,ss

_____, 2020

Personally appeared before me the above-named **Eric Dyer**, who has been duly appointed as the Readfield **Treasurer** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, _____
Town Clerk/Deputy Clerk



TOWN OF READFIELD

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

Office of Tax Collector Certificate of Appointment

To: **Eric Dyer:**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned **Select Board** of the municipality of Readfield, do hereby appoint you as **Tax Collector** to serve at the Town's pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2021.
Given under our hand this 15th day of June, 2020.

Bruce Bourgoine

Christine Sammons

Dennis Price

Kathryn Mills Woodsum

Ralph F. Eno, Jr.

Oath of Office Municipality of Readfield, Maine

_____, 2020

I, **Eric Dyer**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Eric Dyer**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Tax Collector** of Readfield according to the Constitution and the law of the State.

Eric Dyer

State of Maine
County of Kennebec,ss

_____, 2020

Personally appeared before me the above-named **Eric Dyer**, who has been duly appointed as the Readfield **Tax Collector** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, _____
Town Clerk/Deputy Clerk



TOWN OF READFIELD

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

Office of **Welfare Administrator** Certificate of Appointment

To: **Eric Dyer:**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned **Select Board** of the municipality of Readfield, do hereby appoint you as **Welfare Administrator** to serve at the Town's pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2021.
Given under our hand this 15th day of June, 2020.

Bruce Bourgoine

Christine Sammons

Dennis Price

Kathryn Mills Woodsum

Ralph F. Eno, Jr.

Oath of Office Municipality of Readfield, Maine

_____, 2020

I, **Eric Dyer**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Eric Dyer**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Welfare Administrator** of Readfield according to the Constitution and the law of the State.

Eric Dyer

State of Maine
County of Kennebec, ss

_____, 2020

Personally appeared before me the above-named **Eric Dyer**, who has been duly appointed as the Readfield **Welfare Administrator** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, _____
Town Clerk/Deputy Clerk

Deborah Nichols

From: Kristin Parks/Town of Readfield <info@readfieldmaine.org>
Sent: Monday, May 11, 2020 3:55 PM
To: Deborah Nichols
Subject: FW: Planning Board Meeting 5-13-2020

Please see below from Ed Bergman and his resignation from the Planning Board

**Kristin M. Parks
Collections Clerk**

Town of Readfield
8 Old Kents Hill Road
Readfield, ME 04355
Phone: (207) 685-4939
Fax: (207) 685-3420
Email: info@readfieldmaine.org
Website: <http://www.readfieldmaine.org>

From: Ed Bergman [<mailto:edbergman@live.com>]
Sent: Monday, May 11, 2020 3:49 PM
To: Kristin Parks/Town of Readfield
Cc: Don Witherill; Jack Comart; Jay Hyland; Paula Clark; Travis Gould; William Bill Godfrey; William Buck
Subject: Re: Planning Board Meeting 5-13-2020

Kristen: I will be able to attend this meeting, but it will be my last as we are moving the end of the month. I have truly enjoyed working with this committee and will miss this group. Please accept this email as notice of my resignation following Wednesday's meeting.

Respectfully,
Ed Bergman

Sent from my iPhone

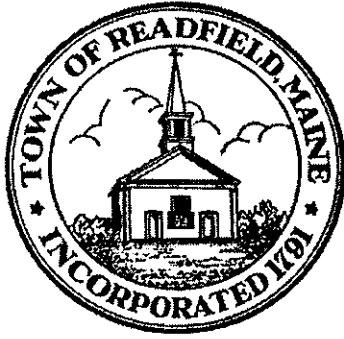
On May 11, 2020, at 2:34 PM, Kristin Parks/Town of Readfield <info@readfieldmaine.org> wrote:

Hello everyone,

Attached is the agenda for the Planning Board Meeting scheduled for this Wednesday, May 13, 2020 starting at 6:30 pm. Below is the information to connect remotely via Zoom or Phone.

Due to the large sizes of the applications submitted I am going to be sending them in separate emails. The hard copies for the Scott & Dawn Morash and Janet &

OLD BUSINESS



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

Date: May 27, 2020
 To: Town of Readfield Select Board, Staff, Volunteers, and Residents
 From: Eric Dyer, Town Manager
 Subject: Coronavirus / COVID-19 Preparedness and Response - Update 2

The Coronavirus situation continues to evolve, and slowly improve, at least in Kennebec County. For the past two months our town staff has worked diligently to continue providing municipal services wherever possible, in a manner that keeps residents and staff safe, and in compliance with state and federal rules and guidelines. We will continue to do these things in the months ahead as we adjust to the summer season and respond to reopening efforts. The cooperation of all of our residents and staff is truly appreciated. The update below summarizes our action plan through the month of June. A lot is the same but a lot has changed. Additional measures and changes may be put in place as necessary or prudent.

Municipal Staffing / Town Office:

- The Town Office will open to modified public access beginning June 1, 2020
- Aggressive daily cleaning of surfaces and devices will continue.
- Staff are expected to stay home if they are sick, practice recommended hygiene regularly while at the office, and touch-up (clean) their workstations as they see fit.
- No more than five municipal employees will be allowed in the Town office at any time.
- Employees must wear a face covering in any public area, office they are not alone in, or area where social distancing can't be maintained.
- Maintenance staff are expected to work outside of the office as much as possible and perform any administrative work before other staff arrive (7:30-8:30am).
- The following modified schedule is being put in place for Administrative and Maintenance employees through July 2:

Gile Hall Work Schedule (Home and Office)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Assessor	N/A	N/A	N/A	N/A	Office
CEO	N/A	Office	N/A	Office	N/A
Collections Clerk	Office	Home	Office	Office	Office
Finance Officer	Office	Office	Office	Office	Home
Maintenance	TBD	TBD	TBD	TBD	TBD
Town Clerk	Office	Office	Office	Home	Office
Town Manager	Office	Office	Office	Office	Office

- Public access to the Town Office will be limited to two customers in the lobby and two in the entryway.
- All residents must wear a face covering or make alternative arrangements for service.

- Residents will enter through the main doors and exit through the back of the building.
- Town Office “Senior Hours” for residents over the age of 65 or with special medical considerations will be on Thursdays from 10-2.
- The first floor restroom is reserved for residents; the second floor restroom is reserved for municipal staff.
- The Library will begin to reopen in June following an independent plan.

Transfer Station:

- Existing physical distancing and safety protocols will remain in place through July 2, with the exception that five vehicles are now allowed in the unloading area (up from three).
- Residents are requested to stay home if they are sick and to avoid peak demand times (Tuesday mornings and Saturdays).
- Residents are encouraged to pay with exact cash or write a check (so they don't have to make change out of the cash box).
- Residents must stop at the attendant booth to get instructions and pay for any fee items.
- “Senior Hours” for residents over the age of 65 or with special medical considerations are on Thursdays from 10-2.
- Attendants will not be handling bagged waste or assisting with unloading.
- Attendants will wear a face covering in all areas where social distancing is not possible and carry a covering with them at all times.
- Used tissues, wipes, paper towels, latex or rubber gloves, or other protective / used cleaning supplies are not allowed in the recycling. Please put them in the trash.
- Plastic film is currently not being accepted at the facility due to COVID-19.
- Public meet-ups and socializing are prohibited.

Public Meetings and Communication:

- Phone and email are still the best way to reach municipal staff and appointed and elected officials. Call the Town Office or visit the website for this information.
- The town website continues to be an excellent resource. It is located at www.readfieldmaine.org. Sign up for E-Alerts to get important news and updates.
- We are experimenting with “in-person” meetings of up to 10 people on the 2nd floor of Giles Hall. It appears that we have a total capacity (with proper social distancing) of approximately 24. That said, we will continue to hold public meetings and hearings remotely through the month of June whenever possible while also making the 2nd floor available. All “in-person” meeting attendees are required to wear a face covering. If they are not able to do so they are welcome to participate remotely.
- The number and frequency of “in-person” meetings will be closely monitored and proper and complete sanitization will happen in between meetings.
- Those interested in attending, listening, or watching remotely should look for web conference and teleconference links and instructions on their meeting notices and agendas.
This information is required to be public so the public can be engaged.

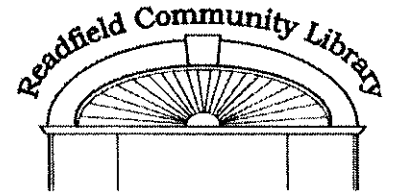
Community Needs and Volunteering:

The volunteer response to our Community Coronavirus Response is outstanding. Many thanks are due to our volunteer coordinator (and Librarian) Melissa Small for organizing and implementing the program, and securing a \$1,000 grant to help fund it!

- To date several volunteers have responded to various community needs
- Those needing assistance, or aware of a need, should contact the Town Office at (207) 685-4939 or Sign Up Online to Request Assistance!
- Volunteers may contact the Town Office at (207) 685-4939 or Sign Up Online to Volunteer!

Readfield Community Library

Phased Reopening Plans & COVID19 Prevention



GREAT NEWS! Beginning on JUNE 1st—

- Library will begin to accept book returns to outside Book Drop ONLY
- Library will open for Curbside Pickup Lending Services (see details below); no in-library lending just yet
- Library will add Beanstack reading challenge software for use with our Summer Reading Program—stay tuned for details in later June
- Library will continue FREE online offerings for cardholders of:
 - Cloud Library — <https://www.yourcloudlibrary.com/>
 - Digital Maine Library—<https://library.digitalmaine.org/>
 - Ancestry.com—<https://library.digitalmaine.org/>
 - TumbleBookLibrary— www.tumblebooklibrary.com
 - [Username: booktime Password: trial]
- Library will continue to offer 24/7 Wifi to the parking lot
- Library will continue email, telephone, and videoconference support for patron questions
- Library will continue to process NEW library cards in a remote, paperless fashion
- Library will continue online programming for children and adults
- NOTE: The earliest possible date for in-library lending is July 1st. We will keep the public informed as to when we will be able to open the building to patrons again, albeit in a limited fashion.
- NOTE: Interlibrary Loan services still remain suspended throughout the State. The earliest anticipated reopening of these services is sometime in July.

Details of New Curbside Pickup Lending Services beginning June 1st

- Patrons may **call** (207-685-4089) or **email** (librarian@readfieldmaine.org) to request library items.
- The Readfield Community Library **card catalog** is available online at the library website (go to the "[Catalog](#)" tab). Please feel free to ask the Librarian for book suggestions.

Click here for the **online CARD CATALOG**—
<https://readfieldlibrary.wordpress.com/catalog/>

Click here for a **listing of more recent titles**—
<https://readfieldlibrary.wordpress.com/new-items/>

- Patrons should schedule (by phone or email) a curbside pickup time appointment during regular library hours.
- Patrons may check out all types of materials (books, DVDs, audiobooks, magazines, puzzles, state park pass, etc.).
- Check out period will be 2 weeks, as usual.
- Adults will be limited to 5 items at a time for checkout, and children may check out up to 10 items.
- Your materials will be placed in a bag clearly marked with a ticket number and put on a table behind the library for you to pick up at your appointment time. Note that only one person is allowed in the curbside pick-up area at a time. If weather is not conducive to leaving materials outside, we may reschedule the pickup time.
- Renewals should be done by calling/emailing the library.
- Note that procedures for **safe handling of library materials** will be followed. All returned materials will be placed in "quarantine" for 7 days prior to being checked back in and returned to the library shelves to minimize the possibility of the virus spread. All library materials are handled by staff/volunteers with gloves.

Home Delivery—Homebound patrons may contact the Library to request home delivery of library materials. Volunteers will practice social distancing, wear face coverings, and use hand sanitizer and/or gloves when making deliveries to the outside of people's homes.

We thank the community for their patience during our time of limited and/or suspended services...

Please note that the plans for phased reopening of library services are being made and continually re-evaluated by the Librarian, the Board of Trustees, and Town Officials with the health and safety of patrons, volunteers, staff, and the Readfield community at large as a primary objective. These **plans are made in accordance with guidance and requirements** from the **Maine State Library** and the **Maine Library Commission** (*COVID19 Prevention Checklist: Public Library Guidance* approved by the MLC on May 20, 2020) and the **Maine Department of Economic and Community Development** (*COVID19 Prevention Checklist Industry Guidance: Phase 2 Public and Community Buildings* released by DECD on May 20, 2020). Please contact the Librarian with any questions regarding the plan. Please see the library website <https://readfieldlibrary.wordpress.com/> and click on the "COVID-19 Response/Info" page tab (to the right of the "home" page tab) for the most updated information.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
286 Water Street
Augusta, Maine 04333-0011
Tel; (207) 287-8016; Fax (207) 287-9058
TTY: Dial 711 (Maine Relay)

Keep Maine Healthy
2020 Municipal COVID-19 Awareness Campaign
Financial Assistance Available for Maine Municipalities and Tribal Governments to Help Keep Maine Residents and Visitors Safe This Summer and Fall

Funding Period: June 8 – October 31, 2020

Applications must be Submitted to Maine CDC by Monday, June 22, 2020

Municipalities and Tribal governments are best positioned to create local education and prevention plans to encourage Maine businesses, residents and summer visitors to follow best practices to prevent the spread of the Coronavirus and COVID-19 infections during the reopening of the State's economy and as we resume many recreational activities quintessential to the Maine experience.

As part of the Keep Maine Healthy initiative, the Department of Health and Human Services (DHHS) has created the 2020 Municipal COVID-19 Awareness Campaign to encourage municipalities and Tribes to implement their own COVID-19 prevention, education and protection plans in partnership with DHHS. Municipalities and Tribal governments that submit plans approved by DHHS will be reimbursed for costs associated with approved public health education and prevention activities during the funding period from June 8 through October 31, 2020. Costs incurred between June 8 – June 30 that are directly attributed to this education and prevention campaign will be considered for plan inclusion and reimbursement; however, reimbursement is not guaranteed until the application is approved by the CDC.

Maine's public health agency within DHHS, the Maine Center for Disease Control & Prevention (CDC) will oversee this initiative. Applications must be submitted to CDC by **Monday June 22, 2020**. You can email the completed Application to michael.abbott@maine.gov. Or, if you wish to send a paper version of this Application, please mail to:

Michael Abbott P.E., C.G., Interim Associate Director
Division of Environmental & Community Health
Maine CDC
286 Water Street
Augusta, ME 04333

Who is eligible to apply for funding? All municipal and Tribal governments in Maine are eligible to apply for available funding using this Application. Municipalities or Tribal governments who wish to partner with community organizations, including visitor centers, public health groups, or chambers of commerce, to implement approved prevention and education activities will be allowed to subcontract.

How much funding is available for each municipality or Tribe? The amount of funding available for reimbursement to each municipality or Tribe will be based on the plans and budgets they request, subject to limits. Such limits will be based on whether proposed expenditures are consistent with this initiative as well as

factors such as the year-round population combined with an estimate of the increase in population during the peak of the summer tourist season, as this number will influence the amount of work needed to complete the tasks involved in COVID-19 prevention activities.

What kinds of prevention activities should be included in the plan? Local prevention and education plans should include a point of contact for the municipality or Tribal government and one or more of the following:

- **Public education activities:** This could include printing and posting of existing State or national COVID-19 prevention information and/or developing local educational activities that are consistent with CDC guidelines. Costs eligible for reimbursement would include staff time for planning and education activities and costs for signage, materials, website development, brochures and mailing.
- **Physical distancing and public health support:** This could include fences, tape, and signage for physical distancing in public spaces and closed streets; hiring or reassigning staff to limit crowds in front of restaurants, bars, beaches and other sites; new traffic pattern signage and education; purchases of personal protective equipment and hand sanitizer to be made available for staff, visitors, and for use at public locations; and extra cleaning supplies and additional staff time required for enhanced cleaning and management of public spaces and restroom facilities.
- **Local business assistance:** This includes staff time for a Code Enforcement Officer, Local Health Officer, local law enforcement, or other person designated by the municipality or Tribe to be the local contact for educating of local businesses on best practices. This may include following up on public complaints and, for certain cases, providing information to State officials when there is a potential public health violation that cannot be quickly resolved through educating the business or individual.

What project expenses are not eligible for reimbursement? Work performed outside of the funding period (June 8 – October 31, 2020) is not eligible for reimbursement. However, salaries for staff already hired or redeployed and working on eligible activities can be paid with these funds for the duration of the state contract. Costs incurred between June 8 – June 30 that are directly attributed to this education and prevention campaign will be considered for plan inclusion and reimbursement; however, reimbursement is not guaranteed until the application is approved by the CDC.

Municipal and Tribal governments may not submit allowable expenditures for reimbursement under this program that are, or may, also be eligible for reimbursement from any other available federal or other public funding source for COVID-19 relief that is now, or that becomes available during the term of this Agreement, including, but not limited to the Federal Emergency Management Agency (FEMA), the Centers for Disease Control (CDC), Health and Human Services including Medicaid and Medicare, Treasury or the Small Business Administration until application has been made for such other funding and been disallowed or paid only in part. If an allowable expenditure is denied or covered only in part by such alternate relief funding source, the expenditure or remainder will be allowed under this Agreement during the period of reimbursement in which the denial or partial payment decision is received, subject to the statutes, rules and guidance for the alternate funding source. For example, at this time, FEMA reimbursement is for 75% of allowable costs, but the 25% State or local match cannot be made up from other federal funds.

How will the CDC determine which municipalities and Tribal governments will be approved? Each Application will be reviewed for completeness and a determination that the proposed activities and budgets are consistent with the goals of this program as outlined above.

When will the approved applications be announced? Funding recipients will be informed on or before June 30, 2020. Cost settled contracts will be awarded to all approved municipalities and Tribal governments. Upon

award, the Department will begin working with the awarded entity to establish contracts and to finalize budgets based upon the award amount. Contracts will include reporting requirements and the mechanism for reimbursement of expenses. Contract budgets, which will include subcontractors, will be reviewed for allowable expenses.

Are there specific requirements in place for the administration of these grants? This grant is being issued under the Corona Virus Relief Fund (CRF), CFDA # 21.019; therefore, the Federal Uniform Guidance 2 CFR 200 applies to the administration of these grant funds. Specifically, award recipients (municipal and Tribal governments) and sub-recipients (your community partners) must adhere to all applicable federal requirements, including Office of Management Budget (OMB) guidance: Title 2 C.F.R. subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. §200). Due to the nature of these grants, it is almost certain that you will be considered a sub-recipient of the State. Additionally, if you enlist the aid of your local partners, you may be creating additional subrecipient relationships. Please be especially mindful of the “sub-recipient” requirements set forth in 2 CFR 200.330 and 2 CFR 200.331.

Thank you for your interest in 2020 Municipal COVID-19 Awareness Campaign to protect public health. Actions taken by municipal and tribal representatives will greatly aid the State in our efforts to prevent the spread of the Coronavirus and COVID-19 infections in Maine. Please complete the Application below, including a project narrative and a budget detailing anticipated expenses for the activities indicated, as well as anticipated subcontracts and related expenses and a vendor form (if you are not already an approved vendor). If you need additional information or have questions about this Application, please contact Michael Abbott at 207-287-5684 or 207-592-2174 (mobile). Or, send your questions via email to michael.abbott@maine.gov.

2020 Municipal COVID-19 Awareness Campaign APPLICATION

Please complete this form and return to the CDC no later than **June 22, 2020**. Applications received after this date will not be eligible for funding.

Contact Information for Municipality or Tribe

Name of Municipality or Tribe:

County:

Population (Year-round):

Estimated Summer Peak Population:

Municipal or Tribal Representative, Name:

Title:

Mailing Address (Street or Box #):

City:

State:

Zip Code:

Phone:

Email:

Municipality or Tribe public health protection plan will include the following activities (check all boxes that apply):

Public Education

- Print and post COVID-19 Educational Signs
- Create and distribute COVID-19 Informational Brochures
- Provide educational campaign on local social media platforms
- Develop training events for local businesses (online or in person)
- Develop educational pages on Municipality or Tribe website
- Other similar items (please describe in one sentence or less):

Physical Distancing and Public Health Support

- Post signs and install physical barriers to limit congregation, encourage social distancing**
- Close streets to expand outdoor dining and pedestrian opportunities**
- Provide staff to control congregations in front of restaurants, bars, at beaches and parks**
- Provide personal protective equipment (PPE) and hand sanitizer for staff and public use**
- Increase sanitization of public spaces, including benches, picnic tables, public restrooms**
- Other similar items (please describe in one sentence or less):**

Local Business Assistance

- Provide Local Health Officer, Code Enforcement Officer and/or other designee of Municipality or Tribe to act as contact for educating local businesses and individuals on best practices. Duties to include the following:**
 - **Provide proactive education and training to areas businesses on compliance with best public health practices and DECD check-list guidance**
 - **Follow up on complaints received by Municipality, Tribe or State licensing agency. This will include contacting or visiting the business or individual and educating them on COVID-19 guidance**
 - **Report public health violations to appropriate State licensing agency**
 - **Refer criminal activity to local law enforcement.**

Resource Name and Contact Information (include phone number and email address):

-
- Other similar items (please describe in one sentence or less):**

Provide a brief 1-page narrative describing additional public health activities unique to the Municipality or Tribe (e.g., name specific parks, beaches, recreational areas or other public spaces that will be included in plan).

Also include, within the narrative, an explanation for each item selected that describes how the costs were determined and will be tracked.

Budget

Complete the attached budget detailing anticipated expenses for the activities indicated in the plan. This should include anticipated subcontracts and related expenses.

Municipalities are responsible for promptly submitting revised budgets for approval should there be any deviation of planned activities or identified subcontracts. Reimbursement of expenses will not be approved unless they correspond to the submitted, approved budget.

NOTE: If a municipality intends to subcontract with an organization, then the organization needs to be identified and the contracting vehicle must be submitted to the Department. If a subcontract is for \$25,000 or more of the requested funding, then the organization receiving the subcontract must also submit a budget for the Department's approval.



Kennebec Savings Bank

150 State Street | P.O. Box 50 | Augusta, Maine 04330 | Telephone: (207) 622-5801

June 1, 2020

Mike Nolette
Readfield Volunteer Fire Department
C/O Town of Readfield
8 Old Kents Hill Road
Readfield, Maine 04355

Dear Mike,

Please find the enclosed check for \$3,000 to support improvements to the Readfield Volunteer Fire Department facilities.

Kennebec Savings Bank is proud to support the Readfield Volunteer Fire Department and the important services you provide to the citizens of your town.

Please do not hesitate to reach out to me should you have questions or need further information.

Sincerely,

Amanda Cooley
Community Engagement Director

*Thank you, Mike!
AC*

NEW BUSINESS

PROPOSAL FORM

STRIPING SERVICES

PROPOSAL

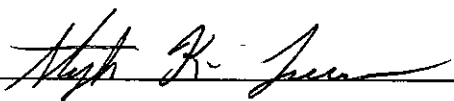
Proposer's name: Lucas Striping LLC
Address of business: 237 Plains Rd Readfield Me 04355
Names of principals: Eric Savage

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

- \$.09 per linear foot of beaded double yellow line (equal to two feet of single line).
- \$.09 per linear foot of beaded double white line (equal to two feet of single line).
- \$.75 per square foot of beaded white stop bars, crosswalks, and directional arrows.
- \$.75 per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement: N/A

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 and dated: 

Broadband Schedule

Week 2 (6/10): First ZOOM meeting. Present schedule/ tentative FAQs to look over.

Week 3 (6/17):

Week 4 (6/24): Present logos/ branding/ first draft of the website (wireframe, content).

Week 5 (7/1): Present first draft of actual website/ styling/ final brand guidelines/ rough script for videos (tentative).

Week 6 (7/8): Brochure design and distribution design (mail, town hall, etc).

Week 7 (7/15): Present press release/ Facebook and present media lists.

Week 8 (7/22): Final reassignment—educate and hand-off social media/website responsibilities to committee members.

*The materials will be in by the Wednesday meeting of the designated week.

PROPOSAL/SCOPE

Danielle Campbell (the consultant) will act as an advisor to the Town of Fayette's intern for communication materials related to the WKLCBA project. The consultant will:

1. Develop a WKLCBA brand including a logo and style guide that will be applied to all campaign materials.
2. Review and assist the Town of Fayette's intern with all campaign messaging including, but not limited to, a campaign tagline, FAQ's, website content, and brochure content.
3. Create a public facing website with basic info about the project in plain language.
4. Act as an advisor to assist the Town of Fayette's intern to create (1-2 minute) videos about the WKLCBA project for use on the website and in social media. The consultant is not responsible for shooting or editing the videos.
5. Develop, then guide the Town of Fayette's intern to maintain a WKLCBA Facebook page where:
 - a. each town and appropriate stakeholders will share content from this page to their own.Following the conception and creation of the Facebook page, a designated committee member from each town will assist with the management of the social media page. The consultant will not manage the page after it is up and running.
6. Develop a basic brochure using the style guide.
7. Assist the Town of Fayette's intern with printing and with a distribution plan for a brochure. The consultant will not be responsible for the actual distribution or mailing of said brochure.
8. Assist the Town of Fayette's intern in the creation of a media list and press releases about the WKLCBA project. The consultant will not be responsible for responding to media inquiries related to these correspondances.
9. Assist the Town of Fayette's intern with any other communication needs related to the WKLCBA campaign as mutually agreed upon by the consultant and committee.
10. Attend a weekly meeting with the committee by Zoom. The consultant will not be expected to travel or attend any meetings in person.

DURATION

Danielle Campbell will work with WKLCBA for the duration of six weeks, coinciding with of the Town of Fayette intern's internship. After the contract period is complete, Danielle Campbell will no longer be responsible for any part of the WKLCBA project or communications unless mutually agreed upon by Danielle Campbell and the committee.

COMPENSATION

WKLCBA will compensate Danielle Campbell at a rate of \$75/hour (tax not included), not to exceed \$4,747.50 or 60 hours. All communication time including phone calls, emails, meetings, and any other item or task related to the WKLCBA project will be charged at the same rate. Additional time needed will be negotiated as part of a separate contract.

PERFORMANCE LIABILITY

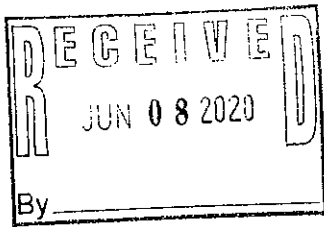
Danielle Campbell does not warrant that the functions supplied by designs, templates, materials, collateral, social media posts, advertisements, website, consultation or advice, or any other services will be uninterrupted or error-free. The entire risk as to the quality and performance of all items and services provided is with the Client. In no event will Danielle Campbell be liable to the client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or special damages; even if Danielle Campbell has been advised of the possibility of such damages.

OWNERSHIP

Client has ownership of all designs for use in any media application that is beneficial to the project. Designer retains the right to use any designs, or any versions created in the process, within printed and on-line portfolios, including promotional materials. The client understands that it is the client's responsibility to copyright the logo design or and/or seek trademark.

WKLCBA Representative

Danielle Campbell



Readfield Select Board
June 15, 2020
Item # 20-127

June 8, 2020

TO: Town of Readfield

Re: Weathervane Restaurant extension of license on premise.

Dear Town of Readfield,

We applied to, and got approval from, the State of Maine, Division of Liquor Licensing, to extend our outside serving area as described in the attached diagram. The purpose of the extension is to help spread out our customers in compliance with the State of Maine's "covid 19" compliance rules. We have secured the area in the back yard with a new cedar fence, designed to allow entry & exit from inside the restaurant only. We have the appropriate signage ready to hang regarding spacing and beverage area limitations. Gloria was unaware that this application needed to go to the town when she applied, so attached is a plan description & approval email from the state. If any more assistance is needed, feel free to call or stop by. Thank you in advance for your cooperation.

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

Jeffrey W. Mrazik

207-685-9410

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



REQUEST FOR EXTENSION OF LICENSE ON PREMISE

→ Restaurant

Legal Name: North Shore Corp License Number: CARL 2001-4283
 DBA Name: Weather Vane Rest & Lounge Expiration Date: 4-17-21
 Physical Address: 1030 Main St City, State, Zip Readfield ME 04355
 Mailing address: 1030 Main St Readfield ME 04355
Street / PO Box City State Zip
 Phone: 207-645-9410 Fax: _____ Email address: jeffrey.mrazik@yahoo.com

Name, address, telephone number of Property Owner (if property is rented or leased, need copy of rental agreement / lease):
Jeffrey & Glorie Mrazik

Temporary Permanent Inside Outside Live Entertainment: Yes No

Start Date: 6/1/20 End Date (if applicable): _____

Reason for this request: Added ~~room~~ outdoor space to accommodate spacing for Corona virus restrictions

This request for an extension of service area for on premise license location **MUST** have Town / County Commission approval and **MUST** have a diagram submitted with this form.

Outdoor Restrictions:

There must be a stanchion or fence completely enclosing the area. Signs must be posted, stating "no alcohol beyond this point". There must be sufficient employees at the extension of premise, which would be able to control and monitor the area.

Jeffrey Mrazik
 Signature of Owner / Corporate Officer

Glorie Mrazik
 Printed Name of Owner / Corporate Officer

For Municipal Approval Only

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

RECEIVED

JUN 03 2020

Dated at: _____, Maine _____ (County)
City/Town

Liquor licensing & Enforcement

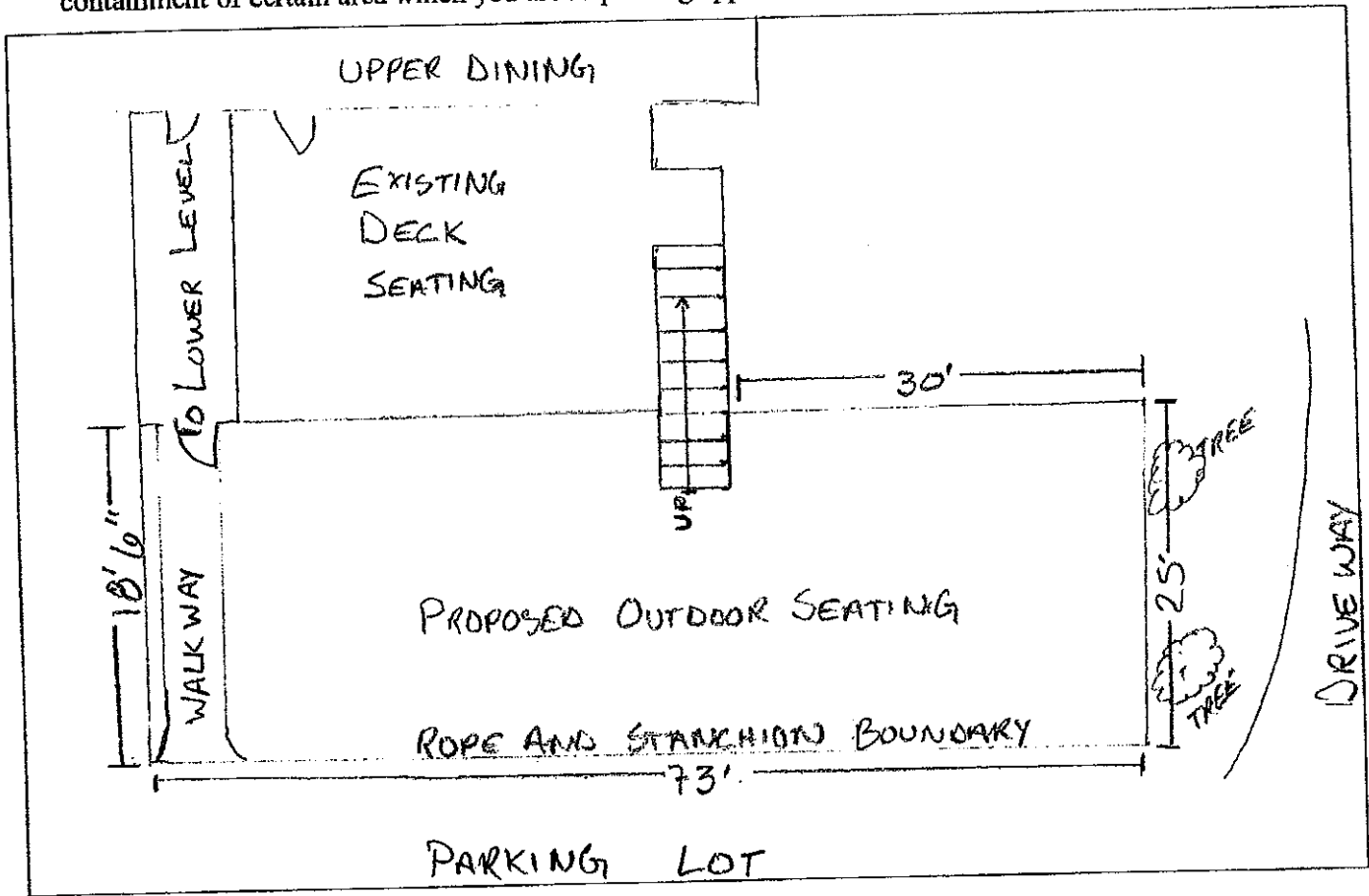
On: _____
Date

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

Signature of Officials	Printed Name	Title

EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.



For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

Approved Not Approved

RECEIVED
JUN 03 2020

Subchapter 1: GENERAL CONDITIONS

§1051. LICENSES GENERALLY

Liquor licensing
& Enforcement

3. Liquor not to be consumed elsewhere. Except as provided in paragraphs A and B and in section 1207, no licensee for the sale of liquor to be consumed on the premises where sold may personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.

extension of premise

From: McCabe, Craig C (craig.c.mccabe@maine.gov)
To: jeffreymrazik@yahoo.com; melonie.leighton@maine.gov
Date: Wednesday, June 3, 2020, 11:29 AM EDT

Hi Jeff

You are all set to use the new extension of premise space, please call the town so they know you are adding space.

Restrictions:

- 1) there must be a barrier surrounding the extension of premise, fence, rope and stanchions, ect.
- 2) there must be signage posted, no alcohol beyond this point
- 3) enough employees to control and monitor area

Thanks
Craig

-----Original Message-----

From: Leighton, Melonie <Melonie.Leighton@maine.gov>
Sent: Wednesday, June 03, 2020 10:28 AM
To: McCabe, Craig C <Craig.C.McCabe@Maine.Gov>
Cc: Keating, Eileen K <Eileen.K.Keating@maine.gov>
Subject: FW: Message from "RNP002673D071F3"

Thanks, Melonie
BABLO - Liquor Licensing & Enforcement
B 8 State House Station, Augusta
10 Water Street, Hallowell
1 Tel. (207) 287-4468
6 Fax (207) 287-3434
F E-mail: melonie.leighton@maine.gov

-----Original Message-----

From: RNP002673SCAN@som.w2k.state.me.us <RNP002673SCAN@som.w2k.state.me.us>
Sent: Wednesday, June 3, 2020 10:20 AM
To: Leighton, Melonie <Melonie.Leighton@maine.gov>
Subject: Message from "RNP002673D071F3"

This E-mail was sent from "RNP002673D071F3" (MP 4054).

Scan Date: 06.03.2020 10:19:58 (-0400)
Queries to: RNP002673SCAN@som.w2k.state.me.us



20200603101958582.pdf
85.9kB

2021 Financial Calendar

July							August							September							October									
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	21	22	23	24	25	26	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
28	29	30	31				25	26	27	28	29	30		30	31															

Vendor Invoice Submission Deadline
 - To be paid on the next warrant
 - Warrant compiled and reviewed by Staff

State Fees Warrant Review & Approval
 - Review & approval by Board appointee
 - State Fee Warrants every Friday
 - Some exceptions for holidays

AP & Payroll Warrant Review & Approval
 - Review by Board appointee prior to the meeting
 - Review by Board at the meeting (or independently)
 - AP Warrant approval by Board (3 signatures minimum)
 - Payroll Warrant approval by Board appointee

Payroll Issued & AP Check Released
 - Performed by Staff

Holiday

OTHER BUSINESS

INTERLOCAL AGREEMENT
READFIELD, MAINE AND WAYNE, MAINE
CODE ENFORCEMENT OFFICER

WHEREAS, the Towns of Readfield and Wayne share a need for the services of a Code Enforcement Officer / Local Plumbing Inspector;

WHEREAS, the Towns of Readfield (“Readfield”) and Wayne (“Wayne”) intend to jointly select and utilize the services of a Code Enforcement Officer / Local Plumbing Inspector (“CEO”) subject to the sharing of cost and hours of work stipulated within this agreement; and

WHEREAS, pursuant to 30-A M.R.S.A. § 2201, etc. seq., municipalities are permitted to make the most efficient use of their powers by enabling them to cooperate with other municipalities on the basis of mutual advantage through entering into an interlocal agreement;

NOW THEREFORE, Readfield and Wayne agree as follows:

1. Appointment of CEO. Readfield and Wayne shall, through their respective Town Manager, each appoint the CEO as Code Enforcement Officer, but subject to the provisions in Paragraph 3 below the CEO shall at all times remain solely an employee of Readfield for the purposes of administering pay, benefits and workers’ compensation coverage.
2. Scope of Services. The CEO shall perform all duties and responsibilities imposed by law on the CEO. Duties of the CEO for each Town are more clearly defined in the respective job descriptions, attached as Exhibits B and C.
3. Schedule and Place of Work. The CEO will maintain a schedule and physical presence of a minimum of 16 hours per week in each town, with the days and hours of said work, including attendance at Planning Board, Board of Appeals or Select Board meetings, to be coordinated between the Town Managers of the respective towns.
4. Employer. The CEO shall remain an employee of Readfield during the term of this Agreement for all purposes including without limitation, pay, benefits and workers’ compensation coverage.
5. Agent. While performing duties for one of the towns, the CEO shall be an agent of that town for the purposes of statutory authorization pertaining to the duties and responsibilities of the CEO and for any other clerical or administrative functions and duties assigned by that town. Duties performed for Readfield shall be entirely independent from duties performed for Wayne.
6. Other responsibilities. Each town shall be solely responsible for providing office space, furniture, equipment and supplies for the CEO to use while performing duties on behalf of that town. Each town shall be solely responsible for the cost and provision of legal counsel related to the duties and responsibilities assigned to the CEO by that town.

7. Supervision and discipline. The Town Managers of Readfield and Wayne shall agree upon a schedule and process for supervision, evaluation and reviews of the CEO. Each Town Manager shall be responsible for oversight of the CEO while he is performing duties on behalf of that town. The Readfield Town Manager shall be responsible for applying the Readfield Personnel Policy to any performance issue arising out of the CEO's work for either Readfield or Wayne, provided that any adverse employment action taken in relation to duties performed for Wayne shall be made based upon consultation with Wayne's Town Manager.

8. Cost. Readfield will invoice Wayne, on an approximately monthly basis, the portion of the total annual compensation and benefits paid by Readfield to the CEO as detailed in Exhibit A. Compensation shall include a portion of wages and certain wage-dependent benefits in relation to the number of hours worked for Wayne, as well as the noted share of other employee benefits and other direct and indirect personnel costs attributable to the CEO paid by Readfield. Wayne shall also reimburse Readfield, within 30 days of receipt of an invoice, for the costs of any investigation or legal work needed to review any personnel matter arising out of work performed by the CEO on behalf of Wayne. The costs set forth in Exhibit A may be modified from time to time by mutual agreement of the parties' Town Managers, subject to the approval of each Town's Board of Selectmen.

8. Indemnification. Should a claim be brought against Readfield arising out of, or within the scope of, the services performed by the CEO on behalf of Wayne, Wayne shall defend, indemnify and hold harmless Readfield and its officials, agents and employees in their public and individual capacities from and against all such claims, damages, losses and expenses, including attorney fees. Should a claim be brought against Wayne arising out of, or within the scope of, the services performed by the CEO on behalf of Readfield, Readfield shall defend, indemnify and hold harmless Wayne and its officials, agents and employees in their public and individual capacities from and against all such claims, damages, losses and expenses, including attorney fees. This section shall not be interpreted to waive the monetary limits and substantive areas of immunity under the Maine Tort Claims Act.

9. Term. This Agreement is effective retroactive to May 27, 2020 and shall remain in effect indefinitely unless terminated in accordance with Section 10 of this Agreement. The Parties agree that any amendment to this Agreement may be upon mutual written and affirmative action of the governing bodies of both municipalities.

10. Termination of Agreement. Either party may terminate this Agreement for any reason by giving ninety (90) days advance notice in writing to the Town Manager.

11. Default. In the event a party defaults under this Agreement, the other party shall have those remedies available to it at law and in equity; provided it shall first give the defaulting party written notice and a reasonable time to cure.

12. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and replaces any prior agreement between the parties for CEO services. If any clause, section or

provision is held to be invalid or unenforceable, that shall not affect the entire agreement and the parties agree to meet and negotiate a new clause, section, provision or agreement.

In Witness Whereof, the duly authorized Select Boards of the Town of Readfield, and of the Town of Wayne do hereby set their hands and seals as approved on this 2nd day of June, 2020.

Town of Readfield, Maine, by:

Town of Wayne, Maine, by:

x on behalf of Selectboard
Caron Christensky, Town Manager

EXHIBIT A

This exhibit details the compensation and apportionment of compensation for the CEO / LPI positions. Unless otherwise specified apportionment and billing shall be monthly for the prior period.

Sign-on: \$3,000 one-time payment apportioned equally between the Towns in June, 2020.

Wages: Year 1 \$27/hr. through June 30, 2021
Year 2 \$28/hr. through June 30, 2022
Year 3+ Estimated 2% increases

Apportioned to each Town based on hours worked and paid during the period (typically two pay cycles).

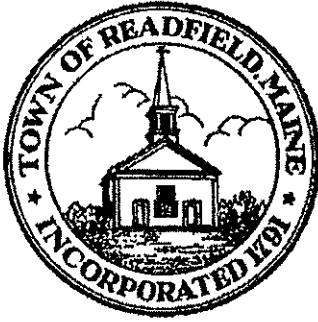
Benefits:

- Health Insurance (MMEHT)
 - Health: \$1,118.55/ mo.
 - Dental: \$43.36/ mo.
 - Vision: \$5.58/ mo.
 - Total \$1,167/mo

Apportioned equally between the Towns based on the monthly billing by MMEHT.

- Retirement
 - Employer match of up to 5% of gross wages, apportioned to each town based on hours worked.
- Medicare/FICA
 - Prevailing rate, currently 7.61% of gross wages, apportioned to each town based on hours worked.

Mileage: Prevailing IRS rate, currently \$0.58/mi., paid as reported, and apportioned to each Town based on actual miles traveled.



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

May 27, 2020

Dear Mr. Hanson,

We are pleased to offer you the CEO/LPI positions for the towns of Readfield and Wayne. The details of our joint offer are as follows:

- CEO/LPI positions with concurrent appointments in Readfield and Wayne
- Minimum of 16 hours per week in each town (approximately 32-36 hours total)
- Tuesday through Friday scheduled hours (fixed days for each town)
- Wednesday evening Planning Board meetings (one to two per month per town)
- Starting rate of pay of \$27/hr. through June 30, 2021 (moving to \$28 July 1, 2021 through June 30, 2022, and with anticipated 2% minimum subsequent annual increases)
- Full individual health insurance under the POS 200 plan from MMEHT (or 50% buyout)
- Paid individual dental and vision benefit (IPP and other benefits available at cost)
- 12 vacation days per year (6 days per town)
- Up to 12 sick days per year (6 days per town)
- Up to 5% retirement contribution match
- Paid mileage at IRS rate from each Town Office for field work
- \$25/month cell phone stipend
- \$3,000 sign-on bonus, paid with the first payroll, subject to a 2-year professional commitment and pro-rated repayment if this commitment is not met.

The Towns of Readfield and Wayne will enter into an interlocal agreement to manage your employment. This interlocal agreement is being developed and we will share a copy with you as soon as possible. This offer is subject to acceptance of a supporting budget and the Interlocal Agreement by both towns, and annual appointment to the CEO / LPI position by each town..

Sincerely,

Eric Dyer
Readfield Town Manager

Aaron Chrostowsky
Wayne Town Manager

Jaime Hanson
CEO/ LPI



HCCA Tobacco Policy Mini-Grant Award

Recipient: Town of Readfield, Maine
Contact: Eric Dyer, manager@readfieldmaine.org – 685-1818
Address: 8 Old Kents Hill Rd, Readfield, ME 04355
Approval by: Joanne Joy, June 11, 2020, \$1,000

Your work will include the following as noted in your application

Describe the steps your business/organization will take to develop or update your policy:
With this grant, we will review current town policies, formal and informal, and other policies, and develop a new consolidated policy that will cover all town properties and facilities.
Note: Reminder, to receive the full award, the policy must meet comprehensive policy criteria.

Briefly describe how the mini grant will help you create/update your policy
We currently have not dedicated funding for policy development and limited old signage in a few locations. This funding will enable us to partner with HCCA to implement a comprehensive “tobacco free” program.
Note: As detailed in an email conversation following application, Readfield will work with HCCA to investigate the costs for branded signage, as additional support for co-branded signs is also available. Readfield will also consider staff time spent installing signs and beautifying area around signs as part of the costs involved with new signage to support the smoke-free policy.

Budget:

Request	Brief Description of Need	Cost
\$1,000	Non-smoking signage installation on multiple town properties	\$500
	Staff time for comprehensive policy development	\$500
Total		\$1,000

Additional Requirements:

From the Application: Interested entities agree to partner with HCCA

- HCCA staff will provide technical assistance to develop a new or updated comprehensive tobacco-free policy
- Resource options include policy template, free signage, policy checklists, brochures, and other free presentations, materials and training

Payments:

1. Please submit a W-9, no payments can be made unless we have the current W-9
2. Awarded funds will be released in two installments
 - a. At the beginning of the project, \$500
 - b. Upon completion and submission of a comprehensive policy to HCCA. \$500

The following signatures signify agreement to the above details and conditions of the award.

Eric Dyer _____ Date _____ Joanne Joy _____ Date _____

***Return of the Warrant
For 2020 Town Meeting Secret Ballot Warrant
July 14th voting 8am-8pm at
Readfield Elementary School, 84 South Road***

Lee Mank of Readfield
Kennebec, ss.

RETURN OF THE WARRANT

Date: June 11, 2020

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said town, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at:

Readfield Town Office

8 Old Kents Hill Road

Kents Hill Post Office

Main Street, Kents Hill

Readfield Post Office


Main Street, Readfield

In said town, being public and conspicuous places in said town, on the 11 day of June A.D., 2020, being at least seven days before the meeting.

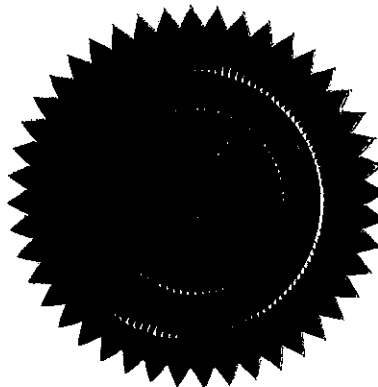


Resident of Readfield, Maine
Lee Mank

Attested by:



Deborah Nichols, Town Clerk



Future Agenda Items - Proposed DRAFT

Short-term:

- Quarterly Warrant review assignments
- Chair, Vice Chair, Note taker, and other assignments
- 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