

Readfield Board of Assessors
Meeting Agenda
November 16, 2020, Remote Meeting
Assessors Meeting starts: 5:30 PM
Assessors Meeting ends (unless extended) at 6:30 PM

Tax Abatements
Tax Supplements
Adjourn

Readfield Select Board
Meeting Agenda
November 16, 2020, Remote Meeting
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:00 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

21-047 - Minutes: Select Board meeting minutes of October 19th, 2020.

21-048 - Warrants: #17-20

Communications - 20 min.

Select Board communications. - 5 min.

Town Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Library Board minutes of October 7, 2020
- Trails Committee minutes of July 28, 2020

Public Communication - Members of the public may address the Select Board. - 5 min.

Appointments, Reappointments, & Resignations - 10 min.

21-049 - Consider “sending committee” appointments to the Comprehensive Plan Committee

21-050 - Consider “at-large” appointments to the Comprehensive Plan Committee

Old Business - 25 min.

20-102 - Discuss the local COVID-19 situation and response and take any necessary action - 5 min.

20-126 - Discuss the ongoing regional broadband project and take any necessary action - 10 min.

21-045 - Consider Automobile Graveyard Permit renewal applications - 5 min.

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

New Business - 25 min.

21-051 - Consider a resolution for the Safety, Occupancy, and Use of the Readfield Fire Station - 5 min.

21-052 - Consider accepting a \$5,000 grant from the Center for Tech and Civic Life - 5 min.

21-053 - Consider hiring a recording secretary for the Comprehensive Plan Committee - 5 min.

21-054 - Consider a workshop to discuss Parks and Recreation - 5 min.

21-055 - Consider additional LED streetlights and potential locations - 5 min.

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

Adjournment

Participate via Zoom at: <https://us02web.zoom.us/j/88149608367> or
Call-in at +1 (929) 436-2866 and enter meeting ID: 881 4960 8367 and passcode: 781405

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

Meetings will be held remotely via Zoom exclusively, through December 31, 2020

REGULAR MEETING

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

RESERVED

Oct. 26, 2020 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
17	187	\$ 196,767.47	Warrant	D Price	Three	10/26/2020
A	187	\$ 9,263.64	State Fees	D Price	One	10/16/2020
B	187	\$ 2,086.06	State Fees	D Price	One	10/26/2020
18	209	\$ 16,648.17	Payroll	D Price	One	10/26/2020

SUM \$ 213,415.64

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

Treasurer's Warrant

Warrant # 17 & 18

\$213,415.64

Dates: 10/29/2020

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	\$16,648.17	69281-69294 169281-169290
VARIOUS VENDORS	Accounts Payable	\$196,767.47	69255-69279
	Total	\$213,415.64	69280 VOID

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	34.46	10/29/20	17	0031 Central Maine Power Co
P	69255	9,263.64	10/15/20	17	0086 SECRETARY OF STATE (MOTOR VEH)
P	69256	2,086.06	10/22/20	17	0086 SECRETARY OF STATE (MOTOR VEH)
R	69257	6,176.51	10/29/20	17	0045 Androscoggin Bank
R	69258	872.21	10/29/20	17	0022 Audette's Hardware
R	69259	267.00	10/29/20	17	0035 Community Advertiser
R	69260	1,950.00	10/29/20	17	0453 Cushing Construction, LLC
R	69261	2,295.00	10/29/20	17	0197 Eric Lacroix
R	69262	578.00	10/29/20	17	0791 Group Dynamic Inc
R	69263	42,324.35	10/29/20	17	0419 H.E. Callahan Construction Company
R	69264	25.30	10/29/20	17	0245 Jaime Hanson
R	69265	245.20	10/29/20	17	0630 Lee Mank
R	69266	11,305.17	10/29/20	17	0065 MAINE MUNICIPAL EMP. HEALTH
R	69267	375.00	10/29/20	17	0218 MAINE RESOURCE RECOVERY ASSOC
R	69268	271.64	10/29/20	17	0111 MaineToday Media
R	69269	348.41	10/29/20	17	0823 OTELCO
R	69270	137.00	10/29/20	17	0077 PETTENGILL PRINTING
R	69271	4.50	10/29/20	17	0858 PETTY CASH
R	69272	1,580.00	10/29/20	17	0841 PretiFlaherty
R	69273	108,889.44	10/29/20	17	0005 S.J. WOOD CONSTRUCTION CO.,INC
R	69274	27.16	10/29/20	17	0406 SAM'S CLUB
R	69275	13.24	10/29/20	17	0696 Spectrum
R	69276	105.00	10/29/20	17	0398 SW Cole Engineering, Inc
R	69277	878.18	10/29/20	17	0313 Toshiba Financial Services
R	69278	5,797.00	10/29/20	17	0681 Treas,State Maine (Pub Safety)
R	69279	918.00	10/29/20	17	0765 W.B. Mason Co., Inc
Total		196,767.47			

Count

Checks	26
Voids	0

Warrant 17

Vendor-----	Amount	Account-----
00045 Androscoggin Bank	6,176.51	CAPITAL IMPR / Equipment - EQUIP REPLAC / CAPITAL EQP
00022 Audette's Hardware	3.38	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00022 Audette's Hardware	19.34	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00022 Audette's Hardware	264.54	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00022 Audette's Hardware	584.95	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00031 Central Maine Power Co	34.46	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00035 Community Advertiser	267.00	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00453 Cushing Construction, LLC	1,725.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00453 Cushing Construction, LLC	225.00	REC,PARKS/AT / Trails - PUBLIC WAYS / CONTRACT SVC
00197 Eric Lacroix	2,295.00	REC,PARKS/AT / Trails - ADMIN / MISC.
00791 Group Dynamic Inc	12.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	16.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00791 Group Dynamic Inc	392.85	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	157.15	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00419 H.E. Callahan Construction Company	42,324.35	CAPITAL IMPR / Roads - PUBLIC WAYS / ROAD REPAIR
00245 Jaime Hanson	25.30	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00630 Lee Mank	245.20	PROTECTION / FIRE DEPART - PERSONNEL / MILEAGE
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
00218 MAINE RESOURCE RECOVERY ASSOC	375.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00111 MaineToday Media	136.52	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00111 MaineToday Media	70.54	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00111 MaineToday Media	64.58	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00823 OTELCO	20.71	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	327.70	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00077 PETTENGILL PRINTING	137.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00858 PETTY CASH	4.50	GENERAL GOVT / Admin - ADMIN / POSTAGE
00841 PretiFlaherty	240.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00841 PretiFlaherty	1,340.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00005 S.J. WOOD CONSTRUCTION CO.,INC	108,889.44	CAPITAL IMPR / FS Addition - CONTRACT SVC / Constrcution
00406 SAM'S CLUB	27.16	GENERAL GOVT / Admin - ADMIN / COVID-19
00086 SECRETARY OF STATE (MOTOR VEH)	9,263.64	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,086.06	GENERAL FUND / Motor Veh Fe
00696 Spectrum	13.24	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00398 SW Cole Engineering, Inc	105.00	Rds & Drain / Winter Maint - CONTRACT SVC / ENGINEERING
00313 Toshiba Financial Services	878.18	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00681 Treas,State Maine (Pub Safety)	5,797.00	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00765 W.B. Mason Co., Inc	918.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP

Prepaid Total-- 11,384.16

Current Total-- 185,383.31

Warrant Recap

Warrant 17

Vendor-----

Amount Account-----

Warrant Total-- 196,767.47

Nov. 9, 2020 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
19	214	\$ 382,075.05	Warrant	K Woodsum	Three	11/12/2020
A	214	\$ 2,513.00	State Fees	D Price	One	10/30/2020
20	229	\$ 17,863.26	Payroll	K Woodsum	One	11/12/2020

SUM \$ 399,938.31

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

Treasurer's Warrant

Warrant # 19 & 20

\$399,938.31

Dates: 11/12/2020

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	\$17,863.26	69297-69315 20111201-2011109
VARIOUS VENDORS	Accounts Payable	\$382,075.05	69316-69340
	Total	\$399,938.31	

Date Signed: 11/10/2020

Bruce Bourgoine

Christine Sammons
Christine Sammons

Ralph Eno
Ralph Eno

Dennis Price
Dennis Price

Kathryn Woodsum
Kathryn Woodsum

A / P Check Register

Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	515.72	11/12/20	20	0031 Central Maine Power Co
P	69295	2,513.00	10/29/20	20	0086 SECRETARY OF STATE (MOTOR VEH)
P	69296	1,250.75	11/02/20	20	0098 TREAS., STATE OF MAINE (IFW)
R	69316	1,715.20	11/12/20	20	0214 Affinity LED Light, LLC
R	69317	882.00	11/12/20	20	0196 American Security Cabinets
R	69318	481.00	11/12/20	20	0500 B&H Photo-Video
R	69319	66.40	11/12/20	20	0808 Carquest Auto Parts of Augusta
R	69320	2,400.00	11/12/20	20	0447 Cartographic Associates, Inc
R	69321	4,452.00	11/12/20	20	0031 Central Maine Power Co
R	69322	48,235.98	11/12/20	20	0453 Cushing Construction, LLC
R	69323	14.99	11/12/20	20	0810 Eric Dyer
R	69324	350.25	11/12/20	20	0704 Fabian Oil
R	69325	1,000.00	11/12/20	20	0771 Family Violence Project
R	69326	28.29	11/12/20	20	0245 Jaime Hanson
R	69327	277.00	11/12/20	20	0697 Karl MacCabe
R	69328	1,000.00	11/12/20	20	0518 Kennebec Behavioral Health
R	69329	30.21	11/12/20	20	0152 Lowe's
R	69330	25.00	11/12/20	20	0218 MAINE RESOURCE RECOVERY ASSOC
R	69331	1,575.00	11/12/20	20	0775 Maranacook Lake Association
R	69332	5,389.28	11/12/20	20	0621 New England Salt Company, LLC
R	69333	33.99	11/12/20	20	0858 PETTY CASH
R	69334	302,909.02	11/12/20	20	0069 Regional School Unit#38
R	69335	910.00	11/12/20	20	0662 Sexual Assault Crisis & Support Ctr
R	69336	21.05	11/12/20	20	0021 Sonya Clark
R	69337	224.28	11/12/20	20	0647 Soule's Auto Supply
R	69338	749.57	11/12/20	20	0462 STAPLES CREDIT PLAN
R	69339	5,000.00	11/12/20	20	0871 Union Meeting House
R	69340	25.07	11/12/20	20	0765 W.B. Mason Co., Inc
Total		382,075.05			

Count

Checks	28
Voids	0

Warrant Recap

11/10/2020

Page 1

Warrant 20

Vendor-----	Amount	Account-----
00214 Affinity LED Light, LLC	1,375.20	CAPITAL IMPR / Sidewalks - PUBLIC WAYS / CONTRACT SVC
00214 Affinity LED Light, LLC	340.00	CAPITAL IMPR / Roads - PUBLIC WAYS / CONTRACT SVC
00196 American Security Cabinets	882.00	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00500 B&H Photo-Video	481.00	GENERAL GOVT / Admin - ADMIN / COVID-19
00808 Carquest Auto Parts of Augusta	63.60	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Ford F550
00808 Carquest Auto Parts of Augusta	2.80	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Sidewalk Veh
00447 Cartographic Associates, Inc	2,400.00	GENERAL GOVT / Assessing - ADMIN / Publications
00031 Central Maine Power Co	4,452.00	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	515.72	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00453 Cushing Construction, LLC	48,235.98	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00810 Eric Dyer	14.99	GENERAL GOVT / Admin - ADMIN / COVID-19
00704 Fabian Oil	350.25	Maintenance / Bldg Maint - UTILITIES / HEATING
00771 Family Violence Project	1,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00245 Jaime Hanson	28.29	GENERAL GOVT / Code Enforce - PERSONNEL / MILEAGE
00697 Karl MacCabe	277.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00518 Kennebec Behavioral Health	1,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00152 Lowe's	30.21	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00218 MAINE RESOURCE RECOVERY ASSOC	25.00	SOLID WASTE / TRANSFER STA - ADMIN / TRAIN & CONF
00775 Maranacook Lake Association	1,575.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00621 New England Salt Company, LLC	3,610.18	Rds & Drain / Road Maint - PUBLIC WAYS / Erosion/Salt
00621 New England Salt Company, LLC	1,779.10	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00858 PETTY CASH	33.99	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Ford F550
00069 Regional School Unit#38	302,909.02	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00086 SECRETARY OF STATE (MOTOR VEH)	2,513.00	GENERAL FUND / Motor Veh Fe
00662 Sexual Assault Crisis & Support Ctr	910.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00021 Sonya Clark	21.05	COMM SERVICE / Library - ADMIN / MISC.
00647 Soule's Auto Supply	50.33	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00647 Soule's Auto Supply	173.95	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00462 STAPLES CREDIT PLAN	359.58	GENERAL GOVT / Admin - ADMIN / COVID-19
00462 STAPLES CREDIT PLAN	389.99	COMM SERVICE / Animal Cntrl - ADMIN / COVID-19
00098 TREAS., STATE OF MAINE (IFW)	1,250.75	GENERAL FUND / Rec Veh Fees
00871 Union Meeting House	5,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00765 W.B. Mason Co., Inc	25.07	GENERAL GOVT / Admin - ADMIN / OFFICE SUP

Prepaid Total-- 4,279.47

Current Total-- 377,795.58

Warrant Total-- 382,075.05

Readfield Board of Assessors
Meeting Agenda
November 16, 2020, Remote Meeting
Assessors Meeting starts: 5:30 PM
Assessors Meeting ends (unless extended) at 6:30 PM

Tax Abatements
Tax Supplements
Adjourn

Readfield Select Board
Meeting Agenda
November 16, 2020, Remote Meeting
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:00 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

21-047 - Minutes: Select Board meeting minutes of October 19th, 2020.

21-048 - Warrants: #17-20

Communications - 20 min.

Select Board communications. - 5 min.

Town Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Library Board minutes of October 7, 2020

- Trails Committee minutes of July 28, 2020

Public Communication - Members of the public may address the Select Board. - 5 min.

Appointments, Reappointments, & Resignations - 10 min.

21-049 - Consider "sending committee" appointments to the Comprehensive Plan Committee

21-050 - Consider "at-large" appointments to the Comprehensive Plan Committee

Old Business - 25 min.

20-102 - Discuss the local COVID-19 situation and response and take any necessary action - 5 min.

20-126 - Discuss the ongoing regional broadband project and take any necessary action - 10 min.

21-045 - Consider Automobile Graveyard Permit renewal applications - 5 min.

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

New Business - 25 min.

21-051 - Consider a resolution for the Safety, Occupancy, and Use of the Readfield Fire Station - 5 min.

21-052 - Consider accepting a \$5,000 grant from the Center for Tech and Civic Life - 5 min.

21-053- Consider hiring a recording secretary for the Comprehensive Plan Committee - 5 min.

21-054 - Consider a workshop to discuss Parks and Recreation - 5 min.

21-055 - Consider additional LED streetlights and potential locations - 5 min.

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

Adjournment

Participate via Zoom at: <https://us02web.zoom.us/j/88149608367> or
Call-in at +1 (929) 436-2866 and enter meeting ID: 881 4960 8367 and passcode: 781405

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

Meetings will be held remotely via Zoom exclusively, through December 31, 2020

Future Agenda Items - Proposed DRAFT

Intermediate Tasks / Goals

- Review of the Firearms Ordinance
- Pre-winter COVID Update and Planning

Ongoing Select Board Goals:

- 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

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

Meetings will be held remotely via Zoom exclusively, through December 31, 2020

COMMUNICATIONS

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

2021-2022 (FY 22) BUDGET & WARRANT PROCESS SCHEDULE*

Date	Task	Meeting Time
10/19/20	Select Board Meeting - Budget process review	6:30 PM
11/12/20	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/16/20	Select Board Meeting - Board goals & warrant discussion	6:30 PM
10/30/20	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/18/20	Preliminary Dept., Board & Committee budget #s due	N/A
01/14/20	Budget Committee Meeting - Departments I	6:30 PM
01/11/21	Select Board Meeting - First Budget Draft	6:30 PM
01/28/21	Budget Committee Meeting - Departments II	6:30 PM
02/01/21	Select Board Meeting - Second Budget Draft	6:30 PM
02/04/21	Budget Committee Meeting - Departments III	6:30 PM
02/16/21	Select Board Meeting - Third Budget Draft	6:30 PM
02/25/21	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/26/21	100 days before vote - Nomination Papers available (actually 101 days as the 27th is a Sunday)	N/A
03/03/21	School Committee meeting with Select Boards - school budget THIS IS A GUESS	6:30 PM
03/05/21	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/11/21	Budget Committee Meeting - Budget review	6:30 PM
03/12/21	Deadline for legal review of the proposed warrant	N/A
03/15/21	Select Board Meeting - Budget & Warrant review	6:30 PM
03/18/21	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
03/29/21	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/01/21	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/09/21	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/23/21	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/13/21	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
05/28/21	10 days before voting - Last day to hold referendum question hearings (actually 11, as 5/29 is a Saturday)	N/A
06/01/21	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/08/21	Town Meeting - State Primary	8:00 AM

This border indicates statutory deadlines

Notes:
Involvement - The Select Board, Budget Committee, Other Boards & Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.
Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have members of the Select Board in attendance.
Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget, budget process, and final budget in conjunction with budget presentations / information.
Departments I - Includes the following: General Government (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), Maintenance (General, Buildings, Vehicle / Equipment, Interlocal) Boards & Commissions (Appeals Board, Conservation Commission, Planning Board), Regional Assessments (Cobbosee Watershed, First Park), Kennebec County Tax (County Tax)
Departments II - Includes the following: Community Services (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), Protection (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), Cemeteries (Cemeteries), Debt Service (Debt Service)
Departments III - Includes the following: Recreation (Beach, Recreation Board, Heritage Days, Town Properties, Trails), Roads & Drainage (Roads & Drainage, Winter Maintenance), Capital Improvements (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), Solid Waste (Transfer Station, Backhoe), Unclassified (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation), General Assistance (General Assist.)

* As Amended 10/28/2020

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES BOARD MEETING
OCTOBER 7, 2020

The meeting was called to order at 6:30 (via Zoom) by Chair, Pam Mitchell.

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

Secretary's report: The minutes were approved.

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

Librarian's Report:

- **Library Services:** All Library services continue to be offered (with the exception of the patron computer) according to Coronavirus restrictions.
- **Maine State Library Guidance:** Melissa continues to attend these meetings held by Zoom twice a month.
- **Personal Protective Equipment:** Our supply of cloth masks is getting low. A few board members volunteered to make some more.
- **WiFi Issue:** As of September 15, WiFi seems to be working consistently.
- **Facebook:** We have 344 followers (an increase of 12 since last month). Winthrop Plays Outside recently shared our Story Walk as one of their "daily activities".
- **Building Issues:** Side door needs to be scraped and painted. A Board member volunteered to do it. Need a new sign with new hours for front lawn and a more permanent sign for the entrance of building. Deb Peale has crafted more beautiful wooden book stands. Thank you Deb. There have been questions about the heating system and air flow. Eric is purchasing a mobile air purifier for the Library. Not sure if we should use Heat Pumps or Oil Heat. Pam will check with Eric.
- **2020 Collection Weeding Project:** Adult Nonfiction is the only collection left to be weeded this year. A few Board members volunteered to do this.
- **Program Updates for September 2020:** Story time at the Beach was held 5 times and very successful. Will continue through October and then will be offered via Zoom. Bookmaking Unlimited Workshop for Teens did not take place due to no sign ups. September Book Club was held at the Town Office with 5 attending. October Book Club will be held on October 21 at 6:30 pm at the Town Office
- **New Library Cards for September:** 12 new cards were issued.
- **Annual Pumpkin Contest:** Thanks to Jan and Woody Tarbuck for helping to organize this contest. Children and Teens have been enjoying this "guess the weight" contest.
- **Story Walk:** Thanks to Pat Clark for organizing this event. Many people have been enjoying this walk behind the Library.

Thank You Melissa for all your thorough work.

OLD BUSINESS:

- **Fall Book Sale Update:** This event is going well. Thanks to Deb and Pam for sorting and setting up the books. Most buyers are patrons of the Library but have had a few buyers come in specifically for the sale.
- **Volunteer Appreciation:** We will send out thank you notes to our volunteers.

- Halloween: We will participate with the Town Office in the Trunk-Or-Treat and Pumpkin Path Event which will be held at the Readfield Fairgrounds on Church Road on October 31 at 5:00 pm. Many have offered to help with this.
- Christmas Tree Lighting: Due to Covid19, we will only have a tree and lights at the Library. We will try to have music playing outside while the Library is open and we will hand out mini candy canes.

NEW BUSINESS:

- Covid19 Response: Due to a couple of recent outbreaks in our local schools, we discussed what we should do if things change. We have decided that we will listen to advice from Maine CDC and from Eric, our Town Manager, and do whatever is best for all.
- A question was asked if anyone representing the Library is on the new Comprehensive Plan Board that was recently established. Pam will check with Eric.

The meeting was adjourned at 7:54.

The next meeting will be held on November 4 at 6:30.

Respectfully submitted.

Betty Peterson, Secretary

Readfield Trails Committee Minutes

July 28, 2020

Present: Greg Durgin, Bob Harris, Jeanne Harris, Greg Leimbach, Rob Peale, Holly Rahmlow, Henry Whittemore

Excused: Paul Bessette, Nancy Buker

The meeting was called to order at 6:30 p.m. Holly agreed to be timekeeper.

The minutes, with changes suggested by Nancy already included, were distributed. Henry moved they be approved; Rob seconded. Approved unanimously

Jeanne reported that we have \$843.02 in our account, plus the \$2,830 donated in honor of Ken Clark, which is in a separate account. Since our last meeting we have spent \$36.54 on printing maps and \$445.99 on geotech.

The application to DOT for the culvert installation to allow the Morrill Road connector trail to cross Route 17 was submitted two months ago, but we have not heard back from DOT. Rob said that Eric will look into it. Rob, Greg D. Bob and Eric went and looked at where the trail might be routed so as to avoid too straight a shot from the trail into the road.

Rob said that Brian Tarbuck reported our proposed Carlton Pond trail location to the Greater Augusta Utility District board at their June meeting. As of today's RTC meeting he had not heard of what action, if any, the board wants to take. He doesn't expect that we will be doing any more work at the property until late summer or fall. Henry said that once the heat has passed he'd be willing to help with the new trail, chainsawing and clearing.

Via email, the committee decided that we needed to go with a granite bench under Ken's tree to avoid having a lighter bench stolen. We would also like to have it engraved. Greg D. said that he has looked into options. Forgotten Stoneworks is closing, but he got some names of other businesses that sell them. However, Jeanne said that Lori Clark would like some more time to make a decision.

Holly has been sharing tree-watering duties with Tim Sniffen, and the tree is doing well despite the hot, dry summer.

Greg D. asked for an update from the subcommittee re spending money on non-town-owned property. The subcommittee is looking into the Select Board's policy on whether or not Trails can spend town money on non-town owned properties. The subcommittee members, Rob, Greg L. and Paul, will work on that issue for our next meeting.

Greg D. reported that as Heritage Days will not be held (other than some fireworks), we will not be doing any trail events this summer.

Greg D. reported that there is no money for the Church Street sidewalk at this time. He did not have anything to report on the parking spaces downtown either. Some members raised the question of why Trails was discussing parking spaces and sidewalks. Greg D. has been updating us for about a year on the Church Street

sidewalk, which is near some of our trails, but members agreed that we would like to limit our meetings to Trails issues and keep meetings as brief and on point as possible.

Rob reported that Paul fixed the broken Esker Trail sign. We discussed a possible kiosk but decided we didn't need one. Perhaps Paul, who is very good at building things, might make a box for maps.

Due to the COVID risk, there is no porta potty at the Fairgrounds Trail this year.

Greg D. reported that the thank-you notes for gifts in Ken's honor have been sent. Nancy designed a thank-you note to the Clark family for the generous donations to Trails. Members signed and Greg D. will see that it is sent to Lori Clark and family.

Nancy submitted a report on her July 21 efforts to clean kiosks and restock maps and donation envelopes. She noted the kiosk at the Torsey Nature Preserve was still broken. The tree to which it was attached grew and popped the metal bands holding the kiosk. Tim Sniffen and Bruce Hunter have since repaired it and all is in order.

Also in her report, Nancy queried the narrowness of some trails, saying that it was difficult for two people to walk abreast or to pass people coming the other way. Greg D. said that he addressed that issue in his August Messenger report.

Finally we voted on officers for the coming year. Greg D. agreed to be chair for one more year; Holly and Jeanne said they were willing to continue their roles as secretary and treasurer, respectively. With the loss of Ken, we needed a new vice chair. Rob agreed to take that job with the caveat that he wasn't sure about the technology aspects, such as maintaining the Facebook page. Holly agreed to do that as part of her secretary duties. All officers were elected unanimously.

Meeting adjourned at 7:13 p.m.

Minutes prepared and submitted by Holly Rahmlow

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Eric Dyer

From: Eric Dyer <manager@readfieldmaine.org>
Sent: Friday, November 13, 2020 10:14 AM
To: clerk@readfieldmaine.org
Subject: Comprehensive Plan Committee - Sending Committee and At-Large Appointments

Good morning Deb,

The following boards and committees have agreed to send the following representatives to serve on the Comprehensive Plan Committee. At the request of the Select Board prospective sending committee appointees are not required to submit a new board or committee application:

Age Friendly Committee – Romaine Turyn
Enterprise Committee – Jessica Gorton
Conservation Commission – Greg Durgin
Planning Board – Henry Clauson
Planning Board – Paula Clark
Select Board – Dennis Price

We have received four applicants for the three at-large public positions on the Comprehensive Plan Committee:

Sean Keegan
Gary Keilty
Matt Nazar
David Trunnell

These appointments will be considered at the Select Board meeting on Monday.

Be well,

Eric

Eric Dyer, MURP
Readfield Town Manager
Town Office – 207-685-4939
Direct Office Line – 207-685-1818
Mobile Voice/Text – 207-242-5437
Website - www.readfieldmaine.org



Readfield MAINE

Readfield Select Board
November 16, 2020
Item # 21-0450

Published on *Readfield ME* (<https://www.readfieldmaine.org>)

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

21-0450

Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) [1]
Submitted by Anonymous (not verified)
October 13, 2020 - 10:44am
67.253.121.240

Date

October 13, 2020

Which Board, Committee or Commission are you applying for?

Comprehensive plan committee

Yes No

Do you have previous experience on this board or committee?

Name

Sean keegan

Street Address

71 Sadie Dunn road

Mailing Address

71 Sadie Dunn road Readfield mAine 04355

Phone (Primary)

2074468725

Phone (Secondary)

E-Mail

skeegan86@gmail.com

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

As an active member of the community in both recreation department and snowmobile Club I have a desire to develop Our town and provide assistance in any conversations about its betterment

If you are currently employed, what is your position?

Casework supervisor- Maine department of labor bureau of rehabilitation services

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

I have a desire to continue to support this town for myself, my family and the community.

Electronic Signature
Sean Keegan

Check one!

I DO	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/4596>

Links

[1] <https://www.readfieldmaine.org/volunteer/webforms/appointment-application-web-fillable-form>

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: _____, 20____

SELECT BOARD APPROVAL

To Sean Keegan of Readfield, in the County of Kennebec and State of Maine: There being a position on the Comp Plan 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 . 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:

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE
DATE RECEIVED

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

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

Which Board, Committee or Commission

are you applying for? COMPREHENSIVE PLAN Term:

Do you have previous experience on this board or committee? Yes No

Name: GARY KEILTY Phone (H):

Street address: 209 OLD KENTS Hill RD Phone (C): 242-6753

Mailing address: PO BOX 336

E-Mail: tykel@myfairpoint.net

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

member of Rfld Planning Board during writing of 1st
land use ORDINANCE

Rfld Trails Committee
Maranacook School Board + Drug Awareness Program

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

I recognize ^{that a} community cannot be stagnant
and must look into potential growth

If you are currently employed, what is your position?

APPLICATION FOR APPOINTMENT FOR:

Name: GARY KEILTY Position: Comprehensive Plan Term:

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

Check one!

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

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

Name: Gary Keilty Date: 9-21-20

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

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

Confirmed meeting date: , 20

SELECT BOARD APPROVAL

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

thru . Given under our hand this day of 20

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

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

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

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE
9/21/2020
DATE RECEIVED

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

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

Which Board, Committee or Commission

are you applying for?

Comprehensive Plan Committee

Term:

Do you have previous experience on this board or committee?

Yes

No

Name: Matthew Nazar

Phone (H):

Street address:

Phone (C):

Mailing address: Same as street address

E-Mail:

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

Professional land use planner for 28 years, author of 6 comp plans in my career, Director of state of ME Land Use program for two years overseeing all comp plan approvals in ME. Reviewed and approved dozens of comp plans from 1999-2006

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

Resident of Readfield for 20 years and plan to continue to be for another 30+ years. I care deeply about the character and liveability of the town and all aspects of residential, environmental, and economic wellbeing.

If you are currently employed, what is your position?

Director of Development Services, City of Augusta / City Planner for Augusta. Oversee planning, code enforcement, economic development, buildings + facilities, and airport.


APPLICATION FOR APPOINTMENT FOR:

Name: Matthew Nazar Position: Comp Plan Committee Term:

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

Check one!

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

Name:  Date: 9-21-20

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

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

Confirmed meeting date: _____, 20__

SELECT BOARD APPROVAL

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

 thru . Given under our hand this day of 20__.

Bruce Bourgoine

John Parent

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

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE 9/18/2020 DATE RECEIVED
--

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

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

Which Board, Committee or Commission

are you applying for?

Comprehensive Plan Committee

Term: 2 Years

Do you have previous experience on this board or committee? Yes No

Name: David Trunnell Phone (H): 207-446-4165

Street address: 200 Old Kents Hill Road Phone (C): same

Mailing address: same

E-Mail: dtrunnell@gmail.com

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

11 years: Chief Financial Officer: strategic planning, customer service excellence, finance, IT, project management, risk management (legal, insurance, etc.). 14 years other business: Total Quality Management, construction project management, and other. 6 years teaching.

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

Strategic planning, process improvement, and project management, more so than other business functions, is a passion of mine. I believe I can help make a significant difference for the better in Readfield's planning, with many measurable successes for celebration by the Town for years to come.

If you are currently employed, what is your position?

APPLICATION FOR APPOINTMENT FOR:

Name: Position: Term:

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

Check one!

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

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

Name: David Trunnell

Date: September 18, 2020

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: _____, 20__

SELECT BOARD APPROVAL

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

thru . Given under our hand this day of 20__.

Bruce Bourgoine

John Parent

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:

OLD BUSINESS



TOWN OF READFIELD – Town Manager

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

Date: November 9, 2020
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - Update 4

COVID-19 has quickly made a significant comeback in Maine, including the emergence of “community spread” which has not been a factor in the past. This has led to more stringent State rules and advisories. In order to do our part to keep residents and staff safe, and curtail the spread of the virus, the Town of Readfield will be re-implementing a number of precautionary measures from this spring and making a few additional changes. We cannot reliably offer services if staff get sick, and we do not want our residents to get sick. Please help us all stay safe! This update summarizes our action plan through December 31, 2020, with an effective date of November 12, 2020.

Municipal Staffing / Town Office:

- Aggressive daily cleaning of surfaces and devices will continue.
- **The Town Office will be open by appointment only** - please call ahead to schedule an appointment. Residents are requested to avoid conducting business in-person at the Town Office. Please call or email, or utilize our many online services.
- **All residents must wear a face covering while in the Town Office or make alternative arrangements for service.** Town Staff are available to assist with this process.
- Town Office “Senior Hours” for residents over the age of 65 or with special medical considerations will continue, by appointment, on Thursdays from 10-2.
- Staff are expected to stay home if they are sick, practice recommended hygiene while at the office, and clean their workstations regularly.
- **No more than four municipal employees will be allowed in the Town Office at any time, and no more than eight total building occupants.**
- **Employees must wear a face covering in any office they are not alone in with a closed door. Masks must be worn in all public areas, including the front office, at all times.**
- Maintenance staff are expected to work outside of the office as much as possible and perform any administrative work before other staff arrive (7:30-8:30am).
- The Library will be open for curbside service or by appointment only.
- The following modified work schedule is being put in place at the Town Office:

Town Office Modified Work Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Assessor	N/A	N/A	N/A	N/A	Office
CEO	N/A	Office	N/A	Office	N/A
Collections Clerk	Office	Office	Home	Office	Office
Finance Officer	Home	Home	Office	Home	Home
Maintenance	TBD	TBD	TBD	TBD	TBD
Town Clerk	Office	Home	Office	Office	Home
Town Manager	Office	Office	Home	Home	Office

Transfer Station:

- **All residents must wear a face covering while at the Transfer Station or make alternative arrangements for service.** Town Staff are available to assist with this process.
- All other existing physical distancing and safety protocols will remain in place.
- Residents are requested to stay home if they are sick and to avoid peak demand times (Tuesday mornings and Saturdays).
- Residents are encouraged to pay with exact cash or write a check (so they don't have to make change out of the cash box).
- Residents must stop at the attendant booth to get instructions and pay for any fee items.
- "Senior Hours" for residents over the age of 65 or with special medical considerations will continue on Thursdays from 10-2.
- **Transfer Station staff are required to wear a face covering at all times** when not in a building or office alone with a closed door.
- Attendants will not be handling bagged waste or assisting with unloading.
- Used tissues, wipes, paper towels, latex or rubber gloves, or other protective / used cleaning supplies are not allowed in the recycling. Please put them in the trash.
- Public meet-ups and socializing are prohibited.

Public Meetings and Communication:

- **We are returning to remote meetings exclusively.** No in-person Board, Committee, or other group meetings will occur at the Town office.
- Those interested in attending, listening, or watching public meetings and proceedings remotely should look for web conference and teleconference links and instructions on meeting notices and agendas. **This information is required to be public so the public can be engaged.**
- Phone and email are still the best way to reach municipal staff and appointed and elected officials. Call the Town Office or visit the website for this information.
- **The town website continues to be an excellent resource. It is located at www.readfieldmaine.org. Sign up for E-Alerts to get important news and updates.**

Community Needs and Volunteering:

- Those needing assistance, or aware of a need, should contact the Town Office at (207) 685-4939 or Sign Up Online to Request Assistance!
- Volunteers may contact the Town Office at (207) 685-4939 or Sign Up Online to Volunteer!



Town of Readfield Internet survey

Please help the Readfield Selectboard and Internet committee by telling us your thoughts about Internet service in Readfield. Please answer each question as it applies to your household. Thank you. You may skip any question.

1. Do you live in Readfield year round?

- Year round resident
- Seasonal resident

2. If you use the internet in Readfield, how do you connect to it? Please choose the one option that you use most of the time, if you use more than one.

- Spectrum (cable)
- Consolidated (DSL)
- Wireless
- Satellite
- I don't use the Internet in Readfield

Other (please specify)

3. If you have Internet service in Readfield, are you satisfied with it?

- Satisfied
- Mostly satisfied
- Somewhat dissatisfied
- Dissatisfied
- I have no Internet service in Readfield

What, if anything, would make your Internet access better?

4. What do you use the internet for? Check as many as you want. If you don't use the internet, you can skip this question.

- Email
- Reading the news, getting weather forecasts, shopping, and Internet searching
- Social media, keeping up with friends
- Listening to music or podcasts
- TV or video streaming, including movies
- Video meetings and work collaboration
- Gaming
- Schoolwork or homework
- Working from home or running a business
- Telehealth or telemedicine

Other (please specify)

5. Which speed of reliable internet service is important to you for your own and your family's use?

- Enough speed for one or two devices at a time in a household, Fast enough for email, sending small files, and social media.
- Enough speed for 3 or more devices to use the Internet at once in a household. Fast enough for Zoom and other video chats and meetings, cloud backup, and HD movies.
- The fastest possible Internet speeds (much faster than is now available in Readfield) .
- Internet service is not important to me

6. Which of these elements of Internet service in Readfield are important to you for your own household use? Please check as many boxes as you wish.

- Reliability- service that stays on instead of going on and off
- Widespread in town- almost everyone who wants the Internet can get it
- Having a low-income Internet rate for those at low income
- The highest possible Internet speeds
- High speeds for uploads (sending large amounts of data), not just for streaming or watching or downloading (receiving information)

7. Would you like to get emails (no more than two a month) about Internet service in town and other Town initiatives? If so, please type your email address in this box. Your email will not be sold or shared.

8. What would you like us to know about Internet access in Readfield?

9. What information would you like to have about Internet access in Readfield? If you write a question here, please also let us know how to reach you.

10. How many people in your household use the internet?

- none
- 1-2
- 3-5
- 6 or more
- prefer not to answer

Eric Dyer

From: Mike Atwater <matwater@tilsontech.com>
Sent: Tuesday, November 10, 2020 6:21 PM
To: Eric Dyer
Cc: 'Kathryn Woodsum'; bbourgoine@readfieldmaine.org
Subject: RE: [Readfield ME] Readfield FTTP project possibilities (Sent by Mike Atwater, Matwater@Tilsontech.com)
Attachments: PUBLIC127.rtf

Good evening,

The engineering and consulting teams have had a few meetings over this FTTP project possibilities. Readfield's FTTP project model is very similar to one that we are doing for Seneca Nation in NY with comparable density and geography. For a high-level budget we came up with \$300K to get the town through the initial project phases and up-to construction, with construction PM costs above this. The hourly rate for a Consulting Engineer is \$185 for a job like this. I did do a little research on the MPUC and the Make-Ready law that was brought in during 2019. This sounds as if Readfield was an underserved area for broadband, that the Make-Ready charges would be waived by the utility companies. From the documentation that was provided in your prior email, this shows that Readfield is 94% covered by high speed broadband from Spectrum, so I am not sure that the Make-Ready law would pertain to Readfield. I have attached this document above. Please reach out with any questions, concerns you may have.

Best,
Mike Atwater

Mike Atwater | Senior OSP Engineer
Matwater@tilsontech.com
(c) 207.557.1591
16 Middle Street, 4th Floor
Portland, ME 04101
www.tilsontech.com | we're hiring

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

From: Eric Dyer <manager@readfieldmaine.org>
Sent: Friday, November 6, 2020 11:05 AM
To: Mike Atwater <matwater@tilsontech.com>
Cc: 'Kathryn Woodsum' <kwoodsum@readfieldmaine.org>; bbourgoine@readfieldmaine.org
Subject: RE: [Readfield ME] Readfield FTTP project possibilities (Sent by Mike Atwater, Matwater@Tilsontech.com)

Hi Mike,

I suppose we would be interested in both options. We're not currently interested in a full turnkey "design-build" as there are often added contingency and overhead costs with that model, but I'm open to considering a "design-manage" approach where you pick up the performance of the design/engineering work and manage the other components on our behalf. I see value in the approach, but also potential costs and issues. Competitive bidding is a big consideration for us financially and in how it supports the vetting process so we'd have to have some assurance that we were getting a competitive price and outstanding service on the design/engineering work in order to proceed. And even then it might not be preferred.....

PLEASE NOTE: Legislative Information **cannot** perform research, provide legal advice, or interpret Maine law. For legal assistance, please contact a qualified attorney.

An Act To Establish Municipal Access to Utility Poles Located in Municipal Rights-of-way

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 35-A MRSA §2524 is enacted to read:

§ 2524. Municipal access to poles

1. Definitions. As used in this section, unless the context otherwise indicates, the following terms have the following meanings.

A. "Make-ready work" means the rearrangement or transfer of existing facilities, replacement of a pole, complete removal of any pole replaced or any other changes required to make space available for an additional attachment to a shared-use pole.

B. "Municipality" means a town, city, plantation, county, regional council of governments, quasi-municipal corporation or district as defined in Title 30-A, section 2351, regional municipal utility district established according to Title 30-A, section 2203, subsection 9 or a corporation wholly or partially owned by an entity specified in this paragraph.

C. "Unserved or underserved area" has the same meaning as in section 9202, subsection 5.

2. Access to poles; make-ready requirements. Notwithstanding any provision of law to the contrary, for the purpose of safeguarding access to infrastructure essential to public health, safety and welfare, an owner of a shared-use pole and each entity attaching to that pole is responsible for that owner's or entity's own expenses for make-ready work to accommodate a municipality's attaching its facilities to that shared-use pole:

A. For a governmental purpose consistent with the police power of the municipality; or

B. For the purpose of providing broadband service to an unserved or underserved area.

Effective 90 days following adjournment of the 129th Legislature, First Regular Session, unless otherwise indicated.



Town of Readfield FTTH Decision Process

Purpose:

Understand the estimated budget, likely implementation schedule and next steps associated with a decision by the Town of Readfield to construct, own and operate a Fiber-to-the-Home (FTTH) broadband network.

Budget / Timeline:

Readfield - Municipal-owned Fiber-to-the-Home Network Project - Timeline / Budget																					
Estimated Costs																					
Task	Low	High	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12	Mo 13	Mo 14	Mo 15	Mo 16	Mo 17	Mo 18	
			Development 5-year Financial Operating Pro Forma	\$2,000	\$4,000																
Determine level of taxpayer support	\$2,000	\$4,000																			
Engineering RFP Process	\$1,000	\$1,000																			
Engineering	\$80,000	\$80,000																			
Construction RFP Process	<i>include in OPM</i>																				
Network Operator RFP Process	<i>include in OPM</i>																				
Contract Negotiations	<i>include in OPM</i>																				
PUC Certification	<i>include in OPM</i>																				
Pole Attachment Agreement Negotiation	<i>include in OPM</i>																				
Utility Pole Make-ready process	\$882,024	\$882,024																			
Construction	\$1,920,500	\$1,920,500																			
Subscriber Turn-up (50% take rate)	\$665,000	\$665,000																			
Owners Project Manager (OPM) 5% - 10%	\$177,626	\$355,652																			
Subtotal	\$3,730,150	\$3,912,176																			
Contingency 10%	\$346,752	\$346,752																			
Total	\$4,076,903	\$4,258,929																			

Next Steps:

1. Develop financial pro forma to determine viability to operate the network sustainably while providing affordable service.
2. Develop subscriber calculator to determine individual subscriber impact taking into account the cost of service and any projected tax increase.
3. Determine level of taxpayer support for project.
4. Engineer the network, develop construction plans and draft construction and network operator RFPs.
5. Acquire PUC certification and pole attachment agreements.

Western Kennebec Lakes Community Broadband Association
Addendum to Memorandum of Agreement

1. Preamble:

Members of the WKLCBA committee feel strongly that continuing to participate in a regional group to achieve a high-level internet service within the communities will result in a better solution and lower costs for all. The purpose of the original memorandum has been achieved. Grant funding from the Connect ME Authority and the Maine Community Foundation has led to a detailed analysis of broadband services, number of prospective customers and high-level cost estimates. This work is bearing fruit in the manner of attracting an initial proposal to provide new internet services and promises to attract even more proposals.

It is the committee's judgement that it should continue working to develop more comprehensive information which will enable the communities residents and businesses to make an informed decision on which proposal makes sense for the community and our region. To achieve this vision the Committee is developing a Mission Statement to guide the work of a special committee or committees to study issues such as organizational structure, financing and other details necessary to develop internet infrastructure necessary for high speed, cost effective and reliable internet services.

The Committee will seek grant funds to assist in this effort utilizing existing expenditures to leverage funds and established a technical subcommittee to explore the options and develop a report based on the purpose outlined below.

Purpose

2. Extend agreement through December 31, 2021

3. Purpose

- a. Investigate creation of an Internet Utility District to provide fiber to the home services to everyone.
- b. Determine structure needed to facilitate provision of internet services to unserved and underserved residents and businesses that will meet or exceed existing FCC guidelines.
- c. Continue to investigate solutions to fill in gaps in internet service networks
- d. Investigate financing and organizational options for all the above
- e. Continue communications
- f. Technical review of proposals received
- g. Each town shall have one vote by a member or alternate duly authorized by the Board of Selectmen

Agreed.

Signing for the Town of Readfield:

Eric Dyer, Town Manager	DATE

Signing for the Town of Readfield

Selectperson	DATE
Selectperson	DATE
Selectperson	DATE
Selectperson	DATE
Selectperson	DATE

TOWN OF READFIELD
2020-21
AUTOMOBILE GRAVEYARD/JUNKYARD

This permit is to an established **automobile graveyard, automobile recycling business and/or junkyard** and is subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of MRSA Title 30-A, Sections 3751 to 3760 and the Town of Readfield Land Use Ordinance.

This permit is hereby approved by the Municipal Officials and granted upon condition that the automobile graveyard, automobile recycling business or junkyard does not violate any of the above Sections of Title 30-A, or any provisions of the Town of Readfield Land Use Ordinance, and complies with all conditions of approval imposed by the Municipal Officers as specified below.

Owner's Name: Scott Lucas
Business Name: Lucas Auto Parts and Salvage
Location: 283 Plains Rd., Map 129, Lot 014
Mailing Address: 113 Plains Rd.
City/Town: Readfield, ME 04355

This permit expires October 30, 2021 unless sooner revoked by the Municipal Officials.

Dated: _____

Select Board Chair _____
Bruce Bourgoine

Conditions of Approval:

1. Site is to be available for inspection by the Town Officials and/or the CEO;
2. Owner/operator to comply with all applicable State regulation;
3. Road into yard to be maintained for emergency vehicle access;
4. Any expansion, change of use, or other modification to the application or site plan as approved requires prior approval from the Town of Readfield Select Board.
5. Licensee to comply with all guidelines described in the "Best Management Practices for Motor Vehicle Recycling" as published by the Maine Department of Environmental Protection, (September 2002, revised Aug. 2003).
6. For emergency protection, a ten (10) foot area around the exterior of the working garage must be kept clear of all debris.
7. **ALL** vehicles shall be logged by date aquired, date dismantled of any hazards and so marked when stored in salvage yard, vehicles for resale/repair or waiting to be processed to remove hazards shall be in one area only (not in salvage yard).
8. The amount of tonage (all metals), gallons of liquid hazards, and other hazards shall be logged to show responsible transfer of recycled materials.

Permit Number: _____
Date: _____

Issued by CEO: _____
Jaime Hanson



P.O. Box 272 - 70 Route 133
Winthrop, ME 04364
Tel: (207) 377-8543
Fax: (207) 377-6209
Email: sjwood@sjwood.net
Website: www.sjwood.net

Town of Readfield
Estimated pricing for Sprinkler and Fire Protection Options

Option 1: Full NFPA 13 Sprinkler System in entire building

- Eastern Fire: \$120,000.00
- 2 – 10,000 gallon underground water tanks: \$26,000.00
- Excavation: \$15,000.00
- Plumbing & Electrical works: \$4,000.00
- Cutting & patching: \$2,000.00
- General Conditions: \$10,000.00
- Profit & Overhead: \$17,700.00
- Total: \$194,700.00

Option 2: Masonry Firewall and NFPA 13R Sprinkler System in Meeting Room Addition

- Eastern Fire: \$42,000.00
- Masonry wall: \$32,500.00
- Remove and replace roofing and associated building systems: \$25,000.00
- 4 – 500 gallon water tanks, basement: \$5,000.00
- Cutting & patching: \$2,000.00
- General Conditions: \$7,500.00
- Profit & Overhead: \$11,400.00
- Total: \$125,400.00

Pricing is for budgetary purposes only and may vary significantly, depending on the final approved construction documents.

Sincerely,

Phil St. Pierre
Estimator

NEW BUSINESS



TOWN OF READFIELD – Select Board

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Town Office (207) 685-4939

Website: www.readfieldmaine.org

SELECT BOARD RESOLUTION

21-01: Readfield Fire Station Safety, Occupancy, and Use

WHEREAS, The Town of Readfield has recently completed a significant expansion of the Readfield Fire Station, and;

WHEREAS, the original design of the station expansion included living quarters and associated facilities for future use by Emergency Response personnel, and;

WHEREAS, life safety codes enforced by the State Fire Marshall's Office (SFMO), not in effect when the station expansion was designed, require a sprinkler system and other safety enhancements if living quarters are included in a building, and;

WHEREAS, we have no current plans to post or contract for overnight Emergency Response personnel or to occupy any portion of the building as a living space, and;

WHEREAS, we believe there is value and good judgement in providing sprinkler protection to the entire Fire Station, beyond the station expansion, to protect both life and property and allow for a full range of use, and;

WHEREAS, performing this work will incur both costs and time delays outside of our current project scope, and;

WHEREAS, we intend to occupy the station expansion in conformance with current codes while planning for future improvements and use,

NOW THEREFORE, the Readfield Select Board resolves to take the following actions:

1. Within one (1) month of the date of this resolution, require the current project engineer to modify and recertify the original station expansion plans and SFMO permit application to reflect our current intended Business and Storage uses, to specifically exclude reference to Lodging and Rooming, and to then resubmit these to the SFMO for review and permitting.
2. Within six (6) months of the date of this resolution, consult with a certified sprinkler design professional who may also be an installer to develop plans for protection of the Fire Station in close communication with the SFMO. At the time that the use of the occupancy will change from Business and Storage to include Lodging and Rooming, a change of use application shall be submitted to the SFMO for review and permitting.
3. Within eighteen (18) months of the date of this resolution, budget for and complete the installation of a fire suppression system covering the entire Fire Station.

***** Signature page to follow *****

Adopted this 16th day of November, 2020.

SELECT BOARD

Bruce Bourgoine, Select Board Chair

Dennis Price, Select Board Vice Chair

Ralph Eno, Select Board

Christine Sammons, Select Board

Kathryn Mills Woodsum, Select Board

APPOINTED MUNICIPAL OFFICIALS

Lee Mank, Fire Chief

Eric Dyer, Town Manager



CENTER FOR
TECH AND
CIVIC LIFE

October 20, 2020

Readfield Town, Maine

Town Manager

8 Old Kents Hill Rd

Readfield, Maine 04355

Dear Eric Dyer,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Readfield Town, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Readfield Town ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$5,000.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Readfield Town in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Election department real estate costs, or costs associated with satellite election department offices, Non-partisan voter education, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.

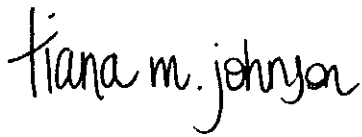


10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicle.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: _____

Title: _____

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLEIFE.ORG

RESERVED

RESERVED

Newsletter	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,500
Other Income	\$ 5,000
Heating	\$ 1,500
Plumbing fees	\$ 4,000
Land Use Permit Fees	\$ 4,500
Dog License Fees	\$ 2,500
Rabies Clinic	\$ 1,000
Library Revenue	\$ 3,167
Cable Television Fees	\$ 29,000
Beach Income	\$ 9,992
Recreation Income	\$ 14,210
Protection	\$ 3,450
Local Roads	\$ 30,000
Municipal Building Projects Donations	\$ 25,000
Transfer Station Capital	\$ 12,132
Transfer Station	\$ 204,550
First Park	\$ 15,000
Snowmobile (State reimb.)	\$ 1,476
General Assistance (State reimb.)	\$ 5,000
Total	\$1,429,375

YES 767 NO 56 BLANK 32

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

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

YES 764 NO 59 BLANK 32

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

YES 631 NO 189 BLANK 35

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

YES 747 NO 73 BLANK 35

Article 36: Shall the town vote to authorize the Select Board to make emergency expenditure reductions and if necessary transfers from the Unassigned Fund Balance (General Fund) up to \$200,000 in total pursuant as necessary to meet projected revenue shortfalls due to coronavirus emergency to the extent authorized by state law during the ensuing fiscal year?

YES 510 NO 311 BLANK 38

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

YES 629 NO 204 BLANK 22

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

- The **Road Bond 2013-14** reserve account into the **Roads Capital** reserve account,
- The **Parks & Recreation (FKA Ball field)** reserve account into the **Town Properties** reserve account,
- The **Cemetery Living Fence** reserve account into the **Cemetery Capital** reserve account,

Eric Dyer

From: Kathryn Woodsum <kwoodsum@readfieldmaine.org>
Sent: Monday, September 28, 2020 9:37 AM
To: Eric Dyer; Bruce Bourgoine
Cc: Deborah Nichols; kwoodsum@readfieldmaine.org
Subject: Street lights and stop signs and sidewalks

Greetings. Here are my intersections of concern for adding street lamps on poles when Affinity Lighting upgrades Readfield to LED lights.

- North Road and Wings Mill Road
- Rt 17 and Luce Road
- Rt 17 and Hunts Lane area
- Rt 17 between the Fire Station and the Town Office. (we should light the sidewalk areas in town.)
- Rt 17 and the Fairgrounds Road
- P Ridge and Lane Road

Some of our stop signs are historically difficult to see during the summer and fall and I would request that Anna & Ben check on the sight lines for all our stop signs. Many get covered by tree growth and present a safety hazard for all.

Also, checking in on sidewalk clearing for the sidewalk in Kents Hill. I don't agree with your previous analysis Eric that this is not a town sidewalk. DOT constructed in the major road rebuild in the 90's, it was endorsed and lobbied for by State Senator or Representative Sharon Treat, and is not privately owned. It is in the right of way. Kents Hill School agreed to clear the entire sidewalk length from one end to the other. There was an exchange I think of the state planting trees along on the sidewalk that had been removed and the school agreeing to clear it if the state would replant the trees. It was a pretty contentious issue at the time, and there must be records of the public hearings that were held in the Town Office, that I and the Kents Hill Neighborhood Association attended (the KHNA was formed specifically to battle with DOE over the sidewalk). This past winter KHS stopped clearing the sidewalk all the way to P Ridge and that caused a lot of foot traffic in Rt 17. We need to locate the records of the agreement, or the minutes of the meetings, and decide who is going to clear the sidewalk before snow flies. I have been asking for this information since February 9th 2020. Can we please look into this now? Thank you.

--

Cheers, Kathryn
Readfield Select Board Member

Eric Dyer

From: John Branagan <jb@affinityled.com>
Sent: Thursday, August 27, 2020 10:25 AM
To: Eric Dyer; 'Anna Carl'
Cc: Steve Lieber; Caroline Kinville
Subject: RE: LED Street Lights Readfield ME

Good morning Eric –

Thank you for this. I'm looking forward to working with Readfield.

Regarding the additional lights – we make it easy. Yes a simple change order or “as built” at final payment is good with us. Let us know what is best for Town policy.

- We will add the location to the GIS map and check the existing conditions
 - If there is not a utility pole already at the location – CMP will need to work with you on logistics et al – I can help
 - If there is a pole and able to have a light added it is typically easy.
- I'll fill out an Exhibit B doc for CMP and help shepherd that along. (some steps require a Town signature)
- Mast arms are \$ 145.00 each
- The luminaire will be priced at our standard municipal price by wattage required. (same as your current contract prices)
- Fuse kit at the standard price
- Installation base cost will be the same.
 - If additional time or materials are needed we'll discuss with you in advance.

All my best -

John Branagan [JB]
603-475-1564

From: Eric Dyer <manager@readfieldmaine.org>
Sent: Thursday, August 27, 2020 10:00 AM
To: John Branagan <jb@affinityled.com>; 'Anna Carl' <maintenance1@readfieldmaine.org>
Cc: Steve Lieber <steve@affinityled.com>; Caroline Kinville <caroline@affinityled.com>
Subject: RE: LED Street Lights Readfield ME

Hi John,

Here's the signed agreement (signature pages only).

One quick question – if we know we have a location or two where we want an additional light, what's the best way to address that? Just a change order? I see the terms in Article 24 but am looking for the process, and a proposed cost.

Thanks,

Eric

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

Intermediate Tasks / Goals

- Review of the Firearms Ordinance
- Pre-winter COVID Update and Planning

Ongoing Select Board Goals:

- 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

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

Meetings will be held remotely via Zoom exclusively, through December 31, 2020