

Readfield Select Board
Meeting Agenda
September 14, 2020, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:30 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

21-020 - Minutes: Select Board meeting minutes of August 17th, 2020.

21-021 - Warrants: #9-12 (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 June 10, 2020
- Trails Committee minutes of May 25, 2020

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

Appointments, Reappointments, & Resignations - 5 min.

21-022 - Consider the appointment of Oliver Richardson to the Recreation Committee.

21-023 - Consider the appointment of Kim Whitman as Ballot / Election Clerk

Old Business - 25 min.

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

20-114 - Fire Station & Library building project update - 10 min.

20-126 - Discuss the ongoing regional broadband project and our membership in the WKLCBA - 10 min.

Public Hearing - 5 min.

To have the Select Board hold a public hearing for the purpose of considering amendments to Appendices A-H of the General Assistance Ordinance.

New Business - 45 min.

21-024 - Consider amending Appendices A-D of the General Assistance Ordinance - 5 min.

21-025 - Consider an agreement with Connectivity Point for conversion of our analog public access television and meeting broadcast equipment to digital - 10 min.

21-026 - Consider a draft application for Marijuana Establishments (as called for in the Marijuana Establishments Ordinance) - 10 min

21-027 - Consider the makeup and guidance for the Comprehensive Plan Update Committee - 10 min.

21-028 - Hear a report from the recent Select Board Retreat - 5 min.

21-029 - Consider the schedule for upcoming Select Board meetings - 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.

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, August 17, 2020 – *Unapproved*

Select Board Members Present: Ralph Eno, Dennis Price, Christine Sammons and Kathryn Woodsum
Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Bruce Bourgoine (via ZOOM)

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

- **21-012 – Minutes: Select Board meeting minutes of July 20, 2020**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes of July 20, 2020 as presented, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

- **21-013 – Warrants: #58 (FY20) & #5-8 (FY21)**
 - Mrs. Woodsum reviewed Warrants #58 & #5-8
 - Discussion on Warrant #58 in the amount of \$7,804.88 and Warrants #5-6 in the amount of \$786,552.70.
 - **Motion** made by Mrs. Woodsum to approve warrants #7-8 in the amount of \$249,371.28, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Sammons spoke on Trunk or Treat and asked for feedback if event should happen this year. Start planning early and brainstorm ways to keep it safe and social distancing. Contact Mrs. Sammons if you have ideas or want to take part.
 - Mr. Price as the Heritage Days organizer wanted to say a big thank you to all, fireworks went smoothly and a great turnout. Thank you to all who attended and helped out and get ready for Heritage Days 2021.

- **Town Staff Reports**
 - Town Manager Report (Verbal):
 - Unusual summer but people have been responding well. A great summer at the beach with yoga and other activities taking place.
 - The Hazardous Waste Collection day had a great turnout. Summer hours on Sunday through Labor Day are 8-12 noon.
 - Thank you to all for seeing that everything goes well.
 - Treasurer's Report for July 2020
 - Review – included in packet

- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of February 12, 2020
 - Library Board minutes of June 25, 2020
 - Cemetery Committee minutes of May 20, 2020

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

Readfield Select Board
Regular Meeting Minutes – Monday, August 17, 2020 – *Unapproved*

Appointments, Reappointments, & Resignations:

- **21-014 – Consider the reappointment of Ed Dodge to the Age Friendly Committee**
 - **Motion** made by Mrs. Woodsum to reappoint Ed Dodge to the Age Friendly Committee for a term starting tonight and ending 06-30-2023, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

Old Business:

- **20-102 – Discuss the local COVID-19 response**
 - Review of memo included in packet dated 8-7-2020
- **20-114 – Fire Station & Library building project update**
 - Mr. Dyer gave an update that the project was moving along very well. The library is complete. They have started painting at the fire station. There are a few key areas still struggling with but working them out. The sprinkler system and the kitchen vent hood code requirements have changed. Unable to do any special side projects until the full cost of code change projects are completed. Looking at October as the completion month.
 - Mr. Eno mentioned the cabinet and counter installation will be completed this week.
- **20-126 – Discuss the ongoing regional broadband project and consider additional funding**
 - Mr. Dyer gave a brief update. There are no additional funding requests at this time. It's an ongoing mutual effort from all towns involved. A lot of feedback and interest from residents. There has been a website created and promotional material available and distributed. Next step is to solicit to internet providers. Select Board Resolution in packet for review.
 - Mrs. Woodsum has worked with two others from Mount Vernon and Vienna. Working on documents and ways to reconstruct the group and how things work. Suggestions are to reconstruct/make smaller groups. No money involved at this time just commitment. The website has launched and a 2 sided tri-fold flyer has been created and will be put in the 2020 tax bills to reach all residents. Looking at having the question placed on the 2021 Town Meeting Warrant.
 - **Motion** made by Mrs. Woodsum to authorize signatures of the Select Board for the Resolution of Broadband as presented in the packet, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum to authorize the Town Manger to include the flyer of the Western Kennebec Lakes Community Broadband Association in the 2020 tax bills, **second** by Mrs. Sammons **Vote** 4-0 in favor.

New Business:

- **21-015 –Consider an agreement with KVCOG for a Comprehensive Plan Update**
 - Already current members to KVCOG. Will update Readfield's 2022 Comprehensive Plan which is good for 12 years. Lower rates than other consultants. Recommendation by Town Manager to move forward with this agreement.
 - **Motion** made by Mrs. Woodsum to approve the contract with KVCOG for a Comprehensive Plan update; as presented in the packet and authorizes the town manager to sign on behalf of the Select Board with the amount not to exceed \$21,500, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Readfield Select Board
Regular Meeting Minutes – Monday, August 17, 2020 – Unapproved

- **21-016 – Discuss participation in the KV COG General Assembly**
 - Mr. Bourgoine volunteered to serve as the elected official and volunteered Mr. Dyer.
 - **Motion** made by Mrs. Woodsum to appoint Mr. Bourgoine and Mr. Dyer as representatives for the Municipality of Readfield to the KVCOG General Assembly, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

- **21-017 – Discuss participation in the 2020 MMA Annual election**
 - **Motions** made by Mrs. Woodsum to accept the ballot as presented for the MMA Annual Election and authorize the town manager to sign for the town, **second** by Mrs. Eno. **Discussion:** Only one person running for each spot so not others to choose from. **Vote** 4-0 in favor.

- **21-018 – Consider an agreement with Affinity LED Lighting for conversion of our local streetlights to LED units**
 - Was voted on and approved at Town Meeting in July. Allows for town to remove and replace all old lighting with new LED Lighting. \$13,272 proposed in the contract from Affinity LED Lighting. Maintenance cost and risk are low. Mr. Dyer asking Select Board to suspend the purchasing policy. Town will save money yearly. Has to make sure CMP gets notice to seize the leasing of their lighting. One recommendation is to add a street light at the intersection of the Fairgrounds and Church Road. There was extra money/funding approved in the warrant and will cover the cost of the project. More discussion at the next meeting on adding any additional light poles. Reliable company as they have done work for other Kennebec County towns.
 - **Motion** made by Mrs. Woodsum to accept the contract with Infinity LED Lighting as presented in the packet for the amount of \$13,272.00 and authorizes the town manager to sign on behalf of the Select Board, **second** by Mrs. Sammons. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum to suspend the purchasing policy for the consideration of Infinity LED Lighting contract, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

- **21-019 – Consider a Tobacco Free Policy for all Town of Readfield buildings and properties**
 - Policy now covers all Town owned buildings and properties. Single reading, update to an old policy, doesn't need a second reading.
 - **Motion** made by Mrs. Woodsum to accept the Town of Readfield Tobacco Free Policy as presented with a one reading exemption for the policy, **second** by Mrs. Sammons. **Vote** 4-0 in favor.

Other Business, Upcoming Meetings & Future Agenda Items:

- Prior to this meeting Board of Assessors met. They approved and submitted the 2020 Tax Year Commitment. Mil Rate went down to 17.57%. Value of properties went up 10%, no change in commercial properties. Homestead increased to \$25,000.00. Scale stays the same. RSU had a lower than expected budget.
- Select Board Retreat is scheduled for Tuesday, September 9 from 4:00-8:00 pm
- Next Select Board meeting is Monday, September 14 starting at 6:30 pm

Motion made by Mrs. Sammons to adjourn the meeting at 8:14 pm, **second** by Mrs. Woodsum. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Aug. 31 , 2020 Warrant Summary

| Warrant #: | Journal #: | Amount | Warrant Type: | SB Reviewer: | Signatures Required: | Approval Date: |
|-------------------|-------------------|----------------------|----------------------|---------------------|-----------------------------|-----------------------|
| 9 | 80 | \$ 396,219.37 | Warrant | K Woodsum | Three | 8/31/2020 |
| A | 80 | \$ 2,544.31 | State Fees | K Woodsum | One | 8/21/2020 |
| B | 80 | \$ 4,331.73 | State Fees | K Woodsum | One | 8/28/2020 |
| 10 | 106 | \$ 17,861.43 | Payroll | K Woodsum | One | 8/31/2020 |

SUM \$ 414,080.80

| |
|--|
| |
| |

Indicates public review is required following prior approval

Indicates public review and approval are both required

Treasurer's Warrant

Warrant # 9&10

\$414,080.80

Dates: 09/03/2020

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 \$17,861.43 | Check #'s 69087-69101 169087-169098 |
| VARIOUS VENDORS | Accounts Payable | \$396,219.378 | 69008 69065-69086 |
| | Total | \$414,080.80 | |

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 | 49.62 | 09/03/20 | 9 | 0031 Central Maine Power Co |
| P | 999 | 494.37 | 09/03/20 | 9 | 0031 Central Maine Power Co |
| P | 69008 | 2,544.31 | 08/20/20 | 9 | 0086 SECRETARY OF STATE (MOTOR VEH) |
| P | 69065 | 4,331.73 | 08/27/20 | 9 | 0086 SECRETARY OF STATE (MOTOR VEH) |
| R | 69066 | 2,500.00 | 09/03/20 | 9 | 0037 30 Mile River Watershed Association |
| R | 69067 | 6,636.00 | 09/03/20 | 9 | 0214 Affinity LED Light, LLC |
| R | 69068 | 54.62 | 09/03/20 | 9 | 0747 Anna Carl |
| R | 69069 | 61.97 | 09/03/20 | 9 | 0022 Audette's Hardware |
| R | 69070 | 1,191.34 | 09/03/20 | 9 | 0904 Central Maine Technology |
| R | 69071 | 26.00 | 09/03/20 | 9 | 0633 Ed's Small Engine Repairs |
| R | 69072 | 14.99 | 09/03/20 | 9 | 0810 Eric Dyer |
| R | 69073 | 16,126.63 | 09/03/20 | 9 | 0123 Harris Computers, Inc |
| R | 69074 | 1,178.00 | 09/03/20 | 9 | 0083 Kennebec Cnty Registry Of Deeds |
| R | 69075 | 76.00 | 09/03/20 | 9 | 0083 Kennebec Cnty Registry Of Deeds |
| R | 69076 | 160.00 | 09/03/20 | 9 | 0843 Knowles Lumber Company |
| R | 69077 | 117.00 | 09/03/20 | 9 | 0619 Lamey-Wellehan Shoes |
| R | 69078 | 145.24 | 09/03/20 | 9 | 0152 Lowe's |
| R | 69079 | 614.75 | 09/03/20 | 9 | 0217 NITCO, LLC |
| R | 69080 | 12.31 | 09/03/20 | 9 | 0858 PETTY CASH |
| R | 69081 | 1,476.00 | 09/03/20 | 9 | 0117 READFIELD BLIZZARD BUSTERS |
| R | 69082 | 302,909.02 | 09/03/20 | 9 | 0069 Regional School Unit#38 |
| R | 69083 | 26.36 | 09/03/20 | 9 | 0696 Spectrum |
| R | 69084 | 215.26 | 09/03/20 | 9 | 0462 STAPLES CREDIT PLAN |
| R | 69085 | 1,635.45 | 09/03/20 | 9 | 0398 SW Cole Engineering, Inc |
| R | 69086 | 53,622.40 | 09/03/20 | 9 | 0664 US BANK CORPORATE TRUST BOSTON |

Total 396,219.37

Count

| | |
|--------|----|
| Checks | 25 |
| Voids | 0 |

Warrant 9

| Vendor----- | Amount | Account----- |
|---|-------------------|---|
| 00037 30 Mile River Watershed Association | 2,500.00 | UNCLASSIFIED / NON-PROFIT - ADMIN / MISC. |
| 00214 Affinity LED Light, LLC | 6,636.00 | CAPITAL IMPR / Roads - PUBLIC WAYS / CONTRACT SVC |
| 00747 Anna Carll | 49.16 | Maintenance / Gen Maint - PERSONNEL / MILEAGE |
| 00747 Anna Carll | 5.46 | COMM SERVICE / Animal Cntrl - PERSONNEL / MILEAGE |
| 00022 Audette's Hardware | 61.97 | Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M |
| 00031 Central Maine Power Co | 49.62 | PROTECTION / Tower Sites - UTILITIES / ELECTRIC |
| 00031 Central Maine Power Co | 494.37 | COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT |
| 00904 Central Maine Technology | 1,191.34 | GENERAL GOVT / Admin - EQUIP O,R &M / COMPUTER R&M |
| 00633 Ed's Small Engine Repairs | 26.00 | REC,PARKS/AT / BEACH - EQUIP O,R &M / EQUIP MAINT |
| 00810 Eric Dyer | 14.99 | GENERAL GOVT / Admin - ADMIN / OFFICE SUP |
| 00123 Harris Computers, Inc | 16,126.63 | GENERAL GOVT / Admin - CONTRACT SVC / COMPUTER SUP |
| 00083 Kennebec Cnty Registry Of Deeds | 76.00 | GENERAL GOVT / Admin - ADMIN / RECORDING |
| 00083 Kennebec Cnty Registry Of Deeds | 1,178.00 | GENERAL GOVT / Admin - ADMIN / RECORDING |
| 00843 Knowles Lumber Company | 160.00 | REC,PARKS/AT / Town Propert - Town Proprer / Materials |
| 00619 Lamey-Wellehan Shoes | 117.00 | Maintenance / Gen Maint - PERSONNEL / CLOTHING |
| 00152 Lowe's | 105.95 | Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE |
| 00152 Lowe's | 5.30 | CEMETERIES / CEMETERIES - CONTRACT SVC / CEM STONE RP |
| 00152 Lowe's | 33.99 | REC,PARKS/AT / Town Propert - Town Proprer / Materials |
| 00217 NITCO, LLC | 48.60 | SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe |
| 00217 NITCO, LLC | 566.15 | SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe |
| 00858 PETTY CASH | 4.56 | GENERAL GOVT / Admin - ADMIN / POSTAGE |
| 00858 PETTY CASH | 7.75 | GENERAL GOVT / Admin - ADMIN / POSTAGE |
| 00117 READFIELD BLIZZARD BUSTERS | 1,476.00 | UNCLASSIFIED / Snowmobiling - RECREATION / SNOWMOBILING |
| 00069 Regional School Unit#38 | 302,909.02 | EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT |
| 00086 SECRETARY OF STATE (MOTOR VEH) | 2,544.31 | GENERAL FUND / Motor Veh Fe |
| 00086 SECRETARY OF STATE (MOTOR VEH) | 4,331.73 | GENERAL FUND / Motor Veh Fe |
| 00696 Spectrum | 26.36 | COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM |
| 00462 STAPLES CREDIT PLAN | 123.93 | GENERAL GOVT / Admin - ADMIN / OFFICE SUP |
| 00462 STAPLES CREDIT PLAN | 91.33 | COMM SERVICE / Library - ADMIN / OFFICE SUP |
| 00398 SW Cole Engineering, Inc | 1,635.45 | CAPITAL IMPR / Fire Station - PUBLIC WAYS / CONTRACT SVC |
| 00664 US BANK CORPORATE TRUST BOSTON | 52,000.00 | DEBT SERVICE / Fire Truck - FINANCIAL / BOND PRIN |
| 00664 US BANK CORPORATE TRUST BOSTON | 1,622.40 | DEBT SERVICE / Fire Truck - FINANCIAL / BOND INT |
| Prepaid Total-- | 7,420.03 | |
| Current Total-- | 388,799.34 | |
| Warrant Total-- | 396,219.37 | |

COMMUNICATIONS

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

MINUTES
AGE FRIENDLY COMMITTEE
June 10, 2020

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

The zoom meeting was called to order at 9:10 am.

Updates

Ann Mitchell has moved. Her new address is 288 B Stanley Road.

Ed Dodge announced the Pancake Breakfast to be held on what was to be Heritage Days is canceled for this year.

All reported that they are healthy and staying safe.

Minutes

The minutes were approved after noting a number of typos.

Update on Tree Planting

We have the go ahead to purchase the tree and only need to get agreement on the location to plant it. Marianne has agreed to purchase it from Longfellow's and get reimbursed for it. Committee members want to explore getting a plaque to put next to it.

ReadfieldU Wrap-up

All agreed that it was a successful effort even if it had to be cut short. Several workshops were discussed and it was decided we should have at the very least, an informal feedback loop. Looking to the future, we will explore holding ReadfieldU online in the event COVID continues, which is likely.

Summer Activities

It was agreed to hold off planning any summer activities for now.

The meeting adjourned at 9:45

Readfield Trails Committee Minutes - May 25, 2020

Present: Paul Bessette, Nancy Buker, Greg Durgin, Greg Leimbach, Rob Peale, Holly Rahmlow, Henry Whittemore

Excused: Bob Harris, Jeanne Harris

The meeting was called to order at 6:35 p.m.

We discussed the February minutes, and one change was made. Greg L. moved the minutes be approved; Paul seconded. Minutes approved with one abstention.

Rob updated the progress on the Morrill Road trail after he and other Trails members met with Eric and representatives from the state Department of Transportation. The trail will go straight across Route 17, but we have to do a few things first, including putting in culverts, adding signs and a landing pad at the corner of Giles Road, before it can be made official.

Rob wrote up a report on the meeting, which is attached to the minutes.

On the Carleton Pond trail, Rob has been walking the area and has flagged a possible trail. One side of the pond is too wet for a trail, but he will continue to work on the trail until he has shoulder surgery June 8.

Greg D. reported that Trails has received more than \$1,800 in honor of Trails Vice Chair Ken Clark, who died in March. A fiesta maple was also bought in his honor, and some members of Trails joined other mourners at the Fairgrounds trail on May 22 to put it in place. A commemorative plaque was set next to the tree. The Trails Committee also plans to buy a bench to put next to it. It was agreed that stone would be best. Greg has done some research into options, and Holly volunteered to help. Lori Clark's input will be sought as well.

Nancy passed around a copy of the sympathy card that she sent to Ken's family from Trails that can be kept in the files.

Greg D. noted that we have a 10-foot section of geotech and a pile of bluestone available for projects. He also said Anna is continuing her work on the trail around the Fairgrounds parking lot, and that she will move the pile of loam that is an eyesore.

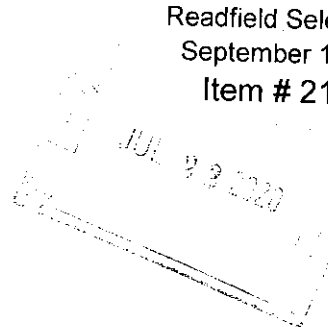
Nancy said that she went around to all the kiosks, cleaned the outside of the Plexiglas and tidied up. She said that many of the kiosks sported birds' nests, but most were missing copies of trail maps. She made a list of all the kiosks and their status. She said that the kiosk at the Torsey Nature Preserve is lifted off the ground blocks, making it crooked, loose and suspended. This should be reported to the Conservation Committee.

Nancy also suggested that in light of the COVID-19 pandemic, the RTC should ask the town whether it should reconsider the need/placement of a porta potty this summer at the Old Fairgrounds parking lot due to the need for public sanitation/cleaning protocols.

The next meeting date is unclear at this point. Meeting adjourned at 7:22 p.m.

Minutes prepared and submitted by Holly Rahmlow

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS



Readfield

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[Home](#) > [Volunteer](#) > [Appointment Application \(Web Fillable Form\)](#) > [Webform results](#) > [Appointment Application \(Web Fillable Form\)](#)

| |
|---|
| <p>Submission information</p> <p>Form: Appointment Application (Web Fillable Form) [1]</p> <p>Submitted by Anonymous (not verified)</p> <p>July 22, 2020 - 1:49pm</p> <p>173.245.54.233</p> |
|---|

Date

July 22, 2020

Which Board, Committee or Commission are you applying for?

Recreation

Yes No

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

Name

Oliver Richardson

Street Address

110 Plains rd

Mailing Address

110 plains rd

Phone (Primary)

2079317180

Phone (Secondary)

E-Mail

richardsonoliver83@gmail.com

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

I have a degree in Health Sciences, I also have a certificate in coaching from SMCC. I played sports throughout high school; played rugby in college. I am an avid outdoors enthusiast, enjoy snowmobiling and skiing. Along with playing any sport outside and weightlifting. I enjoy working on my property and keeping trails and fields maintained would be an excellent way for me to serve my community.

If you are currently employed, what is your position?

Disability claims examiner

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

I currently have two boys ages 2 and 6 and I think being apart of the community you live in is important and the best way to have an impact and help others; I want them to grow up knowing the importance of that as well. If I can help facilitate people enjoying the outdoors and sports than that is an excellent way to spend my time.

Electronic Signature

Oliver Richardsdon

Check one!

I DO NOT
I DO NOT
X

I DO/DO NOT approve the use of my e-mail and phone number(s) on the Town's public sites and publications.

Source URL: <https://www.readfieldmaine.org/node/6133/submission/4486>

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: 9/14, 2020

SELECT BOARD APPROVAL

To Oliver Richardson of Readfield, in the County of Kennebec and State of Maine: There being a position on the Rec Committee 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 6/30/23. 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

2020 Ballot/Election Clerk Appointment

Ballot clerks are appointed for each municipal election and Election clerks are appointed every two years on the even number year for federal, state, and county elections.

To **Kim Whitman**, of Readfield, in the County of Kennebec and State of Maine: There being a vacancy in the position of Ballot/Election Clerk, 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, effective September 14, 2020.

Given our hands this 14th day of September, 2020.

Select Board of Readfield

Bruce Bourgoine

Ralph Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

TOWN OATH

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

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

I, Kim Whitman, do swear that I will faithfully discharge to the best of my abilities, the duties incumbent on me as Ballot/Election Clerk according to the Constitution and laws of the State. So help me God.

Appointee signature

Date: _____

Before me,

Deborah Nichols, Town Clerk of Readfield

Date: _____

Appointment of the 2020 Ballot & Election Clerks

Ballot clerks are appointed for each municipal election and Election clerks are appointed every two years on the even number year for federal, state, and county elections.

| DEMOCRATS | Date | REPUBLICANS | Date |
|--------------------------|------|------------------------|------|
| Durgin, Greg _____ | | Palmer, Marilyn _____ | |
| Peterson, Karen _____ | | Keene, Grace _____ | |
| Molokie, Thomas _____ | | Rourke, Sandra _____ | |
| Hutchinson, Kristi _____ | | Clark, Sonya _____ | |
| Denison, Mary _____ | | Woodsum, Kathryn _____ | |
| Tolman, Andrews _____ | | Woodsum, Steve _____ | |
| Lake, Brenda _____ | | Bagley, David _____ | |
| Tolman, Susan _____ | | | |
| Wright, Milton _____ | | | |
| Harris, Bonnie _____ | | | |
| Soule, Martha _____ | | | |
| Whitman, Kim _____ | | | |

Select Board of Readfield-appointed February 18, 2020 & September 14, 2020

| | | |
|-------------------|-----------------------|--------------|
| Bruce Bourgoine | Ralph Eno, Jr. | Dennis Price |
| Christine Sammons | Kathryn Mills Woodsum | |

TOWN OATH

I, Deborah Nichols, hereby certify that the above clerks by signing this page personally appeared before me and took the following oath:

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

I, _____, do swear that I will faithfully discharge to the best of my abilities, the duties incumbent on me as Ballot and Election Clerk according to the Constitution and laws of the State. So help me God.

Before me, **Deborah Nichols**, Town Clerk

OLD BUSINESS



Proclamation to Renew the State of Civil Emergency

WHEREAS, I proclaimed a State of Emergency on March 15, 2020, and Renewed States of Emergency on April 14, 2020, May 13, 2020, June 10, 2020, July 8, 2020 and August 5, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19 virus; and

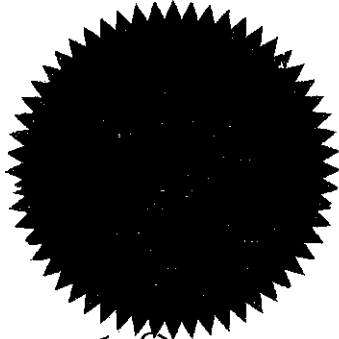
WHEREAS, the State has taken numerous emergency actions to respond to and protect against this threat, including the issuance of numerous emergency Executive Orders to improve and expedite the State's ability to respond; and

WHEREAS, my most recent Proclamation expires by law after 30 days from the date of its issuance and COVID-19 is expected to remain a highly infectious virus presenting a continued threat of substantial harm to our citizens for at least another 30 days; and

WHEREAS, this Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response for another 30 days;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to Me. Const. Art. V, Pt. 1, §§ 1 and 12, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of 37-B M.R.S. Ch. 13, subch. II, including but not limited to 37-B M.R.S. §703(2) and §742(1)(A), as well as 22 M.R.S. §801(4-A) and §802(2-A). This Proclamation renews and supersedes my most recent Proclamation to Renew the State of Civil Emergency and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to 22 M.R.S. §820. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to 37-B M.R.S. §743, expire thirty (30) days from the date entered below unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed GIVEN under my hand at Augusta and dated this second day of September Two Thousand Twenty.



Matthew Dunlap
Secretary of State

Janet T. Mills
Governor



Office of
The Governor

No. 8 FY 20/21
DATE August 26, 2020

AN ORDER TO FACILITATE THE NOVEMBER 2020 GENERAL ELECTION, TO ENSURE THE INTEGRITY OF THE BALLOT AND TO PROTECT THE PUBLIC HEALTH DURING THE COVID-19 EMERGENCY

WHEREAS, I proclaimed a state of emergency on March 15, 2020 and a renewed state of emergency on April 14, 2020, May 13, 2020, June 10, 2020, July 8, 2020, and August 5, 2020, to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

WHEREAS, in Executive Order 39 FY 19/20 ("Executive Order 39") I postponed Maine's primary election from June 9, 2020, to July 14, 2020, and in Executive Order 56 FY 19/20 ("Executive Order 56"), issued on June 3, 2020, I entered orders to further reduce the risk that voters, poll workers and election officials participating in the state primary and in municipal and school district elections would be exposed to COVID-19, which is highly contagious and presents a serious risk to life and health; and

WHEREAS, having consulted with state and local election officials about their experience during the primary election, and having obtained the expert advice of Maine DHHS and CDC concerning health and safety measures appropriate to mitigate the COVID-19 related risks arising from the large numbers of Mainers expected to vote in the November 3, 2020, State General Election, and

WHEREAS, a governor's emergency powers pursuant to 37-B M.R.S. §742(1)(C)(1)&(13)(a) and §834 expressly include the authority to suspend the enforcement of statutes, orders or rules where strict compliance therewith would in any way prevent, hinder or delay necessary action in coping with the emergency, and to adjust time frames and deadlines imposed by law;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, including but not limited to the provisions cited above, do hereby Order as follows:

I. ORDERS

Any provisions of Executive Order 39 FY 19/20 and Executive Order 56 FY 19/20 that are inconsistent with this order are superseded and repealed.

A. Polling places. In-person voting conducted by municipalities in the General Election on November 3 is subject to the following requirements:

1. The number of persons present inside a single polling place shall not exceed 50 or such lesser number as allows sufficient space to meet the six-foot physical distancing requirement between persons, as set forth in Executive Order 55 FY 19/20 and confirmed in Executive Order 6 FY 20/21.
2. The requirement in 21-A M.R.S. § 629(1)(A) that a municipality provide a minimum number of voting booths in each voting place for a general election based on the number of registered voters, with at least one voting booth for each 200 or fraction exceeding 1/2 of that number, is suspended to the extent that this requirement may result in voting booths that are fewer than six feet apart or crowded traffic flow that will make six foot distancing of individuals difficult.
3. Voter lines outside the polling place shall be marked with signage and ground lines designed to enforce a six-foot separation between voters; and

B. Voter registration. The deadline in 21-A M.R.S. § 121-A requiring that voter registration applications submitted by mail or by a 3rd person must be received by the close of business on the 21st day before election day is suspended and modified to allow such applications to be received by mail or by third person by the close of business on the 15th day before the election, October 19, 2020.

C. Consolidation or change of polling locations. The requirement in 21-A M.R.S. § 631-A(2) that a public hearing be held at least 90 days prior to an election in order to consolidate polling places is suspended and modified to require such a hearing to be held at least 30 days prior to the election and to be held within MECDC guidelines for indoor gatherings of up to 50 people, or to be held remotely pursuant to 1 M.R.S. § 403-A, or by an opportunity for comment by email or mail. The requirement in 21-A M.R.S. § 631-A(3) that application must be made to the Secretary of State for approval to change polling places 60 days prior to an election absent an emergency is suspended and modified to authorize submission of such an application up to 20 days prior to the election, preserving the opportunity for a later application due to an emergency situation. The voting place report required to be

filed by the clerk under 21-A M.R.S. § 626-A may be filed with the Secretary of State up to 10 days prior to the election.

D. Election clerks. The requirement in 21-A M.R.S. § 503-A that election clerks must be residents of the municipality or county in which they serve is suspended to permit residents of an abutting Maine county to be appointed, provided that in selecting election clerks from the list of appointees the municipal clerk shall select all available appointees who are residents of the municipality or county before selecting those who are residents of an abutting county.

E. School budget elections.

1. For school budget year 2020/2021 only, voter approval of the school budget may be by referendum vote, notwithstanding any statute to the contrary.
2. Any statute requiring a public hearing or public meeting in advance of a school budget meeting or a referendum on a school budget shall be suspended, provided that an opportunity for public comment is afforded by:
 - a. A hearing conducted within MECDC guidelines for indoor gatherings of up to 50 people;
 - b. A hearing conducted in accordance with the remote participation requirements of 1 M.R.S. § 403-A;
 - c. Provision of the statutorily required information at a time and in such a manner as is sufficient to reach voters, together with an opportunity for written comment; or
 - d. Any combination of the above reasonably intended to maximize both public participation and public health and safety.

F. Absentee ballots.

1. The limitation on processing absentee ballots up to four days prior to election day under 21-A M.R.S. § 760-B(1) is suspended and modified to permit such processing up to seven days prior to election. The 60 days' notice to be given by a municipality of its intent to process absentee ballots prior to election day pursuant to 21-A M.R.S. § 760-B(2) is suspended and modified to 30 days' notice.
2. The requirement in 21-A M.R.S. § 753-B(5) that the municipal clerks facilitate absentee balloting through personal visits to certain licensed

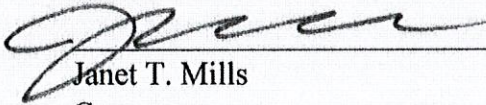
facilities is suspended, such balloting to be conducted in accordance with guidance from the Secretary of State in consultation with municipal clerks, the Department of Health and Human Services and Maine Center for Disease Control, so as to maximize voter participation while reducing personal contact and protecting the health and safety of voters and municipal staff.

3. Voters may vote in person by absentee ballot without specifying a reason until 5:00 p.m. on the second business day before election day; that part of 21-A M.R.S. § 753-B(2)(D) to the contrary is suspended.

- G. Secretary of State.** The Secretary of State is authorized to issue appropriate guidance to implement this Order in consultation with the Maine Center for Disease Control, municipal and school budget officials to facilitate voting during this state of emergency and carry out the intent of this Order, including guidance for the provision and security of external drop boxes accessible only by the clerk for the safe return of absentee ballots in accordance with 21-A M.R.S. § 754-A.

II. EFFECTIVE DATE

This Order shall take effect on August 26, 2020, and, shall terminate 30 days after the termination of the COVID-19 state of emergency unless sooner amended, renewed, terminated or expanded in view of emerging circumstances that may affect the integrity of the November 3, 2020, elections or the health and safety of voters and election staff during the continuing pandemic.



Janet T. Mills
Governor

Readfield Library & Fire Station

8/24/2020

EXPENSES

| | |
|---|-------------------|
| Readfield Library Roof Replacement | \$ 105,682.00 |
| Readfield Fire Station Expansion | \$ 638,551.00 |
| Recommended Alternates 1,3, & 5 | \$ 10,488.00 |
| Variance 1 | \$ (1,773.00) |
| Engineering Costs - (currently \$109,189 of \$112,400) | \$ 112,400 |
| Baseline Design and Construction Costs Sub-total | \$ 865,348 |
| Library Change Order 1 - Changes due to drawing issues | \$ 950 |
| Library Change Order 2 - Alternate 4 (small roof) | \$ 5,280 |
| Library Change Order 3 - Additional fascia trim | \$ 1,100 |
| Library Change Order 4 - Snow guard installation | \$ 704 |
| Library Change Order 5 - Masonry repair, chimney extension | \$ 1,785 |
| Library Change Order X - 2nd floor egress | \$ - |
| Library Change Order X - Interior finish work | \$ - |
| Fire Station Change Order 1 - Changes due to drawing issues | \$ 7,446 |
| Fire Station Change Order 2 - Guardrail to Jersey barrier deduction | \$ (936) |
| Fire Station Change Order 3 - Alternate 2 (counter door) | \$ 2,694 |
| Fire Station Change Order 4 - 200 => 400 amp service | \$ 2,522 |
| Fire Station Change Order 5 - Window replacement | \$ 1,492 |
| Fire Station Change Order 6 - Misc., revised HVAC design | \$ 397 |
| Fire Station Change Order 7 - Flooring upgrade | \$ 3,348 |
| Fire Station Change Order X - Range food and ducting | \$ 15,000 |
| Fire Station Change Order X - Sprinkler system | \$ 20,000 |
| Fire Station Change Order X - Grade and paving changes | \$ - |
| Fire Station Appliances | \$ 3,000 |
| Materials Testing - SW Cole | \$ 2,623 |
| Total Expenses | \$ 932,753 |

REVENUES

| | |
|--|-------------------|
| Bond Proceeds - FY20 | \$ 550,000 |
| Use of Undesignated Fund - FY20 | \$ 235,000 |
| Additional Appropriation - FY21 | \$ 75,000 |
| Use of Library Reserves (Designated Funds) - N/A | \$ - |
| Use of Fire Department Reserves (Designated Funds) - FY19-20 | \$ 44,700 |
| KSB Donation - FY20 | \$ 3,000 |
| Fire Department Donations - FY20 | \$ 25,000 |
| Fire Department Donations - FY21 (down from and estimated \$25,000) | \$ 10,000 |
| Select Board Contingency - FY20 | \$ 10,000 |
| Select Board Contingency - FY21 | \$ 10,000 |
| Total Revenues | \$ 962,700 |

DEFICIT / SURPLUS

| | |
|--------------------------|------------------|
| Deficit / Surplus | \$ 29,947 |
|--------------------------|------------------|

Anticipated revenues and expenses are in bold red

RESERVED

PUBLIC HEARING

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Russell, Program Manager, General Assistance
Date: September 3, 2020
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's new (October 1, 2020–September 30, 2021) “**General Assistance Ordinance Appendices**” (A – H).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – H. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices **after notice and hearing**. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

2020-2021 GA Overall Maximums

Metropolitan Areas

Persons in Household

| COUNTY | 1 | 2 | 3 | 4 | 5+ |
|--|-------|-------|-------|-------|-------|
| Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie | 775 | 879 | 1,116 | 1,397 | 1,956 |
| Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago | 883 | 926 | 1,197 | 1,649 | 1,882 |
| Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales | 741 | 798 | 1,025 | 1,287 | 1,633 |
| Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carrol plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville | 741 | 742 | 981 | 1,229 | 1,341 |
| Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach | 1,179 | 1,284 | 1,668 | 2,180 | 2,654 |
| Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich | 821 | 933 | 1,095 | 1,449 | 1,691 |

Appendix A

Effective: 10/01/20-09/30/21

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|---|-------|-------|-------|-------|-------|
| York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells | 918 | 980 | 1,212 | 1,539 | 1,720 |
| York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York | 1,136 | 1,165 | 1,539 | 1,926 | 2,699 |

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|---------------------------|-----|-----|-------|-------|-------|
| Aroostook County | 649 | 710 | 831 | 1,119 | 1,200 |
| Franklin County | 683 | 729 | 837 | 1,102 | 1,480 |
| Hancock County | 836 | 871 | 1,047 | 1,319 | 1,445 |
| Kennebec County | 769 | 786 | 979 | 1,284 | 1,371 |
| Knox County | 792 | 795 | 979 | 1,291 | 1,390 |
| Lincoln County | 868 | 886 | 1,057 | 1,349 | 1,554 |
| Oxford County | 764 | 767 | 936 | 1,322 | 1,537 |
| Piscataquis County | 659 | 708 | 874 | 1,158 | 1,396 |
| Somerset County | 709 | 744 | 959 | 1,249 | 1,338 |
| Waldo County | 818 | 871 | 997 | 1,339 | 1,705 |
| Washington County | 710 | 713 | 926 | 1,160 | 1,254 |

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/20 to 09/30/21

2020-2021 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

| Number in Household | Weekly Maximum | Monthly Maximum |
|---------------------|----------------|-----------------|
| 1 | \$ 47.44 | \$ 204 |
| 2 | 86.98 | 374 |
| 3 | 124.42 | 535 |
| 4 | 158.14 | 680 |
| 5 | 187.67 | 807 |
| 6 | 225.35 | 969 |
| 7 | 249.07 | 1,071 |
| 8 | 284.65 | 1,224 |

Note: For each additional person add \$153 per month.

2020-2021 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

Non-Metropolitan FMR Areas

| Aroostook County | Unheated | | Heated | |
|-------------------------|-----------------|---------|---------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 117 | 504 | 141 | 606 |
| 1 | 123 | 528 | 154 | 663 |
| 2 | 139 | 599 | 180 | 776 |
| 3 | 195 | 840 | 246 | 1,057 |
| 4 | 200 | 859 | 262 | 1,126 |
| Franklin County | | | | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 125 | 538 | 149 | 640 |
| 1 | 127 | 547 | 159 | 682 |
| 2 | 141 | 605 | 182 | 782 |
| 3 | 191 | 823 | 242 | 1,040 |
| 4 | 265 | 1,139 | 327 | 1,406 |
| Hancock County | | | | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 159 | 682 | 182 | 783 |
| 1 | 159 | 682 | 188 | 809 |
| 2 | 186 | 801 | 227 | 975 |
| 3 | 238 | 1,022 | 287 | 1,235 |
| 4 | 251 | 1,079 | 312 | 1,342 |
| Kennebec County | | | | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly |
| 0 | 143 | 615 | 167 | 716 |
| 1 | 143 | 616 | 168 | 724 |
| 2 | 170 | 733 | 211 | 907 |
| 3 | 230 | 987 | 279 | 1,200 |
| 4 | 234 | 1,005 | 295 | 1,268 |

Appendix C

Effective: 10/01/20-09/30/21

Non-Metropolitan FMR Areas

| Knox County | | Unheated | | Heated | |
|---------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 148 | 638 | 172 | 739 | |
| 1 | 148 | 638 | 172 | 739 | |
| 2 | 170 | 733 | 211 | 907 | |
| 3 | 231 | 994 | 281 | 1,207 | |
| 4 | 238 | 1,024 | 299 | 1,287 | |
| Lincoln County | | | | | |
| Lincoln County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 166 | 714 | 190 | 815 | |
| 1 | 166 | 714 | 192 | 824 | |
| 2 | 189 | 811 | 229 | 985 | |
| 3 | 245 | 1,052 | 294 | 1,265 | |
| 4 | 276 | 1,188 | 337 | 1,451 | |
| Oxford County | | | | | |
| Oxford County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 142 | 610 | 165 | 711 | |
| 1 | 142 | 610 | 165 | 711 | |
| 2 | 160 | 690 | 201 | 864 | |
| 3 | 238 | 1,025 | 288 | 1,238 | |
| 4 | 272 | 1,171 | 333 | 1,434 | |
| Piscataquis County | | | | | |
| Piscataquis County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 116 | 501 | 142 | 609 | |
| 1 | 119 | 512 | 152 | 652 | |
| 2 | 146 | 627 | 189 | 811 | |
| 3 | 200 | 862 | 253 | 1,086 | |
| 4 | 241 | 1,037 | 305 | 1,312 | |
| Somerset County | | | | | |
| Somerset County | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 129 | 555 | 153 | 656 | |
| 1 | 129 | 555 | 159 | 682 | |
| 2 | 166 | 713 | 206 | 887 | |
| 3 | 221 | 952 | 271 | 1,165 | |
| 4 | 226 | 972 | 287 | 1,235 | |

Appendix C

Effective: 10/01/20-09/30/21

Non-Metropolitan FMR Areas

| Waldo County | | Unheated | | Heated | |
|---------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 154 | 664 | 178 | 765 | |
| 1 | 157 | 676 | 188 | 809 | |
| 2 | 175 | 751 | 215 | 925 | |
| 3 | 242 | 1,042 | 292 | 1,255 | |
| 4 | 311 | 1,339 | 373 | 1,602 | |

| Washington County | | Unheated | | Heated | |
|--------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 129 | 556 | 153 | 657 | |
| 1 | 129 | 556 | 153 | 657 | |
| 2 | 158 | 680 | 199 | 854 | |
| 3 | 201 | 863 | 250 | 1,076 | |
| 4 | 206 | 888 | 268 | 1,151 | |

Metropolitan FMR Areas

| Bangor HMEA | | Unheated | | Heated | |
|--------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 144 | 621 | 168 | 722 | |
| 1 | 139 | 681 | 190 | 817 | |
| 2 | 202 | 870 | 249 | 1,044 | |
| 3 | 256 | 1,100 | 305 | 1,313 | |
| 4 | 370 | 1,590 | 431 | 1,853 | |

| Cumberland Cty. HMEA | | Unheated | | Heated | |
|-----------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 170 | 729 | 193 | 830 | |
| 1 | 170 | 731 | 201 | 864 | |
| 2 | 221 | 951 | 262 | 1,125 | |
| 3 | 314 | 1,352 | 364 | 1,565 | |
| 4 | 353 | 1,516 | 414 | 1,779 | |

| Lawiston/Auburn MSA | | Unheated | | Heated | |
|----------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 137 | 587 | 160 | 688 | |
| 1 | 140 | 603 | 171 | 736 | |
| 2 | 181 | 779 | 222 | 953 | |
| 3 | 230 | 990 | 280 | 1,203 | |
| 4 | 295 | 1,267 | 356 | 1,530 | |

Metropolitan FMR Areas

| Penobscot Cty. HMFA | | Unheated | | Heated | |
|-------------------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 137 | 587 | 160 | 688 | |
| 1 | 137 | 587 | 160 | 688 | |
| 2 | 171 | 735 | 211 | 909 | |
| 3 | 217 | 932 | 266 | 1,145 | |
| 4 | 227 | 975 | 288 | 1,238 | |
| Portland HMFA | | | | | |
| Portland HMFA | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 238 | 1,025 | 262 | 1,126 | |
| 1 | 253 | 1,089 | 284 | 1,222 | |
| 2 | 331 | 1,422 | 371 | 1,596 | |
| 3 | 438 | 1,883 | 487 | 2,096 | |
| 4 | 532 | 2,288 | 593 | 2,551 | |
| Sagadahoc Cty. HMFA | | | | | |
| Sagadahoc Cty. HMFA | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 155 | 667 | 179 | 768 | |
| 1 | 172 | 738 | 203 | 871 | |
| 2 | 197 | 849 | 238 | 1,023 | |
| 3 | 268 | 1,152 | 317 | 1,365 | |
| 4 | 308 | 1,325 | 369 | 1,588 | |
| York Cty. HMFA | | | | | |
| York Cty. HMFA | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 178 | 764 | 201 | 865 | |
| 1 | 183 | 785 | 213 | 918 | |
| 2 | 223 | 966 | 265 | 1,140 | |
| 3 | 289 | 1,242 | 348 | 1,456 | |
| 4 | 315 | 1,354 | 376 | 1,617 | |
| York/Kittery/S. Berwick HMFA | | | | | |
| York/Kittery/S. Berwick HMFA | | Unheated | | Heated | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 228 | 982 | 262 | 1,083 | |
| 1 | 228 | 982 | 257 | 1,103 | |
| 2 | 301 | 1,293 | 341 | 1,467 | |
| 3 | 379 | 1,629 | 428 | 1,842 | |
| 4 | 543 | 2,333 | 604 | 2,596 | |

2020-2021 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2020 to September 30, 2021.**

APPENDIX A - OVERALL MAXIMUMS

| <u>County</u> | <u>Persons in Household</u> | | | | | |
|--|-----------------------------|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| <p>NOTE: For each additional person add \$75 per month.</p> <p>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</p> | | | | | | |

APPENDIX B - FOOD MAXIMUMS

| <u>Number in Household</u> | <u>Weekly Maximum</u> | <u>Monthly Maximum</u> |
|---|-----------------------|------------------------|
| 1 | \$ 47.44 | \$ 204 |
| 2 | 86.98 | 374 |
| 3 | 124.42 | 535 |
| 4 | 158.14 | 680 |
| 5 | 187.67 | 807 |
| 6 | 225.35 | 969 |
| 7 | 249.07 | 1,071 |
| 8 | 284.65 | 1,224 |
| <p>NOTE: For each additional person add \$153 per month.</p> | | |

APPENDIX C - HOUSING MAXIMUMS

| <u>Number of Bedrooms</u> | <u>Unheated</u> | | <u>Heated</u> | |
|---|-----------------|---------|---------------|---------|
| | Weekly | Monthly | Weekly | Monthly |
| 0 | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| <p>(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)</p> | | | | |

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1 | \$14.00 | \$60.00 |
| 2 | \$15.70 | \$67.50 |
| 3 | \$17.45 | \$75.00 |
| 4 | \$19.90 | \$86.00 |
| 5 | \$23.10 | \$99.00 |
| 6 | \$25.00 | \$107.00 |

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1 | \$20.65 | \$89.00 |
| 2 | \$23.75 | \$102.00 |
| 3 | \$27.70 | \$119.00 |
| 4 | \$32.25 | \$139.00 |
| 5 | \$38.75 | \$167.00 |
| 6 | \$41.00 | \$176.00 |

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

| <u>Month</u> | <u>Gallons</u> | <u>Month</u> | <u>Gallons</u> |
|--------------|----------------|--------------|----------------|
| September | 50 | January | 225 |
| October | 100 | February | 225 |
| November | 200 | March | 125 |
| December | 200 | April | 125 |
| | | May | 50 |

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

| <u>Number in Household</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|----------------------------|----------------------|-----------------------|
| 1-2 | \$10.50 | \$45.00 |
| 3-4 | \$11.60 | \$50.00 |
| 5-6 | \$12.80 | \$55.00 |
| 7-8 | \$14.00 | \$60.00 |

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

| <u>Number of Children</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|---------------------------|----------------------|-----------------------|
| 1 | \$12.80 | \$55.00 |
| 2 | \$17.40 | \$75.00 |
| 3 | \$23.30 | \$100.00 |
| 4 | \$27.90 | \$120.00 |

Appendix G

Effective: 10/01/20-9/30/21

2020-2021 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees

Appendix H

Effective: 10/01/20-9/30/21

- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

NEW BUSINESS

GENERAL ASSISTANCE ORDINANCE

APPENDICES A-H

2020-2021

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

PROPOSAL/QUOTE

CLIENT: Town of Readfield

PROPOSAL/QUOTE DATE: 08/25/2020

PROPOSAL/QUOTE NUMBER: 8202000367

PROJECT NAME: AV – Leightronix Upgrade

PROJECT ADDRESS: 8 Old Kents Hill Rd Readfield, ME 04355

BACKGROUND

Connectivity Point Design and Installation, LLC. (CPDI) is pleased to submit for your review and approval the following proposal/quote. Please contact us with any questions you may have during your review.

OVERVIEW

CPDI will provide the following **Leightronix Server Equipment** for the **Town of Readfield** located in **Readfield, Maine**.

SCOPE OF WORK

Connectivity Point Design and Installation (CPDI) will provide and install the following equipment.

- One (1) Leightronix UltraNEXUS-HD Flex network managed controller/server with HD-SDI output and 1-TB of internal storage. Includes ninety (90) day trial subscription to TOTAL INFO-HD (a \$1,295.00 value based on a 1-year subscription).
- One (1) Black Magic Smart Videohub CleanSwitch 12x12 SDI matrix switcher.
- Two (2) Black Magic composite to SDI converters.
- One (1) Black Magic SDI to composite video/audio converter.
- Audio and SDI video cables as needed.

CPDI will remove and set aside the owner's current Leightronix Mini-T and in its place install a new Leightronix UltraNEXUS-HD Flex. We will also remove and set aside any equipment that is not needed in the new design. We will install the Black Magic CleanSwitch, Black Magic composite to SDI converters and the SDI to composite converter. The SDI to composite converter will connect to the Town's cable modulator. The two composite to SDI converters will be used for the Town's camera feed and Windows PC based bulletin board. We will install and configure the Data Video NVS-33 streaming/recording appliance. We will provide and label SDI video and audio cables as needed.

We will work with the customer to properly configure the server and establish control of the Black Magic switch.

Note: The customer will provide a network switch for connection of the devices.

ESTIMATOR: Kevin S.

PROPOSAL/QUOTE

NOTES AND EXCLUSIONS

The following activities are not included unless specifically listed in the above-detailed Scope of Work; and if required, additional charges may apply:

- The quoted price does NOT reflect prevailing wage.
- No cable removal is included in this proposal/quote.
- No wiring permit is included in this proposal/quote.
- All work is scheduled for regular business hours.
- Technicians must have free and clear access to all areas being cabled.
- Improvement to building grounding system.
- Underground trenching or boring.
- Concrete/asphalt cutting or patching.
- Architecture or Engineer design or Consulting fees.
- Engineered stamped drawings.
- Cutting, patching, painting.
- All electrical is provided and installed by others.
- Any changes to the scope of work must be submitted in writing prior to the work being performed.
- This proposal/quote does not include labor to move furniture, PC or other end-user equipment that will preclude CPDI from performing their duties.
- No lift is included in this proposal/quote.
- This price is for riser rated cable non-plenum type CMR unless specified otherwise above. If plenum rated cable type CMP is desired or required it can be provided at an additional cost to this proposal/quote.
- This proposal/quote assumes an outlet box and device ring with a conduit to the nearest accessible ceiling will be provided by others.
- Proposal/quote does not include conduit, through wall sleeves, through floor sleeves, core holes, fire-stopping, wire mold, cable tray, or mounting plywood.
- Patch cords are not included in this proposal/quote and can be provided for under a separate proposal/quote if needed.
- It is assumed that any voice cross-wiring will be performed by others (if applicable).
- No electronic equipment (e.g. network switches; media transceivers; telephone system) is included in this proposal/quote.
- All areas to be free of asbestos and lead-based paint.

PROPOSAL/QUOTE

GENERAL TERMS AND CONDITIONS

- Unless otherwise included in the pricing table below, the amounts outlined in this Proposal/Quote are exclusive of all city, state and federal excise taxes, including, without limitation, taxes on manufacture, sales, receipts, gross income occupation, use, and similar taxes. Whenever applicable, any tax or taxes shall be added to the invoice as a separate charge to be paid by the Owner.
- Additions to this proposal/quote will be priced separately as Change Orders.
- Unless otherwise agreed upon, 25% will be invoiced upon contract award, 50% upon material delivery to the job site, and 25% upon completion. Payment is due net thirty days.
- If unknown conditions affect Connectivity Point's ability to complete the work for the stated price, that is not the fault of Connectivity Point, we will suspend work and notify the owner immediately.
- CPDI shall conduct itself in a manner that is compliant with OSHA. Likewise, Owner must notify CPDI, in advance of CPDI commencing its work pursuant to this proposal/quote, of any present or potentially hazardous condition located at the job site(s) at which CPDI will perform its work. The owner is obligated to provide a worksite that is OSHA compliant.
- The proposal/quote is valid for 30 days from the date below. After this date please contact CPDI to confirm that the quoted price can be honored.
- Owner shall hold harmless and indemnify CPDI and its respective officers, directors, employees and agents from and against any claim, loss, damages, and liability pertaining to bodily injury, property damage, personal injury, governmental fines or assessments or any other type of claim, arising out of or occurring in connection with the services provided by CPDI pursuant to this proposal/quote except to the extent to have resulted from the negligence of CPDI. Such indemnification shall include but not be limited to attorneys' fees incurred in defending such claims. Owner specifically waives any statutory immunity conferred upon it as an employer under any workers' compensation act (including but not limited to the Maine Workers' Compensation Act, 39-A M.R.S.A. §104, and its successors, the New Hampshire Workers' Compensation Act and the Massachusetts Workers Compensation Act).

PROJECT STANDARDS/QUALITY ASSURANCE

- All cables will be tested to the applicable performance standard.
- Test results will be provided to the owner in a digital format suitable for printing.
- All faceplates and patch panels will be mechanically labeled with plastic-type label tape.
- A hand-drawn As Built will be left at the job site for the customer's use.
- A mechanically generated As Built will be provided so long as an appropriate digital file is provided by the customer for this purpose.
- Cables can be mechanically labeled at each end, if desired, at an additional charge.
- CPDI has certified structured cabling, fiber, and data center staff to support your design and installation needs.
 - Registered Communications Distribution Designers (RCDD), BICSI
- CPDI has certified Systems Engineers for all your telephony system requirements.
 - Allworx, Mitel, NEC
- CPDI has certified security staff to support your design and installation needs.
 - Kantech, Keyscan, DSC, exacqVision, Axis, Avigilon, Hikvision
- CPDI has certified audio-visual staff to support your design and installation service needs.
 - Atlona Certified Technologist, Barco Unisee Specialist, Biamp TesireForte, Biamp VoIP, CTS, CTS, DMC-D-4K, Clearone ProAudio Specialist, Crestron CCT-001, Crestron DMC-E-4K, Crestron RL101, Crestron Programming 1, Dante Level 1 & 2, Extron AV Associate, Exxtron GC3 Control Associate, Extron School of Emerging Technologies, Lightspeed TopCat Certified, Lutron Lighting, Mersive Solsticec Part 1, Vaddio Audio-Visual Bridge Matrix Pro, Vaddio AutoTrak 2.0

PROPOSAL/QUOTE
Investment Summary:

| | |
|---------------------------------|--------------------|
| Labor | \$819.00 |
| Materials | \$11,884.00 |
| Subtotal | \$12,703.00 |
| Freight | \$100.00 |
| State of Maine Sales Tax | \$0.00 |
| Total with Tax | \$12,803.00 |

The total lump sum for this proposal is **\$12,803.00** which includes all material, labor, equipment, supplies, travel expenses and misc. expenses. Excluded from this proposal are any adds, moves, or changes during the project, which will be billed separately from the original proposal. Taxes are not included in this proposal.

Alternative financial options available. Please contact your Account Executive for more information.

AUTHORIZATION

Dear Town of Readfield,
 PROPOSAL/QUOTE NUMBER: 8202000367

By signing below, I am accepting this proposal/quote and the attached terms and conditions.

Customer Authorized Signature: _____ Date: _____

Customer Print Name: _____ Customer Title: _____

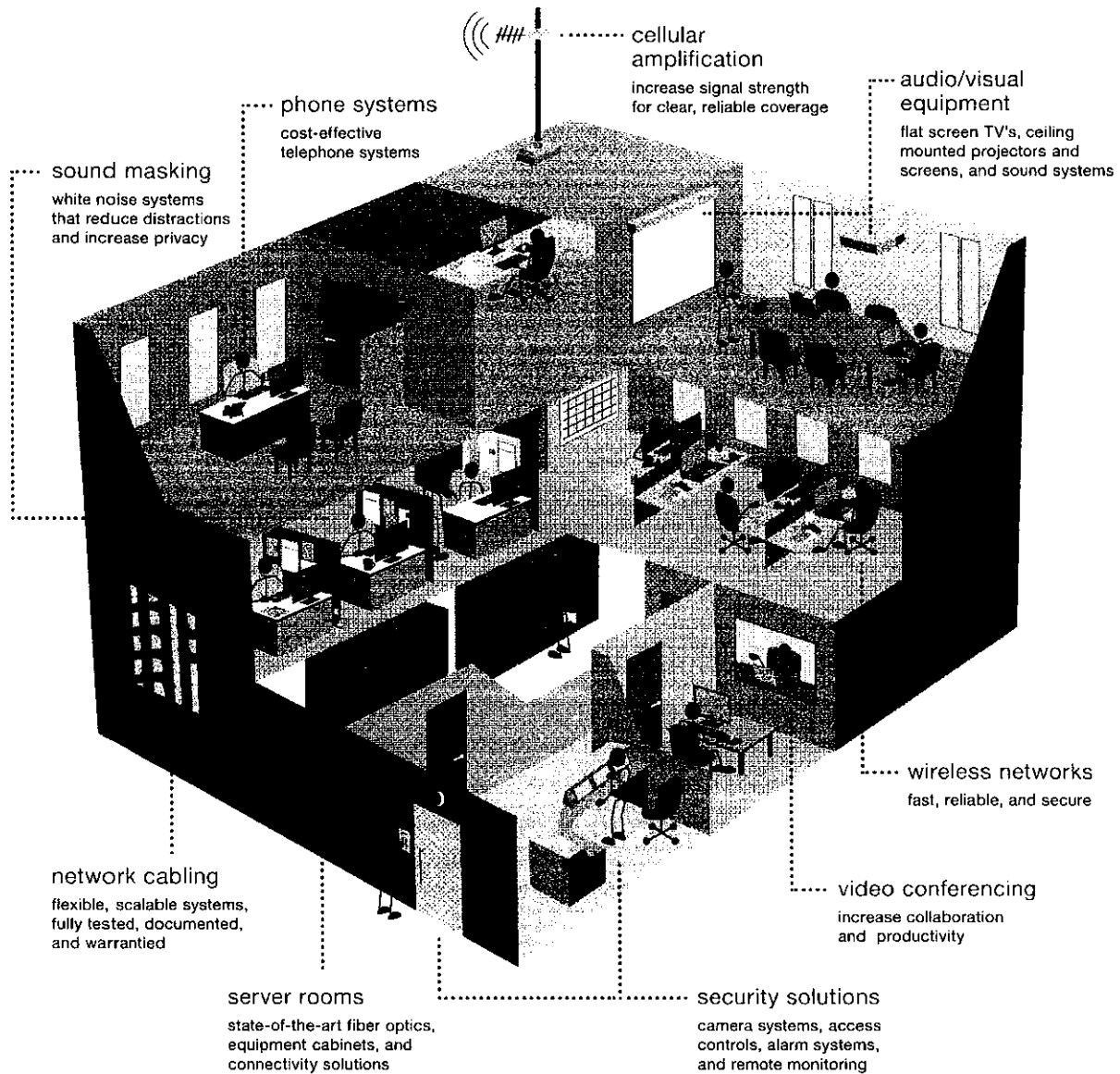
Connectivity Point Design & Installation, LLC.

Bill Paradis

CPDI Authorized Signature, Date 08/25/2020

CPDI Print Name: Bill Paradis Title: Account Executive

PROPOSAL/QUOTE





TOWN OF READFIELD – Code Enforcement

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office Phone: (207) 685-4939

Email: ceo@readfieldmaine.org

Marijuana Establishment Application

Prior to application to the Town, the Owner of the Establishment must first obtain conditional approval from the appropriate State agency. The Marijuana Establishments Ordinance must be reviewed by the Owner prior to application. This application should be submitted in conjunction with any required Building Permit Applications or Land Use Permit (Planning Board) Applications.

SECTION I - ESTABLISHMENT INFORMATION

DRAFT

Name of Business: _____

Name of Corporation/LLC (if different): _____

Physical Address of Business (Must be in Readfield): _____

Mailing Address of Business: _____

President or Individual Owner of Business (if a corporation, provide a completed Management Affidavit, attached):

Owner's Mailing Address (if different from above): _____

Owner's Contact Numbers: _____

Owner's Email Address: _____

Emergency Contact Person (must be available 24/7): _____

Emergency Contact Telephone Numbers: _____

Emergency Contact Email Address: _____

SECTION II - ESTABLISHMENT CLASSIFICATION AND APPLICATION FEE

Medical Marijuana Manufacturing Facility: (1) a registered tier 1 or tier 2 manufacturing facility, as designated by state law, or a person authorized to engage in marijuana extraction under 22 MRS §2423- F; or (2) a facility licensed under M.R.S. 28-B, Subchapter 2 to purchase marijuana from a cultivation facility or another products manufacturing facility; to manufacture, label and package marijuana and marijuana products for medical purposes; and to sell medical marijuana and medical marijuana products to medical marijuana stores and to other medical marijuana manufacturing facilities.

- Medical Marijuana Manufacturing/Extraction Facility: License Fee: \$1,500
- Medical Marijuana Manufacturing/Consumable Facility (manufacturing facility in a kitchen setting, producing only consumable goods): License Fee: \$100

Medical Marijuana Testing Facility: A public or private laboratory that is authorized and accredited in accordance with state law for the research and analysis of medical marijuana, medical marijuana products or other medical marijuana substances for contaminants, safety or potency.

Medical Marijuana Registered Caregiver: A person or an assistant of that person that provides care for a qualifying patient in accordance with state law and licensing and is registered with the state in accordance with state law.

Medical Marijuana Caregiver Retail Store: A store that has attributes generally associated with retail stores, including, but not limited to, a fixed location, a sign, regular business hours, accessibility to the public and sales of goods or services directly to a consumer, and that is used by a registered caregiver to offer marijuana plants or harvested marijuana for sale to qualifying patients.

Adult Use Marijuana Cultivation Facility: A facility used to purchase marijuana plants and seeds from other cultivation facilities; to cultivate, prepare and package adult use marijuana; to cultivate medical marijuana that exceeds 1,000 square feet floor area; to sell marijuana to products manufacturing facilities, stores and to other cultivation facilities; and to sell marijuana plants and seeds to other cultivation facilities and immature marijuana plants and seedlings to marijuana stores. Cultivation facilities may be of the following types:

- **Tier 1:** More than thirty (30) mature plants (and an unlimited number of immature plants and seedlings) or 251-500 SF of plant canopy: License Fee: \$1,500
- **Tier 2:** 501-2,000 SF of mature plant canopy: License Fee: \$2,500
- **Tier 3:** 2,001-7,000 SF of mature plant canopy: License Fee: \$3,500
- **Tier 4:** 7,001-20,000 SF of mature plant canopy: License Fee: \$4,500

Only Marijuana Establishments specifically authorized by an "opt-in" vote at a legally held Town Meeting shall be permitted. Identify which Marijuana Establishment you intend to license by entering the date of application and appropriate fee.

| Establishment Classification | Adopted by Vote | Date of Application | License Fee |
|--|-----------------|---------------------|-------------|
| Medical marijuana Manufacturing Facilities | July 14, 2020 | | |
| Medical Marijuana Testing Facilities | July 14, 2020 | | \$1,500 |
| Medical Marijuana Registered Caregiver Retail Stores | July 14, 2020 | | \$1,500 |
| Adult Use Marijuana Cultivation Facilities* | July 14, 2020 | | |

*All marijuana cultivation (including Adult Use Marijuana Cultivation Facilities, Medical Marijuana Cultivation, and cultivation for personal use) is addressed in the Land Use Ordinance of the Town of Readfield and additional requirements may apply.

SECTION III - APPLICATION CHECKLIST

- _____ Complete License Application (with all fees)
- _____ Copy of State License / Conditional License / Caregiver registration attached
- _____ Copy of State License Application (for Businesses other than Caregiver)
- _____ If not included in the Applicant's State License Application, attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement, or articles of association that govern the entity that will own and/or operate the Marijuana Business.
- _____ Proof of Land Use Permit Application to the Planning Board
- _____ Copy of license(s) held for other Marijuana Establishments
- _____ Signed Background Check Release form / statement
- _____ Ownership affidavit
- _____ Floor Plan attached
- _____ Operations Plan attached

DRAFT

SECTION IV - MARIJUANA ESTABLISHMENTS ORDINANCE REQUIREMENTS

The Owner must demonstrate that the following requirements will be met for the proposed Establishment.

Buffering:

- _____ The distance from the property on which the Proposed Marijuana Establishment is located to the property line of the nearest public or preexisting private school (K-12) per 28-A M.R.S. §402.2.A is at least 500 feet.
- _____ The distance from the property on which the proposed Marijuana Establishment is located to the property line of the nearest property used primarily for religious worship and related religious activities; property used for pre-existing licensed daycare use under 10-148 CMR c. 32; recreational areas designated for use by children up to eighteen (18) years in age; or areas designated as municipal "safe zones" pursuant to 30-A M.R.S. §3253 is at least 500 feet.

Security:

- Security measures at all Adult Use and Medical Marijuana Establishment premises shall include, at a minimum, the following:
 - _____ Security surveillance cameras installed and operating twenty-four (24) hours a day, seven (7) days a week, with ten (10) day video storage, to monitor all entrances, along with the interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises.

_____ Door and window combination video and motion detector intrusion system with audible alarm, maintained in good working condition.

_____ A safe, case or room secured with a key code, deadbolt or padlock that is suitable for storage of all marijuana, marijuana products, and cash stored overnight on the licensed premises.

_____ Exterior lighting will that illuminates the exterior walls of the licensed premises during dusk to dawn, that is either constantly on or activated by motion detectors, and complies with applicable provisions of the lighting performance standards in the Town of Readfield Land Use Ordinance.

_____ Deadbolt locks on all exterior doors and any other exterior access points, excepting windows which shall have locks.

_____ For adult use facilities: methods to ensure that no person under the age of twenty-one (21) shall have access to marijuana and marijuana products.

Ventilation:

_____ The proposed Marijuana Establishments shall be in compliance with all odor and nuisance provisions of the Town of Readfield Land Use Ordinance.

_____ No detectable odor of marijuana or of chemicals used in the manufacturing process shall emit beyond the property line of the parcel containing the proposed Marijuana Establishment.

Notices and Signage:

_____ There shall be posted in a conspicuous location inside the proposed Marijuana Establishment, at least one legible sign containing the information detailed in the Marijuana Establishments Ordinance.

_____ All signs used by and all marketing and advertising conducted by or on behalf of the Marijuana Establishment may not involve advertising or marketing that has a high likelihood of reaching persons under 21 years of age or that is specifically designed to appeal particularly to persons under 21 years of age. The signs, marketing, or advertising is prohibited from making any health or physical benefit claims.

_____ All signage shall meet the requirements for signs under the Town's Land Use Ordinance.

SECTION V - ESTABLISHMENT OWNERSHIP INFORMATION

DRAFT

This section must be completed by the Owner of the Establishment.

Have you ever had a license for Marijuana Business suspended or revoked? If so, explain:

Have you ever been issued a notice of violation by any state or municipality related to a Marijuana Business? If so, explain:

Have you ever been convicted of a criminal violation arising out of the operation of a Marijuana Business? If so, provide the date, jurisdiction, nature of the offense and any penalty(ies) assessed:

Have you, within 10 years of the date of this application, been convicted of selling marijuana, alcohol or scheduled drugs to a minor? If so, provide the date, jurisdiction, nature of the offense and any penalty(ies) assessed:

What interest do you have in the business premises for which licensure is sought (e.g. deed, lease, purchase and sale agreement, etc.)? Attach deed or lease if that is the source of your interest.

Signature of Owner _____ Date _____

- For Office Use Only -

Date Received _____ Amount Received _____ Clerk's Initials _____

TOWN OF READFIELD
OWNERSHIP AFFIDAVIT FOR MARIJUANA ESTABLISHMENT LICENSE

I, _____, hereby state and affirm to the best of my knowledge, that the following individuals represent all Owners, officers, members, managers or partners of the Owner, _____:

DRAFT

1. Name: _____

Position: _____

Current residence address: _____

Other residence addresses held in last three years (list address and dates of residency):

This person is over age 21.

2. Name: _____

Position: _____

Current residence address: _____

Other residence addresses held in last three years (list address and dates of residency):

This person is over age 21.

3. Name: _____

Position: _____

Current residence address: _____

Other residence addresses held in last three years (list address and dates of residency):

This person is over age 21.

4. Name: _____

Position: _____

Current residence address: _____

Other residence addresses held in last three years (list address and dates of residency):

This person is over age 21.

If any of the individuals named in this Affidavit have been (1) convicted of a crime arising from the operation of a Marijuana Business; or (2) convicted of selling marijuana, alcohol or any scheduled drug to a minor, please attach a document describing the date and nature of the offense as well as any penalties adjudged.

I hereby swear that the above information is true and correct to the best of my knowledge.

Print Name: _____

Date: _____

Personally appeared the above-named _____ and made oath that the foregoing statements are true.

Notary Public
My commission expires: _____



TOWN OF READFIELD – Town Manager

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

To: Readfield Select Board
From: Eric Dyer, Town Manager
Date: September 10, 2020
Subject: Comprehensive Plan Update and Update Committee

Purpose and Authority

A town's comprehensive plan takes stock of where the town is and then sets goals for where the town's residents want it to be. Readfield's comprehensive Plan has sought to encourage orderly growth and development in appropriate areas, while protecting the Town's rural character, making efficient use of public services and preventing development sprawl. Readfield last updated our comprehensive plan in 2009. A comprehensive plan update lets us find out what has happened in town and see how we are doing on the goals that are in the current plan. A comprehensive plan update should assess the effectiveness and validity of the current plan, and make changes where necessary.

The comprehensive plan update process is also a chance for our community to get together and really talk about our town. What do we like about Readfield? What might we like to change? Where do we want to be in the future? We will talk about all of these things and may remove, revise, or create new goals as part of the updated plan.

A current comprehensive plan also has certain legal and regulatory benefits. The state requires consistent plans to be updated every 12 years and meet certain standards. Plans that meet these requirements are the legal basis for enforceable municipal zoning rules. They also qualify towns for preferred status when competing for state grants and working with state departments.

The purpose of the Comprehensive Plan Update Committee is to help lead us through the update process and ensure broad community input and engagement. The Comprehensive Plan Update Committee is formed pursuant to a vote of, and advisory to, the Readfield Select Board.

Organization and Administration

1. Term - The Committee shall be in effect for a term of two years.
2. Membership - The Committee shall consist of nine voting members who shall serve without compensation and shall be appointed by the municipal officers. The Select Board will consider the following recommended representation in making appointments, whenever possible, with the understanding that this representation is not a requirement:
 - a. Two members of the Planning Board
 - b. One member of the Readfield Enterprise Committee
 - c. One member of the Age Friendly Committee
 - d. One member of the Conservation Commission or Trails Committee
 - e. One member of the Select Board
 - f. Up to three at large Registered Readfield Voters

- g. One non-voting ex officio members in the Town Manager
3. Appointment - The Committee shall be appointed by the Select Board in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Select Board.
4. Member Term - Members shall serve for a term of two years.
5. Chairperson - The Committee shall elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority vote of the Select Board. The Chairman shall preside at all meetings.
6. Vice Chairperson - The Committee shall elect a Vice Chairperson from among its members to serve in the absence of the Chairperson.
7. Secretary - The Committee shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.
8. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.
9. Quorum - A quorum necessary to conduct business shall consist of at least a majority of voting members.
10. Support - The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
11. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

Tasks

The Comprehensive Plan Update Committee shall:

1. Work collaboratively with the Kennebec Valley Council of Governments (KVCOG) to complete the comprehensive plan update. KVCOG has been contracted by the Town as our planning consultant for this project.
2. Review the current Comprehensive Plan for the Town of Readfield.
3. Establish a clear, detailed, and time limited process to update the 2009 Comprehensive Plan and present a completed comprehensive plan update for voter approval in June of 2022.
4. Pursue aggressive public outreach, education, and engagement in the plan update process.
5. Actively involve relevant committees, organizations, institutions, and interested parties.
6. Collect, review, digest, and incorporate technical information and data related to the various plan components.
7. Report to the Select Board a minimum of quarterly.

2020/2021 Select Board Retreat Workshop Agenda

Readfield Town Hall

September 8, 2019 - 4:00 PM to 8:00 PM

Board may elect to adjourn early

Please Note: *Normally we have shared a meal in the past, due to coronavirus we ask that participants and attendees bring a bag lunch and drink.*

- 4:00 Opening thoughts on outcomes, agenda adjustments and ground rules
- 4:15 Opportunity for attending public input (up to 15 minutes total)
- 4:30 Town Manager's thoughts
- 4:45 **Reflections**
- A look back on 2019/2020 goals (See appendix A)
 - Thoughts on what we could have done better
 - Selecting goals to be continued
 - Major events that may affect goal considerations including coronavirus
- 5:15 **Considerations**
- Carryover goals
 - Those not completed, evaluate and justify continuance
 - Multi-year in progress, reassess resources
 - New and revised goals (See appendix B)
 - Ordinance priorities (See appendix C)
 - Policy priorities
 - Other initiatives
- 6:15 Dinner break
- 6:45 **Aspirations**
- Where do we want to end up? 2020/2021? 2022? 2025 and beyond?
 - How do we get there?
 - New goal list
 - Expectations of each other
- 7:15 Opportunity for attending public observations (up to 15 minutes total)
- 7:30 **Commitments**
- Goal refinement
 - Goal detailing
- 8:00 *Thank you, the work now begins!*

Fiscal Year 2021 Calendar

| July | | | | | | | August | | | | | | | September | | | | | | | October | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | | | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | | | | | | | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | | |
| November | | | | | | | December | | | | | | | January | | | | | | | February | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | | | | | | | | |
| | | | | | | | | | | | | | 31 | | | | | | | | | | | | | | |
| March | | | | | | | April | | | | | | | May | | | | | | | June | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | |
| | | | | | | | | | | | | | 30 | 31 | | | | | | | | | | | | | |

■ Holiday

OTHER BUSINESS