

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

Consider any Tax Abatements - 20 min.
Consider any Tax Supplements - 20 min.
Other Business - 20 min.
Adjourn

Readfield Select Board
Meeting Agenda
October 5, 2020, Readfield Town Office
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:20 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

21-030 - Minutes: Select Board meeting minutes of September 14th, 2020.
21-031 - Warrants: #13-16

Communications - 30 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

Boards, Committees, Commissions & Departments - 5 min.

- Age Friendly Committee minutes of August 12, 2020
- Conservation Commission minutes of December 10, 2019; and March 10, April 14, May 6, June 9, and July 14, 2020
- Library Board minutes of July 16, 2020

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

Old Business - 30 min.

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

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

20-126 - Discuss the ongoing regional broadband project - 5 min.

21-028 - Hear a report from the recent Select Board Retreat and accept the identified goals - 10 min.

Public Hearing - 10 min.

21-032 - Conduct a Public Hearing on the potential use of the Alford Athletic Center for the November 3, 2020 Election.

New Business - 30 min.

21-033 - Consider the Alford Athletic Center as the location for the November 3, 2020 Election - 5 min.

21-034 - Consider the purchase of a replacement small maintenance truck - 10 min.

21-035 - Discuss the Comprehensive Plan Committee appointment process – 5 min.

21-036 - Conduct a review of 2009 Comprehensive Plan Goals - 10 min.

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

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, September 14, 2020 – Unapproved

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

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Aaron Neily, Lee Mank, Some unknown attendee's via ZOOM

Mr. Bourgoine called the Select Board meeting to order at 6:30 pm.

- **21-020 – Minutes: Select Board meeting minutes of August 17, 2020**
 - Motion made by Mrs. Sammons to approve the Select Board meeting minutes of August 17, 2020 as presented, second by Mr. Eno. **Vote 5-0 in favor.**

- **21-021 – Warrants: #9-12 (FY21)**
 - Mrs. Woodsum reviewed Warrants #9-10 – Warrant total: \$414,080.80
 - Mr. Bourgoine reviewed Warrants #11-12
 - **Motion** made by Mr. Bourgoine to approve warrants #11-12 in the amount of \$130,683.25, **second** by Mrs. Woodsum. **Vote 5-0 in favor.**

Communications

- **Select Board Communications**
 - Mrs. Sammons: Trunk or Treat will be happening Saturday, October 31 at the Readfield Fairgrounds. Contact her if you would like to participate. More details in October messenger.

- **Town Staff Reports**
 - Town Manager Report
 - Review of Town Manager Report dated 9-14-2020
 - Treasurer's Report for August 2020
 - Review of August 2020 Treasurer's Report

- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of June 10, 2020
 - Trails Committee minutes of May 25, 2020

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

Appointments, Reappointments, & Resignations:

- **Motion** made by Mrs. Woodsum to suspend the policy for initial first time new appointment interviews until the Governor lifts the State of Civil Emergency with the exception of Planning Board and Budget Committee, **second** by Mrs. Sammons. **Vote 5-0 in favor.**

- **21-022 – Consider the appointment of Oliver Richardson to the Recreation Committee**
 - **Motion** made by Mr. Bourgoine to appoint Oliver Richardson to the Recreation Committee for a term starting tonight and ending 06-30-2023, **second** by Mr. Price. **Vote 5-0 in favor.**

Readfield Select Board
Regular Meeting Minutes – Monday, September 14, 2020 – *Unapproved*

- **21-023 – Consider the appointment of Kim Whitman as Ballot/Election Clerk**
 - **Motion** made by Mr. Bourgoine to appoint Kim Whitman as Ballot/Election Clerk for the November 3, 2020 election, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
 - **Motion** made by Mr. Eno to approve the 2020 Ballot/Election Clerks as included in the packet, **second** by Mrs. Woodsum. **Vote** 5-0 in favor.

Old Business:

- **20-102 – Discuss the local COVID-19 response**
 - Nothing new for routine operations since the last update.
 - Included in the packet are two new orders from the Governor.
 - Deb Nichols, Town Clerk, is working on absentee voting and a location for voting. Either at Giles Hall or at The Kent's Hill Ice Arena on the gymnasium side. 426 absentee ballot requests have been received as of today.

- **20-114 – Fire Station & Library building project update**
 - Breakdown of where the project is financially included in the packet.
 - Project is very near the end.
 - Lee Mank, Fire Chief, gave a brief update on the code changes and range hood issues.
 - Mr. Eno stated that he was not happy with the fact that bids were received in January but the final plans were not filed until May. He feels the delay in filing caused for the change in codes to become an issue and now cost more money and wishes someone at the state would address this issue and possibly correct.
 - Lee Mank feels that trying to change back to the old plans would only make it so in the future the fire station will not be up to state standard codes and not be able to be used for the full potential that it is equipped for.
 - Suggested to change the wording in the contracts/RFP's for time delayed filing and fees.
 - Discussion on full cost of the sprinkler system pricing and if the town has the funds to cover it.
 - Library still has two projects to complete, will be sending out the RFP and getting quotes.

New Business: (Consensus of Board to take out of order)

- **21-026 – Consider a draft application for Marijuana Establishments (as called for in the Marijuana Establishments Ordinance)**
 - Mr. Dyer reviewed the draft of the Marijuana Establishment Application and Process included in the packet. Looking to have the application finalized by the end of October. Already in the process of legal review and going to the Planning Board.
 - Aaron Neily is interested in learning more, will help with input as he is looking at opening a retail facility in Readfield.
 - If you would like to stay up to date on items like this sign up for e-alerts through town website.

Readfield Select Board
Regular Meeting Minutes – Monday, September 14, 2020 – *Unapproved*

Old Business continued:

- **20-126 – Discuss the ongoing regional broadband project and consider additional funding**
 - Mrs. Woodsum spoke that there was a revision to the plan by the consultant after the public hearing on September 3. 96% of Readfield has internet options and the town is not considered underserved therefore cannot get any state/local funding.
 - Mr. Dyer spoke that this would be an ongoing community engagement with a lot of time and planning along the way.

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

- Public Hearing opened at 8:14 pm by Mr. Bourgoine. No public comments. All information available in the packet. Mr. Bourgoine closed the public hearing at 8:16 pm.

New Business:

- **21-024 – Consider amending Appendices A-D of the General Assistance Ordinance**
 - **Motion** made by Mrs. Woodsum approve the amendments to the General Assistance Ordinance A – H for fiscal year 10-1-2020 through 9-30-2021 as presented in the packet, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

- **21-025 – Consider an agreement with Connectivity Point for conversion of our analog public access television and meeting broadcast equipment to digital**
 - Bill Starret gave a brief background on the current equipment the town is using compared to the new, better upgrade that he is proposing. The current equipment is 30 plus years old leaving the town behind on technology.
 - Some benefits would be the ability to live stream and increase programming for the public. Public service announcements could happen as well.
 - **Motions** made by Mrs. Woodsum to accept the proposal as presented in the packet from Connectivity Point and authorize the town manager to sign on behalf of the select board, **second** by Mr. Bourgoine. **Vote** 5-0 in favor.

Motion made by Mrs. Woodsum to extend meeting by 10 minutes, **second** Mrs. Sammons. **Vote** 5-0 in favor.

- **21-027 – Consider the makeup and guidance for the Comprehensive Plan Update Committee**
 - Review of the Comprehensive Plan Committee. Suggested to have Select Board and Planning Board be interchangeable terms. Minor suggestions on tasks. Would like to have the appointments done by the end of October.
 - **Motion** made by Mrs. Woodsum to approve the Comprehensive Plan Update Committee as presented in the packet with the couple of recommendations and changes discussed tonight by 10-31-2020, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Motion made by Mrs. Woodsum to extend the meeting by 5 minutes, **second** by Mr. Eno. **Vote** 5-0 in favor.

Readfield Select Board
Regular Meeting Minutes – Monday, September 14, 2020 – *Unapproved*

- **21-028 – Hear a report from the recent Select Board Retreat**
 - The Select Board retreat was held on September 8th. Mr. Bourgoine gave a review on the meeting and goals. All information is available to anyone interested.

- **21-029 – Consider the schedule for upcoming Select Board meetings**
 - October 5 & 19, November 16 and December 14.

Other Business, Upcoming Meetings & Future Agenda Items:

- The 22nd Annual KVCOG meeting is September 22, Mr. Bourgoine is unable to attend, another Select Board member can go if they would like.
- **Motion** made by Mr. Bourgoine for the Town Manager to **sign** the ballot for KVCOG on behalf of the Select Board, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Motion made by Mr. Price to adjourn the meeting at 8:44 pm, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Sept. 28 , 2020 Warrant Summary

| Warrant #: | Journal #: | Amount | Warrant Type: | SB Reviewer: | Signatures Required: | Approval Date: |
|------------|------------|---------------|---------------|--------------|----------------------|----------------|
| 13 | 142 | \$ 539,881.25 | Warrant | | Three | 9/28/2020 |
| A | 142 | \$ 4,802.50 | State Fees | D Price | One | 9/17/2020 |
| B | 142 | \$ 8,571.87 | State Fees | K Woodsum | One | 9/24/2020 |
| 14 | 150 | \$ 21,090.91 | Payroll | | One | 9/28/2020 |

SUM \$ 560,972.16

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

Treasurer's Warrant

Warrant # 13 & 14

\$560,972.16

Dates: 10/01/2020

To the Treasurer of Readfield:

This is to certify that there is due and chargeable to the accounts listed below the sums indicated, and you are directed to pay the amounts listed to the payees named herein.

| Payee | Account | Amount | Check #'s |
|-----------------|------------------|--------------|------------------------------|
| EMPLOYEES | Payroll | \$21,090.91 | 69168-69193 169168-169178 |
| VARIOUS VENDORS | Accounts Payable | \$539,881.25 | 69106-69167 |
| | Total | \$560,972.16 | |

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 | 34.86 | 10/01/20 | 13 | 0031 Central Maine Power Co |
| P | 999 | 95.76 | 10/01/20 | 13 | 0031 Central Maine Power Co |
| P | 69106 | 4,802.50 | 09/17/20 | 13 | 0086 SECRETARY OF STATE (MOTOR VEH) |
| P | 69147 | 8,571.87 | 09/24/20 | 13 | 0086 SECRETARY OF STATE (MOTOR VEH) |
| R | 69148 | 135.00 | 10/01/20 | 13 | 0643 A.A.A. PORTABLE TOILETS |
| R | 69149 | 184.85 | 10/01/20 | 13 | 0810 Eric Dyer |
| R | 69150 | 28.00 | 10/01/20 | 13 | 0791 Group Dynamic Inc |
| R | 69151 | 8.22 | 10/01/20 | 13 | 0245 Jaime Hanson |
| R | 69152 | 152.00 | 10/01/20 | 13 | 0083 Kennebec Cnty Registry Of Deeds |
| R | 69153 | 180,507.86 | 10/01/20 | 13 | 0056 Kennebec County Treasurer |
| R | 69154 | 144.00 | 10/01/20 | 13 | 0619 Lamey-Wellehan Shoes |
| R | 69155 | 25.00 | 10/01/20 | 13 | 0211 Lynette Johnson |
| R | 69156 | 1,990.55 | 10/01/20 | 13 | 0066 Maine Municipal Association |
| R | 69157 | 11,305.17 | 10/01/20 | 13 | 0065 MAINE MUNICIPAL EMP. HEALTH |
| R | 69158 | 88.42 | 10/01/20 | 13 | 0111 MaineToday Media |
| R | 69159 | 348.47 | 10/01/20 | 13 | 0823 OTELCO |
| R | 69160 | 24.00 | 10/01/20 | 13 | 0858 PETTY CASH |
| R | 69161 | 81.25 | 10/01/20 | 13 | 0640 Pitney Bowes, Inc |
| R | 69162 | 200.00 | 10/01/20 | 13 | 0841 PretiFlaherty |
| R | 69163 | 302,909.02 | 10/01/20 | 13 | 0069 Regional School Unit#38 |
| R | 69164 | 67.77 | 10/01/20 | 13 | 0746 Rockingham Electrical Supply Co Inc |
| R | 69165 | 5,797.00 | 10/01/20 | 13 | 0681 Treas,State Maine (Pub Safety) |
| R | 69166 | 22,343.70 | 10/01/20 | 13 | 0664 US BANK CORPORATE TRUST BOSTON |
| R | 69167 | 35.98 | 10/01/20 | 13 | 0765 W.B. Mason Co., Inc |
| Total | | 539,881.25 | | | |

Count

| | |
|--------|----|
| Checks | 24 |
| Voids | 0 |

Warrant 13

| Vendor----- | Amount | Account----- |
|---|------------|---|
| 00643 A.A.A. PORTABLE TOILETS | 135.00 | REC,PARKS/AT / BEACH - UTILITIES / LAVATORY |
| 00031 Central Maine Power Co | 34.86 | PROTECTION / Tower Sites - UTILITIES / ELECTRIC |
| 00031 Central Maine Power Co | 95.76 | Maintenance / Bldg Maint - UTILITIES / ELECTRIC |
| 00810 Eric Dyer | 149.95 | GENERAL GOVT / Admin - ADMIN / COVID-19 |
| 00810 Eric Dyer | 34.90 | GENERAL GOVT / Admin - ADMIN / Selectboard |
| 00791 Group Dynamic Inc | 12.00 | GENERAL GOVT / Insurance - INSURANCE / HRA |
| 00791 Group Dynamic Inc | 16.00 | SOLID WASTE / TRANSFER STA - INSURANCE / HRA |
| 00245 Jaime Hanson | 8.22 | GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE |
| 00083 Kennebec Cnty Registry Of Deeds | 152.00 | GENERAL GOVT / Admin - ADMIN / RECORDING |
| 00056 Kennebec County Treasurer | 180,507.86 | COUNTY TAX / COUNTY TAX - ASSESSMENTS / COUNTY TAX |
| 00619 Lamey-Wellehan Shoes | 144.00 | Maintenance / Gen Maint - PERSONNEL / CLOTHING |
| 00211 Lynette Johnson | 25.00 | SOLID WASTE / TRANSFER STA - ADMIN / MISC. |
| 00066 Maine Municipal Association | 65.00 | GENERAL GOVT / Admin - ADMIN / TRAIN & CONF |
| 00066 Maine Municipal Association | 1,925.55 | GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP |
| 00065 MAINE MUNICIPAL EMP. HEALTH | 2,471.47 | SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS |
| 00065 MAINE MUNICIPAL EMP. HEALTH | 7,775.44 | GENERAL GOVT / Insurance - INSURANCE / HEALTH INS |
| 00065 MAINE MUNICIPAL EMP. HEALTH | 903.16 | GENERAL FUND / HEALTH INSUR |
| 00065 MAINE MUNICIPAL EMP. HEALTH | 129.66 | GENERAL FUND / IPP |
| 00065 MAINE MUNICIPAL EMP. HEALTH | 25.44 | GENERAL FUND / VSP Vision |
| 00111 MaineToday Media | 88.42 | GENERAL GOVT / Admin - ADMIN / ADVERTISING |
| 00823 OTELCO | 327.60 | GENERAL GOVT / Admin - UTILITIES / TELEPHONE |
| 00823 OTELCO | 20.87 | COMM SERVICE / Library - UTILITIES / TELEPHONE |
| 00858 PETTY CASH | 24.00 | GENERAL GOVT / Admin - ADMIN / POSTAGE |
| 00640 Pitney Bowes, Inc | 81.25 | GENERAL GOVT / Office Equip - ADMIN / POSTAGE |
| 00841 PretiFlaherty | 200.00 | GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE |
| 00069 Regional School Unit#38 | 302,909.02 | EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT |
| 00746 Rockingham Electrical Supply Co Inc | 67.77 | Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE |
| 00086 SECRETARY OF STATE (MOTOR VEH) | 4,802.50 | GENERAL FUND / Motor Veh Fe |
| 00086 SECRETARY OF STATE (MOTOR VEH) | 8,571.87 | GENERAL FUND / Motor Veh Fe |
| 00681 Treas,State Maine (Pub Safety) | 5,797.00 | PROTECTION / Dispatching - CONTRACT SVC / DISPATCH |
| 00664 US BANK CORPORATE TRUST BOSTON | 4,445.30 | DEBT SERVICE / Muni Bld Bnd - FINANCIAL / BOND INT |
| 00664 US BANK CORPORATE TRUST BOSTON | 16,000.00 | DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND PRIN |
| 00664 US BANK CORPORATE TRUST BOSTON | 1,898.40 | DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND INT |
| 00765 W.B. Mason Co., Inc | 35.98 | GENERAL GOVT / Admin - ADMIN / OFFICE SUP |

Prepaid Total-- 13,504.99

Current Total-- 526,376.26

Warrant Total-- 539,881.25

COMMUNICATIONS

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

Age Friendly Meeting Minutes
August 12, 2020

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

The meeting was called to order at 9:07.

The June Minutes were approved as amended. The July minutes were mislabeled as June and were lost.

Updates

The Sugar Maple Tree has been purchased and we are waiting for a convenient time for Town employees to assist planting it. Marianne thought it would be at the end of the week. She agreed to contact people once she knew the date and time. All agreed it would be nice to take a picture of it with members of the Committee.

Ed agreed to look into purchasing a plaque for it.

Maggie had volunteered to be part of the Broadband video but had not been contacted. This is a different effort than the broadband referendum. Romaine agreed to send out information about the recently passed broadband referendum.

New Items

The town received a request from a researcher at the University of New England to distribute a survey they are conducting about the effect of COVID-19 on people over age 55. Marianne and Ann volunteered to take the test and share their opinion if we should distribute it.

Smoke Alarm Distribution

The Committee has worked for the past two years with the Red Cross to install smoke alarms in resident homes. The Committee discussed if we should proceed this year and it was agreed to hold off this coming year. We should plan to do it in November 2021.

Aging Well in Readfield 2017

The plan was to review the plan and update it. Also, perhaps a review would spur members to start a new initiative. Members did not feel they could review it with the electronic copy which was distributed. Romaine agreed to ask the Town Office to copy the report and mail it to members. This will be put on the September agenda.

The meeting adjourned because we ran out of the 40 minutes allowed for zoom meetings!

Readfield Community Library Board Meeting
July 16, 2020

The meeting was called to order at 6:36. (Via Zoom)

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

Those excused: Jen Bonnefond

Secretary's report: The minutes were approved.

Treasurer's Report: The treasurer's report was approved following a discussion.

- * The ramp to the library entrance will be finished in the fall.

Policy: Patron Code of Conduct:

*There was a discussion regarding some changes due to input from Eric Dyer (town manager). The Patron Code of Conduct and the Addendum were voted on and accepted.

Summer Book Sale:

*There was discussion concerning the summer book sale. Some ideas put forth were to have it virtually, have a raffle, to send a letter to patrons to solicit funds and to save books, or to possibly have the sale in the fall. It was decided to have Melissa will send out a note to say we would welcome financial contributions and that the book sale will most probably be put off til the fall (at the earliest).

Librarian's Report:

* Things are going well at the library. Curbside is down as patrons can now come into the library. 59 patrons were in the library this week. The golden tickets are working well.

*More masks were made and given to the library.

* The Bourques did the lovely planters out front.

*ILL will start on July 20th. There will be a 72 hour quarantine for the ILL tub of books.

* Story time at the beach, starting July 9th and will run for 7 weeks, through August 20th, with social distancing. Small attendance, but 6 or 7 children who attend via zoom.

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

Possible Summer Event: Author/Illustrator Event and Book Signing for Sat., August 15th at 10:00am. Illustrator RJ Jenkins lives locally. The book is, A Visit to

the Bahamas from A to Z. This will occur outside at the library. Rain back-up will be upstairs at the Town Office.

* State Reading Program: Read-Me. Maine author Lily King has chosen 2 books by Maine authors: Vigilance of Stars and Roughhouse Friday: A Memoir. The kick-off will be July 17th on Maine Call-In (NPR).

* Maine Humanities Council Author Event (Zoom) with Jaed Coffin will be Wednesday, August 12th at 6:30 pm. Patricia O'Donnell's date is TBA.

*RCL September Book Group will be Wed., September 30th at the Town Office- The Vigilance of Stars, by Patricia O'Donnell.

* RCL October Book Group will be Wed., October 28th at 6:30 at the Town Office- Roughhouse Friday: A Memoir, by Jaed Coffin.

Business:

Slate of Officers for a July election:

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

The Slate was voted on and accepted.

Many thanks go to Deb Peale for her dedicated leadership of the library board for 8 years!!

The meeting was adjourned at 7:56.

The next meeting will be in September.

Respectfully submitted by,

Pam Mitchell

Secretary of the Readfield Community Library

July 22, 2020

Readfield Conservation Commission Meeting Minutes
Tuesday, July 14, 2020, Town Office

Present: Bruce Hunter, Jerry Bley, Greg Leimbach, Tim Sniffen, Andy Walsh, Stephanie Donaldson, Marty Hanish

Excused: Greg Durgin, Brent West, Bob Mohlar

RCC Meeting Minutes - A motion was made and unanimously approved by RCC members to accept the June 6, 2020 meeting minutes (Marty Hanish abstained).

New Business

Proposed Solar Array, Highland Ridge Farm – RCC discussed details of the proposed community solar array and concerns relative to existing conservation and scenic attributes of the project site based on review of documents provided to the Planning Board (PB). Jerry B. provided an overview of the project, which will impact approximately 19.5 acres of the 100+ acre property behind (southerly) the existing farm buildings. The project will have a lifespan of approximately 30 years. The PB review will determine whether the project is consistent with the Town's Comprehensive and Open Space Plans.

Concerns were raised regarding the project's potential effects on the scenic view from Rt. 17 and its potential impact on prime farmland soils that are currently in cultivation (cornfield). It was agreed that the solar panels will likely not block the southerly view from Rt. 17. Additional information should be sought concerning how the project will affect prime farmland soils. Other concerns included whether a chain link fence encircling the solar panels was necessary, since it may impact the quality of the southerly view more than the solar panels. Jerry B. suggested that a permanent scenic easement be required on the westerly portion of the property to protect the view toward Mount Washington and the White Mountains. The town or Kennebec Land Trust could potentially hold the easement. Marty H. suggested a resolution by RCC preventing prime farmland soils from being taken out of production.

RCC members agreed to offer recommendations to the PB to conserve important conservation and scenic elements of the property. Recommendations will address the following: potential loss of prime farmland soils; the proposed chain link security fence; management of the 19.5 acres as pollinator habitat, and the proposed permanent scenic easement.

Regional Conservation Commission Meeting/Cookout – RCC agreed to cancel the group meeting/cookout this year due to Covid-19. Bruce H. will email the other conservation commissions regarding the cancellation.

Old Fairgrounds Tree Planting – The Age Friendly Committee requested permission to plant a tree on the Fairgrounds property. RCC is okay with tree plantings but only in accordance with the Fairground Management Plan (1994). The fields will be mowed in the fall by Anna Carll. Greg L. asked whether the management plan has guidance for habitat enhancement. RCC members agreed to review the management plan. Tim S. will send a digital copy of the management plan. Andy W. will review the mowing section and make recommendations, if needed.

Old Business

Financial Report (July 1, 2020) – Tim S. did not receive a financial report for June. No substantive discussion.

Town Forest RFP – Based on Jerry B.'s discussion with Harold Burnett (town forester) regarding wood/chip prices from local lumber mills, contractors are skittish about bidding on stumpage until the markets settle down. Therefore, the RFP for the TF tree harvest has not been released for distribution. Jerry B. received a quote from Dan Pottle (contractor) for the road work for \$4,700. Additional costs for Pike delivering materials to the site (gravel) and equipment would bump the total cost of the project to over \$9,000. RCC allocated \$8,300 for the road repair. Jerry B. suggested a non-winter harvest so the road work can be combined with the tree harvest.

Outdoor Recreational and Conservation Areas Map – Brent W. sent the map edits to Art Grindle (Kennebec County Soil and Water Conservation District). Greg L. will trace the approximate route of the snowmobile trail on the map. Brent W. and Jerry B. will discuss the edits with Art Grindle.

Hunting Blind Draft – Previous comments from RCC members were incorporated into the draft hunting blind policy. Greg L. facilitated review of the draft policy with a local game warden who gave it a thumbs up. RCC members had some additional concerns regarding the draft policy. Marty H. recommended that shooting be away from established trails. Greg L. questioned how and who would enforce the policy. Would the game warden be notified of a violation? It was suggested that RCC could also make casual observations during the hunting season. Brent W. indicated that state regulations require that users register hunting blinds and tree stands with the property owner. The hunting blind policy should also note that all other pertinent state regulations apply to use of hunting blinds on the TF.

Jerry B. will discuss the proposed policy with Eric Dyer. Once approved, Jerry B. will submit the proposed hunting blind policy to the Selectboard for review and approval. It will then be submitted to the town clerk and posted at the Town Forest kiosk (?) with copies available at Town Hall. There will be no major implementation effort.

Town Conservation Properties

Old Fairgrounds Property – Bruce H. will talk to Anna Carll regarding the planned mowing frequency (this may be adjusted based on RCC's review of the management plan).

Town Forest – Jerry B. mentioned the new trail linking MacDonalds Woods with the Town Forest, which will allow hikers to avoid the seasonally wet and overgrown woods road.

The "You Are Here" signs located at trail intersections will need to be replaced (KLT?). Bruce H. also mentioned a sign to notify hikers of poison ivy on some trails.

Meeting adjourned at 8:10 p.m.

Submitted by Andy Walsh on August 9, 2020

Readfield Conservation Commission Meeting Minutes
Tuesday, June 9, 2020, Town Office

Present: Bruce Hunter, Jerry Bley, Greg Durgin, Tim Sniffen, Brent West, Greg Leimbach, Andy Walsh
Excused: Stephanie Donaldson, Marty Hanish, Bob Mohlar

RCC Meeting Minutes - A motion was made and unanimously approved by RCC members to accept the May 6, 2020 meeting minutes as amended.

Old Business

Town Forest Road Work – Jerry B. spoke with Dan Pottle (contractor) who is potentially interested in doing the road work. Dan will walk the proposed work site this week. Jerry B. sent the job specs to Dan and is waiting on a price for the work. The work may be done by mid-October. The RFP for the tree harvest will go out by mid-summer. The harvest will be done during the winter and is not dependent on the road repair. Anna Carll (Town of Readfield) is available to do the work if needed.

Hunting Blind draft proposal – RCC members discussed the draft hunting blind proposal. Andy W. suggested adding a specific window of time during the hunting season within which blinds could be erected on the property. Tim S. asked whether the policy would allow hunters to set up blinds a specific location for the entire season and if the policy would restrict hunting to Readfield residents only. Also are there liability issues related to hunting blinds in public property? Marty H. recommended that warning signs be posted alerting hikers to the presence of hunting blinds and that the policy ensure removal of all structures at the end of the hunting season. Tim S. recommended contacting Clif Buck's son (game warden) for advice on how to proceed (Greg L. agreed to do this). Jerry B. suggested running the draft policy proposal by the Selectboard.

Highland Ridge Farm Status – Jerry B. informed the group that an application (dated May 13, 2020) for a five megawatt community solar project for Highland Ridge Farm is currently before the Planning Board. Few details were available for the meeting; Jerry B. will circulate a copy of the application asap.

Town Conservation Properties

Old Fairgrounds Property – Anna Carll is working to complete the peripheral trail around the parking area. Trail committee members (?) are clearing roadside vegetation along Church Road to improve visibility. Tim S. suggested that brushy field edges away from the road not be cleared to preserve nesting habitat, food, and cover for birds. Andy W. recommended that the Trails committee talk with RCC before undertaking any brush management. Bruce H. suggested that a sign be posted in the kiosk about poison ivy along the trail.

Readfield Outdoor Recreation & Conservation Areas Map Update – Brent W. reported that a draft of the recreation map is ready to send Art Grindle (Kennebec County Soil and Water Conservation District). Brent is waiting for GPS locations for the snowmobile trail at Carleton Pond. Jerry B. completed review/edits of property descriptions. Need to submit a copy to the Selectboard for approval and RCC needs an invoice from Art Grindle by June 13. The recreation map needs to be done by the end of the FY.

Meeting adjourned at 7:15 p.m.
Submitted by Andy Walsh on July 13, 2020

Readfield Conservation Commission Meeting Minutes
Wednesday, May 6, 2020, Town Office

Present: Bruce Hunter, Jerry Bley, Greg Durgin, Tim Sniffen, Brent West, Stephanie Donaldson, Marty Hanish, Andy Walsh
Excused: Greg Leimbach, Bob Mohlar

RCC Meeting Minutes - A motion was made and unanimously approved by RCC members to accept the April 14, 2020 meeting minutes as amended.

New Business

Bid Review for Road Repairs, Town Forest – RCC members discussed the bid prices received from Anna Carll (Town maintenance) for repair of the Belz Road extension and Center Lane (trail). The initial bids did not include the cost for crushed stone (\$3,187) which bumped the low bid of \$5,132 (Cushing) to \$8,319. The revised low bid cost exceeds the funds budgeted for the project (\$6,000) by approximately \$2,319. A single contractor would normally be awarded the contract. However, the town will separate out the low bid road repair contract from the rest of the proposal items which were bid lower by a different contractor (Pratt). Members discussed what existing budget items can be deleted to make up the additional \$2,319. The amount budgeted for trail signs and invasive plant control in the FY 2019-20 and FY 2020-21 RCC budgets is \$900 and \$1,500, for a total of \$2,400 that can be re-directed to the Town Forest road repair project. Additional income from the 2020-21 winter tree harvest could contribute to the RCLA budget.

The RFP for the tree harvest will go out in late summer with work scheduled for the winter of 2020-21. A provision will be placed in the contract to require any removal of stone walls during the logging operation to be re-assembled following completion of the work.

Jerry B. made a motion to “recommend that the Select Board accept the low bid for the Town Forest work (Cushing bid including the additional materials cost) and RCC will allocate the available funds to fully fund the project.” Bruce H. seconded the motion. A roll call vote followed: Brent W. – yes; Jerry B. – yes; Bruce H. – yes; Tim S. – yes; Greg D. – yes; Marty H. – yes; Stephanie D. – yes, and Andy W. – yes.

Old Business

Financial Report, April 2020 – Tim S. reported no changes in the RCC account in the past month.

Readfield Outdoor Recreation & Conservation Areas Map Update – Brent W. reported that Art Grindle (Kennebec County Soil and Water Conservation District) is preparing the next map update. Jerry B. called for any additional comments to the property description section (backside of map).

Hunting Blind draft proposal – no discussion

Old Fairgrounds Pulling Stones Interpretive Panel – The Readfield Historical Society has indefinitely postponed the Maine Bicentennial Event (originally scheduled for June 20), including the unveiling of the pulling stones panel, until the State issues guidance with respect to large gatherings. The grant funding agency is extending the date when projects must be completed to 2021.

Trail Signs – on hold until RCC budget changes determined.

Carleton Pond Trail Scoping – Greg D. joined Rob Peale on a walk at Carleton Pond to identify potential trail options on the property. The west side of property contain wet areas. An approximately 4.6 mile trail loop was tentatively identified around the pond. The trail would staying close to the western shore to avoid wet sections and to provide views of the pond. The proposed trail will avoid the existing road on the property. Rob P. may mark the trail next week before reviewing the trail location with Brian Tarbuck (GAUD). The bike coalition will coordinate separately with GAUD regarding any other trail building work on the property.

Torsey Pond Nature Preserve, cleanup – A work day is scheduled for either Saturday, May 16 or Sunday, May 17 to repair damage to the parking lot entrance, repair a short section of trail at the trailhead, and to fix some boardwalk sections and the platform next to the duck blind. Tim S. will send a group invitation once he hears from Greg L. regarding his availability.

Meeting adjourned at 7:45 p.m.
Submitted by Andy Walsh on May 9, 2020

Readfield Conservation Commission Meeting Minutes
Tuesday, April 14, 2020, Town Office

Present: Bruce Hunter, Jerry Bley, Greg Durgin, Tim Sniffen, Brent West, Stephanie Donaldson, Greg Leimbach, Marty Hanish, Andy Walsh
Excused: Bob Mohlar

RCC Meeting Minutes - A motion was made and unanimously approved by RCC members to accept the March 10, 2020 meeting minutes.

New Business

RTP Grant Reimbursement was received by the Town in the amount of \$7,355.40 and deposited to the Readfield Lands Conservation Account. The net balance of the RLCA with the reimbursement is \$9,552.26.

Old Business

Outdoor Recreation & Conservation Areas Map Update – RCC discussed locations on the map to be removed (Blueberry Island, Readfield Elementary School, etc.) and added (KLT's Rosmarin Property, snowmobile trail on GAUD's Carleton Pond property, etc.). Discussion was also had regarding removing Camp Kirkwold and Camp KV. Brent W. will send edits on the front (map) side to Art Grindle (Kennebec County Soil and Water Conservation District) and Jerry B. will have town office staff make edits to the property descriptions and possibly re-format this section. Money budgeted for the map update should be sufficient and must be spent by the end of the fiscal year.

Readfield Town Forest Harvest (2020-2021) – The Request for Proposal (RFP) for the tree harvest will be posted in May for work during the following winter. Timber prices may be depressed and may influence bids; may want to postpone RFP? Jerry B. will follow-up with Eric Dyer (Town Manager) regarding the RFP for Belz Road extension repairs. No funds will be available until after July 1st for roadwork scheduled for late summer/early fall.

Hunting Blind – no discussion

Pulling Stones Interpretive Panel (Fairgrounds Property) – Readfield Historical Society received the \$500 grant. Jerry B. recommended moving the interpretive panel site about 100 ft. up the trail. Unveiling of the panel will likely be postponed from the June 20 Maine State Bicentennial event to Heritage Days. Bob Harris and Dale Clark will probably have a decision on this matter in May. Dale Clark is concerned that the interpretive plaque may not be ready due to virus shutdown of the facility making the plaque.

Trail Signs – Jerry B. contacted Eric Dyer (TM) regarding RCC's preference for routed cedar signs made by the Maine State Prison; no reply to date. Signs are currently only needed for Torsey Pond Nature Preserve. RCC agreed to use these signs in the future as needed.

Highland Ridge Farm – Jerry B. conveyed ownership information for the farm to Nina Young of Maine Farmland Trust, who attempted to contact the owner. No further information.

Parks Commission Ad hoc Committee – No new information

Town Conservation Properties

Torsey Pond N. P. – Tim S. recommended a workday to repair parking lot damage; probably, Saturday, May 16. Greg L. agreed to help with his tractor. Posts may be used to better define the parking lot entrance.

Meeting adjourned at 7:45 p.m.

Submitted by Andy Walsh on May 3, 2020

Readfield Conservation Commission Meeting Minutes
Tuesday, March 10, 2020, Town Office

Present: Bruce Hunter, Jerry Bley, Greg Durgin, Tim Sniffen, Brent West, Stephanie Donaldson, Greg Leimbach, Andy Walsh
Excused: Marty Hanish, Bob Mohlar

RCC Meeting Minutes - A motion was made and unanimously approved by RCC members to accept the February 11, 2020 meeting minutes as amended.

Agenda was reviewed with items added.

Old Business

Financial Report- RCC members reviewed the RCC financial report prepared by Tim S. Reimbursement for the RTP is pending.

Updates of the Outdoor Recreation & Conservation Areas Map (front side map only) by Greg L. were reviewed. Kennebec Land Trust's (KLT) Rosmarin and Saunders Family Forest property needs to be marked on the map. Brent W. will track down property descriptions to allow editing (back side). Art Grindle (Kennebec County Soil and Water Conservation District) will make necessary revisions and send the map to RCC for final review. Money allocated for the project needs to be spent by June 30.

Fairgrounds Parking Lot – Brent W. spoke with Doug Beck (RTP) who indicated that nothing else is needed from RCC; reimbursement of the grant funds is pending. Only remaining work is to link up the new trail around the southeast parking lot perimeter to the existing footpath.

Readfield Town Forest - Jerry B. will contact Harold Burnett (Town Forester) regarding the Request for Proposal (RFP) for the Town Forest tree harvest and road work. The RFP will sent out in early summer with work completed in late summer or fall 2020. The Belz Road extension and center lane (Loop A) repairs will be done before the winter tree harvest. Approximately \$6,000 is budgeted for the road repairs.

RCC continued the discussion of the use of hunting blinds at the Town Forest. KLT does not allow blinds on their properties. At the February meeting, it was decided that RCC would wait to see if the presence and use of hunting blinds becomes a problem at the town forest. Discussion was had regarding how use of blinds might be regulated (e.g., blind needs to be X feet away from a trail). Jerry B. will develop a draft proposal regarding hunting blind use on town properties for review.

Old Fairgrounds Pulling Stones Interpretive Panel – Readfield Historical Society has not heard about the status of the small grant (\$500 requested) to Maine Bicentennial submitted in January to fund the interpretive display. A small area of bluestone will be laid down for the display area. The Maine State Bicentennial is scheduled for June 20.

Trail Signs – Eric D. (TM) wants trail signs to be consistent in design and construction across town properties, using the existing Fairgrounds' signs as the model. Stephanie D. suggested using wooden signs as a green alternative to the plastic signs most recently used. KLT uses routed cedar signs made by the Maine State Prison. Brent W. will contact Jean-Luc T. at KLT regarding the signs.

Parks Commission Adhoc Committee – Brief discussion of the status of the Parks Committee and RCC's involvement in the group. The mission of the ad hoc committee is to coordinate the efforts of the Conservation Commission, Trails Committee, Recreation Board, Select Board, town staff, and others to facilitate the efficient management, stewardship, and use of town properties. It was not certain whether the Parks Commission has met.

RCC briefly discussed the status of Highland Ridge Farm located across Rte. 17 from Jesse Lee Church. The property is currently owned by Highland Ridge Farm, LLC which based out of South Portland, Maine (trucking company). Jerry B. will review the current status of property ownership. Maine Farmland Trust is willing to contact the new owner.

Town Conservation Properties

Torsey Pond Nature Preserve – Tim S. discussed damage to the grassy strip fronting the gravel parking lot at the preserve. The damage may have been caused during snow plowing of the lot and exacerbated by visitors driving over the area. RCC will wait until after winter to rake, seed, and set posts to better define the limits of the parking area.

Meeting adjourned at 8:25 p.m.
Submitted by Andy Walsh on April 5, 2020

Readfield Conservation Commission Meeting Minutes
Tuesday, December 10, 2019, Town Office

Present: Marty Hanish, Bruce Hunter, Jerry Bley, Greg Durgin, Tim Sniffen, Brent West, Stephanie Donaldson, Bob Mohlar, Andy Walsh
Excused: Greg Leimbach

RCC Meeting Minutes - A motion was made and seconded by RCC members to approve the November 12, 2019 RCC meeting minutes as amended.

New Business

Proposed Readfield Conservation Commission Budget, FY 2019-2020 – RCC members discussed the FY 2020-2021 RCC budget, including signage needs for town conservation properties, invasive shrub control at Town Forest, road repairs on the Belz Road gate and town farm, revisions to the Readfield Conservation and Recreation Areas map, etc.

E-bikes – RCC members briefly discussed whether e-bikes should be allowed on town conservation trails. Since motorized vehicles are prohibited on Readfield conservation properties (except snowmobiles on designated trails), the question was raised whether e-bikes are considered a motorized vehicle. Members agreed the issue requires further consideration; no action taken at this time.

Oxen Pull, Old Fairgrounds Property – Jerry B. informed members that oxen will be used to move the pulling stones to their new location (existing trail, Old Fairgrounds Property) on June 20, 2020 during Readfield's Bicentennial event.

Old Business

Carleton Pond Watershed – Representatives from the Readfield Trails Committee and Greg Leimbach (RCC and RTC member) will attend a meeting with the Board of the Greater Augusta Utility District on January 27, 2020 (Augusta City Center) to discuss potential trail development on the Carleton Pond property, owned by the City of Augusta.

Old Fairgrounds Parking Lot – Brent W. updated members on the status of trail reconfiguration near the Old Fairgrounds parking lot. The trail linking the kiosk with the existing trail south of the parking lot is yet to be completed. The new trail, surfaced with bluestone, will wrap around the corner of the parking lot and link up with the existing trail. The deadline for completing the work is March 2020 and the work should be completed before snow covers the ground. Brent will contact Anna Carll and Eric Dyer to determine when the work will be finished. If not completed in time, the town may request an extension from RTP (grant manager).

Temporary Deer Blind – RCC members discussed the risks and benefits of allowing temporary deer blinds at the Town Forest. Opinions ranged from concern regarding the visual effect of blinds to walkers (i.e., safety) to allowing temporary hunting blinds to continue the hunting tradition on the property. Members agreed that use of temporary hunting blinds should be subject to guidelines (yet to be developed). It was suggested that members review Kennebec Land Trust's policy relative to use of blinds and shelters for hunting.

Meeting adjourned at 8:25 p.m.
Submitted by Andy Walsh

OLD BUSINESS

RESERVED

Eric Dyer

From: Thomas Perkins <tperkins@dirigoae.com>
Sent: Friday, September 25, 2020 11:20 AM
To: Phil St. Pierre
Cc: Eric Dyer; Zachary Quinn
Subject: Readfield Fire Station - Revised Design per SFM Comments
Attachments: Sketch.pdf

Hi Phil –

As a follow up to my voicemail, could you please provide order-of-magnitude pricing for the following:

- Option 1: Full sprinkler system for entire building per NFPA 13
- Option 2: Per the attached Sketch, retrofit a masonry firewall between the new addition and existing Apparatus Bay, and an NFPA 13R sprinkler system in the new addition

Odds are both options might be beyond the current financial resources of the Town, but at least this would confirm that and also establish a fundraising goal for a future project.

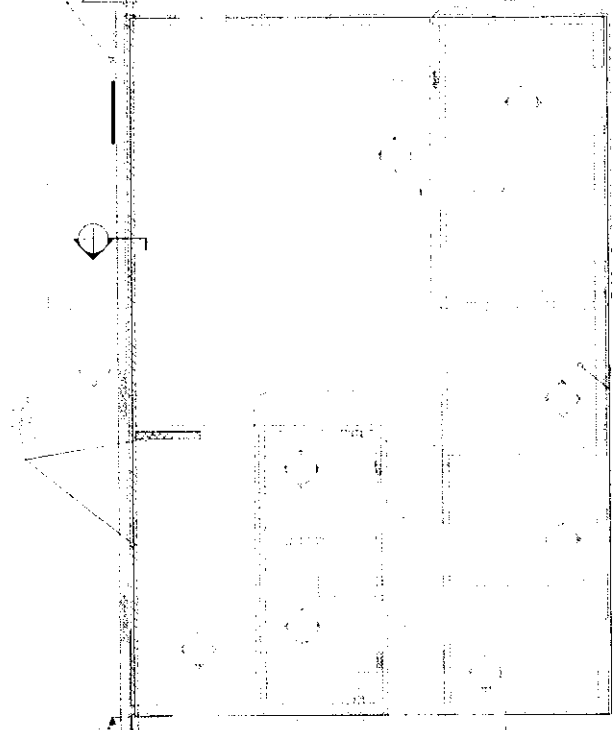
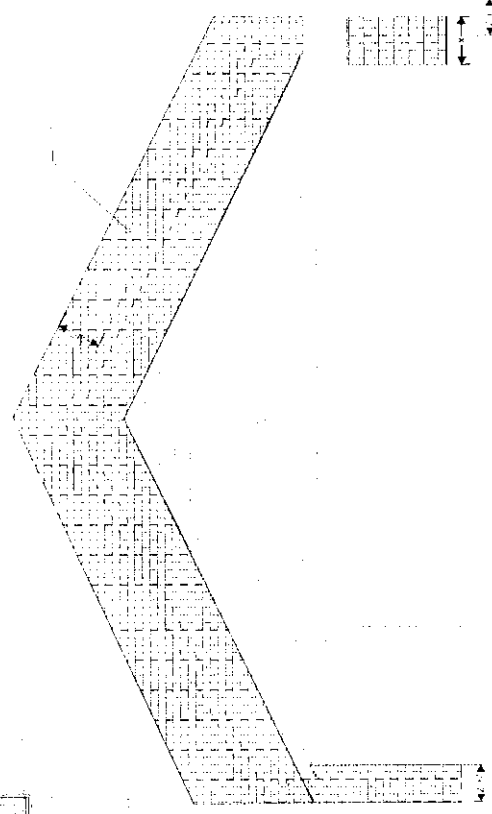
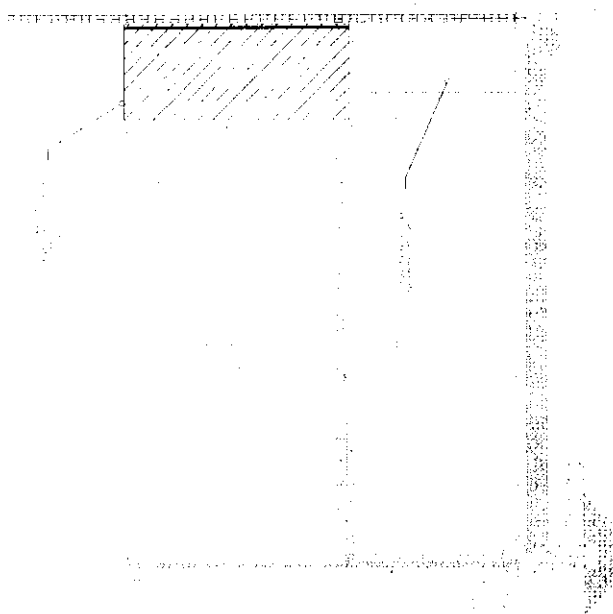
Thanks - Tom

Thomas W. Perkins, PE (ME, NH, CT)
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President

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RESERVED

DRAFT Readfield, Maine Select Board Goals 2020/2021 Report

Summary Overview

The Readfield Select Board convened with all members present in open workshop session at its Annual Retreat on September 8, 2020 to collaboratively develop goals to focus on during the 2020/2021 fiscal year. Some goals are a continuation of prior year work with additional focus and some objectives are of a multi-year nature. The eight goals in summary form are:

- Review, revise, draft governance documents as needed
 - Continue a multiyear effort to bring high quality broadband service to town
 - Finalize a solar energy plan for town facilities
 - Further investigate Church Road sidewalk approaches
 - Set budgetary and structure direction regarding Parks and Recreation
 - Support a two-year Comprehensive Plan update
 - Determine Salt and Sand Shed repair or replacement plan
 - Review Pension Plan to improve plan for employee participation/retention
-

Retreat Report

The Board discussed thoughts on desired outcomes, invited the Town Manager's input and reviewed the nine 2019/2020 year goals.

Goals from 2019/2020 that were completed or can now be considered as integrated into ongoing town operations were:

- The bond financed buildings project is considered largely complete pending some finalization
- A Marijuana Establishments Ordinance, adopted by the public, is being operationally finalized
- A Food Sovereignty Ordinance was adopted by the public
- We reviewed elder tax program alternatives; current resources will be better promoted

Goals understood to be multi-year, to be refined, or to be continued into 2020/2021 included:

- Review, revise, draft governance documents as needed
- On renewable energy finalize a solar energy plan for town facilities
- Continue our multiyear effort to improve high quality broadband access
- Continue pursuing a sidewalk for lower Church Road and consider alternatives
- Refine our approach to Parks and Recreation, including the town beach

The Board discussed a number of topics and added the following items to its list of goals:

- Support a two-year Comprehensive Plan update
- Determine Salt and Sand Shed repair or replacement plan
- Review Pension Plan to improve plan for employee participation/retention

The board discussed the goals in detail including resources, specifics, intentions, and priorities. We set expectations and a detailed list with that information follows on page two.

1 Review, revise, or draft selected governance documents in 2020/2021 as needed including but not restricted to those below. This generally involves various Board members and staff as needed throughout the forthcoming year. We will continually define and refine the priority documents as the year proceeds.

- Solar land use
- Fire Department
- Mass Gatherings
- Firearms

The proceeding four were discussed briefly and are mentioned in this report as probable initial governance documents to consider reviewing.

- Devise a schedule of policy/ordinance review on a quarterly basis (Dennis)
- Select Board policies and bylaws unified into a single set of bylaws (Bruce, 2020)

2 Finalize or determine a new direction for a solar energy approach proposal to address town facilities energy consumption per the 2019 Town Meeting authorization (Full Board, 2021)

3 Continue investigating high quality broadband solutions for Readfield residents both year-round and seasonal. This is a multiyear project and an expectation for the coming year would be to outline or produce an initial plan or plans for broad input, discussion, and public direction. (Kathryn, Bruce, Ralph, Eric, 2021-22)

4 Investigate alternative approaches, designs, and financing for a lower Church Road sidewalk while continuing to apply for DOT project support. This may involve some engineering upon checking budget authority, detailing recommendations, or consideration as a part of an improvements bond. This remains a multiyear goal but with an emphasis on faster completion. (Full Board, 2021-22)

5 Set budgetary and structure support to address the town's long-term direction regarding Parks and Recreation with full inclusion of the beach as being available to all residents. (Dennis and Bruce – 2021)

6 Support a two year Comprehensive Plan update process being facilitated by KVCOG. (Full Board, Planning Board, Committee to be established, 2022)

7 A Salt and Sand Shed repair or replacement plan to be completed in two years, determine structure with necessary engineering after checking budget authority. (Eric, 2022)

8 Review the Employee Pension Plan with a goal of revising or devising an improved plan for employee participation/retention if feasible. Engage the union as appropriate. (Ralph, Chris, Theresa, 2021)

PUBLIC HEARING



MUNICIPALITY OF READFIELD

Notice of Change in Location of Voting Place For the November 3, 2020 General Election

Notice is hereby given that due to health concerns related to the coronavirus (COVID-19), **the Municipal Officers of the Town of Readfield have changed the location of the voting place for the November 3, 2020 General Election to Kents Hill School - Alfond Athletic Center at 1617 Main St. in said municipality with polls to open from 8:00 a.m. to 8:00 p.m.** This notice is issued pursuant to the Governor's Executive Order 8 FY 20/21 dated August 26, 2020.

We have this day notified the inhabitants of said municipality for the purposes stated above, by causing a copy of said notice to be posted at www.readfieldmaine.org and at the following public and conspicuous places in said municipality:

*Readfield Town Office/Asa Gile Hall
Kents Hill Post Office
Readfield Post Office*

*8 Old Kents Hill Road
Main Street, Kents Hill
Main Street, Readfield*

Dated: _____, 2020.

Municipal Officers

Attest:

NEW BUSINESS

RESERVED

FY21 Maintenance Department Capital Planning Summary - 5-Year Horizon

Readfield Select Board
 October 5, 2020
 Item # 21-034

| Department | Project / Need | Action | Year | Life | Est. Repl. | Est. Cost New | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Cost Per Yr. |
|-------------|---|---------|------|------|------------|----------------|--------|--------|-------|--------|--------|--------|--------|----------------------------|
| | | | | | | | | | | | | | | |
| Maintenance | Misc. Equipment (Reserve) | Reserve | 2020 | 0 | 0 | - | 15,000 | 15,000 | 1,500 | 15,000 | 15,000 | 15,000 | 15,000 | \$ 3,000 |
| Maintenance | Pickup truck (used) | Replace | 2025 | 5 | 2025 | 15,000 | - | 15,000 | - | - | - | 15,000 | - | \$ 4,286 |
| Maintenance | 2016 Ford F550 | Replace | 2016 | 14 | 2030 | 60,000 | - | - | - | - | - | - | - | \$ 800 |
| Maintenance | Plow | Replace | 2016 | 10 | 2026 | 8,000 | - | - | - | - | - | - | 8,000 | \$ 600 |
| Maintenance | Sander | Replace | 2016 | 10 | 2026 | 6,000 | - | - | - | - | - | - | 6,000 | \$ 3,333 |
| Maintenance | 2018 Bobcat & attachments CAPITAL LEASE | Replace | 2018 | 15 | 2033 | 50,000 | - | 16,150 | - | - | - | - | - | \$ 2,200 |
| Maintenance | 2007 John Deere tractor | Replace | 2007 | 25 | 2032 | 55,000 | - | - | - | - | - | - | - | \$ 1,000 |
| Maintenance | John Deere Mower Attachment | Replace | 2018 | 10 | 2028 | 10,000 | - | - | - | - | - | - | - | \$ 1,500 |
| Maintenance | John Deere Zero Turn Mower | Replace | 2015 | 10 | 2025 | 15,000 | - | - | - | - | - | 15,000 | - | \$ - |
| | | | | | | 219,000 | | | | | | | | Annual \$ \$ 16,719 |



| FY21 - | Town of Readfield | ESTIMATED Balance 07/01/20 | PROPOSED Appropriation | ESTIMATED Receipts/ Additions | ESTIMATED Expenses/ Reductions | PROPOSED Counted Rev Reduction | PROPOSED Use of Carryf to reduce Budget | ESTIMATED Balance 6/30/2021 |
|----------|--------------------------|----------------------------|------------------------|-------------------------------|--------------------------------|--------------------------------|---|-----------------------------|
| | | | | | | | | |
| 1-432-00 | Carryforwards | \$ 2,256.95 | \$ 2,100.00 | \$ - | \$ 1,600.00 | \$ - | \$ - | \$ 2,756.95 |
| 1-411-00 | Age Friendly | \$ - | \$ 35,000.00 | \$ - | \$ 30,000.00 | \$ - | \$ - | \$ 5,000.00 |
| 1-475-00 | Attorney Fees | \$ 4,013.70 | \$ 13,992.00 | \$ 9,992.00 | \$ 13,992.00 | \$ 9,992.00 | \$ 4,000.00 | \$ 13.70 |
| 1-450-00 | Beach | \$ 7,260.96 | \$ 22,500.00 | \$ - | \$ 22,500.00 | \$ - | \$ - | \$ 7,260.96 |
| 1-450-00 | Cemeteries Operating | \$ 19,303.73 | \$ 5,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 24,303.73 |
| 1-451-00 | Cemetery Capital | \$ 5,524.74 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,524.74 |
| 1-447-00 | Dispatch / Public Safety | \$ 490.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | \$ 490.00 |
| 1-425-00 | Dog Vaccination Fund | \$ 54,288.03 | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ 10,000.00 | \$ 44,288.03 |
| 1-439-00 | Enterprise Fund | \$ 9,638.00 | \$ 72,450.00 | \$ 3,350.00 | \$ 72,450.00 | \$ 3,350.00 | \$ - | \$ 9,638.00 |
| 1-440-00 | Fire Dept. Operating | \$ 49,502.11 | \$ 10,000.00 | \$ 10,000.00 | \$ 8,000.00 | \$ - | \$ - | \$ 61,502.11 |
| 1-442-00 | Fire Dept. Capital | \$ 8,146.39 | \$ 33,146.39 | \$ 25,000.00 | \$ 33,146.39 | \$ 25,000.00 | \$ 8,146.39 | \$ - |
| 1-444-00 | Fire Station Addition | \$ 9,204.60 | \$ 9,204.60 | \$ - | \$ 9,204.60 | \$ - | \$ 9,204.60 | \$ - |
| 1-445-00 | Fire Stat'n Improvements | \$ 3,077.27 | \$ 20,000.00 | \$ - | \$ 10,000.00 | \$ - | \$ - | \$ 13,077.27 |
| 1-422-00 | Gile Hall | \$ 7,441.76 | \$ 2,000.00 | \$ - | \$ 1,500.00 | \$ - | \$ - | \$ 7,941.76 |
| 1-415-00 | Grants & Planning | \$ 6,777.20 | \$ 1,500.00 | \$ 2,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ - | \$ 7,777.20 |
| 1-410-00 | Heating Assistance | \$ 4,440.43 | \$ 5,000.00 | \$ - | \$ 5,000.00 | \$ - | \$ - | \$ 4,440.43 |
| 1-480-00 | Heritage Days | \$ 15,922.25 | \$ 36,405.00 | \$ - | \$ 35,000.00 | \$ - | \$ - | \$ 17,327.25 |
| 1-487-00 | Library Operations | \$ 3,184.48 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,184.48 |
| 1-421-00 | Library Building Imp | \$ 49,617.20 | \$ 10,000.00 | \$ - | \$ 1,000.00 | \$ - | \$ 10,000.00 | \$ 48,617.20 |
| 1-470-00 | Local Tax Relief | \$ 742.91 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 742.91 |
| 1-420-00 | Maranacook Dam Cap | \$ 369.10 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 369.10 |
| 1-436-00 | MillStream Park | \$ 6,815.72 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,815.72 |
| 1-490-00 | Open Space(Fund 5) | \$ 36,595.29 | \$ 15,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 51,595.29 |
| 1-491-00 | Capital Equipment | \$ 5,873.66 | \$ 16,150.00 | \$ - | \$ 16,138.17 | \$ - | \$ - | \$ 5,885.49 |
| 1-491-01 | Capital Equip Leases | \$ 19,314.53 | \$ 18,086.00 | \$ 15,000.00 | \$ 17,500.00 | \$ 14,210.00 | \$ 3,000.00 | \$ 17,690.53 |
| 1-478-00 | Recreation | \$ 105,000.00 | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 115,000.00 |
| 1-495-00 | Revaluation | \$ 45,000.00 | \$ 5,000.00 | \$ - | \$ 5,000.00 | \$ - | \$ - | \$ 45,000.00 |
| 1-465-00 | Sidewalk (Church Rd) | \$ 191,402.41 | \$ 298,500.00 | \$ - | \$ 248,500.00 | \$ - | \$ 73,500.00 | \$ 167,902.41 |
| 1-488-00 | Roads Capital | \$ 1,346.28 | \$ 1,476.00 | \$ 1,476.00 | \$ 1,476.00 | \$ 1,476.00 | \$ - | \$ 1,346.28 |
| 1-463-00 | Snowmobiling | \$ 106,656.21 | \$ 392,150.00 | \$ 36,560.00 | \$ 382,150.00 | \$ 36,500.00 | \$ 70,000.00 | \$ 46,716.21 |
| 1-493-00 | Roads Operating | \$ 7,246.62 | \$ 3,850.00 | \$ - | \$ 3,850.00 | \$ - | \$ 2,900.00 | \$ 4,346.62 |
| 1-481-00 | Conservation Land | \$ 1,948.13 | \$ 3,680.00 | \$ - | \$ 2,500.00 | \$ - | \$ - | \$ 3,128.13 |
| 1-426-00 | Town Parks & Properties | \$ - | \$ 75,000.00 | \$ - | \$ 75,000.00 | \$ - | \$ - | \$ - |
| 1-423-00 | Town Building Impr. | \$ 2,578.50 | \$ 1,804.00 | \$ - | \$ 1,804.00 | \$ - | \$ - | \$ 2,578.50 |
| 1-428-00 | Trails | \$ 13,039.06 | \$ 108,900.00 | \$ 22,000.00 | \$ 107,000.00 | \$ 21,778.00 | \$ - | \$ 15,161.06 |
| 1-499-00 | TS Operations 41.8% | \$ 31,736.04 | \$ 72,044.00 | \$ 12,120.00 | \$ 51,200.00 | \$ 12,132.00 | \$ 51,200.00 | \$ 1,368.04 |
| 1-489-00 | TS Capital | \$ 835,754.26 | \$ 1,310,937.99 | \$ 138,998.00 | \$ 1,158,011.16 | \$ 126,938.00 | \$ 241,950.99 | \$ 758,790.10 |

Current EOY Balance \$51,595
 - Pickup Replacement \$15,000
\$36,595



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, Boards and Committees, General Public, and KVCOG
From: Eric Dyer, Town Manager
Date: September 18, 2020
Subject: Comprehensive Plan Update and Comprehensive Plan 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 Committee is to help lead us through the update process and ensure broad community input and engagement. The Comprehensive Plan Committee was formed pursuant to a vote of the Readfield Select Board on September 14, 2020 and is advisory to the Select Board. The intent is to populate the committee as soon as possible, by the end of October 2020 so work can begin!

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
 - 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 and Planning Board a minimum of quarterly.

Select Board Goals from Readfield Comprehensive Plan dated 6-11-09
Part I. Implementation of the General Policies (Based on Section Two, Chapters 1 through 9)

| Goal | Due or Complete | Last Date of Review | Notes | Responsible Party / "Owner" |
|---|-----------------|---------------------|--|---|
| <u>Short-term</u> | | | | |
| 1. Implement the recommendations of the 2004 <i>Readfield Corner Revitalization Study</i> to make new commercial development in the village more attractive. (Policy 3.3) Investigate special assessments as a means to raise revenue. (5.12) | Ongoing | 12/10/2019 | Planned sidewalk extension on Church Rd., planned safety and access improvements in front of Masonic Hall. | Manager, Assessor |
| 2. Create a committee and appropriate funds for a study to determine municipal building needs. (5.1) | 2019 | 12/10/2019 | Part of CIP Goal for SB FY 2018-19. Library and Fire Station in 2020. | Manager |
| 3. Improve planning for capital expenditures through an annually updated Capital Improvements Program (CIP). (5.11) | Annual | 12/10/2019 | Part of annual budget process. Most recent complete CIP update in 2020. | Treasurer, Manager |
| 4. Finance open space acquisition and improvements through impact fees or other sources as recommended in the Open Space Plan. (5.12) | Ongoing | 12/10/2019 | Voted down at Town Meeting. Trails and Conservation committees both pursue and manage open space (no impact fees). | Conservation, Trails |
| 5. Review and consolidate the town's two Road Ordinances (6.1). Modify the ordinances, as necessary, to reduce impacts on visual character and the natural environment. (9.7) | Complete | 12/10/2019 | Revised Traffic and Parking Ordinance approved in 2020. | Manager, Road Committee |
| 6. Petition the Federal Emergency Management Agency to amend Readfield's floodplain maps to reflect more accurately the location of floodplains in the community when new floodplain information becomes available. (9.3) | Complete | 12/10/2019 | Electronic and online as of 2016 / 2017. | CEO |
| 7. Participate in and implement the Maranacook Lake Watershed Management Plan. (9.14) | Complete | 12/10/2019 | Formed the MLOD Committee. Significant repairs to MLOD in 2019. | Manager, MLOD Committee |
| 8. Seek funding to create a Torsey Pond Watershed Management Plan. (9.14) | Complete | 12/10/2019 | Torsey Pond Watershed Survey completed in 2017. | Cobbossee Watershed District, Torsey Pond Association |

Responsible Party / "Owner"

Notes

Due or Complete Last Date of Review

Goal

| Goal | Due or Complete | Last Date of Review | Notes | Responsible Party / "Owner" |
|---|-----------------|---------------------|--|-----------------------------|
| 9. Update Readfield's Floodplain Management Ordinance. (9.3) | Complete | 12/10/2019 | Periodic review and updates should be performed, as with any ordinance. | CEO |
| Mid-term | | | | |
| 1. Seek partnerships with Manchester and other municipalities to pursue regional housing projects that will benefit Readfield citizens. (Policy 4.2) | 2022 | 12/10/2019 | To be considered by Select Board and other groups. | Manager, CEO |
| 2. Provide land or other incentives, as applicable, for the construction or rehabilitation of affordable housing. (4.2) | 2024 | 12/10/2019 | To be considered by Select Board and other groups. | Manager, CEO |
| 3. Adopt standards governing the conversion of seasonal dwellings to year-round dwellings and single-family dwellings to multi-family (or accessory) units. (4.4) | 2012 | 12/10/2019 | Included in Land Use Ordinance. should be performed, as with any ordinance. | CEO |
| 4. Review each of the town's ordinances and regulations. Repeal or update ordinances as appropriate. (5.6) | Annual | 12/10/2019 | Reviewed all over 3 years 2009, 2010, 2011. Reviewed all each year 2014, 2015. Ordinances are considered for review annually by the Select Board, amended as needed. | Manager, Clerk |
| 5. Annually recognize individual volunteers who have made significant contributions of their time to town activities. (5.9) | Annual | 12/10/2019 | Volunteer Appreciation events held annually, Spirit of America awards given annually. | Manager |
| 6. Promote the development of a park-and-ride lot in a central location in Readfield perhaps in conjunction with other traffic and parking improvements. (6.3) | 2012 | 12/10/2019 | Built sidewalk and no plans for this as of 2020 | Manager, Road Committee |
| 7. Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torsey Pond, Echo Lake and Lovejoy Pond. (7.1) | 2022 | 12/10/2019 | Most control is at the State level for inland waters. There ha been increasing interest in a "Mooring Ordinance". Discussed at Summer Resident meetings in 2018. | Manager, CEO |

Responsible Party / "Owner"

Notes

Due or Complete Last Date of Review

Goal

| | | | | |
|---|-----------------|-------------------|---|------------|
| <p>8. Prepare for implementation prior to July 1, 2012 of the statewide Maine Uniform Building and Energy Code.</p> | <p>Complete</p> | <p>12/10/2019</p> | <p>Town exempted due to low population. May wish to consider as population / building issues increase</p> | <p>CEO</p> |
|---|-----------------|-------------------|---|------------|

Long-term

| | | | | |
|---|-----------------|-------------------|---|--------------------------|
| <p>1. Work with the school board to undertake long-term school facilities planning. (Policy 5.12)</p> | <p>Complete</p> | <p>12/10/2019</p> | <p>RSU 38 consolidated in 2008. Major facilities work in 2019-2020.</p> | <p>RSU, Select Board</p> |
|---|-----------------|-------------------|---|--------------------------|

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|--|-----------------|-------------------|---|----------------|
| <p>2. Investigate the feasibility of turning some solid waste activities over to the private sector. (5.5)</p> | <p>Complete</p> | <p>12/10/2019</p> | <p>Town Meeting voted to add Fayette in 2016 / 2017. No plans to privatize other than working with commercial haulers as of 2020.</p> | <p>Manager</p> |
|--|-----------------|-------------------|---|----------------|

| | | | | |
|---|-----------------|-------------------|--|---------------------|
| <p>3. Establish a protocol for the acquisition and management of dams in coordination with other towns as appropriate. (9.16)</p> | <p>Complete</p> | <p>12/10/2019</p> | <p>Currently co-own the MLOD with Winthrop. Collaboration w/ Torsey Pond Association for Torsey Dam.</p> | <p>Manager, CEO</p> |
|---|-----------------|-------------------|--|---------------------|

| | | | | |
|---|-----------------|-------------------|--|---------------------|
| <p>4. Consider acquisition of the Augusta Water District property if, and when, the District (or its successor) decides to divest. (9.15)</p> | <p>Complete</p> | <p>12/10/2019</p> | <p>Likely not going to happen. Augusta working with Winthrop; have long-term plans. Potential recreational and open space use.</p> | <p>Manager, AWD</p> |
|---|-----------------|-------------------|--|---------------------|

Responsible Party / "Owner"

Notes

Due or Complete Last Date of Review

Goal

Ongoing

| | | | | |
|---|-----------------------|-------------------|--|--------------------------|
| <p>1. Support the Historical Society financially and in-kind in its educational and research efforts by assisting in finding exhibition and research space, assisting in additional inventory efforts and assisting in nominations for buildings or sites to the National Register of Historic Places. (Policy 1.3)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>This goal would require Town Meeting approval of expenditures. Also, support for non-profits should be approached carefully. Town added an historic marker to the Gile Hall and supported collaboration and grant proposals for the 2018 Mill Stream project.</p> | <p>Manager</p> |
| <p>2. Continue to support the Economic Development Committee. (3.3)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>Readfield Enterprise Fund re-formed in 2018. We may wish to form a dedicated EDC at some point, or expand the scope of the REF to include these activities.</p> | <p>Manager</p> |
| <p>3. Support efforts to establish a local or regional community land trust for affordable housing. (4.2)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>Related to mid-term goals 1 & 2.</p> | <p>Manager</p> |
| <p>4. Establish written job descriptions for boards and committees to be distributed by the Select Board or the Town Manager. Require that boards and committees utilize these descriptions. (5.6)</p> | <p>Complete</p> | <p>12/10/2019</p> | <p>Ad-Hoc Committee worked on this, reviewed, and pulled together these resources in 2015. Lack of clear direction can result in conflict so all newly formed BCCs have supporting documentation from the outset.</p> | <p>Manager</p> |
| <p>5. Strongly suggest that each board and committee periodically review its administrative procedures to assure predictable timeframes and cost-effective decision-making. (5.6)</p> | <p>2015 / Ongoing</p> | <p>12/10/2019</p> | <p>Ad-Hoc Committee worked on this and developed a fairly complete administrative process in 2015.</p> | <p>Manager</p> |
| <p>6. Encourage residents to volunteer for local boards, committees and activities. (5.9)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>Part of every Select Board agenda. Website includes extensive info.</p> | <p>Manager, All BCCs</p> |

Responsible Party / "Owner"

Notes

Due or Complete Last Date of Review

Goal

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| <p>7. Request from the Fire Department an annual assessment of fire equipment and the need for future replacements or upgrades. (5.12)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>Discussed annually w/ budget & CIP</p> | <p>Manager, Treasurer, Fire Chief</p> |
| <p>8. Continue to plan for long-range solid waste disposal and recycling needs. (5.12)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>SMRC and TM - Ops manual updated in 2019</p> | <p>Manager, SWRC</p> |
| <p>9. Work closely with the Maine Department of Transportation to set appropriate speed limits on state and local roads. (6.2)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>Review & speed studies are performed as requested. Most recently Church and Beaver Dam in 2020</p> | <p>Manager</p> |
| <p>10. Continue to support the expansion and maintenance of the snowmobile trail network through snowmobile registration fee reimbursements from the state, donations from individuals and businesses and state and federal grant funding. (7.2)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>On warrant for every annual Town Meeting to fund.</p> | <p>Manager, Treasurer</p> |
| <p>11. Maintain communications with owners of private recreation resources and work cooperatively to address issues of public use. (7.4)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>Trails Committee and Conservation have developed several trail easements. The Blizzard busters do this work as well, but informally without easements.</p> | <p>Manager</p> |
| <p>12. Retain public easements for recreational purposes on discontinued town roads in the future. (6.4, 7.6)</p> | <p>2014 / Ongoing</p> | <p>12/10/2019</p> | <p>Mitt Wright worked on this with others. The status of this remains unknown as of 2020.</p> | <p>Manager, CEO</p> |
| <p>13. Encourage owners of farmland, significant open space and forestlands to participate in the farm, open space and tree growth tax programs. (8.2)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>This topic is discussed regularly with landowners. More publicity and perhaps a "greenbelt" incentive program could be implemented.</p> | <p>Manager, CEO</p> |

Responsible Party / "Owner"

Notes

Due or Complete Last Date of Review

Goal

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|---|-----------------|-------------------|---|------------------------------|
| <p>14. Work with adjoining communities to address issues of common concern such as watershed and open space protection and minimizing conflicts in growth and rural area designations. (9.10, 9.16)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>Work with Lake Associations and Dam Committees is ongoing. Watershed Associations receive financial support. Technical support is offered as well. Major broadband effort in 2020.</p> | <p>Manager</p> |
| <p>15. Continue membership in the Cobbesee Watershed District (CWD) and Kennebec Land Trust (KLT) and continue to work with other organizations devoted to protection of natural resources in Readfield. (9.10, 9.13, 9.16)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>On warrant for every annual Town Meeting to fund. Never once voted down. We meet annually with these entities during the budget process and have rep's on their boards.</p> | <p>Manager</p> |
| <p>16. Hold the Readfield Heritage Days on an annual basis, in conjunction with the Heritage Days Committee (5.10)</p> | <p>Complete</p> | <p>12/10/2019</p> | <p>Town Meeting had approved HD every other year. In 2019 voted to return to an annual event with same total funding (\$5,000 annually)</p> | <p>Manager, HD Committee</p> |
| <p>17. Encourage the use of and pride in historic sites such as the Union Meeting House and the Jesse Lee Church. (1.2)</p> | <p>Ongoing</p> | <p>12/10/2019</p> | <p>financial support for UMH, Mill Stream Dam project, Jesse Lee land</p> | <p>Manager</p> |

Reviewed and discussed by the Select Board on: 12/10/2019

List of Abbreviations:

- AWD - Augusta Water District
- BCC - Boards, Committees, and Commissions
- CEO - Code Enforcement Officer
- HD - Heritage Days
- MLOD - Maranacook Lake Outlet Dam
- RSU - Regional School Unit
- SWRC - Solid Waste and Recycling Committee

OTHER BUSINESS

**** 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.

Future Agenda Items - Proposed DRAFT

Ongoing Select Board Goals:

- TBD