

Readfield Board of Assessors
Meeting Agenda
August 17, 2020, Readfield Town Office
Assessors Meeting starts: 5:30 PM
Assessors Meeting ends (unless extended) at 6:30 PM

Tax Abatements
Tax Supplements
2020 Tax Commitment
Adjourn

Readfield Select Board
Meeting Agenda
August 17, 2020, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:20 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

21-012 - Minutes: Select Board meeting minutes of July 20th, 2020.

21-013 - Warrants: #58 (FY20) & #5-8 (FY21)

Communications - 30 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

Boards, Committees, Commissions & Departments - 5 min.

- Age Friendly Committee minutes of February 12, 2020
- Library Board minutes of June 25, 2020
- Cemetery Committee minutes of May 20, 2020

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

Appointments, Reappointments, & Resignations - 5 min.

21-014 - Consider the reappointment of Ed Dodge to the Age Friendly Committee.

Old Business - 20 min.

20-102 - Discuss the local COVID-19 response - 5 min.

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

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

New Business - 35 min.

21-015 - Consider an agreement with KVCOG for a Comprehensive Plan Update - 10 min.

21-016 - Discuss participation in the KVCOG General Assembly - 5 min.

21-017 - Discuss participation in the 2020 MMA Annual election - 5 min.

21-018 - Consider an agreement with Affinity LED Lighting for conversion of our local streetlights to LED units - 10 min.

21-019 - Consider a Tobacco Free Policy for all Town of Readfield buildings and properties - 5 min

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

Adjournment

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

The Select Board meeting will be remote via Zoom AND in person with the Select Board at Gile Hall. - face coverings and social distancing are required at Gile Hall.

August 17, 2020 Select Board Meeting

ASSESSORS MEETING

RESERVED

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, July 20, 2020 – Unapproved

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

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Jan Gould, Sean Keegan, Kevin Kelliher

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

- **21-006 – Election of Select Board Chair & Vice Chair (1-year terms ending June 30, 2021)**
 - *Agenda Item taken out of order*
 - **Motion:** Mr. Bourgoine nominated by Mrs. Sammons as Chair, **second** by Mrs. Woodsum. No other nominations. **Motion** made by Mrs. Sammons to close nominations, **second** by Mrs. Woodsum. **Vote** to close nominations 5-0 in favor. **Vote** to approve nominations 5-0 in favor.
 - **Motion:** Mr. Price nominated by Mrs. Sammons as Vice Chair, **second** by Mr. Bourgoine. No other nominations. **Motion** made by Mrs. Woodsum to close nominations, **second** by Mr. Eno. **Vote** to close nominations 5-0 in favor. **Vote** to approve nominations 5-0 in favor.
- **21-001 – Minutes: Select Board meeting minutes of June 15 & 29, 2020**
 - **Motion** made by Mr. Price to approve the Select Board meeting minutes of June 15 & June 29, 2020 as presented, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.
- **21-002 – Warrants: #53-56 (FY20) & #1-2 (FY21)**
 - Mrs. Sammons reviewed Warrants #53-54 in amount of \$191,337.40
 - Mrs. Woodsum reviewed Warrants #55-56 in amount of \$79,649.81
 - Mrs. Woodsum reviewed Warrants # 1-2 in the amount of \$337,111.16
 - Mrs. Woodsum reviewed Warrants #57 & # 3-4
 - **Motion** made by Mrs. Woodsum to approve warrant #57 in the amount of \$3,233.12, **second** by Mr. Eno. **Vote** 5-0 in favor.
 - **Motion** made by Mrs. Woodsum to approve warrants #3-4 in the amount of \$53,589.34, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons thanked Mr. Price for running for Select Board and congratulations to him.
 - Mrs. Woodsum thanked Deb Nichols and all staff for the great election that was run.
 - Mr. Bourgoine thanked all the residents who participated in voting.
 - Mr. Price thanked everyone who voted and who voted for him.
- **Town Staff Reports**
 - Treasurer's Report for June 2020 – Review of report provided in packet.
- **Boards, Committees, Commissions & Departments**
 - Library Board minutes of May 6, 2020
 - Sean Keegan & Kevin Kelliher of the Rec. Committee spoke that they would like to start working on some plans for an outside basketball court, soccer field & softball field in town (Church Road). Would make Readfield more appealing and more outdoor recreation for kids.

Readfield Select Board
Regular Meeting Minutes – Monday, July 20, 2020 – Unapproved

- **Public Communications** - *Members of the public may address the Select Board on any topic*
 - None

Appointments, Reappointments, & Resignations:

- **21-003 – Consider the appointment of Jan Gould to the Planning Board**
 - Jan Gould was present for the appointment and gave a brief introduction.
 - **Motion** made by Mr. Bourgoine to appoint Jan Gould to the Planning Board for a term starting tonight and ending 06-30-2023, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Old Business:

- **20-102 – Discuss the local COVID-19 response**
 - Applied for the “Keep Maine Healthy Municipal COVID-19 Awareness Campaign” Grant and received funding in the amount of \$28,315.00. Will be using these funds to go towards extra staff and hours for cleaning, additional staff at the beach and transfer station along with physical things like signs and educational materials.
 - Summer Hours at the Transfer Station started this past Sunday and are from 8:00 am to Noon.
- **20-114 – Fire Station & Library building project update**
 - The Library will be finished tomorrow, Tuesday, July 21st.
 - Fire Department has a few more final measures to complete. May have to put in the sprinkler system and a different approach for the hood over the stove. Should be wrapped up by the end of September.
 - Suggested to have a virtual tour once projects are complete.
- **20-126 – Discuss the ongoing regional broadband project and consider additional funding**
 - Mr. Bourgoine would like to talk more about the project at the Select Board retreat.
 - A sample brochure is in the packet. Within the next month more media information will be available (website, pamphlet, etc.)
 - Mr. Bourgoine would like a meeting with the town but not having it held via ZOOM. Would like to get a good amount of participation and what the town residents wants/needs are for broadband.
 - Mrs. Woodsum would like to see the meeting sooner than later so the project isn't dragged out.
 - Suggested to have a mailing go out to residents to get feedback to be able to apply for the grant that opens tomorrow and ends August 1st.
 - Mrs. Woodsum to be the Readfield Town Representative at the next broadband meeting.

New Business:

- **21-004 – Take any necessary action resulting from the Executive Session**
 - **Motion** made by Mrs. Woodsum to authorize the Town Manager to work with legal counsel to execute a consent agreement and settlement for the property located at 26 Mill Stream Road, **second** by Mr. Eno. **Vote** 5-0 in favor.
- **21-005 – Consider an annual order for the collection of taxes**
 - Payments received towards taxes go to the oldest balance. No motion; Signing by Select Board.

Readfield Select Board
Regular Meeting Minutes – Monday, July 20, 2020 – Unapproved

21-007 – Election of the Board of Assessors (three, 1-year terms ending June 30, 2021)

- **Motion** made by Mrs. Woodsum to nominate Mr. Eno, Mr. Price and Mrs. Sammons to the Board of Assessors, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

• **21-008 – Discussion of Quarterly Financial Review, “timer” and “note taker” responsibilities**

- Mrs. Woodsum: Timer and SWRC liaison
- Mrs. Sammons: Note taker
- Mr. Eno: Continue working with Town Manager on building projects
- Quarterly Financial Review: Q1 – Mrs. Woodsum, Q2 – Mr. Price, Q3 – Mr. Eno, Q4 – Mrs. Sammons. Mr. Bourgoine as backup for all quarters.

• **21-009 – Consider details of a Select Board Retreat**

- Tentative date for in September; will set date at August meeting.

• **21-010 – Summer Residents Meeting planning**

- Due to COVID-19 census of the Select Board not to hold this year. Town Manager to send out informational postcard/media outreach to summer residents.

• **21-011 – Consider Spirt of America Award Nominations**

- One nomination was received by Mr. Bourgoine. Census of Select Board it’s a good idea and the right time to do it.
- **Motion** made by Mrs. Woodsum to approve the Spirit of American nomination that was given to the Select Board via mailboxes, **second** by Mr. Price. **Vote** 5-0 in favor.

Other Business, Upcoming Meetings & Future Agenda Items:

- Next meeting August 17th, Mr. Bourgoine will not be attending unless via ZOOM. Mr. Price to chair.
- County Commissioners willing to accept two payments instead of one due to COVID-19.

Motion made by Mrs. Sammons to adjourn meeting at 7:58 pm, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

3-Aug-20 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
SB	570	\$ 7,804.88	Warrant	K Woodsum	Three	

SUM \$ 7,804.88

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

Treasurer's Warrant

Warrant # 58

\$7,804.88

Dates: 08/06/2020

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	\$	
VARIOUS VENDORS	Accounts Payable	\$7,804.88	68954-68955
	Total	\$7,804.88	

Date Signed: _____

Bruce Bourgoine

Christine Sammons

Ralph Eno

Dennis Price

Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	68954	2,852.39	08/06/20	58	0123 Harris Computers, Inc
R	68955	4,952.49	08/06/20	58	0841 PretiFlaherty
Total		7,804.88			

Count	
Checks	2
Voids	0

Warrant Recap

Warrant 58

Vendor-----	Amount	Account-----
00123 Harris Computers, Inc	152.44	GENERAL GOVT / Admin - CONTRACT SVC / COMPUTER SUP
00123 Harris Computers, Inc	2,649.95	GENERAL GOVT / Admin - CONTRACT SVC / COMPUTER SUP
00123 Harris Computers, Inc	50.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00841 PretiFlaherty	4,192.49	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00841 PretiFlaherty	760.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
Prepaid Total--	0.00	
Current Total--	7,804.88	
Warrant Total--	7,804.88	

Aug 3, 2020 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
5	31	\$ 767,400.71	Warrant	K Woodsum	Three	8/1/2020
A	31	13,230.01	State Fees	K Woodsum	One	7/31/2020
B	31		State Fees		One	
6	55	\$ 19,151.99	Payroll	K Woodsum	One	8/1/2020

SUM \$ 786,552.70

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

Treasurer's Warrant

Warrant # 5&6

\$786,552.70

Dates: 08/06/2020

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 \$19,151.99	Check #'s 68993-69007 168993-169005
VARIOUS VENDORS	Accounts Payable	\$767,400.71	68929-68931 68956-68992
	Total	\$786,552.70	

Date Signed: _____

Bruce Bourgoine

Christine Sammons

Ralph Eno

Dennis Price

Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	208.65	08/06/20	5	0031 Central Maine Power Co
P	999	25.64	08/06/20	5	0031 Central Maine Power Co
P	999	489.90	08/06/20	5	0031 Central Maine Power Co
P	68929	7,368.38	07/30/20	5	0086 SECRETARY OF STATE (MOTOR VEH)
P	68930	2,838.00	07/30/20	5	0086 SECRETARY OF STATE (MOTOR VEH)
P	68931	3,023.63	07/30/20	5	0086 SECRETARY OF STATE (MOTOR VEH)
R	68956	135.00	08/06/20	5	0643 A.A.A. PORTABLE TOILETS
R	68957	16,148.17	08/06/20	5	0045 Androscoggin Bank
R	68958	40.16	08/06/20	5	0022 Audette's Hardware
R	68959	1,865.68	08/06/20	5	0024 Baker & Taylor, Inc
R	68960	1,513.00	08/06/20	5	0331 Central Maine Area Agency on Aging
R	68961	600.00	08/06/20	5	0569 CH Stevenson Inc
R	68962	432.32	08/06/20	5	0072 Consolidated Communications
R	68963	83.17	08/06/20	5	0853 David Morrow
R	68964	5.00	08/06/20	5	0633 Ed's Small Engine Repairs
R	68965	354.13	08/06/20	5	0900 Election Systems & Software
R	68966	14.99	08/06/20	5	0810 Eric Dyer
R	68967	24.00	08/06/20	5	0791 Group Dynamic Inc
R	68968	76.00	08/06/20	5	0083 Kennebec Cnty Registry Of Deeds
R	68969	103,649.30	08/06/20	5	0915 Key Bank
R	68970	1,014.98	08/06/20	5	0152 Lowe's
R	68971	35.00	08/06/20	5	0066 Maine Municipal Association
R	68972	9,409.00	08/06/20	5	0065 MAINE MUNICIPAL EMP. HEALTH
R	68973	250.00	08/06/20	5	0218 MAINE RESOURCE RECOVERY ASSOC
R	68974	1,020.00	08/06/20	5	0413 Minuteman Sign Centers, Inc
R	68975	57.70	08/06/20	5	0360 North Coast Services LLC
R	68976	347.83	08/06/20	5	0823 OTELCO
R	68977	300.00	08/06/20	5	0316 Pat Jackson/ Tri-City, Inc
R	68978	104.69	08/06/20	5	0858 PETTY CASH
R	68979	605,817.80	08/06/20	5	0069 Regional School Unit#38
R	68980	34.94	08/06/20	5	0406 SAM'S CLUB
R	68981	9.15	08/06/20	5	0021 Sonya Clark
R	68982	213.18	08/06/20	5	0647 Soule's Auto Supply
R	68983	26.36	08/06/20	5	0696 Spectrum
R	68984	203.14	08/06/20	5	0462 STAPLES CREDIT PLAN
R	68985	787.00	08/06/20	5	0817 Torsey Pond Milfoil Program
R	68986	249.99	08/06/20	5	0618 Tractor Supply Credit Plan
R	68987	19.00	08/06/20	5	0100 TREAS., STATE OF MAINE (DOGS)
R	68988	5,695.25	08/06/20	5	0098 TREAS., STATE OF MAINE (IFW)
R	68989	8.00	08/06/20	5	0600 Treas., State of Maine (Lib)
R	68990	2,712.39	08/06/20	5	0373 Uline
R	68991	95.55	08/06/20	5	0495 United AG & Turf NE
R	68992	94.64	08/06/20	5	0765 W.B. Mason Co., Inc

Total 767,400.71

Count

Checks	43
Voids	0

Warrant 5

Vendor	Amount	Account
00643 A.A.A. PORTABLE TOILETS	135.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00045 Androscoggin Bank	16,148.17	CAPITAL IMPR / Leases - EQUIP O,R &M / Sidewalk Veh
00022 Audette's Hardware	30.98	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00022 Audette's Hardware	9.18	REC,PARKS/AT / BEACH - ADMIN / MISC.
00024 Baker & Taylor, Inc	80.88	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	27.93	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	19.76	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	84.28	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	1,233.54	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	349.80	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	69.49	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00331 Central Maine Area Agency on Aging	1,513.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00031 Central Maine Power Co	208.65	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	25.64	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	489.90	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00569 CH Stevenson Inc	600.00	Rds & Drain / Road Maint - PUBLIC WAYS / PATCHING
00072 Consolidated Communications	48.02	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	286.76	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	97.54	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00853 David Morrow	83.17	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00633 Ed's Small Engine Repairs	5.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / JD Mower
00900 Election Systems & Software	354.13	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00810 Eric Dyer	14.99	GENERAL GOVT / Admin - ADMIN / COVID-19
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
00915 Key Bank	101,351.06	DEBT SERVICE / '13 Road Bnd - FINANCIAL / BOND PRIN
00915 Key Bank	2,298.24	DEBT SERVICE / '13 Road Bnd - FINANCIAL / BOND INT
00152 Lowe's	47.40	Rds & Drain / Road Maint - PUBLIC WAYS / PATCHING
00152 Lowe's	559.59	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	400.94	REC,PARKS/AT / Town Propert - Town Proprer / Materials
00152 Lowe's	7.05	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00066 Maine Municipal Association	35.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
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	250.00	SOLID WASTE / TRANSFER STA - ADMIN / MEMBERSHIPS
00413 Minuteman Sign Centers, Inc	1,020.00	GENERAL GOVT / Admin - ADMIN / COVID-19
00360 North Coast Services LLC	22.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00360 North Coast Services LLC	35.20	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00823 OTELCO	20.23	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	327.60	GENERAL GOVT / Admin - UTILITIES / TELEPHONE

Warrant 5

Vendor-----	Amount	Account-----
00316 Pat Jackson/ Tri-City, Inc	300.00	SOLID WASTE / TRANSFER STA - UTILITIES / LAVATORY
00858 PETTY CASH	11.00	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	14.30	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	79.39	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00069 Regional School Unit#38	302,908.78	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00069 Regional School Unit#38	302,909.02	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00406 SAM'S CLUB	16.98	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	8.98	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00406 SAM'S CLUB	8.98	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00086 SECRETARY OF STATE (MOTOR VEH)	3,023.63	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	7,368.38	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,838.00	GENERAL FUND / Motor Veh Fe
00021 Sonya Clark	7.15	COMM SERVICE / Library - ADMIN / MISC.
00021 Sonya Clark	2.00	COMM SERVICE / Library - ADMIN / OFFICE SUP
00647 Soule's Auto Supply	213.18	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00696 Spectrum	26.36	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	60.60	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00462 STAPLES CREDIT PLAN	18.49	COMM SERVICE / Library - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	18.99	COMM SERVICE / Library - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	47.68	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	36.39	REC,PARKS/AT / BEACH - ADMIN / MISC.
00462 STAPLES CREDIT PLAN	20.99	REC,PARKS/AT / BEACH - ADMIN / MISC.
00817 Torsey Pond Milfoil Program	787.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00618 Tractor Supply Credit Plan	249.99	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR
00100 TREAS., STATE OF MAINE (DOGS)	19.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	5,695.25	GENERAL FUND / Rec Veh Fees
00600 Treas., State of Maine (Lib)	8.00	COMM SERVICE / Library - ADMIN / MISC.
00373 Uline	2,712.39	GENERAL GOVT / Admin - ADMIN / COVID-19
00495 United AG & Turf NE	95.55	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR
00765 W.B. Mason Co., Inc	18.69	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00765 W.B. Mason Co., Inc	75.95	GENERAL GOVT / Admin - ADMIN / OFFICE SUP

Prepaid Total-- 13,954.20

Current Total-- 753,446.51

Warrant Total-- 767,400.71

COMMUNICATIONS

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

July 2020

Treasurer's Report

Reporting Date:

8/17/2020

Report Period: July-20

Fiscal Year: 2021

Ongoing Activities:

Check Reconciliation: Check reconciliation was completed through 7/30/2020. Our accounts are in balance with our bank statements. All activity appeared to be normal.

Audit: Preliminary interviews have been completed for the Fiscal Year 2020 (FY20) Audit. Data collection is ongoing and field work is scheduled for October 13 - 23.

Comments:

Revenues and expenditures should be around 8% for the Year to Date but Warrant schedules and the fact that this is the first month of the Fiscal Year means there will be a lot of variability. Our checking account balances remain elevated as a result of the introduction of bond proceeds last FY but we are quickly spending down that "surplus" balance. We continue to see a rebound from COVID-19 impacts in this month's revenue numbers, creating a distorted revenue picture as this accrual should have been in the prior FY. Real Estate payments are down relative to last July, but Motor Vehicle payments are up 48%. In net monthly revenues increased 22% relative to the prior July. Expense numbers appear to be down significantly (about 30%) for the month of July primarily as a result of deferred expenses for education and debt service spending, despite a sharp increase in Capital Expense for the Fire Station and Library project. These will show up in August and throw that month's numbers off.

Summary Data:

	Month			Fiscal Year-to-Date		
	Jul-20	Jul-19	% Change	2021	2020	% Change
KEY INDICATORS:						
Checking Accounts	\$ 2,401,502	\$ 1,796,555	33.7%	N/A	N/A	N/A
Posted Journals	57	47	21.3%	57	47	21.3%
Real Estate Payments	\$ 69,331	\$ 88,117	-21.3%	\$ 69,331	\$ 88,117	-21.3%
Total Receipts	\$ 296,837	\$ 285,164	4.1%	\$ 296,837	\$ 285,164	4.1%
MAJOR NET REVENUES:						
State Revenue Sharing	\$ 26,544	\$ 21,133	25.6%	\$ 26,544	\$ 21,133	25.6%
Interest on Taxes	\$ 3,418	\$ 4,695	-27.2%	\$ 3,418	\$ 4,695	-27.2%
Homestead Exemption	\$ 47,300	\$ 43,408	-	\$ 47,300	\$ 43,408	9.0%
Motor Vehicle Payments	\$ 89,010	\$ 59,953	48.5%	\$ 89,010	\$ 59,953	48.5%
Transfer Station Fees	\$ 8,120	\$ 4,183	94.1%	\$ 8,120	\$ 4,183	94.1%
All Other Revenues	\$ 29,030	\$ 33,410	-13.1%	\$ 29,030	\$ 33,410	-13.1%
TOTAL NET REVENUES	\$ 203,422	\$ 166,782	22.0%	\$ 203,422	\$ 166,782	22.0%
MAJOR NET EXPENSES:						
General Government	\$ 33,667	\$ 40,176	-16.2%	\$ 33,667	\$ 40,176	-16.2%
Protection	\$ 13,300	\$ 18,260	-27.2%	\$ 13,300	\$ 18,260	-27.2%
Roads and Drainage	\$ 18,957	\$ 15	-	\$ 18,957	\$ 15	-
Capital Improvements	\$ 275,320	\$ 9,980	2658.7%	\$ 275,320	\$ 9,980	2658.7%
Solid Waste	\$ 9,422	\$ 16,824	-44.0%	\$ 9,422	\$ 16,824	-44.0%
Education	\$ -	\$ 309,199	-100.0%	\$ -	\$ 309,199	-100.0%
Regional Organizations	\$ -	\$ 7,599	-100.0%	\$ -	\$ 7,599	-100.0%
Debt Service	\$ -	\$ 109,117	-	\$ -	\$ 109,117	-100.0%
All Other Expenses	\$ 18,715	\$ 22,079	-15.2%	\$ 18,715	\$ 22,079	-15.2%
TOTAL NET EXPENSES	\$ 369,381	\$ 533,249	-30.7%	\$ 369,381	\$ 533,249	-30.7%

Eric Dyer, Treasurer

Signature:



Check Reconciliation

Balancing Report

Statement Date: 07/31/20

Check	Type	Date	Amount	--Status--		Payee
				Code	Date	
			Count	1	Total	0.00
168993	OD	08/06/20	1,058.75	VOID	08/03/20	
168994	OD	08/06/20	1,895.91	VOID	08/03/20	
168995	OD	08/06/20	667.44	VOID	08/03/20	
168996	OD	08/06/20	1,360.78	VOID	08/03/20	
168997	OD	08/06/20	1,458.22	VOID	08/03/20	
168998	OD	08/06/20	781.75	VOID	08/03/20	
168999	OD	08/06/20	457.96	VOID	08/03/20	
169000	OD	08/06/20	1,070.36	VOID	08/03/20	
169001	OD	08/06/20	1,069.73	VOID	08/03/20	
169002	OD	08/06/20	857.09	VOID	08/03/20	
169003	OD	08/06/20	452.49	VOID	08/03/20	
			Count	11	Total	11,130.48

BEGINNING BALANCE.....	2,519,418.80	
+ DEPOSITS ON STMT....	292,665.15	69
+ INTEREST.....	927.48	1
+ OTHER CREDITS.....	296.40	15
- CASHED CHECKS.....	614,566.34	127
- OTHER DEBITS.....	38,204.80	3
<hr/> STATEMENT BALANCE.....	<hr/> 2,160,536.69	
+ OUTSTANDING DEPOSITS	3,011.26	3
- OUTSTANDING CHECKS..	23,520.51	23
+ OUTSTANDING OTHER	1,099.73	1
<hr/> CHECKBOOK AT STMT DATE,	<hr/> 2,141,127.17	
+ OTHER DEPOSITS.....	13,049.80	4
- ISSUED CHECKS.....	773,322.69	57
+ ISSUED OTHER	0.00	0
<hr/> CURRENT CHECKBOOK.....	<hr/> 1,380,854.28	

Check Reconciliation

Balancing Report

Statement Date: 08/02/20

Check	Type	Date	Amount	Code	Date	Payee	--Status--
BEGINNING BALANCE.....					240,488.23		
+ DEPOSITS ON STMT....					24,365.82		23
+ INTEREST.....					18.24		1
<hr/>							
STATEMENT BALANCE.....					264,872.29		
+ OUTSTANDING OTHER					0.00		0
<hr/>							
CHECKBOOK AT STMT DATE.					264,872.29		
+ OTHER DEPOSITS.....					2,430.01		1
+ ISSUED OTHER					0.00		0
<hr/>							
CURRENT CHECKBOOK.....					267,302.30		

Journal Summary List

All Journal Types

July

Jrnl	Date	Type	Per	Expense	Revenue	G / L	Cash	Enc	Description
0001	07/08/20	AP	07	299,956.79	0.00	18,778.86	-318,735.65	0.00	AP 7/09/2020
0002	07/02/20	CR	07	0.00	-8,405.75	-3,238.23	11,643.98	0.00	07/02/2020 C/R
0003	07/06/20	CR	07	0.00	-1,640.93	-1,377.31	3,018.24	0.00	07/02/2020 C/R
0004	07/07/20	CR	07	0.00	-12,013.86	-10,289.54	22,303.40	0.00	07/06/2020 C/R
0005	07/08/20	PY	07	18,658.16	0.00	-282.65	-18,375.51	0.00	07/09/2020 Payroll
0006	07/07/20	CR	07	0.00	-604.22	0.00	604.22	0.00	07/07/2020 R/R Deposit
0007	07/07/20	CR	07	0.00	-745.52	0.00	745.52	0.00	07/07/2020 R/R Deposit
0008	07/07/20	CR	07	0.00	-1,757.69	0.00	1,757.69	0.00	07/07/2020 R/R Deposit
0009	07/07/20	CR	07	0.00	-308.54	0.00	308.54	0.00	07/07/2020 R/R Deposit
0010	07/07/20	GJ	07	0.00	-137.80	0.00	137.80	0.00	Online Boats 7/1-6/2020
0011	07/08/20	CR	07	0.00	-5,181.50	-2,287.81	7,469.31	0.00	07/07/2020 C/R
0012	07/08/20	CR	07	0.00	-955.17	0.00	955.17	0.00	07/08/2020 R/R Deposit
0013	07/09/20	CR	07	0.00	-4,283.80	-3,536.30	7,820.10	0.00	07/08/2020 C/R
0014	07/24/20	AP	07	31,436.11	0.00	4,729.91	-36,166.02	0.00	AP 7/23/2020
0015	07/10/20	CR	07	0.00	-3,713.63	-2,061.31	5,774.94	0.00	07/09/2020 C/R
0016	07/27/20	CR	07	0.00	-6,812.43	-9,169.14	15,981.57	0.00	07/10/2020 C/R
0017	07/27/20	CR	07	0.00	-3,704.06	-7,829.46	11,533.52	0.00	07/13/2020 C/R
0018	07/27/20	CR	07	0.00	-4,377.84	-2,294.42	6,672.26	0.00	07/14/2020 C/R
0019	07/27/20	CR	07	0.00	-4,322.34	-2,129.23	6,451.57	0.00	07/15/2020 C/R
0020	07/27/20	CR	07	0.00	-684.33	-152.00	836.33	0.00	07/16/2020 C/R
0021	07/27/20	CR	07	0.00	-2,626.91	-5,795.08	8,421.99	0.00	07/17/2020 C/R
0022	07/24/20	PY	07	20,619.76	0.00	-79.65	-20,540.11	0.00	07/21/2020 Payroll
0023	07/27/20	CR	07	0.00	-33,156.74	-9,109.37	42,266.11	0.00	07/20/2020 C/R
0024	07/27/20	CR	07	0.00	-1,731.05	-762.23	2,493.28	0.00	07/21/2020 C/R
0025	07/27/20	CR	07	0.00	-4,951.21	-8,314.53	13,265.74	0.00	07/22/2020 C/R
0026	07/27/20	CR	07	0.00	-3,683.48	-2,897.50	6,580.98	0.00	07/23/2020 C/R
0027	07/24/20	AP	07	-1,290.00	0.00	0.00	1,290.00	0.00	Check Return - 68911 -
0028	07/27/20	CR	07	0.00	-3,071.82	-3,795.05	6,866.87	0.00	07/24/2020 C/R
0029	07/27/20	CR	07	0.00	-2,919.15	-5,804.31	8,723.46	0.00	07/27/2020 C/R
0030	07/29/20	CR	07	0.00	-2,912.69	-2,503.04	5,415.73	0.00	07/28/2020 C/R
0032	07/29/20	GJ	07	0.00	-107.80	0.00	107.80	0.00	Online Boats July
0033	07/30/20	CR	07	0.00	-360.44	0.00	360.44	0.00	07/30/2020 R/R Deposit
0034	07/30/20	CR	07	0.00	-941.30	0.00	941.30	0.00	07/30/2020 R/R Deposit
0035	07/30/20	CR	07	0.00	-1,095.98	0.00	1,095.98	0.00	07/30/2020 R/R Deposit
0036	07/30/20	CR	07	0.00	-880.42	0.00	880.42	0.00	07/30/2020 R/R Deposit
0037	07/30/20	CR	07	0.00	-1,270.90	0.00	1,270.90	0.00	07/30/2020 R/R Deposit
0038	07/30/20	CR	07	0.00	-1,006.57	0.00	1,006.57	0.00	07/30/2020 R/R Deposit
0039	07/30/20	CR	07	0.00	-758.99	0.00	758.99	0.00	07/30/2020 R/R Deposit
0040	07/30/20	CR	07	0.00	-591.54	0.00	591.54	0.00	07/30/2020 R/R Deposit
0041	07/30/20	CR	07	0.00	-1,173.67	0.00	1,173.67	0.00	07/30/2020 R/R Deposit
0042	07/30/20	CR	07	0.00	-533.41	0.00	533.41	0.00	07/30/2020 R/R Deposit
0043	07/30/20	CR	07	0.00	-1,191.15	0.00	1,191.15	0.00	07/30/2020 R/R Deposit
0044	07/30/20	CR	07	0.00	-337.97	0.00	337.97	0.00	07/30/2020 R/R Deposit
0045	07/30/20	CR	07	0.00	-854.41	0.00	854.41	0.00	07/30/2020 R/R Deposit
0046	07/30/20	CR	07	0.00	-1,637.91	0.00	1,637.91	0.00	07/30/2020 R/R Deposit
0047	07/30/20	CR	07	0.00	-535.09	0.00	535.09	0.00	07/30/2020 R/R Deposit
0048	07/30/20	CR	07	0.00	-297.47	0.00	297.47	0.00	07/30/2020 R/R Deposit
0049	07/30/20	CR	07	0.00	-168.83	0.00	168.83	0.00	07/30/2020 R/R Deposit
0050	07/30/20	GJ	07	0.00	0.00	-2,148.92	2,148.92	0.00	Beg Bal Adjustments
0051	07/30/20	GJ	07	0.00	0.00	82,882.93	-82,882.93	0.00	EOY AP Cash Adjustments
0052	07/30/20	CR	07	0.00	-50,200.94	-5,049.80	55,250.74	0.00	07/29/2020 C/R
0053	07/30/20	CR	07	0.00	-1,321.93	-15,202.88	16,524.81	0.00	07/30/2020 C/R
0054	07/31/20	CR	07	0.00	-22,504.28	-9,018.02	31,522.30	0.00	07/31/2020 C/R
0059	08/06/20	GJ	07	0.00	-948.41	2.69	945.72	0.00	July Interest
0062	08/07/20	GJ	07	0.00	0.00	0.00	0.00	0.00	Beg Bal Adjustments
0063	08/07/20	GJ	07	0.00	0.00	7,804.88	-7,804.88	0.00	EOY AP Cash Adjustments
0064	08/07/20	GJ	07	0.00	0.00	0.00	0.00	0.00	July Transfer Station

Journal Summary List
All Journal Types
July

Jrnl	Date	Type	Per	Expense	Revenue	G / L	Cash	Enc	Description
Totals				369,380.82	-203,421.87	-928.51	-165,030.44	0.00	

* - Incorrect control entry

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

Actual Date Between 07/01/2020 and 07/31/2020, 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
1 AUTO REGISTRATION	1	736.04
2 BOATS	48	5,033.65
3 ATV AND SNOWMOBILES	7	1,019.00
5 SPORTING LICENSE	12	441.00
24 BEACH PERMIT	78	2,132.00
26 Beach Rental	4	160.00
29 VITAL RECORDS	4	116.00
31 FIRE DEPARTMENT	1	150.00
33 CEMETERY	1	800.00
35 COPIES	1	1.25
43 MISCELLANEOUS	1	1,274.00
44 CEO/LPI PERMITS	9	1,085.60
45 GILE HALL	1	25.00
46 LIBRARY INCOME	1	6.34
47 PB-BOA LAND USE FEE	2	1,050.00
49 STATE REIMBURSEMENT	3	76,719.52
55 CABLE FEES	1	15,054.96
57 TRANS STATION FEES	2	5,921.93
58 TRANS STATION FEES	514	8,120.00
81 Publications- Advertising	1	100.00
90 Real Estate Payment	116	69,331.27
91 Tax Lien Payment	4	3,040.65
92 Personal Property Payment	6	15,479.30
99 Motor Vehicle	392	89,009.72
800 Dog Registration	4	30.00
	1214	296,837.23

Revenue Summary Report

Department(s): ALL
July

Account	Budget Net	- C U R R Debits	M O N T H - Credits	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	0.00	349.87	172,220.51	171,870.64	-171,870.64	
1013 - STATE REVENUE SHARING	0.00	0.00	26,543.52	26,543.52	-26,543.52	----
1014 - INTEREST ON TAXES	0.00	0.00	3,418.44	3,418.44	-3,418.44	----
1021 - INVESTMENT INCOME	0.00	0.00	948.41	948.41	-948.41	----
1031 - VETERANS EXEMPTION	0.00	0.00	2,876.00	2,876.00	-2,876.00	----
1032 - HOMESTEAD EXEMPTION	0.00	0.00	47,300.00	47,300.00	-47,300.00	----
1051 - BOAT EXCISE TAXES	0.00	0.00	943.00	943.00	-943.00	----
1052 - MOTOR VEHICLE TAXES	0.00	349.87	84,778.69	84,428.82	-84,428.82	----
1053 - AGENT FEE	0.00	0.00	2,038.00	2,038.00	-2,038.00	----
1054 - NEWSLETTER ADS	0.00	0.00	100.00	100.00	-100.00	----
1065 - CERTIFIED COPY FEES	0.00	0.00	103.60	103.60	-103.60	----
1090 - OTHER INCOME	0.00	0.00	1,275.25	1,275.25	-1,275.25	----
3010 - PLUMBING FEES	0.00	0.00	675.00	675.00	-675.00	----
3020 - LAND USE FEES	0.00	0.00	1,220.60	1,220.60	-1,220.60	----
25 - COMMUNITY SERVICES	0.00	0.00	15,067.30	15,067.30	-15,067.30	
1010 - ANIMAL CONTROL DOG LICENSE FEE	0.00	0.00	6.00	6.00	-6.00	----
4015 - Library Front Desk Contributio	0.00	0.00	6.34	6.34	-6.34	----
5010 - CABLE TV FRANCHISE FEES	0.00	0.00	15,054.96	15,054.96	-15,054.96	----
30 - RECREATION PARKS & ACTIVITIES	0.00	0.00	2,292.00	2,292.00	-2,292.00	
1010 - BEACH INCOME	0.00	0.00	2,292.00	2,292.00	-2,292.00	----
60 - FIRE DEPARTMENT	0.00	0.00	150.00	150.00	-150.00	
1010 - FIRE DEPARTMENT DONATIONS	0.00	0.00	150.00	150.00	-150.00	----
65 - CAPITAL IMPROVEMENTS	0.00	0.00	441.84	441.84	-441.84	
6570 - Transfer Station	0.00	0.00	441.84	441.84	-441.84	----
70 - SOLID WASTE	0.00	0.00	8,600.09	8,600.09	-8,600.09	
7010 - TRANSFER STATION FEES	0.00	0.00	8,120.00	8,120.00	-8,120.00	----
7023 - TS RECYCLABLES - METAL	0.00	0.00	1,610.80	1,610.80	-1,610.80	----
7089 - TS Fayette Share	0.00	0.00	3,869.29	3,869.29	-3,869.29	----
Final Total	0.00	349.87	203,771.99	203,771.99	-203,771.99	

Expense Summary Report

ALL Departments
July

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVT	0.00	33,973.26	306.18	33,667.08	-33,667.08	
10 - Admin	0.00	17,187.49	0.00	17,187.49	-17,187.49	----
12 - Insurance	0.00	11,162.58	306.18	10,856.40	-10,856.40	----
15 - Office Equip	0.00	439.09	0.00	439.09	-439.09	----
20 - Assessing	0.00	1,200.00	0.00	1,200.00	-1,200.00	----
30 - Code Enforce	0.00	3,984.10	0.00	3,984.10	-3,984.10	----
12 - Maintenance	0.00	8,194.51	0.00	8,194.51	-8,194.51	
10 - Gen Maint	0.00	6,159.16	0.00	6,159.16	-6,159.16	----
20 - Bldg Maint	0.00	1,641.15	0.00	1,641.15	-1,641.15	----
30 - Veh/Eq Maint	0.00	394.20	0.00	394.20	-394.20	----
15 - BOARDS & COM	0.00	24.90	0.00	24.90	-24.90	
40 - Planning Brd	0.00	24.90	0.00	24.90	-24.90	----
25 - COMM SERVICE	0.00	8,160.68	0.00	8,160.68	-8,160.68	
10 - Animal Cntrl	0.00	1,193.73	0.00	1,193.73	-1,193.73	----
25 - KVCOG	0.00	4,325.00	0.00	4,325.00	-4,325.00	----
40 - Library	0.00	2,170.27	0.00	2,170.27	-2,170.27	----
60 - Street Light	0.00	471.68	0.00	471.68	-471.68	----
30 - REC, PARKS/AT	0.00	2,398.20	0.00	2,398.20	-2,398.20	
10 - BEACH	0.00	2,298.20	0.00	2,298.20	-2,298.20	----
70 - Trails	0.00	36.54	0.00	36.54	-36.54	----
40 - PROTECTION	0.00	12,378.68	0.00	12,378.68	-12,378.68	
10 - FIRE DEPART	0.00	901.99	0.00	901.99	-901.99	----
35 - Tower Sites	0.00	19.27	0.00	19.27	-19.27	----
40 - Dispatching	0.00	12,378.68	0.00	12,378.68	-12,378.68	----
60 - Rds & Bldg	0.00	18,957.37	0.00	18,957.37	-18,957.37	
10 - Road Maint	0.00	18,957.37	0.00	18,957.37	-18,957.37	----
65 - CAPITAL IMPR	0.00	236,670.07	0.00	236,670.07	-236,670.07	
12 - FS Addition	0.00	236,670.07	0.00	236,670.07	-236,670.07	----
30 - Library Bldg	0.00	38,649.80	0.00	38,649.80	-38,649.80	----
70 - BOND WASTE	0.00	9,421.73	0.00	9,421.73	-9,421.73	
10 - TRANSFER STA	0.00	9,421.73	0.00	9,421.73	-9,421.73	----
Total Totals	0.00	369,687.00	306.18	369,380.82	-369,380.82	

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
10 GENERAL GOVT					
REVENUES					
1013 STATE REV SH	0.00	26,543.52	26,543.52	-26,543.52	0.00
1014 INT ON TAXES	0.00	4,375.43	4,375.43	-4,375.43	0.00
1021 INVEST INC	0.00	948.41	948.41	-948.41	0.00
1031 VETERAN EXMP	0.00	2,876.00	2,876.00	-2,876.00	0.00
1032 HOMESTD EXMP	0.00	47,300.00	47,300.00	-47,300.00	0.00
1051 BOAT EXCISE	0.00	959.80	959.80	-959.80	0.00
1052 MOTOR VEH	0.00	91,771.29	91,771.29	-91,771.29	0.00
1053 AGENT FEE	0.00	2,265.00	2,265.00	-2,265.00	0.00
1054 NEWSLETTER	0.00	100.00	100.00	-100.00	0.00
1060 Business Lic	0.00	10.00	10.00	-10.00	0.00
1065 CERT COPY F	0.00	152.60	152.60	-152.60	0.00
1090 OTHER INCOME	0.00	1,275.25	1,275.25	-1,275.25	0.00
3010 PLUMBING FEE	0.00	982.50	982.50	-982.50	0.00
3020 LAND USE FEE	0.00	1,770.60	1,770.60	-1,770.60	0.00
Revenue Total	0.00	181,330.40	181,330.40	-181,330.40	0.00
EXPENSES					
10 Admin	0.00	29,430.98	29,430.98	-29,430.98	0.00
10 ADMIN	0.00	5,876.65	5,876.65	-5,876.65	0.00
20 PERSONNEL	0.00	23,117.19	23,117.19	-23,117.19	0.00
40 UTILITIES	0.00	425.14	425.14	-425.14	0.00
50 CONTRACT SVC	0.00	12.00	12.00	-12.00	0.00
12 Insurance	0.00	18,126.76	18,126.76	-18,126.76	0.00
15 INSURANCE	0.00	18,042.46	18,042.46	-18,042.46	0.00
20 PERSONNEL	0.00	84.30	84.30	-84.30	0.00
15 Office Equip	0.00	439.09	439.09	-439.09	0.00
60 EQUIP O,R &M	0.00	439.09	439.09	-439.09	0.00
20 Assessing	0.00	1,200.00	1,200.00	-1,200.00	0.00
50 CONTRACT SVC	0.00	1,200.00	1,200.00	-1,200.00	0.00
30 Code Enforce	0.00	5,830.30	5,830.30	-5,830.30	0.00
20 PERSONNEL	0.00	5,805.30	5,805.30	-5,805.30	0.00
40 UTILITIES	0.00	25.00	25.00	-25.00	0.00
Expense Total	0.00	55,027.13	55,027.13	-55,027.13	0.00
Net Profit / (Loss)	0.00	126,303.27	126,303.27	126,303.27	

12 Maintenance

EXPENSES

10 Gen Maint	0.00	9,226.04	9,226.04	-9,226.04	0.00
20 PERSONNEL	0.00	9,145.06	9,145.06	-9,145.06	0.00
40 UTILITIES	0.00	50.00	50.00	-50.00	0.00
65 EQUIP REPLAC	0.00	30.98	30.98	-30.98	0.00
20 Bldg Maint	0.00	2,517.57	2,517.57	-2,517.57	0.00
40 UTILITIES	0.00	764.80	764.80	-764.80	0.00
70 BUILDING O&M	0.00	1,752.77	1,752.77	-1,752.77	0.00
30 Veh/Eq Maint	0.00	744.74	744.74	-744.74	0.00
60 EQUIP O,R &M	0.00	744.74	744.74	-744.74	0.00
Expense Total	0.00	12,488.35	12,488.35	-12,488.35	0.00
Net Profit / (Loss)	0.00	(12,488.35)	(12,488.35)	(12,488.35)	

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
15 BOARDS & COM					
EXPENSES					
40 Planning Brd	0.00	24.90	24.90	-24.90	0.00
20 PERSONNEL	0.00	24.90	24.90	-24.90	0.00
Expense Total	0.00	24.90	24.90	-24.90	0.00
Net Profit / (Loss)	0.00	(24.90)	(24.90)	(24.90)	
25 COMM SERVICE					
REVENUES					
1010 ACO DOG FEES	0.00	8.00	8.00	-8.00	0.00
4015 LIB Contrib	0.00	6.34	6.34	-6.34	0.00
5010 CATV FRANCHS	0.00	15,054.96	15,054.96	-15,054.96	0.00
Revenue Total	0.00	15,069.30	15,069.30	-15,069.30	0.00
EXPENSES					
10 Animal Cntrl	0.00	1,220.75	1,220.75	-1,220.75	0.00
20 PERSONNEL	0.00	188.04	188.04	-188.04	0.00
50 CONTRACT SVC	0.00	1,032.71	1,032.71	-1,032.71	0.00
25 KVCOG	0.00	4,325.00	4,325.00	-4,325.00	0.00
45 ASSESSMENTS	0.00	4,325.00	4,325.00	-4,325.00	0.00
40 Library	0.00	5,139.25	5,139.25	-5,139.25	0.00
10 ADMIN	0.00	84.23	84.23	-84.23	0.00
20 PERSONNEL	0.00	3,169.11	3,169.11	-3,169.11	0.00
40 UTILITIES	0.00	20.23	20.23	-20.23	0.00
55 COMMUNITY SV	0.00	1,865.68	1,865.68	-1,865.68	0.00
50 Readfield TV	0.00	26.36	26.36	-26.36	0.00
40 UTILITIES	0.00	26.36	26.36	-26.36	0.00
60 Street Light	0.00	961.58	961.58	-961.58	0.00
55 COMMUNITY SV	0.00	961.58	961.58	-961.58	0.00
Expense Total	0.00	11,672.94	11,672.94	-11,672.94	0.00
Net Profit / (Loss)	0.00	3,396.36	3,396.36	3,396.36	
30 REC,PARKS/AT					
REVENUES					
1010 BEACH INCOME	0.00	2,521.00	2,521.00	-2,521.00	0.00
7010 Trails	0.00	250.00	250.00	-250.00	0.00
Revenue Total	0.00	2,771.00	2,771.00	-2,771.00	0.00
EXPENSES					
10 BEACH	0.00	4,696.89	4,696.89	-4,696.89	0.00
10 ADMIN	0.00	66.56	66.56	-66.56	0.00
20 PERSONNEL	0.00	4,479.59	4,479.59	-4,479.59	0.00
40 UTILITIES	0.00	150.74	150.74	-150.74	0.00
60 Town Propert	0.00	400.94	400.94	-400.94	0.00
75 Town Proprer	0.00	400.94	400.94	-400.94	0.00
70 Trails	0.00	36.54	36.54	-36.54	0.00
10 ADMIN	0.00	36.54	36.54	-36.54	0.00
Expense Total	0.00	5,134.37	5,134.37	-5,134.37	0.00

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
Net Profit / (Loss)	0.00	(2,363.37)	(2,363.37)	(2,363.37)	
40 PROTECTION					
REVENUES					
1010 FD DONATION	0.00	150.00	150.00	-150.00	0.00
Revenue Total	0.00	150.00	150.00	-150.00	0.00
EXPENSES					
10 FIRE DEPART	0.00	1,401.93	1,401.93	-1,401.93	0.00
40 UTILITIES	0.00	286.76	286.76	-286.76	0.00
50 CONTRACT SVC	0.00	720.00	720.00	-720.00	0.00
60 EQUIP O,R &M	0.00	395.17	395.17	-395.17	0.00
35 Tower Sites	0.00	44.91	44.91	-44.91	0.00
40 UTILITIES	0.00	44.91	44.91	-44.91	0.00
40 Dispatching	0.00	12,378.68	12,378.68	-12,378.68	0.00
50 CONTRACT SVC	0.00	12,378.68	12,378.68	-12,378.68	0.00
Expense Total	0.00	13,825.52	13,825.52	-13,825.52	0.00
Net Profit / (Loss)	0.00	(13,675.52)	(13,675.52)	(13,675.52)	
60 Rds & Drain					
REVENUES					
2020 HIGHWAY INC	0.00	150.00	150.00	-150.00	0.00
Revenue Total	0.00	150.00	150.00	-150.00	0.00
EXPENSES					
10 Road Maint	0.00	19,604.77	19,604.77	-19,604.77	0.00
80 PUBLIC WAYS	0.00	19,604.77	19,604.77	-19,604.77	0.00
Expense Total	0.00	19,604.77	19,604.77	-19,604.77	0.00
Net Profit / (Loss)	0.00	(19,454.77)	(19,454.77)	(19,454.77)	
65 CAPITAL IMPR					
REVENUES					
6570 Transfer Sta	0.00	441.84	441.84	-441.84	0.00
Revenue Total	0.00	441.84	441.84	-441.84	0.00
EXPENSES					
12 FS Addition	0.00	236,670.07	236,670.07	-236,670.07	0.00
50 CONTRACT SVC	0.00	236,670.07	236,670.07	-236,670.07	0.00
30 Library Bldg	0.00	38,649.80	38,649.80	-38,649.80	0.00
50 CONTRACT SVC	0.00	38,649.80	38,649.80	-38,649.80	0.00
66 Leases	0.00	16,148.17	16,148.17	-16,148.17	0.00
60 EQUIP O,R &M	0.00	16,148.17	16,148.17	-16,148.17	0.00
Expense Total	0.00	291,468.04	291,468.04	-291,468.04	0.00
Net Profit / (Loss)	0.00	(291,026.20)	(291,026.20)	(291,026.20)	
70 SOLID WASTE					
REVENUES					
7010 TS FEES	0.00	9,475.50	9,475.50	-9,475.50	0.00
7023 TS RECYC MTL	0.00	1,610.80	1,610.80	-1,610.80	0.00

Exp / Rev Summary Report

ALL Departments
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
70 SOLID WASTE CONT'D					
7089 TS Fayette	0.00	3,869.29	3,869.29	-3,869.29	0.00
Revenue Total	0.00	14,955.59	14,955.59	-14,955.59	0.00
EXPENSES					
10 TRANSFER STA	0.00	15,982.54	15,982.54	-15,982.54	0.00
10 ADMIN	0.00	622.00	622.00	-622.00	0.00
15 INSURANCE	0.00	2,785.65	2,785.65	-2,785.65	0.00
20 PERSONNEL	0.00	10,657.50	10,657.50	-10,657.50	0.00
40 UTILITIES	0.00	482.86	482.86	-482.86	0.00
50 CONTRACT SVC	0.00	68.95	68.95	-68.95	0.00
70 BUILDING O&M	0.00	1,365.58	1,365.58	-1,365.58	0.00
Expense Total	0.00	15,982.54	15,982.54	-15,982.54	0.00
Net Profit / (Loss)	0.00	(1,026.95)	(1,026.95)	(1,026.95)	
75 EDUCATION					
EXPENSES					
10 RSU#38	0.00	605,817.80	605,817.80	-605,817.80	0.00
45 ASSESSMENTS	0.00	605,817.80	605,817.80	-605,817.80	0.00
Expense Total	0.00	605,817.80	605,817.80	-605,817.80	0.00
Net Profit / (Loss)	0.00	(605,817.80)	(605,817.80)	(605,817.80)	
85 DEBT SERVICE					
EXPENSES					
25 '13 Road Bnd	0.00	103,649.30	103,649.30	-103,649.30	0.00
12 FINANCIAL	0.00	103,649.30	103,649.30	-103,649.30	0.00
Expense Total	0.00	103,649.30	103,649.30	-103,649.30	0.00
Net Profit / (Loss)	0.00	(103,649.30)	(103,649.30)	(103,649.30)	
90 UNCLASSIFIED					
EXPENSES					
20 NON-PROFIT	0.00	2,300.00	2,300.00	-2,300.00	0.00
10 ADMIN	0.00	2,300.00	2,300.00	-2,300.00	0.00
Expense Total	0.00	2,300.00	2,300.00	-2,300.00	0.00
Net Profit / (Loss)	0.00	(2,300.00)	(2,300.00)	(2,300.00)	

Minutes
Age Friendly Committee Meeting
Wednesday February 12, 2020

Present: Donna McGibney, Ed Dodge. Marianne Perry, Ann Mitchell, Romaine Turyn

Excused: Maggie Edmonson

The meeting was called to order at 9:06. The minutes from the January meeting were approved.

Announcements

Marianne discussed the grant applications being submitted by the Union Meeting House to repair the vestry. The intent is to make it a center for the arts, social justice meetings and be a center for the community. The Age Friendly Committee may be asked for a letter of support. All agreed and Romaine should be the contact person.

Marianne also suggested that as part of the Bicentennial activities, the Age Friendly Committee plant a Pin Oak or Maple Sugar Tree. All Committee members agreed that this would make a lasting contribution to the town.

Readfield U

The kick off to Readfield U is getting close. Publicity has been sent to the KJ, Advertiser and the Belgrade Lakes Regional paper. Most people are registering through the website. Members agreed to distribute flyers to the Cohen Center, Kents Hill PO, Town Office in Fayette and church newsletters. Maggie and her husband have been distributing flyers in Monmouth and other places as they drive.

Romaine provided an update on the Bicentennial Dinner. She is coordinating closing with the Readfield Historical Society and with Melissa Small, who is the liaison to the Library Board and has a connection to Kents Hill School.

Donna provided an update on the ReadfieldU Celebration dinner to be held at Maranacook Community School. There have been some challenges as a result of the untimely death of the Cafeteria Director, but she has worked through them. This will be a true potluck.

Wabanaki REACH – Maggie was not available to provide the update. The Program requires a minimum number of persons to attend and has a cap as well. We still have a need for more participants to reach the minimum. Romaine volunteered to contact a social studies teacher and ask assistance distributing the flyer to students at the high school.

Post Office Sidewalk Update

There is not much to update and to our knowledge nothing is currently being done. The Bicycle Coalition of Maine does do site visits to vision how an area could be more pedestrian and bike friendly. **(We need to have a follow up discussion about this)**

The meeting adjourned at 11:21.

**Readfield Community Library Board Meeting
June 25, 2020**

The meeting was called to order at 6:37. (Via Zoom)

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

Secretary's report: The minutes were approved.

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

Business:

Slate of Officers for a July election:

Chair: Pam Mitchell Vice Chair: Jen Bonnefond
Secretary: Betty Peterson Treasurer: Sonya Clark

Policy: Patron Code of Conduct: draft, revisions:

- * Melissa created a Patron Code of Conduct and sent to the board.
- * A section was added for COVID-19

There was a discussion and some changes were made to this document.

Melissa will make the changes and resend it to the board and we will vote via email.

Update: Details for patron opening and continued curbside:

- * Patron opening on July 6th.
- * ILL will open July 13th or 20th. Our day will be Tuesdays.
- * Books, magazines and media items will be quarantined for 7 days.
- * "Golden Ticket" will be used for entry to the library for patrons. Melissa

will make a number of these and laminate. We will limit to 2 patrons at first and only Melissa.

- * Melissa will create signage for patrons to follow in the library.
- * Deb built a plexiglass divider for the circulation desk! Thanks.

Book Sale:

* There was discussion concerning the summer book sale. It was tabled until the July meeting. There were mixed feelings. It would have to be outside on the library lawn, with a limit to the number of people. Also, we need to check with places who could take the left over books.

Summer Programming: Cancelled for this year because of COVID-19.

Librarian's Report:

* Melissa created a remote volunteer list of projects. The board will review it and get back to Melissa with their thoughts.

- * Building Issues: Patron questioned about ice/snow falling on the ramp with the new roof. Solution: Snow guards were installed to prevent that, but call Anna or Ben if needed.

- * Patron remarked on the condition of the shutters. Melissa will check with Eric on this issue.

- * Donna Witherill did the beautiful side planter. Thank you!

- * The Bourques have done the front flowers and plants for a long time!

- * Zoom Story Time: This went well- thanks to Pat and Melissa.

- * Coming Up: Story time at the beach, starting July 9th and will run for 7 weeks, through August 20th, with social distancing.

- * Take/Make It kit ideas from the Maine State Library for the families as they leave story time. This could be a volunteer job to assemble the kits.

- * Children's Summer Reading Program:

- * Maybe the Friends could support Fielder's Choice gift cards. Maybe have small weekly rewards for reading and a raffle for a bigger item at the end of the summer. Melissa has called Chewonki, but waiting to hear back. Maybe put this on hold due to COVID-19.

- * State Reading Program: Read-Me. Maine author Lily King has chosen 2 books by Maine authors: Vigilance of Stars and Roughhouse Friday. The kick-off will be July 17th on Maine Call-In (NPR). There will be zoom book talks with the authors in August- dates TBA.

The meeting was adjourned at 8:09.

The next meeting will be in July.

Respectfully submitted by,

Pam Mitchell

Secretary of the Readfield Community Library

June 26, 2020

Cemetery Committee Meeting Minutes

May 20th, 2020

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

Meeting Minutes for April 22nd, 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

Logan and Anna were working spring clean-up at Kents Hill and were completing the work there.

Mowing routine is beginning initially with E. Readfield, Readfield Corner, Dudley and Huntoon.

Flags have been set.

Received estimate from Collette Monument for up-righting, epoxying and cleaning stones at Case. Estimate is \$1750. Committee discussed using balance of stone repair dollars in budget for completing up-righting work at Kents Hill. Deb remarked that the committee should allocate the funds from prior budget. Collette estimated \$1200.

Marianne added that beautification is also committee responsibility.

It is Sexton's desire to provide longer term repairs in-house using town labor and hardware.

Old Business

Case tree work is completed. Final bill was \$4525.00. It was noted that no animals were hurt in this effort as the raccoons appear to have vacated the last subject tree, which Stevensons removed.

Greg Goucher has been asked to remove the tree at Whittier. Now awaiting Joan or Bob Mohlar's access approval for work to commence. Access is off of Beaver Dam Road on their property. Other option is to access off of easement where downside is possibility of damage.

Ben has made a Huntoon tree map to guide work there.

Discussion returned to trees plan for Case. Marianne noted that the Maine Nature Conservancy has recommendations based on color, longevity, size and adaptability. Ben noted that tree selection would impact future maintenance costs and efforts and asked about committee thoughts on dwarf specimens. Committee discussed that the size was essential in keeping with our thoughts on consistency and having a disease resistant and native species. The Sugar Maple was also recommended by the Maine Extension Service.

This voted on and unanimous for buying and installing the Sugar Maples.

New Business

The source of funding for the Whittier tree removal was discussed. It was agreed that it be paid out of the Whittier trust fund. Ben to discuss with Eric and Teresa.

Grace has purchased flowers for Readfield Corner. The committee extends its gratitude for Grace's generosity and thoughtfulness. The same to those who volunteered their time for maintenance chores without being asked.

Ben to check on missing memorial flag at Readfield Corner

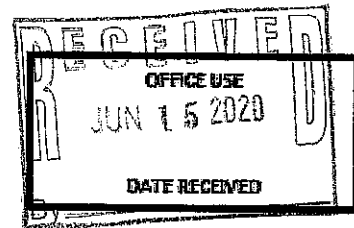
Note: D-2 for stone cleaning is now \$60 per gallon.

Next meeting is June 17th, 2020. Hopefully things will be settled enough for a face-to-face SD meeting. Stay healthy.

M/S/V adjourn

Respectfully submitted,
Warren Norris
Cemetery Committee

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS



TOWN OF READFIELD
APPOINTMENT APPLICATION

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

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

Which Board, Committee or Commission

are you applying for?

AGE FRIENDLY

Term: 6/30/2023

Do you have previous experience on this board or committee?

[X] Yes [] No

Name: EDWARD A. DODGE

Phone (H): 207-685-4400

Street address: 1066 MAIN ST.

Phone (C): 207-458-1739

Mailing address: P.O. Box 99 READFIELD, ME 04355-0099

E-Mail: edodge3373@roadrunner.com

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

I AM A SENIOR! I AM A CERTIFIED Senior Adviser I Have worked in SENIOR AREA SINCE 1992 - Insurance + Financial Services

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

I AM A member of hallowell lodge # 48 AND PART OF THE Handy Helpers. a volunteer group THAT HELPS older citizens. THE AGE FRIENDLY ALSO HELPS SENIORS

If you are currently employed, what is your position?

RETIRED - PART TIME INSURANCE

APPLICATION FOR APPOINTMENT FOR:

Name: EDWARD A. DODGE Position: AGE FRIENDLY Term: 6/30/2023

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

Check one!

I approve the use of my e-mail and phone numbers on the Town's public sites and publications.

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

Name: EDWARD A. DODGE Date: 05/28/20

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

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

Confirmed meeting date: n/a, 20

SELECT BOARD APPROVAL

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

thru . Given under our hand this day of 20

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

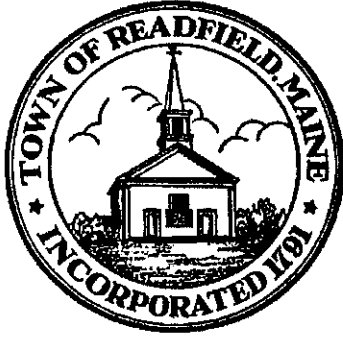
CLERK'S USE AFTER THE APPOINTMENT

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

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

Revised 07/09/2019 for in office use.

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: August 7, 2020
To: Town of Readfield Select Board, Staff, Volunteers, and Members of the Public
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - Update 3

Through the late spring and summer the Town of Readfield has found success with the safe reopening of our institutions and services. This has been supported by positive health trends within the state, the efforts of our municipal staff and volunteers, and the cooperation of our residents and visitors. Thank you! Most recently, funding has come through in the form of a \$28,000 Keep ME Healthy Grant to help extend and expand our efforts to curb the spread of the virus through the end of October. The update below summarizes our action plan through this same time period, with any highlights in bold. As always, additional measures and changes may be put in place as necessary or prudent.

Town Office:

- Regular daily cleaning of surfaces and devices will continue.
- **The Town Office is fully open to the public for regular business hours.**
- **Exclusive “Senior Hours” for members of the public over the age of 65 or with special medical considerations are on Thursdays from 10-2. Those not meeting these criteria will not be served as they may pose a risk to more vulnerable members of the public.**
- Staff and members of the public are expected to stay home if they are sick.
- Staff are expected to practice recommended hygiene regularly while at the office, and maintain the cleanliness of their work areas throughout the course of the day.
- **Staff will work their regular schedules from their usual work locations (no more scheduled work from home days).**
- **Staff must wear a face covering in any public area, office they are not alone in, or area where social distancing can't be maintained.**
- Public access to the Town Office will be limited to two customers in the lobby and two in the entryway. Additional customers may be in private offices with Staff (with proper precautions).
- **All members of the public must wear a face covering or make alternative arrangements for service. No exceptions.**
- Staff and members of the public will enter through the main doors and exit through the back of the building.
- The first floor restroom is reserved for members of the public; the second floor restroom is reserved for Staff.
- **Rental / use of the 2nd floor will be permitted once per day for up to 25 people. Due to the need for intensive cleaning the deposit fee will not be refundable as it was in the past.**

Transfer Station:

- Existing physical distancing and safety protocols will remain in place.
- Staff and members of the public are expected to stay home if they are sick.
- **Members of the public are encouraged to avoid peak times (Tuesday a.m. and Saturdays). Sunday hours have been added from 8-12 through Labor Day weekend to reduce congestion.**
- **Exclusive “Senior Hours” for members of the public over the age of 65 or with special medical considerations are on Thursdays from 10-2. Those not meeting these criteria will not be served as they may pose a risk to more vulnerable members of the public.**
- **Staff are required to wear a face covering in all areas where social distancing is not possible and carry a covering with them at all times.**
- **All members of the public must either maintain social distancing or wear a face covering, or make alternative arrangements for service. No exceptions.**
- 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 still not being accepted at the facility.
- **Public meet-ups and socializing are prohibited.**

Readfield Beach

- **Staff are required to wear a face covering in all areas where social distancing is not possible and carry a covering with them at all times.**
- **Members of the public are required to either maintain social distancing or wear a face covering. Exceptions to this rule apply only to family groups of less than 10 people.**
- Up to 100 members of the public may use the beach (with valid passes) at the same time.
- **Beach rentals are permitted for groups of up to 25 people once per day.**

Public Meetings and Communication:

- Phone and email are still the best way to safely 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.**
- **In-person meetings of up to 25 people are permitted on the 2nd floor of Giles Hall (with proper social distancing and face coverings) once per day. All in-person meeting attendees are required to socially distance and wear a face covering. If they are not able to do so they are welcome to submit comments and questions in writing or electronically, participate remotely if this option is offered, and to review minutes and other meeting records.**
- Those interested in attending, listening, or watching remotely should look for web conference and teleconference links and instructions on their meeting notices and agendas.
- Thorough cleaning will occur between all public meetings.

Community Needs and Volunteering:

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

RESERVED



TOWN OF READFIELD

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355
Office (207) 685-4939 • Fax (207) 685-43420
Website: www.readfieldmaine.org

SELECT BOARD RESOLUTION:

WHEREAS, broadband internet services in Readfield are poor and many areas of town do not have access to the FCC recommended minimum speeds of 25 megabits download and 3 megabits upload capacity, and;

WHEREAS, it is increasing likely that our residents will need to work from home and require broadband internet service speeds greater than the FCC minimum speeds, and;

WHEREAS, not having reliable high-speed access in our community will negatively affect our property values, and;

WHEREAS, we have completed an inventory and mapped locations of unserved, underserved and claimed to be served by existing service providers, and;

WHEREAS, our town is part of a six-town partnership called the Western Kennebec Lakes Community Broadband Association seeking to improve broadband internet services which includes the towns of Fayette, Vienna, Readfield, Wayne, Leeds and Mount Vernon, and;

WHEREAS, there are numerous opportunities for grants to help pay for increasing the reliability and connectivity speeds to broadband services, and;

WHEREAS, there are many companies interested in providing those services,

NOW THEREFORE, the Readfield Board of Selectmen resolve to participate in a joint effort led by the Western Kennebec Lakes Community Broadband Association to provide uniform reliable highspeed broadband internet services to all of our commercial and residential property owners. The goals of this effort is:

1. If the solution is hybrid fiber/coax infrastructure, it must deliver minimum speeds of 100 Mbps download and 10 Mbps upload, with optional speeds of up to 940 Mbps download and 35 Mbps upload.
2. If the solution is Fiber-to-the-Home (FTTH) infrastructure, it must deliver minimum symmetrical speeds of 100 Mbps, with options to increase to 1 Gbps symmetrical.
3. Reliability of service provided must meet a standard of 99% availability during any 24-hour period.
4. Availability of service provided must be provided to 100% of the potential subscribers within each community.
5. Discounted service must be available for low-income households with demonstrated need.

Adopted this _____ day of _____, _____

Bruce Bourgoine, Select Board Chair

Dennis Price, Select Board Vice Chair

Ralph Eno, Select Board

Christine Sammons, Select Board

Kathryn Mills Woodsum, Select Board

NEW BUSINESS



Scope of Work for Readfield's 2022 Comprehensive Plan

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

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

Data Collection and Analysis

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

1. Demographic Trends:

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

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

2. Historic and Cultural Resources:

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

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

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

3. Land Use:

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

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

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

4. Housing:

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

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

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

5. Public Facilities and Services:

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

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

Local Responsibilities: Town department heads will review and update any existing old chapter on municipal public facilities and services and provide information on developing needs. Town staff will update information on fiscal capacity and recreation facilities and programs. Department heads will meet with the committee to discuss public service issues and needs.

6. Transportation

Result: Chapter on transportation infrastructure and needs within the Town

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

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

7. Natural Resources:

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

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

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

8. Local Economy:

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

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

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

9. Synthesis and Summary of Data Collection:

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

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

Goal, Policy and Strategy Formulation

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

1. Public Involvement Strategy

Result: Community Visioning Session

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

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

2. General Goals, Policies and Implementation Recommendations

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

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

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

3. Land Use Plan

Result: Land Use Plan Map and Report

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

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

4. Capital Investment Plan

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

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

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

Plan Development

1. Consultant Services

Result: Consultant Meeting Availability

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

2. Plan Production

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

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

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

Budget and Schedule:

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

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

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

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

Data collection, Research, Analysis, Issue papers:	\$ 7,500
Meetings	5,000
Public participation activities	3,000
Mapping:	3,000
Plan development, revisions, printing:	<u>3,000</u>
TOTAL proposed contract amount:	\$21,500



**KENNEBEC VALLEY COUNCIL OF GOVERNMENTS
CONTRACT FOR SERVICES**

Contract, made this ____ day of _____, 2020 by and between the inhabitants of the Town of Readfield (hereinafter referred to as the "Town") and the Kennebec Valley Council of Governments (hereinafter referred to as "KVCOG"):

WHEREAS the Town wishes to update its Comprehensive Plan pursuant to the Maine Growth Management Law, suitable for review by the Maine State Planning Office, and for adoption by the voters in 2022, and

WHEREAS KVCOG has prepared a Scope of Services to be performed that the Town has accepted,

NOW, THEREFORE, the parties hereby agree upon the mutual covenants contained herein:

The Town and KVCOG will work together in updating the Comprehensive Plan as described in the attached Scope of Services. The Town and KVCOG may mutually agree to exchange responsibilities for elements of the project as work progresses, but the total degree of effort and total cost will remain the same unless a written contract amendment is agreed upon.

Nick Aschauer, KVCOG Community Planner, will be assigned as the principal planner for KVCOG, although other staff will be contributing to the plan's development and personnel may be reassigned.

KVCOG will submit monthly bills to the Town, summarizing work performed, and charges incurred. Payment is due within 30 days of the billing date.

This contract is for a sum not to exceed \$21,500 provided that the Town are paid members of KVCOG during the duration of this contract.

KVCOG will perform the tasks described in the Scope of Services prior to the termination date of December 31, 2022. Additional tasks or an extension of time may require renegotiation of the sum and performance period of the contract.

KVCOG commits to working with the town for as long as it takes to achieve consistency from the State, even beyond the scope of this contract.

For the Town of Readfield:

By: _____ Date: _____
Eric Dyer, Town Manager

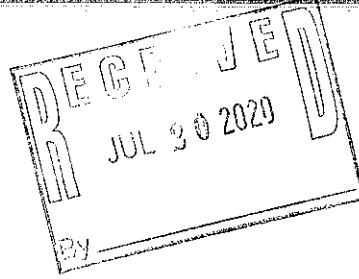
For the Kennebec Valley Council of Governments:

By: _____ Date: _____
Laura Cyr, Executive Director



KENNEBEC VALLEY COUNCIL OF GOVERNMENTS

Readfield Select Board
August 17, 2020
Item # 21-016



July 16, 2020

Eric Dyer, Town Manager
Town of Readfield
8 Old Kents Hill Road
Readfield, ME 04355

Dear Eric:

Now in its 53rd year, the Kennebec Valley Council of Governments (KVCOG) is a municipal services corporation owned and operated by and for the benefit of its members. We are so pleased to have you as a member in this coming year, thank you.

Member municipalities are the backbone of KVCOG. Membership dues provide matching funds for over \$200,000 in government grants, make our vital services possible, and allow us the flexibility to create new programs in response to the region's needs.

The KVCOG Bylaws provide that each member municipality may appoint two "Official Representatives" to serve on KVCOG's General Assembly. The General Assembly is the overall policy making body for KVCOG. It adopts the Annual Budget, sets the Annual Membership Fee, and elects the Officers and Directors of our Board of Directors.

According to our bylaws, **at least one** of the Official Representatives from every member municipality must be a municipal officer – **an elected member** of the board of selectmen, town, or city council.

Please take a moment to complete the attached form naming two Official Representatives to serve on the KVCOG General Assembly for the current Fiscal Year: July 2020 through June 2021. We truly appreciate your participation; we are a stronger organization when we have a strong General Assembly.

A copy of KVCOG's Bylaws is included. Article VI: General Assembly, describes the responsibilities of these two members. If you have any questions, please feel free to contact me at anytime.

Sincerely,

Laura Cyr
Executive Director
lcyr@kvkog.org
207-453-4258 ext. 213



KENNEBEC VALLEY COUNCIL OF GOVERNMENTS

KVCOG General Assembly Official Representative Form

Please return by August 31, 2020

Mail: KVCOG, 17 Main Street, Fairfield, ME 04937

Email: kraymond@kvkog.org

Please take a moment and complete this form naming two official representatives to serve on the KVCOG General Assembly. **At least one** of the official representatives must be a municipal officer – an **ELECTED OFFICIAL** of the board of selectmen, town or city council.

Municipality of: Readfield

Year of Service: July 2020 - June 2021

*Please give us the best way to contact each representative (home or work address and home, work or, cell phone numbers). **PLEASE ALSO INCLUDE AN EMAIL ADDRESS FOR EACH REPRESENTATIVE.***

Representative 1 - ELECTED OFFICIAL

Name	
Title/Committee	
Mailing Address	
City, State, Zip	
Phone	
Alternate Phone	
Email	
Interested in KVCOG Board of Directors? <i>(please circle)</i>	YES NO
Interested in officer position?	President Vice-President Secretary Treasurer

Representative 2

Name	
Title/Committee	
Address	
City, State, Zip	
Phone	
Alternate Phone	
Email	
Interested in KVCOG Board of Directors? <i>(please circle)</i>	YES NO
Interested in officer position?	President Vice-President Secretary Treasurer



Maine Municipal
Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

Readfield Select Board
August 17, 2020
Item # 21-017

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 27, 2020

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 21, 2020 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2020 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 10, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 21. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Christine Landes, City Manager, City of Gardiner.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 24. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 7, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2021.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 21, 2020

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Bennett, City Manager, City of Biddeford

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Robert Butler, Chair of Selectboard, Town of Waldoboro

Terry Helms, Selectperson, Town of Grand Isle

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org

DEPOSIT INVOICE

Affinity LED Light LLC
133 Islington Street, Unit 8
Portsmouth, NH 03801



Invoice#: RDFLD-DEP1
Invoice date: 20-Jul-20
Customer ID: READFIELD

Sold to:

Town of Readfield
8 Old Kents Hill Rd.
Readfield, ME 04355

Bill to:

Town of Readfield
8 Old Kents Hill Rd.
Readfield, ME 04355

CONTRACT DEPOSIT

Total Project Cost - LED Street Light Conversion

\$13,272.00

50% Equipment Deposit:

\$6,636.00

REMIT TO:

Affinity LED Light LLC
133 Islington Street, Unit 8
Portsmouth, NH 03801

THANK YOU for your business!

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <div style="text-align: center; font-size: 1.2em;">Affinity LED Light LLC</div>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>P</u> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <div style="text-align: center; font-size: 1.2em;">133 Islington St, #8</div>	Requester's name and address (optional)
6 City, state, and ZIP code <div style="text-align: center; font-size: 1.2em;">Portsmouth, NH 03801</div>		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

4	6	-	2	9	5	9	7	1	9
---	---	---	---	---	---	---	---	---	---

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ FEB. 27, 2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its Instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



AGREEMENT

THIS AGREEMENT made this _____ day of July 2020 by and between the Town of Readfield, ME hereinafter called "Owner" and Affinity LED Light LLC, doing business as a partnership hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will furnish and install approximately 37 LED Smart Ready street lights per the Central Maine Power (CMP) documented ledger of light fixtures with the Town of Readfield, hereafter called the Project, and per the pricing shown on the cost proposal spreadsheet dated June 28, 2019 and as specified herein; projected at a cost of \$13,272.00. Final pricing will depend on actual number of fixture size and types installed based upon GIS audit review.
2. The Contractor will furnish all materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the Project described herein. However, the "Owner" will be responsible for the provision of any required uniformed-police details.
3. The Contractor will commence the work required by the Contract Documents and will complete Project by December 31, 2020.
4. The Contractor agrees to perform all work described in the Contract Documents and comply with the terms therein for the unit prices as shown in the cost proposal dated June 28, 2019.
5. The Owner will pay to the Contractor in the manner and at such times as set forth in the Contract Documents in such amounts as required by the Contract Documents.
6. The Owner may at its sole option add more light fixtures to be retrofitted with LEDs. The Owner would consult with the Contractor to set a schedule for the added fixtures. The Owner will pay for the additional work using the unit prices as bid or as agreed to under this agreement, unless otherwise agreed-to.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement which shall be deemed an original on the date first above written.

OWNER:
FOR THE TOWN OF READFIELD

Signature



Name Eric Dyer

Title Town Manager

CONTRACTOR:
Affinity LED Light LLC

Signature

Title Steven R. Lieber

Name President

Affinity LED Light LLC
133 Islington St, Unit #8
Portsmouth, NH 03801



CONTRACT DOCUMENTS AND DEFINITIONS

ARTICLE 1 - DEFINITIONS

Wherever the words defined in this article, or pronouns used in their stead, occur in this Contract and specifications hereto attached, they shall have the meanings herein given.

1.1 OWNER – The word Owner shall mean the first party, any board, officer or agent, authorized to act for the said party of the first part, in the execution of the work of this Contract.

1.2 CONTRACTOR – The word Contractor shall mean the party of the second part, designated, entering into this Contract for the performance of the Work required, or the legal representative of said party or the agent appointed for said party in the performance of the work.

1.3 SUBCONTRACTOR – The word Subcontractor shall mean a person, firm or corporation supplying labor or materials for work at the site of the project for, and under separate Contract agreement with the General Contractor.

ARTICLE 2 - OBLIGATIONS AND LIABILITY

2.1 The Contractor shall complete the work to the satisfaction of the Town Manager at the prices herein agreed upon and fixed.

2.2 The Contractor shall conduct his work to interfere as little as possible with private business and public travel. If a uniformed officer and police detail are mandated, the Owner shall be responsible for this cost and will arrange coverage. The Contractor shall bear all losses resulting to him or the Owner on account of the amount of character of the work or on the account of weather elements or other causes. The Contractor shall assume the defense of all claims of whatsoever against the Contractor or the Owner and indemnify, save harmless, and insure the Owner, its officers or agents, against claims that may arise from injury or damage to persons, corporations or property. Claims against the Contractor shall be settled in an expedient manner, proof of which shall be provided to the Town Manager.

2.3 The Owner disclaims any authority or responsibility for job site safety and for the safety of persons who are or are not part of the construction process. It is understood and agreed that the Owner will not be responsible for compliance of safety programs, put forth by the Contractor or related OSHA regulation required to be followed by the Contractor, employees, Subcontractors and agents. Job site safety shall be the responsibility of the Contractor at all times.



ARTICLE 3 - TOWN MANAGER TO DECIDE

3.1 In the event of any questions or disputes as to the interpretation, application or intent of any provisions in this Contract, the Contractor shall immediately notify the Town's Town Manager in writing of any issues; the Town Manager shall consult with the Contractor and a decision shall be made by the Town Manager, which decision shall be final and binding on both parties.

3.2 Nothing in this agreement shall be construed as giving the Town Manager the responsibility to direct construction methods, techniques, procedures or safety methods.

ARTICLE 4 - INTENTIONS OF DOCUMENTS

4.1 See Article 3.1 above.

ARTICLE 5 - ABSENCE OF CONTRACTOR

5.1 Work shall neither commence nor proceed unless supervised by the Contractor or his duly authorized superintendent. Delays in the work due to the absence of the Contractor or his duly authorized representative shall not constitute reason for extension of time for completion. The Town Manager shall be notified at least 24 hours in advance for any deviation from the normal daily work schedule.

ARTICLE 6 - PARTS OF THE CONTRACT

6.1 The proposal submitted by the Contractor, the Specifications, are made parts of this Contract.

ARTICLE 7 - ERRORS AND OMISSIONS

7.1 See Article 3.1 above.

ARTICLE 8 – INSURANCE

8.1 Indemnification

8.1.1 The Contractor shall indemnify and hold harmless the Owner against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of the Contractor or anyone directly or indirectly employed by the Contractor, whose acts may be liable, regardless of whether or not is caused in part by a party indemnified hereunder.



8.1.2 In any and all claims against the Owner, or its employees by any employee of the Contractor, or anyone directly or indirectly employed by the Owner, the indemnification obligation under this paragraph shall not be limited in any way by a limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under workman's compensation acts, disability benefits act or other employee benefit acts.

8.2 Insurance – requirements shall be as follows:

Workers Compensation – Statutory with Employers Liability as follows:

E.L. (employer liability) each accident: \$500,000

E.L. disease – each employee: \$500,000

E.L. disease – policy limit: \$500,000

Commercial Auto Liability:

Combined Single Limit (bodily injury and property damage) – each accident: \$1,000,000

Commercial General Liability:

Each occurrence: \$1,000,000

General Aggregate: \$2,000,000 with per project aggregate endorsement

Products/Completed Operations Aggregate: \$2,000,000

Commercial Umbrella/Excess Liability:

Each Occurrence: \$1,000,000

General Aggregate: \$1,000,000

Products/Completed Operations Aggregate: \$1,000,000

Owners Liability – Named Insured: The Town of Readfield

The Town of Readfield shall be named as an additional insured for on-going and completed operations on a primary and noncontributory basis by way of certificate of insurance and amendatory endorsement on all liability insurance policies required above.

8.3 The insurance provided herein is to be primary, and no insurance held or owned by the Town shall be called upon to contribute to a loss.

8.4 A copy of the required policy endorsements shall be attached to each certificate submitted.

8.5 The Owner, in its sole discretion, reserves the right to increase or reduce the required limits, or to require other forms of insurance, as deemed appropriate in relation to the scope of a project. For example, some projects



may require pollution liability, professional liability or other specialty coverages

ARTICLE 9 – COMPLIANCE WITH LAWS

9.1 The Contractor at all times, shall observe and comply with, and cause all his agents and employees to observe and comply with all such laws, ordinances, regulations, orders or decrees; and shall protect and indemnify the Owner, its officers and agents against all claims or liability arising from or based upon violation of any such law, ordinances, regulations, orders or decrees, whether by himself or his employees.

ARTICLE 10 – NOT TO SUBLET

10.1 The Contractor shall give his personal attention constantly to the faithful prosecution of the work, shall keep the same under his personal control, and shall not assign by power of attorney or otherwise, nor subject the work or any part thereof, without the previous written consent of the Owner, and shall not either legally or equitably assign any of the monies payable under this agreement or his claim thereto, unless by and with the like consent of the Owner.

ARTICLE 11 – TIME OF BEGINNING WORK

11.1 It is the intent of this Contract to have the Contractor commence work within the Town on or before July 31, 2020. However, the actual commencement date may occur earlier based upon discussion between Contractor and Owner and all 'date certain' milestones will be agreed upon at that time.

11.2 No work shall begin on any Town street before 7:00 a.m. and all daily activity shall finish before the hour of 7:00 p.m. unless prior authorization has been granted by the Town.

ARTICLE 12 – DELAY BY OWNER

12.1 The Owner may delay the beginning of the work or any part thereof, if materials or equipment to be furnished by the Owner are not delivered. The Contractor shall have no claim for damages on account of such delay but shall be entitled to such additional time wherein to perform and complete this Contract on his part as the Town Manager shall certify in writing to be just.

ARTICLE 13 – TIME OF COMPLETION

13.1 The rate of progress shall be such that work shall be performed and completed in accordance with the terms of this Contract.

13.2 It is agreed that the rate of progress herein required has been purposely made slow enough to allow for the ordinary delays incident to construction work of this



character. No extension of time will be made for ordinary delays, inclement weather and accidents, and occurrences of such will not relieve the Contractor from the necessity of maintaining the rate of progress.

13.3 If delays are caused by acts of god, acts of government or State, extra work, or contingencies clearly beyond the control or responsibilities of the Contractor, the Contractor shall be entitled to additional time wherein to perform and complete this Contract on his part as the Owner may grant.

13.4 The Contractor shall provide a schedule to meet the milestones depicted within this document. Changes to the schedule should only be made through written documentation. The Contractor agrees to exercise diligence in the performance of its services consistent with the agreed upon schedule, subject, however, to the generally accepted standards of care for performance of such services.

13.5 Work is expected to be fully complete by December 31, 2020.

13.6 If work has begun and is stopped for any reason (including acts of god) the Contractor is required to take all necessary care to ensure the public safety at all times, (satisfactory to the Owner), at its own expense. Failure to ensure the public safety (including maintaining reclaimed roadways) may be deemed a breach of Contract.

ARTICLE 14 – NIGHT AND SUNDAY WORK

14.1 Night work is generally not to be assumed, however, may be requested by the Owner or Contractor.

14.2 No Sunday work is permitted, except in great emergency, and to such extent that may be necessary.

ARTICLE 15 – EMPLOY COMPETENT PERSONS

15.1 The Contractor shall employ only competent persons to do the work, and whenever the Town Manager shall notify the Contractor in writing that any such persons on the work is, in his opinion, incompetent, such persons shall be discharged from the work and shall not again be employed on it, except with the consent of the Town Manager.

ARTICLE 16 – LABOR AND EQUIPMENT

16.1 If in the opinion of the Town Manager the Contractor is not employing sufficient labor or equipment to complete the Contract within the time specified the Town Manager may, after giving written notice, require said Contractor to employ such additional labor and equipment as may be necessary to enable said work to properly



progress. Failure of the Contractor to comply in the request of the Town Manager shall be considered a violation of this Contract.

ARTICLE 17 – LIQUORS AND DRUGS

17.1 The Contractor shall not sell and shall neither permit the use of intoxicating liquors or drugs or other materials upon or about the work.

ARTICLE 18 – ACCESS TO WORK

18.1 The Owner reserves the right if in his opinion, public health, safety and welfare are jeopardized, to access the work and if necessary to employ forces, not a party to this Contract for the correction of hazards or defects in the work performed by the Contractor and the costs and or performance of such work shall be set forth in Article 24.

ARTICLE 19 – EXAMINATION OF WORK

19.1 The Town Manager shall be furnished with every reasonable facility for ascertaining that the work is in accordance with the requirements and intention of this Contract, even to the extent of uncovering portions of the work.

ARTICLE 20 – DEFECTIVE WORK

20.1 The inspection of the work shall not relieve the Contractor of any of his obligations to fulfill his Contract as herein prescribed and defective work shall be made good and unsuitable material shall be rejected, notwithstanding that such work and materials have been previously overlooked by the Town Manager and accepted or estimated for payment. If any portions of the work are found to be defective before the final acceptance of the whole work, the Contractor shall forthwith make

good such defects in a manner satisfactory to the Town Manager, and if any material brought upon the ground for use in the work shall be condemned by the Town Manager as unsuitable or not in conformity with the specifications the Contractor shall remove such materials from the vicinity of the work and make good areas of uncertainty at the Contractor's expense to the satisfaction of the Town Manager.

ARTICLE 21 – MISTAKES OF CONTRACTORS

21.1 The Contractor shall pay the Owner, all expenses, losses, and damages as determined by the Town Manager incurred in consequence of any defect, omission or mistake of the Contractor or the making good thereof.



ARTICLE 22 – RIGHT TO MATERIALS

22.1 Nothing in this Contract shall be constructed as vesting in the Contractor any right of property in any of the materials removed (castings, reclaim, etc.) or placed once having been affixed to the work or the soil, but all such materials shall, upon being so removed, attached or affixed become the property of the Owner.

ARTICLE 23 – LIMITATIONS OF WORK

23.1 Should the Contractor consider himself entitled to extra compensation on account of alterations or changes he shall notify the OWNER by making his claim in writing.

23.2 Should, in the opinion of the Town Manager any contemplated change in the quantities of the work or alterations thereof, materially change the character of the work or any part thereof, or materially affect the compensation of the same, then the work shall be considered extra work.

ARTICLE 24 – EXTRA WORK

24.1 The Contractor shall perform work incidental to the proper completion of the Contract. The amount of compensation to be paid to the Contractor for extra work shall be determined as one of the following:

24.1.1 By unit prices, if any as set forth in the Contract

24.1.2 If no unit prices are set forth, then by unit prices or by lump sum mutually agreed by the Owner and the Contractor; or

24.1.3 If no unit prices are set forth and if the parties cannot agree upon unit prices or a lump sum then by the actual net costs in money to the Contractor as approved by the Town Manager of the materials and of the wages of applied labor required for such extra work, plus such rental of plant and equipment (other than small tools) required and approved for such extra work, plus ten percent (10%).

24.2 The Owner and Contractor may agree to extend this Contract for an extent to be agreed upon, however for no more than 5 fiscal years.

ARTICLE 25 – EXTRA TIME

25.1 When extra work is ordered during the progress of work, which required, in the opinion of the Town Manager, an unavoidable increase of time for the completion of the Contract a suitable extension of completion shall be made, only upon approval of the Owner.

ARTICLE 26 – CLAIMS FOR DAMAGES

26.1 If the Contractor claims compensation for any damages for work performed or material furnished in accordance with the terms of this Contract or for any other cause, he shall promptly, after sustaining of any damage, make a written statement of the damage sustained, to the Owner and shall on or before the fifteenth day of the month following that in which the damage shall have been sustained, file with the Owner an itemized statement of the details and the amount of damage. Unless such statement is made, his claim for compensation shall be forfeited and invalidated and shall not be entitled to payment on account of any such damage.

ARTICLE 27 – ABANDONMENT OF WORK

27.1 If the work to be done under this Contract shall be abandoned, or if this Contract or any part thereof shall be sublet without consent by the Owner or the rate of progress is unreasonably delayed or that the Contractor has violated any of the provisions of this Contract, the Owner may notify the Contractor by a written order, with a copy mailed to the home office of the Surety, to discontinue all work or any part thereof and the Owner may thereupon by Contract or otherwise as it may determine, complete the work and charge the entire expense of completing the work; and for such completion the Owner for itself or its Contractors may take possession of and use or cause to be used in the completion of the work, materials, equipment, machinery, implements and tools of every description as may be found at the location of such work.

27.2 This article shall also include emergency situations where the Contractor is unable to be reached or has been unresponsive to alerts made by the Town Manager or Owner. Every effort shall be made by the Owner to reach said Contractor. No action during emergency situations may be considered a breach of Contract, however;

27.2a All expenses charged under this article shall be deducted and paid by the Owner out of any monies due or to become due to the Contractor under this agreement. The Owner shall not be held to the lowest figures for the work of completing the Contract or any part thereof; (including emergency response) all sums actually paid therefore shall be charged to the Contractor. In case the expense so charged are less than the sum which would have been payable under this Contract, if the same had been completed by the Contractor, the Contractor shall be entitled to the difference; and in case such expenses shall exceed the said sum, the Contractor shall pay the amount of the excess to the Owner.



ARTICLE 28 – PRICES OF WORK

28.1. The Owner shall pay and the Contractor shall receive the prices stipulated in the proposal attached hereto as full compensation for everything furnished and done by the Contractor under this agreement and for faithfully completing the work.

ARTICLE 29 - MEASUREMENT AND PAYMENT

29.1 Any and all work necessary to complete the proposal items should be accounted for by the Contractor, if for any reason a task(s) to complete a proposal item is not included in these documents it shall be considered incidental to the proposal item. Payment Procedures are described in this Agreement and / or as determined during the Pre-construction meeting.

29.2 Contractor shall be paid according to the items in the proposal as successfully completed within a given pay period and with the details outlined in the Contract specifications. Payment will be based on the actual amount of work accepted.

29.3 An initial 50% deposit of the project total value will be paid to the Contractor prior to the start of the project. Deposit will be applied to all subsequent material and installation billing. Installation of streetlights will be invoiced weekly until project completion.

29.4 Payments to the Contractor will be made for the actual quantities put in place and accepted in accordance with the Contract Documents. At all times the Contractor's unit prices will govern payment, unless a penalty is assessed by the Owner.

29.5 When alterations in the quantities of work not requiring a supplemental agreement, as herein before provided for, are ordered and performed, the Contractor shall accept payment in full at the Contract price for the actual quantities of work done. No allowance will be made for anticipated profits.

29.6 Should any items contained in the bid form be found unnecessary for the proper completion of the work Contracted, the Owner may eliminate such items from the Contract, and such action shall in no way invalidate the Contract, and no allowance will be made for items so eliminated in making final payment to the Contractor.

29.7 Partial payments shall be made as the work progresses as pay requisitions are received from the Contractor.

29.8 Final Payment will be due when the Contractor has completed all work and the Contractor has submitted all required paperwork.



ARTICLE 30 – SAFETY AND HEALTH REGULATIONS

30.1 In order to protect the lives and health of his employees under the Contract, the Contractor shall comply with all pertinent provisions of the Contract Work Hours and Safety Standards Act; and shall maintain all accurate records in all cases of death, occupational disease and injuries requiring medical attention or causing loss of time from work, arising out of and in course of employment on Work under this Contract.

30.2 The Contractor alone is responsible for the safety, efficiency and adequacy of his methods and for any damage which may result from the failure or the improper construction, maintenance or operation.

30.3 The Contractor shall comply with the requirements of the Occupational Safety and Health Act.

ARTICLE 31 – LIABILITY OF THE OWNER

31.1 No person, firm or corporation, other than the signer of this Contract as Contractor now has any interest hereunder and no claim shall be made or to be valid, and neither the Owner nor any agent of the Owner, shall be liable for or to be held to pay any money except as herein provided. The acceptance by the Contractor of the payment of the final estimate shall operate as and shall be a release to the Owner, and every agent of the Owner, from all claims and liability to the Contractor for anything done or furnished for or relating to the work, except the claim against the Owner for the remainder, if any thereby, of the amounts kept or retained as herein provided.

ARTICLE 32 – GUARANTEES

32.1 The Contractor guarantees that the work to be done under this Contract and the materials to be furnished by him for use in the construction of the same will be free from defects or flaws. This labor guaranty shall be for a period of one year and after the date of acceptance.

32.2 Contractor warrants that the LED lighting fixtures will be free of defects in material and workmanship for a period of TEN (10) YEARS from the date of original purchase. This limited warranty shall be void if the product is not used for the purpose for which it was designed.

32.3 It is hereby agreed and understood that this guaranty shall not include repairs made necessary, by any cause other than defective work or materials furnished by the Contractor. The Contractor shall at all times within said period of guaranty keep the surface of the ground over his work in the condition required by this Contract and refill settlement or erosion due to any cause whatsoever during the work or when directed by the Town Manager. Should he fail to do so, the Owner may have said work completed as described in ARTICLE 24.

ARTICLE 33 – RESPONSIBILITY FOR UTILITIES AND SERVICES

33.1 At points where the Contractor's operations are adjacent to properties of railway, telegraph, telephone, and power companies or are adjacent to other property, damage to which might result in considerable expense, loss or inconvenience, work shall not be commenced until all arrangements necessary for the protection thereof have been made.

33.2 The Contractor shall cooperate with the Owners of any underground or overhead utility lines in their removal and rearrangement operations in order that these operations may progress in a reasonable manner, and the duplication of rearrangement work may be reduced to a minimum and that service rendered by those parties will not be unnecessarily interrupted.

ARTICLE 34 – TERMINATION

34.1 Upon fourteen calendar (14) days written notice to the Contractor, Owner may without cause and without prejudice to any other right of remedy, elect to abandon the project and terminate the agreement. In such case, Contractor shall be paid for all work executed at the Contract prices prior to the date of termination as its sole remedy.



TOWN OF READFIELD

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355
Office (207) 685-4939 • Fax (207) 685-43420
Website: www.readfieldmaine.org

Town of Readfield Tobacco-Free Policy

The Town of Readfield is dedicated to providing our residents and visitors with a safe and healthy environment at all of our municipal properties, buildings, and recreational areas. While prohibitions have existed in some areas in the past, this new and comprehensive prohibition is effective September 1, 2020.

The Town of Readfield recognizes that smoking and the use of tobacco products is detrimental to the health and safety of everyone who uses them. The Town of Readfield supports an environment where nobody is exposed to the harmful effects of secondhand smoke and everyone is supported in efforts to live tobacco-free. Therefore, the Town of Readfield has adopted a 100% tobacco-free property policy, that exceeds state law (22 M.R.S.A. § 1580-A).

This policy prohibits all smoking and the use of all tobacco 24 hours a day, 365 days a year at all Town of Readfield owned buildings and properties including but not limited to:

- The Town Office and property
- The Town Library and property
- The Town Fire Station and property
- The Town Transfer Station and property
- The Town Beach
- The Town Fairgrounds
- The Torsey Pond Nature Preserve
- The Town Forest
- At all Town of Readfield permitted or sanctioned events – both indoors and outdoors when on Town of Readfield property.
- In all Town of Readfield owned, leased or rented vehicles.

This smoke and tobacco-free policy applies to all people utilizing Town of Readfield space, including organizers of, and attendees at, public events, including but not limited to, athletic events, concerts, productions, conferences, meetings, lectures, social events and/or cultural events using Town of Readfield owned, leased and affiliated property.

DEFINITIONS

A. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of

circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.

B. "Tobacco" is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

PROCEDURES

This policy will be communicated through tobacco-free signs posted at property entrances and throughout the facility, through employee education, including being written into training manuals and new employee orientation. Everyone is required to comply with the Town of Readfield's tobacco-free policy.

Enforcement procedures are as follows: Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the Town Manager. Violations of this policy will be handled through the established legal and disciplinary procedures.

Adopted this _____ day of _____, _____

Bruce Bourgoine, Select Board Chair

Dennis Price, Select Board Vice Chair

Ralph Eno, Select Board

Christine Sammons, Select Board

Kathryn Mills Woodsum, Select Board

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

Short-term:

- Fee and fee schedule update

Long-term:

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

Ongoing Goals:

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