

Readfield Select Board
Meeting Agenda
February 16, 2021, 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.

21-080 - Minutes: Select Board meeting minutes of February 1st, 2021.

21-081 - Warrants: #32-35

Communications - 20 min.

Select Board communications. - 5 min.

Town Staff Reports - 5 min.

Boards, Committees, Commissions & Departments - 5 min.

- Budget Committee minutes of January 14 & 28, 2021
- Library Board minutes of January 13, 2021
- Solid Waste and Recycling Committee minutes of July 15 and October 21, 2020

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

Appointments, Reappointments, and Resignations - 5 min.

21-082 - Consider the appointment of Sonya Clark as Warden for the March 9th Special Election

21-083 - Consider the appointment of a slate of Ballot Clerks for the March 9th Special Election

21-084 - Consider the appointment of a slate of members to the ad hoc Broadband Internet Committee

21-085 - Consider the appointment of Karen Peterson to the Cemetery Committee

Old Business - 25 min.

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

21-069 - Consider any potential ordinance changes for the June Town Meeting - 10 min.

21-073 - Consider a draft of the FY22 municipal budget - 10 min.

New Business - 15 min.

21-086 - Consider a Maine Resolution to Take Action on Climate Pollution - 10 min.

21-087 - Consider prior year abatements for homestead exemption for Map 128, Lot 105 - 5 min.

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

Executive Session - 15 min.

To have the Select Board hold an Executive Session for the purpose of discussing a personnel matter pursuant to 1 MRSA, Section 405, subsection 6(A).

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 exclusive until further notice

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, February 1, 2021 – 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) Brian Tarbuck, Sean Keegan, Rob Peale, Greg Durgin, Grace Keene

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

- **21-071 – Minutes: Select Board meeting minutes of January 11, 2021**
 - Motion made by Mrs. Woodsum to approve the Select Board meeting minutes of January 11, 2021 as presented, second by Mr. Eno. Vote 4-0-1 in favor, abstained by Mrs. Sammons.
- **21-072 – Warrants: #29-30 (FY21)**
 - Mr. Eno reviewed Warrants #29-31
 - **Motion** made by Mrs. Woodsum to approve warrants #29-31 in the amount of \$199,793.89, **second** by Mrs. Sammons. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mr. Price: Heritage Days 2021 is coming. Would like to see all committees participate. If you would like to volunteer or have ideas contact him via phone or email.
 - Mrs. Woodsum: Fiber to the home update: The committee finished up what they could do at this time and all towns are making decisions on their next steps and talking with current providers on what they want to do. They will be reporting back monthly.
- **Town Staff Reports**
 - Review of Town Manger report dated February 1, 2021
- **Boards, Committees, Commissions & Departments**
- **21-078 - Consider a trail agreement with the Greater Augusta Utility District**
 - Rob Peale of the trails gave a brief update on a new trail system to be considered with the Greater Augusta Utility District. The trail will go along the lake, down by the dam and loop back. There will be minimal cost to the town as it will be all volunteer labor.
 - Brian Tarbuck gave an update on the property and the footpath. He is willing to help with a kiosk system if need. This will make access to Carleton Pond.
 - Greg Durgin mentioned that it falls within the trails strategic plans. At the last meeting the trails committee voted to go ahead with this project.
 - **Motion** made by Mrs. Woodsum to approve the; Trails Agreement for Carleton Pong Trails between Greater Augusta Utility District and The Town of Readfield; as presented in the packet and authorize the town manger to sign, **second** by Mr. Eno. **Vote** 5-0 in favor.
 - **Library Board minutes of December 2, 2020**
- **Public Communications - Members of the public may address the Select Board on any topic**
 - Sean Keegan of the Recreation Committee gave un update on the winter beach activities. They have plowed the beach this year and are building an ice rink. They are increasing the access at the Church Road Fields and working on the expansion/fundraising process.

Readfield Select Board
Regular Meeting Minutes – Monday, February 1, 2021 – *Unapproved*

Old Business:

- **21-069 – Consider any potential ordinance change for the June Town Meeting (Tax Relief, Land Use, etc.)**
 - Changes to the Property Tax Relief, Land Use with normal updates and Select Board bylaws policy.

New Business:

- **21-073 – Consider a draft of the FY22 municipal budget**
 - Mr. Dyer reviewed of FY22 municipal budget draft as presented in packet. About 80% done.
- **21-074 - Consider accepting a Maine DEP Waste Diversion Grant for Food Waste Composting at the Readfield Transfer Station**
 - There was 16 proposals received and out of 6 of them Readfield was rewarded a full reward. There will be approximately \$20,000 from the State of Maine in funding towards the project. The Mitchell Institute will help with tracking and keeping the project on track.
 - **Motion** made by Mrs. Woodsum to accept the Maine DEP Waste Diversion Grant for Food Waste Composting at the Readfield Transfer Station, **second** by Mrs. Sammons. **Discussion:** Mr. Eno asked about critter control and to add a contingency plan for this. **Vote** 5-0 in favor.
- **21-075 – Consider bids for the sale of the old town pickup truck**
 - There were 2 bids received for the sale of the old town pickup truck. One was \$1,050.00 and the other was \$1,250.00.
 - **Motion** made by Mr. Bourgoine to accept the \$1,250.00 bid received by Eunice Bowler for the town truck, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
 - **Motion** made by Mr. Bourgoine that if the first bidder refuses to pay then sale will be granted to the second bidder, **second** by Mrs. Sammons. **Vote** 5-0 in favor.
- **21-076 – Consider accepting a Maine DPT grant for a sidewalk on Church Road**
 - Mr. Dyer gave an update on the grant information received for the sidewalk on Church Road. There will be less than ½ mile of side walk. The first phase is the design and planning. The grant is an 80/20 match with \$36,000 state/\$9,000 town. Feels it is beneficial to have Maine DOT manage the project with active participation from the town.
 - **Motion** made by Mr. Bourgoine to accept the Maine DOT grant for the sidewalk on the Church Road, **second** by Mrs. Woodsum. **Discussion:** Mr. Bourgoine spoke on the safety aspects. Mrs. Woodsum asked if there was an additional cost for them to manage the project. **Amended motion** made by Mr., Bourgoine to include that the Town of Readfield pay the \$9,000 local match from the designated Church Road sidewalk account, **second on amended motion** by Mrs. Woodsum. **Vote on amended motion** 5-0 in favor; vote on original motion 5-0 in favor.
- **21-077 – Consider the discharge of a Writ of Execution for property owned by Ed Munson**
 - Mr. Dyer gave an update of the Writ of Execution for property as included in the packet. It is a form of lien that law enforcement are involved in and a condition of the sale of the property to make sure that the Town of Readfield received their money.

Readfield Select Board
Regular Meeting Minutes – Monday, February 1, 2021 – *Unapproved*

- **Motion** made by Mrs. Woodsum to authorize the Town Manger to discharge the Writ of Execution Lien as presented. **second** by Mrs., Sammons. **Vote** 5-0 in favor.

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

- **21-079 - Non-Profit by Petition to Town**

- There is one group looking to increase their amount by more than the regular 5% and are asking due to Covid if they have to do a petition?

Other Business, Upcoming Meetings & Future Agenda Items:

-

Motion made by Mr. Price to adjourn the meeting at 8:05 pm, **second** by Mr. Eno. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Feb. 1, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
32	355	\$ 356,069.87	Warrant	R. Eno	Three	
A	355	\$ 5,380.63	State Fees	R. Eno	One	1/22/2021
B	355	\$ 9,865.38	State Fees	R. Eno	One	
33	370	\$ 16,468.97	Payroll	R. Eno	One	

SUM \$ 372,538.84

Treasurer's Warrant

Warrant # 32 & 33

\$372,538.84

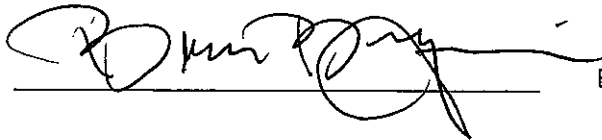
Dates: 2/04/2021

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.

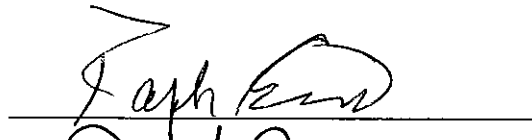
Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$16,468.97	69613-69622 169613-169624
VARIOUS VENDORS	Accounts Payable	\$356,069.87	69590-69606
	Total	\$372,538.84	69607-69612 VOID

Date Signed: _____

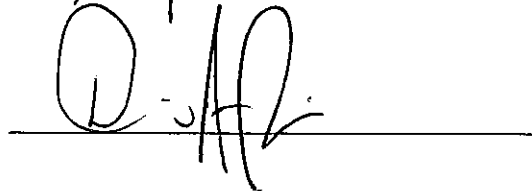


Bruce Bourgoine

Christine Sammons



Ralph Eno



Dennis Price

Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	36.96	02/04/21	32	0031 Central Maine Power Co
P	999	184.81	02/04/21	32	0031 Central Maine Power Co
P	69583	5,380.63	01/21/21	32	0086 SECRETARY OF STATE (MOTOR VEH)
P	69584	9,865.38	01/28/21	32	0086 SECRETARY OF STATE (MOTOR VEH)
R	69590	24.08	02/04/21	32	0022 Audette's Hardware
R	69591	335.36	02/04/21	32	0024 Baker & Taylor, Inc
R	69592	28,137.66	02/04/21	32	0453 Cushing Construction, LLC
R	69593	1,051.90	02/04/21	32	0552 DJ's Municipal Supply
R	69594	696.71	02/04/21	32	0704 Fabian Oil
R	69595	196.43	02/04/21	32	0464 Fayette General Store
R	69596	24.00	02/04/21	32	0791 Group Dynamic Inc
R	69597	250.00	02/04/21	32	0112 Kennebec Land Trust
R	69598	226.33	02/04/21	32	0152 Lowe's
R	69599	75.00	02/04/21	32	0218 MAINE RESOURCE RECOVERY ASSOC
R	69600	19.32	02/04/21	32	0229 Melissa A Small
R	69601	345.06	02/04/21	32	0823 OTELCO
R	69602	39.57	02/04/21	32	0858 PETTY CASH
R	69603	302,909.02	02/04/21	32	0069 Regional School Unit#38
R	69604	35.56	02/04/21	32	0406 SAM'S CLUB
R	69605	439.09	02/04/21	32	0313 Toshiba Financial Services
R	69606	5,797.00	02/04/21	32	0681 Treas,State Maine (Pub Safety)
Total		356,069.87			

Count	
Checks	21
Voids	0

COMMUNICATIONS

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

**TOWN OF READFIELD
BUDGET COMMITTEE**

**Minutes of Meeting
January 28, 2021**

The Readfield Budget Committee held a regularly scheduled meeting on January 28, 2021. Due to the on-going public health crisis, the meeting was held via ZOOM. Committee members attending included Andrews Tolman, Chair; Rebecca Lambert; Ed Sims; and Ellen Schneiter. Martin Hanish was not present. Also participating in the session were Eric Dyer, Town Manager and Teresa Shaw, Finance Director.

The meeting was called to order at 6:35 pm and began with consideration of the draft minutes for the meeting of January 14, 2021. A motion was offered by Lambert to accept the minutes as drafted. Sims seconded the motion which was approved unanimously.

Department II was the subject of this meeting's review. Romaine Turyn, member of Readfield's Age Friendly Committee, was in attendance for the outset of the session, and the Members invited her to review the activities of the Age Friendly Committee over the past year, as well as the Committee's budget proposal for the coming fiscal period. Turyn indicated that the Age Friendly Committee was not requesting any resources for the coming fiscal year. Dyer noted that the group had not yet expended any funds in the current fiscal year. He attributed that to the impact of the pandemic – while events had been planned for the year, they had to be cancelled due to the virus. This issue has impacted several of the Town departments in a similar fashion, depressing expected spending. Turyn expanded on this observation by reporting the plans for "Readfield U" were suspended mid-year in 2020 due to the pandemic. Similarly, plans for "Readfield U" were cancelled for this year, as well.

Turyn reported that the Age Friendly Committee continues to seek grant funding to support activities. They recently completed an application to the Maine Community Foundation for funding (\$2500) to carry out certain improvements at the fairgrounds designed to make the facility more accessible and interesting to older residents. She added that should the grant be awarded, the Conservation Committee would be donating \$2k to augment the MCF grant. These monies would be used to replace bluestone on some of the trails, to improve footing on those pathways.

The Members then turned their attention to Division 25-10, Animal Control. The proposed budget calls for a slight increase in the stipend for the Animal Control Officer, as called for in the collective bargaining agreement. There is also a slight decrease in the budgeted amount for tools.

The proposed budgeted for Divisions 25-20 – Kennebec Land Trust – and 25-25 – KVCOG are flat. The Town does not yet have information from KVCOG regarding dues for the coming year, but Dyer informed the group that that organization has historically kept increases to a minimum, so he was not expecting the budget to increase materially.

Division 25-40 is the Library budget. Dyer pointed out that wages for this division were due to increase a bit due to the collective bargaining agreement. The budget line 40-20 Utilities/Electronic Communications is proposed to increase substantially. The group concluded that this was likely due to a budgeting error for the current year, where this line – which covers the cost of the Library's website – seems artificially low. It appears that the budget for FY22 should more likely be around \$900, rather than the proposed \$810.

Dyer informed the Committee that the Library has a “healthy” reserve of approximately \$15k, which he feels may be too high an amount. He intends to speak with the Library Committee about using reserves to cover some operating costs.

Division 25-60 relates to Public Access TV. Wages for this division are proposed to be \$1500 for FY22. Dyer explained that the Town had tried to hire an assistant station manager in the past, and had budgeted for the position, but had been unsuccessful for several years running to hire anyone. This situation led to the budget for the position being zeroed out. However, the Town has now identified someone to step into the position and assist the Station Manager with the final push to move from analog to digital broadcasting, as well as to provide some relief to the Station Manager. The proposed budget is based on a wage of \$15/hour and 100 hours per year.

Division 25-60, Street Lights, was reviewed next. This includes the expense related to electricity for Readfield’s streetlights. The proposed budget reflects a year over year decrease of 38.5%, a savings of \$2500. Per Dyer, this is attributable to the fact that the conversion to LED streetlights is almost complete, resulting in considerable savings for electricity.

Division 25-90 is the Maranacook Lake Dam. Dyer reported that the new dam is now fully functional. The proposed budget is flat and reflects Readfield’s share of maintenance costs for the dam.

Overall, the proposed budget for these divisions is proposed to increase by 0.45%. The associated revenue budget increases more than does the expense budget (2.94%), driven by a proposed increase in cable TV franchise fees.

The Committee Members then reviewed Division 40 – Protection, starting with 40-10, Fire. Dyer said that Chief Mank had not requested any increases to his operating budget. The increases that are included relate to wages, that are driven by collective bargaining. Stipends for Fire Captains are also proposed to increase by \$1300 due to an increase in the number of Captains from 4 to 6. Overall, this division’s expense budget is proposed to increase by 9.6%, or \$6k.

Dyer pointed out that the fire division is one of the areas where COVID seems to have impacted current year spending. Not only were planned trainings not done, but the number of fires were also down substantially. At the same time, the size of Readfield’s volunteer corps has held steady.

Division 40-20, Ambulance was reviewed next. Dyer informed Members that the proposed budget – which reflects an increase of about \$2800 – as presented at this meeting should only be considered a placeholder. Winthrop has not yet finalized next year’s rates for this service.

Similarly, the budgeted amount for Division 40-40, Dispatch, is also only a placeholder at this point in time. It is known that Winthrop’s dispatch rates will be increasing, but the rates for the other service providers is not yet known.

Division 40-70, Emergency Operations, reflects a \$500 budget for refreshment of supplies in the Town’s emergency response kits, which need new batteries, markers, a new radio and similar low-priced items.

The revenue budget for Division 40 does not reflect any year over year change.

Division 50-10, Cemeteries, was considered next. Tolman, who serves on the Cemeteries Committee presented this budget proposal, noting that the numbers included in the documentation provided to Members

by Dyer in advance of the meeting were incorrect. The budget for 50-35 – Stone Repair is projected to be \$6k, up \$1k year over year. The cost of repairs to stone monuments will be offset by monies from the perpetual care trust, which will appear in the revenue budget for Department 10.

The other increase is projected for 65-20 – Computer Software, which is proposed to increase by \$3k to \$8k. Tolman explained that this expense is related to an effort to digitally map the cemetery plots in town. Lambert reminded Tolman that MMA offers grants to towns to support interns, suggesting this might be good work for an intern to take on. She indicated that the proposal process for these grants is simple and that relatively few towns apply for them, so the chances of receiving one are high. The grant applications are due in March.

Division 85-10, Debt Service, was also reviewed. Dyer reported that there are currently three bonds the Town is paying down: one for a fire truck, which is retired in FY24; a second is for the Maranacook Dam, which is retired in FY29; and another the municipal buildings bond, which is retired in FY36. He reminded Members that a road bond would be retired in the current FY, substantially lowering the Town's debt burden.

There followed a brief discussion regarding the current low cost of debt and the opportunities that presents to the Town. Dyer informed Members that the Select Board has a range of capital projects they are exploring. These range from moving up road work projects to smooth out the pace of those initiatives over time, to the replacement of the Town's salt/sand shed, the installation of a metal canopy over the bins at the Transfer station, as well improving recreational resources and the development of a broadband system. The construction of a sidewalk on Church Road was also of interest. However, Dyer reported that the Maine DOT had recently approved the Town's proposal for that sidewalk and the project could now move ahead with funding, in part, from the DOT.

The Select Board is in the early stages of considering potential capital projects but might aim at a \$1 million/15-year bond. Dyer mentioned that the Town may be able to put off purchase of a new fire truck – originally planned for a few years from now – as the City of Cambridge may be interested in donating a late model truck to Readfield. Chief Mank is pursuing that option.

Members discussed the fact that while borrowing costs are very affordable at present, the low rates will likely not last forever, so whatever action the Select Board decides to take, if it involves borrowing that decision might need to be made sooner rather than later.

The Committee ended this meeting's reviews by considering the first comprehensive budget draft prepared by Dyer. This draft included some changes from the proposal reviewed by the Committee at its previous meeting. Specifically, the wages for Administration in the prior documentation neglected to include a negotiated salary pool increase for merit pay for employees. This correction increases the budget for Administration personnel to a total of \$69,648 and total budget for Administration to \$113k, which is a 1.7% year over year increase.

Dyer reviewed the municipal tax rate calculation, noting that due to the requirements that the Town keep pace with the valuations the State expects to see (so as not to jeopardize eligibility for revenue sharing), valuations will have to be increased another 10% in FY22, as they had to be for FY21. This leads to a decrease in the actual mil rate, thus resulting in a "wash" for taxpayers.

As things currently stand, and without consideration of any changes in the school budget, the proposal would result in an approximate \$75 increase on a \$242k home valuation. At the same time, the budget as proposed would have the Town pull less from both designated and undesignated fund balances. This seems reasonable given the heavy reliance placed on those funds for the current fiscal year. All in all, the budget would allow the

Town to remain in compliance with its working minimum fund balance requirement policy, which is two months of operating expenses.

Lambert provided an update on the school budget, as she is a member of that Committee. She reported that their goal is a flat budget, although it is recognized that the coming year must include a contracted step increase for teachers.

Tolman reminded Members that the next meeting of the Budget Committee was Thursday, February 4 at 6:30, when the proposed budget for Department III would be reviewed.

There being no other business, the meeting was adjourned at 7:58 pm.

Respectfully submitted,
Ellen Jane Schneiter

**Town of Readfield
BUDGET COMMITTEE**

**Minutes of Meeting
January 14, 2021**

The Readfield Budget Committee held a regularly scheduled meeting on January 14, 2021. Committee members present included Andy Tolman, Martin Hanish, Becky Lambert, Ed Sims and Ellen Schneiter. Eric Dyer, Town Manager, and Teresa Shaw, Readfield Finance Director, were also in attendance. Due to the pandemic, the meeting was convened by ZOOM; information for public participation in the meeting had been posted on the Town's website, but no members of the public were in attendance.

The meeting began at approximately 6:30 pm. Tolman began by calling for selection of Committee officers: Chair, Vice Chair and Secretary.

Lambert offered and Hanish seconded a motion that Tolman continue his service as Committee Chair. The motion passed unanimously.

Hanish offered and Lambert seconded a motion that Schneiter continue as Committee Secretary. The motion passed unanimously.

Lambert offered and Sims seconded a motion that Hanish serve as Vice Chair of the Committee. The motion passed unanimously.

Hanish reported that he had recently participated in a meeting with the Select Board about the formation of a Parks and Recreation Board for the Town. Such a Board might serve as a "super" committee under which all Town activities intersecting with parks and recreation would fall. Hanish represented the Budget Committee at this meeting. While it remains unclear whether or not another Board would be formed, those present at the meeting were enthusiastic about the notion of involving more people in recreational opportunities. This includes involving more residents in events like Heritage Days, engaging a broader swath of the Town's population and generating more enthusiasm for these types of activities. Budget Committee members agreed that strategies of gaining more engagement is important and several members indicated their willingness to do so.

Dyer then provided a brief orientation of a revamped Budget page on the Town's website. The page now includes information on how interested persons are able to become involved in the budget process - including how to participate in ZOOM meetings - the budget development schedule, and relevant documents. The page is intended to serve as a primary resource for Town residents to follow the budget process during a time when meetings are being conducted remotely.

Dyer then briefed the Committee on the performance of the Town's revenues, year to date. He indicated that revenues were better than anticipated and better at this point in the fiscal year than they were at the same point in the prior fiscal year. He specifically cited a substantial uptick in motor vehicle assessments as helping the revenue picture, as well as state revenue sharing coming in as originally planned. He added that while the picture looked good at present, there was still a good deal of uncertainty regarding the future. While the Governor's proposed budget holds the line on items important to the Town's budget like revenue sharing and the Homestead exemption, the state's revenue picture remains tenuous.

The Committee then turned to a review of the budget proposal for Department 10-10, General Government & Administration. Highlights of the proposal include:

- 10-30 Elections: There is a reduction in the budget for this line item for the coming year. FY21 was a presidential election year, which requires a greater level of investment. The Town had to make certain upgrades to the voting venue for the November election to protect voters and those supporting the voting process for the Town from the spread of COVID 19. The Town did receive a grant to make those investments, which will continue to be useful for elections

conducted this year and into the future. The budget for FY22 does not need to be as high as the current year's budget as it is an "off" election year.

- 10-78 Employee Recognition: This line item is reduced by about a third for the coming year as there are fewer 15 and 20 year employee longevity recognition awards in FY22 than there are in the current FY.
- 20-40 Personnel/Retirement: This line item is being reduced to align with actual expected liabilities
- 20-60 Wages: There is a slight increase in the amount budgeted for wages, due to an escalator clause in the personnel contract.
- 25-50 Select Board: The proposed budget reflects a 29% increase related to an increase in the amount paid for stipends to members of the Select Board. This includes increasing the base stipend from \$750 to \$1000, and including an additional \$500 stipend for the Select Board Chair.
- 40-80 Telephone: The proposed budget reflects a 21% decrease for this line item. With the exception of the phone in the elevator in Town Hall, all land lines have now been deactivated, with VOIP being used for calls, instead. This saves a bit more than \$1k per year.
- 50-20 Audit: The budget includes 7% or \$500 increase for the cost of the audit in the coming fiscal year, which will be the third year with the current firm. This increase was expected. Dyer indicated that there will likely be an RFP issued in the next FY for audit services, as it is good practice to move to a new firm after several years.
- 50-25 Computer Support: The proposed budget does not include any increase at this point in time. This is the budget line that includes the cost of support for the TRIO software used by the Town for its finance functions. Dyer indicated that it is possible that this line is somewhat over budgeted, but he is expecting that reporting updates may end up generating extra expense for the Town. Hanish encouraged Dyer to consider hiring a consultant with expertise in TRIO to design some custom reports that might make tracking and analysis easier and less time consuming for staff.
- 50-91 Household Hazardous Waste: This line item increases sharply in the proposed budget, from \$1100 to \$5000. This is due to the fact that Readfield this year, chose to stop participating in the annual household hazardous waste collection day sponsored by the City of Augusta and, instead, conduct a local collection day at the Readfield Transfer Station. This turned out to substantially boost participation in the collection effort. Dyer mentioned that even though this results in higher costs, it helps reduce the likelihood that hazardous materials are improperly disposed of.
- 50-95 Web Hosting: The proposed budget includes a 100% increase in the amount specified for web hosting. Dyer noted that this line had been under budgeted in the current year due to an oversight. The proposed budget should correct that situation.

Overall, the increase in Department 10-10, General Government/Administration is proposed to be 2.8%.

The Committee next considered the budget proposal for Department 10-12, Insurance. Division 15-20 includes an increase of 14% for health insurance costs. Dyer explained this is in part due to the rising cost of health insurance but primarily to the inclusion of insurance coverage for a full time Code Enforcement Officer. Most recently, Readfield has had a part time CEO who was not eligible for benefits. There has been considerable turnover in that position and it has been challenging to recruit a qualified individual without being able to offer full time employment with benefits. The Towns of Readfield and Wayne have agreed to share one full time CEO between the two towns. The total expense of the new position will be reflected in the proposed Readfield budget, along with revenues from the Town of Wayne included in the revenue budget to offset a substantial portion of the costs (half of the costs).

The budget also includes a significant increase (77%) in line 15-25, Reimbursement, which is the amount budgeted for employee HRA expenses. This reflects an increase in the amounts the Town will be putting into employee health reimbursement accounts to cover increases in out of pocket maximums in the underlying health insurance policy.

Divisions 15-60 - Unemployment and 15-80 - Workers Compensation are also increasing to align with actual liability. The Town has experienced some increase in unemployment and comp claims over the past year, which in turn, pushes up the cost of this coverage.

Overall, Department 10-12 is budgeted for a 20.6% increase.

The next departments considered were 10-15 - General Government/Office Equipment, Lease, Purchase, and 10-20 - Assessing. The proposed budget for these departments does not include any year over year changes.

Department 10-30 - Code Enforcement was reviewed next. This is the department where most of the costs related to the plan to hire on a full time CEO are reflected. These include:

- 10-80 Training and Conferences: This line is increased to \$500 to cover the expected costs of training a new CEO. Dyer noted that many of the applicants for this position have had little experience with this job and he expected that will continue to pose a challenge. The budget for training will help ensure the new CEO has a more solid grounding needed to do a good job.
- 20-20 FICA: This line shows an \$1800 increase related to the hiring of a full time CEO, who will receive a full time salary.
- 40-10 Cell Phone: This line increases to \$300 to provide a stipend for a new full time CEO, to cover the cost of a cell phone as part of his/her benefit package.
- 65-50 - Tools: The FY22 budget includes a modest amount (\$100) for tools for the CEO like tape measurers and so on.

Overall, there is a 78.5% increase proposed for the budget for Department 10-30. Dyer reminded the Committee once again that the revenue budget includes monies to be paid by the Town of Wayne to offset half of these costs.

The Committee then reviewed Department 10-40 - Planning Board and Department 10-50 - Appeals Board. The budget does not include any changes for these budget items.

Department 10-60 - Grants & Planning was next reviewed. Division 10-50 - Miscellaneous includes a substantial increase of \$10k. Dyer explained that this is where the budget for KVCOG support for the Town's mandatory comprehensive planning process is reflected. A similar amount will be budgeted in the subsequent year, as well. There was a brief discussion that his cost item might be better characterized as "consulting" as opposed to "miscellaneous."

Department 10-70 Heating Assistance reflects a budget increase for Division 40-60, Heating. Dyer explained that in the current year, the Town has now run through its supply of wood that it uses to help residents in need of supplemental heating assistance. Assistance is now being offered in the form of payment of fuel bills, the receipt of which is delayed and expected to come in early in the new fiscal year. The amount budgeted for this line - \$2500 (an increase of \$1k year over year) is intended to cover that assistance.

Department 10-75 - Attorneys Fees shows a substantial decline in budgeted amounts, falling by \$10k or almost 29%. Dyer explained that at least two on-going law suits involving the Town had now been resolved, reducing the need for the higher level of budget for this line item.

The proposed budget for all of General Government overall increases by 12.43%.

The Committee then reviewed the revenue budget for General Government. Notably, this budget as presented includes \$250k for state revenue sharing. The group discussed the advisability of budgeting for revenue sharing at this level, with Members expressing some skepticism that the amounts coming from the state would be that high. In the interest of crafting a more conservative budget proposal at this point in time, Dyer agreed to instead budget this line at \$225k. He noted that the amounts in the revenue budget for the real estate property tax, personal property tax and BETE were all, for the moment, simply placeholders. More solid numbers would be added later.

Revenue line 1021 is for Investment Income. That line is supposed to include only anticipated interest earnings from checking accounts; it is not intended to include any trust fund earnings. The line in the proposal had been misinterpreted as including both; Dyer indicated he would amend the line and bring it back to the Committee for review.

Motor Vehicle Tax revenue - line 1052 is projected to increase by 11%, year over year. Dyer noted that there has been a marked increase in the purchase of vehicles this year and he expects that will continue into the next fiscal year.

Line 1053, Agent Fees, is also projected to increase, in this case by approximately 33%. This is attributable to an increase in agents' fees from \$2 to \$3.

Line 1056 reflects a revenue expectation of \$500, up from \$0, for public notices. The Town has not charged for this in the past, and this change reflects the intention to charge residents who much provide legal notices for doing so.

Line 1095, Heating Assistance, is budgeted for a \$1k (67%) increase. This revenue is derived from the donation of bottles and cans at the Transfer Station and is used to fund heating assistance provided to residents in need.

Lines 5000 - Use of Undesignated Funds and 5001 - Use of Carry Forward Funds, are present as placeholders for the time being. As of the date of the meeting, only the Conservation Committee had submitted a budget that includes the use of some carry forward monies.

Line 5002, Overlay, is currently budgeted for FY22 at \$20k. This line covers tax abatements, which Dyer predicts will grow over these tough economic times.

With the General Government departmental review concluded, the Committee turned to Department 12 - Maintenance. Dyer noted that the planned ADA and other improvements at the Town Office, fire station and library have all been completed. Under 12-10, General Maintenance, overall there is budgeted a negligible 0.27% increase in expenditures.

12-10 - Building Maintenance is budgeted for an overall decrease in spending of 16.5%. This is attributable to several factors including a drop in heating costs, likely driven by the use of heat pumps by the library. The Committee and Dyer agreed, however, that it would be wise to increase the budget for 70-20, Elevator Maintenance, to \$2500, as the amount shown in the budget presentation represents only the base price of the maintenance contract. This change will not have a large impact on the budget increase for this department.

12-30 includes the budget for Vehicles and Equipment Maintenance. The overall budget for this category is scheduled to decline by about 4%. Savings in this category are related to a decline in fuel costs and increased mileage related to the purchase of a new, more efficient pick up truck. There is some funding included for minor repairs to equipment like the Bobcat. tractor and mowers.

The revenue budget for Maintenance is immaterial.

The final category of budget to be reviewed at this first meeting was 80-10, Regional Organizations. This includes the budget line for Cobbossee Water District. This budget is projected tin increase by almost 2%, which is consistent with the projections from the Water District. Dyer reported that the District would not be completing its own budget and set allocations until some time in March.

The other budget item in this department is 80-40, First Park. There is no year over year increase budgeted for this, with a flat \$25k included as expense.

The corresponding revenue budget for regional organizations includes an increase of \$10k in revenue from the First Park investment, increasing from \$15k to \$25k, and representing break even for the first time in the history of the investment.

The budget line for Kennebec County Tax (81-20), is projected to increase by 3%, but at this point in time, this remains a placeholder.

With this item, the review scheduled for this meeting was concluded. Tolman reminded the group that the next meeting is scheduled for January 28, 2021 at 6:30 pm.

The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Ellen Jane Schreier

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING - JANUARY 13, 2021

The meeting was called to order at 6:30 (via Zoom) by Chair, Pam Mitchell.
All Trustees were present and Melissa Small, Librarian.

Secretary's Report: The minutes were amended and approved as amended.

Treasurer's Report: Sonya presented the December report, Second Quarter Report and Year To Date Report. All were approved.

Librarian's Report:

- Comics Plus: The Comics Plus app will soon be added to Cloud Library.
- Curbside Service: We had 53 curbside pickups in December, an increase over November numbers.
- Volunteer update: There will be no circulation volunteers except to fill in for Melissa until February due to COVID. We will reconsider this again in February.
- Programming/Events for December: All events were held via Zoom. Five children's story times were held with an average of 6 children attending and one Adult Book Group was held with 15 people attending.
- New Library Cards for December: 3 new ones.
- Essential Oils: We have a basket of essential oils which was donated last year. Melissa suggested we raffle it off as a Valentine's Gift. Board approved. Melissa will advertise this on email and Facebook.

Old Business:

- COVID-19 updates: Library is open its usual hours. One person (or family) allowed in at one time. No appointment necessary. Will review this again in February.
- Grant for Story Walk update: Melissa and Pam are meeting with Woodworking teachers at KHS and MCHS to build posts for the walk. Melissa will post via Facebook and email to see if anyone in the community wants to "sponsor a book."
- Book Group: Book chosen for January is "The Last Days of Night" by Graham Moore. It is an historical fiction and the group will meet on January 25 via Zoom.
- Diverse Book Finder Grant update: We received the \$300.00 Grant. Books will be ordered in mid-late January.
- Writer's Group: Six community members are interested. We are not sure how to proceed with this. Melissa will talk to interested members for more ideas.

New Business:

- Burns Night: The Board decided it was best to postpone this event till next year.
- Book Group: Book chosen for February is "Stamped: Racism, Antiracism, and You" by Jason Reynolds and Ibram X. Kendi.. This is a Young Readers edition. Community members are invited to participate in virtual "Community Conversations about Racism and Equality" with small groups of middle school students.
- Author thank you: We will continue to send thank you notes.
- Take Your Child to the Library Day: The date set for this event is Saturday, February 6. The Board discussed how to celebrate this event virtually.
- Snowshoes Story Walk for Children and Adults: Melissa had a wonderful idea of offering this event, but with COVID-19 the Board decided to postpone it till next year.
- Author Stuart Woods: Upon request, Maine Author Stuart Woods donated \$250.00 to the Library.

The meeting was adjourned at 8:00.

The next meeting will be held on February 3 at 6:30 via Zoom

Respectfully submitted
Betty Peterson, Secretary

Solid Waste and Recycling Committee (SWRC) Minutes

Wednesday, October 21, 2020

5:30 to 6:30 pm on Zoom.

Present: Amy Black, Eric Dyer, Kellie Hess, Kim King, Karen Peterson, Mark Robinson, Kathryn Mills Woodsum

Roll call and determination of quorum. Do not have a quorum.

1. Review of minutes from July 15, 2020. Moved to next meeting
2. Oral and written communications.
 - a. Readfield Transfer Station Manager report
 - i. General operations: Things are stabilizing and the issues that did arise were handled fairly well, the public was protected and no illness reported; Sunday hours were very well received, spread out the traffic across another day, increased safety by reducing traffic flow, and we need to look at having those more of the year; new compactor is working great and is a tremendous improvement to the flow of materials; the recycling compactor new operation key/button is saving a lot of time
 - ii. Recent changes: Plastic film collection is being collected again; if bringing a lot folks will bag into large bags themselves; smaller collection bags are not being as compressed now due to Covid-19; we could use a larger container to collect materials in. The committee supports Eric & Karen purchasing what collection equipment will be most useful for the station.
 - iii. Quarterly financial review: July – Sept 2020
 1. Expect about 35% in the 1st quarter of each year due to the summer season; this year revenues are 30% of budget. Only 24% of expenses out. Contract services are 27%. Equipment is at 0% so now is the time to be comfortable purchasing necessary supplies and expenses. Backhoe has had a couple of small hose issues, one was under warrantee. Facility maintenance work will take place in the Spring. Some additional lighting will be installed in the next couple of weeks. So budgeting was done well.
3. No members of the public are present.
4. Unfinished business.
 - a. Report out on Hazardous Waste Collection event at the Readfield Transfer Station, held Saturday July 25th. 8AM to Noon.
 - i. Readfield had double the volume of past years. Cost was double but that was fine. Gabe Gauvin sent a table to Eric describing the items collected that he will share. Eric would like to continue this event and have it be annual. Let's invite Vienna and Mt. Vernon to join in next year.
 - b. Discuss any progress on implementing using 'Square' for payments. None at this time. Amy will get info to Eric tonight on this.
5. New business
 - a. Discuss doing more with composting, especially food materials.
 - i. Eric says the time is now to launch this. We have small countertop bins available here already. There are grants available from the State currently and we should look into those. Karen wants to be sure it is affordable and that we

have authorization from DEP to accept food waste; currently we can accept green and brown waste. Eric will send link to Kathryn. Karen and Mike need the implementation procedures for accepting food waste. We need to

- b. Discuss the FY22 Capital and Operating Budget; preliminary amounts tentatively due on 12-18-20 (prior to our next meeting in January) and specific amounts due 2-4-21.
 - i. One more year on our hauling and tipping contracts.
 - ii. Our operating budget is good and very reliable and shouldn't change much at all.
 - iii. Need to look at maintenance issues and capital needs.
 - iv. We keep an operating reserve and a capital reserve. 32,000 begin balance, 1,500 ending balance, due to purchasing the backhoe. May ask to increase the capital contribution from 8% to 10%, Read = 8685, Wayne = 6401, Fayette = 5694 = 20780. We will need to replenish this fund so it will meet the 5-year capital plan, so looking at a 25% increase in capital only. It could be offset by increased revenues that we are seeing. Immediate next capital needs are: 2022: breakeven 2023: -10,000, 2024: breakeven, 2025: -2,000, 2026: -a lot! 2022: SwapShop building roof (50% is Transfer Station allocated, 50% is Town of Readfield). 2023: pave access loop, 2024: none, 2025: Replace open top roll-off containers and roofs over the entire container area. Mark thinks this plan is workable. Folks like the improvements and increase in services.
 - v. The fixed canopy covering would seem to make sense to do sooner. How would this improve services and decrease costs? Let's look at combining some capital needs and financing them now at low interest costs and to provide the needed improvements sooner. Eric will do this prior to our next meeting.
6. Set next agenda.
- a. Future scheduled meetings:
 - i. Wednesday January 20, 2021 at Readfield Town Office
 1. Discuss the FY22 Capital and Operating Budget
 - ii. Wednesday April 21, 2021 at Readfield Town Office
 1. Carry over to a future date a discussion on holding composting events and school visit arrangements with Liza Bitterman from ecoMaine, due to Covid-19 pandemic.
7. Adjournment.

Attachments: Minutes from July 15, 2020

Respectfully submitted by: Kathryn Mills Woodsum

Approved: 1-20-21

Solid Waste and Recycling Committee (SWRC) Minutes

Wednesday, July 15, 2020

5:30 to 7 pm at Readfield Town Office upstairs hall with face coverings and social distancing and via Zoom

Members present: Eric Dyer, Kathryn Mills Woodsum, Kim King, Kellie Hess, Lacey Badeau, Aaron Chrostowsky, Amy Black

1. Roll call and determination of quorum
2. Review of minutes from April 22, 2020. (attached) Approved
3. Oral and written communications.
 - a. Readfield Transfer Station Manager report
 - i. General operations: Everything is going well considering we are still dealing with the pandemic.
 - ii. Recent changes: Covid-19 operation notes: Please wear a face covering if you will be within 6 feet of any person while at the Transfer Station; MSW compactor installed and had an issue which was then fixed by the company at no charge and Eric was able to negotiate having the warranty extended for an additional year
 - iii. Quarterly financial review: April – June 2020. Everything is on track; we will be close on several lines.
4. No members of the public were present.
5. Unfinished business
 - a. Planning specifics for Hazardous Waste Collection event at the Readfield Transfer Station, Saturday July 25th 8AM to Noon. Discussion was held pertaining to placement of collection bins and traffic flow. Eric, Karen and Anna will evaluate with Gabe prior to the event and put the best possible plan in place.
 - b. Discussed that it is not feasible, in light of Covid-19 pandemic, to hold composting events and school visits with Liza Bitterman from ecoMaine.
 - c. Discuss implementing using 'Square' for payments at the Transfer Station
6. New business. None
7. Set next agenda.
 - a. Future scheduled meetings:
 - i. Wednesday October 21, 2020 at Readfield Town Office
 1. Discuss doing more with composting, especially food materials.
 2. Discuss the FY22 Capital and Operating Budget
 - ii. Wednesday January 20, 2021 at Readfield Town Office
 1. Discuss the FY22 Capital and Operating Budget
8. Adjournment.

Attachments: Minutes from April 22, 2020

Respectfully submitted by Kathryn Mills Woodsum, 10-21-20

Approved 1-20-21

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

**CERTIFICATE OF APPOINTMENT and OATH
FOR THE TOWN OF READFIELD**
(TITLE 30-A, M.R.S.A.ss2602)

Readfield Select Board
February 16, 2021
Item # 21-082

Appointment by the Select Board

To Sonya Clark of Readfield, in the County of Kennebec and State of Maine: There being a vacancy in the
Person's name
position of Warden the Select Board of the Municipality of Readfield do, in accordance with the
Position
provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such
appointment for **March 9, 2021**.

Given under our hands this ____ day of **February, 2021**__.

Select Board of Readfield

Bruce Bougoine

Christine Sammons

Dennis Price

Kathryn Mills Woodsum

Ralph Eno, Jr.

TOWN OATH

I, _____, hereby certify that Sonya Clark this day personally appeared before me and took
Clerk's name Person's name
the following oath:

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

I, Sonya Clark, do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as
Person's name

Warden according to the Constitution and laws of the State.
Position

Appointees signature: _____ Date: _____

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

STATE OF MAINE

County of Kennebec

_____, 2021__

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

Before me, _____ Municipal Clerk

Appointment of the 2021 Ballot & Election Clerks

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

<u>DEMOCRATS</u>	<u>Date</u>	<u>REPUBLICANS</u>	<u>Date</u>
Durgin, Greg _____		Palmer, Marilyn _____	
Peterson, Karen _____		Keene, Grace _____	
Molokie, Thomas _____		Clark, Sonya _____	
Whitman, Kim _____		Woodsum, Kathryn _____	
Katz-Hanish, Elaine _____		Woodsum, Steve _____	
Tolman, Andrews _____			
Clark, Lorene _____			

Select Board of Readfield-appointed February __, 2021

Bourgoine, Bruce Eno, Ralph Price, Dennis

Sammons, Christine Woodsum, Kathryn Mills

TOWN OATH

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

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

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

Before me, _____, Town Clerk



TOWN OF READFIELD

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355
Office (207) 685-4939 • FAX (207) 685-3420
Website: www.readfieldmaine.org

Broadband Internet Committee Proposed Slate of Appointments

The following individuals are proposed for appointment to the ad hoc Broadband Internet Committee for a term beginning on February 16, 2021 and expiring June 30, 2022. Appointment to be approved by motion.

Select Board

Kathryn Mills Woodsum

Residents

Eric Falconer

Patrick McCormick

Lee Sandler

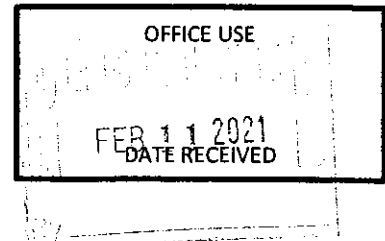
Brian Tarbuck

Dan Wells

Readfield Select Board
February 16, 2021
Item # 21-085

TOWN OF READFIELD

APPOINTMENT APPLICATION



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

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

Which Board, Committee or Commission

are you applying for? Cemetery Committee Term: 6/30/23

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

Name: Karen Peterson Phone (H): 685-9821

Street address: 378 Winthrop Road Phone (C): 215-3185

Mailing address: same as above

E-Mail: N65057@gmail.com

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

Former committee member and former Cemetery Sexton

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

To serve the town.

If you are currently employed, what is your position?

Town of Readfield Assistant Transfer Station Manager

APPLICATION FOR APPOINTMENT FOR:

Name: Karen Peterson Position: Cemetery Committee Term: 6/30/23

"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: Karen Peterson Tom B. Price Date: Feb. 10, 2021

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 N/A
Confirmed meeting date: , 20

SELECT BOARD APPROVAL

To Karen Peterson of Readfield, in the County of Kennebec and State of Maine: There being a position on the Cemetery 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:

2/16/2021 thru 6/30/2023. Given under our hand this 16 day of Feb 2021.

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:

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: February 12, 2021
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - **Update 5**

In November we reinstated a number of precautionary measures in advance of what became a large spike in COVID-19 activity. Now, some three months later, we have finally seen a sustained decline in this activity. We are modifying our response accordingly and working to improve the services we provide while maintaining a safe and healthy environment for residents and staff. The decline in COVID-19 cases can be attributed to several factors and high among these are the vigilance and sacrifice of individuals and families. Be safe, be responsible, and please help us continue to find success in the months ahead! We recommend that those eligible for vaccination get vaccinated. Many of our older residents and most of our dedicated fire department volunteers have already taken this step. Municipal staff will be encouraged to do the same when they become eligible. Our first COVID-19 update was issued on March 15, 2020. This update summarizes our action plan through March 28, 2021, with an effective date of February 15, 2021.

Municipal Staffing / Town Office:

- Aggressive daily cleaning of surfaces and devices will continue.
- **The Town Office will once again be open to the public without an appointment!** However, residents are still being requested to avoid conducting business in-person if possible and to call, email, or utilize our many [online services](#) as an alternative. A maximum of four residents will be allowed in the entry and lobby at any one time, 6' apart.
- **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 on Thursdays from 10-2. No appointment required.
- 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 six municipal employees will be allowed in the Town Office at any time, and no more than ten total first floor occupants** (up from four and six respectively).
- We are hiring a part-time administrative support staff person on a temporary basis to help address a work backlog that has built up over the past few months of constrained activity.
- **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 modifying their schedule and occupancy periodically as they deem appropriate.
- **The following modified work schedule is being put in place at the Town Office:**

Town Office Modified Work Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
Admin. Assistant	N/A	Office	N/A	Office	Office
Assessor	N/A	N/A	N/A	N/A	Office
CEO	N/A	Office	Office	Office	N/A
Collections Clerk	Office	Office	Office	Home	Office
Finance Officer	Office	Home	Office	Office	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 will continue with remote meetings as a primary mode, but will once again allow in-person Board and Committee meetings at the Town Office.** No private rentals.
- **Up to 25 people are permitted on the 2nd floor of Giles Hall (with proper social distancing and face coverings) once per day. All in-person meeting attendees are required to socially distance and wear a face covering. If they are not able to do so they are welcome to submit comments and questions in writing or electronically, participate remotely if this option is offered, and to review minutes and other meeting records.** All in-person meeting attendees must sign in for contact tracing purposes.
- 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.
- 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!](#)

Eric Dyer

From: Deborah Nichols <clerk@readfieldmaine.org>
Sent: Friday, February 12, 2021 3:23 PM
To: Eric Dyer
Subject: Warrant article?

I would like to suggest an article for the warrant this year, to go into effect for 2022 town meeting – is it too late for SB to make this consideration? If not, I can research the wording further, but wanted to check first before I spend the time. It would really help streamline the vote counting/reporting process after the polls close on town meeting election night, and be in alignment with State election law.

Declaration of Write-in Candidacy and Counting Write-in Votes

*Maine law provides that when a town uses the secret ballot process for the election of town officials, a voter may write in the name of any person for whom the voter desires to vote. 30-A M.R.S. § 2528(6)(B). Ordinarily, write-in candidates for municipal elections do not need to declare their candidacy. **But a town may choose to follow State law provisions requiring write-in candidates to file a declaration of their candidacy in order to have votes cast for them count.** In order to require write-in candidates to file a declaration of candidacy, the legislative body of the municipality must so vote at least 90 days prior to the secret ballot election in which they want write-in candidates to declare their candidacy. 30-A M.R.S. § 2501(3)(A). Additionally, before a vote to require declaration of write-in candidacy can take place, the municipal officers must first hold a public hearing. Once a municipality has voted to accept declaration of write-in candidacy, the option applies to all municipal elections until the municipal officers hold a public hearing and the legislative body of the municipality votes to rescind the option at least 90 days before the next election of candidates by secret ballot. 30-A M.R.S. § 2501(3). If a town votes to require this, write-in votes for a person who did not file a timely declaration of write-in candidacy would not be counted. There is an exception that provides votes for candidates who did not file would be counted in the event that the printed ballot did not include a properly nominated candidate, or a properly nominated candidate listed on the ballot*

Deborah Nichols, Clerk
Town of Readfield
8 Old Kents Hill Rd.
Readfield, ME 04355
clerk@readfieldmaine.org
(207)685-4939 Fax (207)685-3420

DISCLAIMER: Please be advised that pursuant to Title 1 M.R.S.A. Section 402(3), a public record includes any written, printed or graphic matter or any mechanical or electronic data in the possession or custody of any agency or public official that has been received or prepared for the use in connection with the transaction of public or governmental business and contains information relating to the transaction of said business; therefore, the public is advised that any correspondence, whether by traditional method or e-mail Town office s or Town officials, with certain limited exceptions, is public record and is available for review by any interested party.

FY 2022 BUDGET - DRAFT 3

Last Updated February 13, 2021

FY 2022 Expenses

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
10 - Administration									
	10 Administration	\$ 237,081	\$ 259,962	\$ 246,159	\$ 270,625	\$ 144,180	\$ 283,795	\$ 13,170	4.87%
	12 Insurance	\$ 116,742	\$ 112,793	\$ 119,921	\$ 140,150	\$ 61,866	\$ 169,003	\$ 28,853	20.59%
	15 Office Equipment	\$ 5,717	\$ 5,914	\$ 7,015	\$ 6,720	\$ 3,320	\$ 6,720	\$ -	0.00%
	20 Assessing	\$ 18,107	\$ 18,171	\$ 17,532	\$ 23,675	\$ 12,026	\$ 23,675	\$ -	0.00%
	30 Code Enforcement	\$ 40,031	\$ 62,100	\$ 29,157	\$ 33,910	\$ 25,272	\$ 60,535	\$ 26,625	78.52%
	40 Planning Board	\$ 419	\$ 125	\$ -	\$ 1,100	\$ 1,043	\$ 1,100	\$ -	0.00%
	50 Appeals Board	\$ 55	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -	0.00%
	60 Grant Writing & Planning	\$ -	\$ 5,850	\$ -	\$ 2,000	\$ -	\$ 12,000	\$ 10,000	500.00%
	70 Heating Assistance	\$ 370	\$ -	\$ 1,596	\$ 1,500	\$ 471	\$ 2,500	\$ 1,000	66.67%
	75 Legal Services	\$ -	\$ 25,190	\$ 19,848	\$ 35,000	\$ 6,987	\$ 25,000	\$ (10,000)	-28.57%
10 - Administration		\$ 418,522	\$ 490,105	\$ 441,227	\$ 514,780	\$ 255,166	\$ 584,428	\$ 69,648	13.53%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
12 - Maintenance									
	10 General Maintenance	\$ 73,633	\$ 64,482	\$ 68,885	95,220.00	36,810.30	96,975.00	\$ 1,755	1.84%
	20 Building Maintenance	\$ 24,588	\$ 39,352	\$ 45,156	42,400.00	14,038.03	35,900.00	\$ (6,500)	-15.33%
	30 Vehicle / Equip. Maintenance	\$ 18,452	\$ 5,404	\$ 6,229	7,750.00	7,157.32	8,250.00	\$ 500	6.45%
12 - Maintenance		\$ 116,673	\$ 109,238	\$ 120,269	\$ 145,370	\$ 58,006	\$ 141,125	\$ (4,245)	-2.92%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
25 - Community Services									
	10 Animal Control	\$ 10,618	\$ 11,543	\$ 11,715	\$ 14,180	\$ 6,073	\$ 14,150	\$ (30)	-0.21%
	20 Kennebec Land Trust	\$ -	\$ -	\$ 250	\$ 250	\$ -	\$ 250	\$ -	0.00%
	25 Kennebec Valley COG	\$ 4,295	\$ 4,325	\$ 4,301	\$ 4,500	\$ 4,325	\$ 4,500	\$ -	0.00%
	30 Age Friendly	\$ 219	\$ 8,365	\$ 192	\$ 2,100	\$ 150	\$ 2,100	\$ -	0.00%
	40 Library	\$ 29,468	\$ 41,528	\$ 37,424	\$ 36,405	\$ 16,496	\$ 37,576	\$ 1,171	3.22%
	50 Readfield Public Access TV	\$ 5,638	\$ 4,410	\$ 3,375	\$ 5,415	\$ 4,881	\$ 7,085	\$ 1,670	30.84%
	60 Street Lights	\$ 5,820	\$ 6,020	\$ 6,075	\$ 6,500	\$ 7,323	\$ 4,000	\$ (2,500)	-38.46%
	90 Maranacook Lake Dam	\$ -	\$ -	\$ -	\$ 420	\$ 1,110	\$ 420	\$ -	-
25 - Community Services		\$ 56,058	\$ 76,191	\$ 63,332	\$ 69,770	\$ 40,359	\$ 70,081	\$ 311	0.45%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
30 - Recreation, Parks, & Activities									
	10 Beach	\$ 9,790	\$ 9,039	\$ 8,291	\$ 13,992	\$ 9,626	\$ 17,235	\$ 3,243	23.18%
	20 Recreation Board	\$ 8,736	\$ 9,447	\$ 5,682	\$ 18,086	\$ 74	\$ 18,586	\$ 500	2.76%
	25 Heritage Days	\$ 4,680	\$ -	\$ 7,904	\$ 5,000	\$ 3,000	\$ 5,000	\$ -	0.00%
	30 Conservation Commission	\$ 372	\$ 46,378	\$ -	\$ 3,850	\$ 453	\$ 6,250.00	\$ 2,400	62.34%
	50 Open Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000	-
	60 Town Properties	\$ -	\$ 3,199	\$ 480	\$ 3,680	\$ 1,925	\$ 2,750	\$ (930)	-25.27%
	70 Trails	\$ 591	\$ 688	\$ 1,667	\$ 1,804	\$ 3,025	\$ 500	\$ (1,304)	-72.28%
	80 Town Parks	\$ 403	\$ 5,843	\$ -	\$ -	\$ -	\$ -	\$ -	-
30 - Recreation, Parks, & Activities		\$ 24,572	\$ 74,595	\$ 24,023	\$ 46,412	\$ 18,104	\$ 60,321	\$ 13,909	29.97%

FY 2022 Expenses

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
40 - Protection									
	10 Fire Department	\$ 70,316	\$ 94,491	\$ 47,718	\$ 67,900	\$ 25,289	\$ 74,425	\$ 6,525	9.61%
	20 Ambulance	\$ 24,032	\$ 25,460	\$ 26,240	\$ 32,162	\$ 32,162	\$ 35,000	\$ 2,838	8.82%
	35 Tower Sites	\$ 38,179	\$ 7,324	\$ 7,695	\$ 4,550	\$ 300	\$ 4,550	\$ -	0.00%
	40 Dispatching	\$ 26,018	\$ 22,619	\$ 33,876	\$ 36,750	\$ 23,973	\$ 36,750	\$ -	0.00%
	70 Emergency Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	-
40 - Protection		\$ 158,545	\$ 149,894	\$ 115,529	\$ 141,362	\$ 81,724	\$ 151,225	\$ 9,863	6.98%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
50 - Cemeteries									
	10 Town Cemeteries	\$ 4,735	\$ 10,666	\$ 8,402	\$ 22,500	\$ 5,207	\$ 22,500	\$ -	0%
50 - Cemeteries		\$ 4,735	\$ 10,666	\$ 8,402	\$ 22,500	\$ 5,207	\$ 22,500	\$ -	.00%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
60 - Roads & Drainage									
	10 Road Maintenance	\$ 31,749	\$ 132,940	\$ 66,256	\$ 121,500	\$ 23,712	\$ 125,200	\$ 3,700	3.05%
	40 Winter Maintenance	\$ 253,466	\$ 261,632	\$ 260,937	\$ 270,650	\$ 120,717	\$ 277,650	\$ 7,000	2.59%
60 - Roads & Drainage		\$ 285,215	\$ 394,571	\$ 327,193	\$ 392,150	\$ 144,429	\$ 402,850	\$ 10,700	2.73%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
65 - Capital Improvements									
	1 Admin. Technology	\$ -	\$ 6,000	\$ -	\$ 14,000	\$ -	\$ -	\$ (14,000)	-
	5 Fire Department	\$ -	\$ -	\$ 6,680	\$ 10,000	\$ -	\$ 10,000	\$ -	-
	10 Fire Station	\$ -	\$ -	\$ -	\$ -	\$ 2,762	\$ -	\$ -	-
	12 Fire Station Addition	\$ -	\$ 27,375	\$ 154,936	\$ 42,351	\$ 537,140	\$ 200,000	\$ 157,649	-
	20 Gile Hall	\$ -	\$ 6,759	\$ 570	\$ 20,000	\$ -	\$ 20,000	\$ -	-
	25 Parks & Recreation	\$ -	\$ 1,055	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	-
	30 Library Building	\$ -	\$ 1,989	\$ 60,871	\$ -	\$ 61,277	\$ 50,000	\$ 50,000	-
	40 Cemetery	\$ -	\$ 8,290	\$ -	\$ 5,000	\$ -	\$ -	\$ (5,000)	-100%
	50 Sidewalks	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 45,000	\$ 40,000	-
	55 Roads	\$ -	\$ 6,908	\$ 97,143	\$ 293,500	\$ 71,528	\$ 300,000	\$ 6,500	2%
	65 Equipment	\$ -	\$ 18,405	\$ -	\$ 15,000	\$ 6,177	\$ 15,000	\$ -	0%
	66 Capital Leases	\$ -	\$ 16,138	\$ -	\$ 16,150	\$ 16,148	\$ 6,180	\$ (9,970)	-62%
	70 Transfer Station	\$ -	\$ 67,111	\$ 17,176	\$ 71,980	\$ -	\$ 44,681	\$ (27,299)	-38%
	85 Town Building Improvements	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ (75,000)	-
	90 Maranacook Lake Dam	\$ 1,507	\$ 36,542	\$ 191,837	\$ -	\$ -	\$ -	\$ -	-
65 - Capital Improvements		\$ 1,507	\$ 196,573	\$ 529,214	\$ 567,981	\$ 695,031	\$ 740,861	\$ 172,880	30.44%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
70 - Solid Waste									
	10 Transfer Station	\$ 283,562	\$ 283,736	\$ 280,481	\$ 310,450	\$ 158,665	\$ 317,600	\$ 7,150	2.30%
	50 Backhoe	\$ 12,012	\$ 8,510	\$ 2,391	\$ 2,200	\$ 895	\$ 2,500	\$ 300	13.64%
70 - Solid Waste		\$ 295,574	\$ 292,246	\$ 282,872	\$ 312,650	\$ 159,560	\$ 320,100	\$ 7,450	2.38%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
75 - Education									
	10 RSU #38	\$ 3,527,596	\$ 3,556,960	\$ 3,710,394	\$ 3,634,908	\$ 1,817,454	\$ 3,634,908	\$ -	.00%
75 - Education		\$ 3,527,596	\$ 3,556,960	\$ 3,710,394	\$ 3,634,908	\$ 1,817,454	\$ 3,634,908	\$ -	.00%

FY 2022 Expenses

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
80 - Regional Organizations									
	10 Cobbossee Watershed District	\$ 21,436	\$ 22,079	\$ 22,797	\$ 23,550	\$ 15,198	\$ 24,000	\$ 450	1.91%
	40 First Park	\$ 12,224	\$ 24,097	\$ 24,796	\$ 25,000	\$ 12,118	\$ 25,000	\$ -	0.00%
80 - Regional Organizations		\$ 33,660	\$ 46,176	\$ 47,593	\$ 48,550	\$ 27,316	\$ 49,000	\$ 450	.93%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
81 - County Tax									
	20 Kennebec County Tax	\$ 259,977	\$ 266,694	\$ 285,399	\$ 300,847	\$ 180,508	\$ 310,000	\$ 9,153	3.04%
81 - County Tax		\$ 259,977	\$ 266,694	\$ 285,399	\$ 300,847	\$ 180,508	\$ 310,000	\$ 9,153	3.04%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
85 - Debt Service									
	10 Fire Truck (2023 payoff)	\$ 56,857	\$ 56,238	\$ 55,583	\$ 54,884	\$ 53,622	\$ 54,132	\$ (752)	- 1.37%
	25 2013 Road Bond (2021 payoff)	\$ 109,117	\$ 109,117	\$ -	\$ 106,737	\$ 103,649	\$ -	\$ (106,737)	-100.00%
	40 Maranacook Lake Outlet Dam (2020 payoff)	\$ -	\$ 2,074	\$ 19,973	\$ 19,242	\$ 17,898	\$ 19,242	\$ -	0.00%
	70 2008 Road Bond (2019 payoff)	\$ 162,501	\$ 156,833	\$ -	\$ -	\$ -	\$ -	\$ -	-
	80 2020 Muni. Build. Bond (2034 payoff)	\$ -	\$ -	\$ -	\$ 16,100	\$ 4,445	\$ 46,442	\$ 30,342	-
	85 2021 Muni. Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,422	\$ 3,422	-
85 - Debt Service		\$ 328,475	\$ 324,262	\$ 75,556	\$ 196,963	\$ 179,615	\$ 123,238	\$ (73,725)	-37.43%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
90 - Unclassified									
	10 Overlay (Abatement / Overdraft)	\$ 14,440	\$ 13,895	\$ 3,472	\$ 50,000	\$ 1,207	\$ 50,000	\$ -	0.00%
	15 Local Property Tax Relief	\$ -	\$ -	\$ 383	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
	20 Non-profit Agencies	\$ 9,857	\$ 14,036	\$ 13,148	\$ 14,535	\$ 14,285	\$ 15,000	\$ 465	3.20%
	40 Contingency	\$ -	\$ 3,049	\$ 1,875	\$ 25,000	\$ 1,187	\$ 25,000	\$ -	0.00%
	50 Snowmobiling	\$ 940	\$ 1,377	\$ 1,344	\$ 1,476	\$ 1,476	\$ 1,569	\$ 93	6.30%
	60 Readfield Enterprise Fund	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
	90 Revaluation	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
90 - Unclassified		\$ 25,237	\$ 18,462	\$ 20,222	\$ 121,011	\$ 18,154	\$ 121,569	\$ 558	.46%

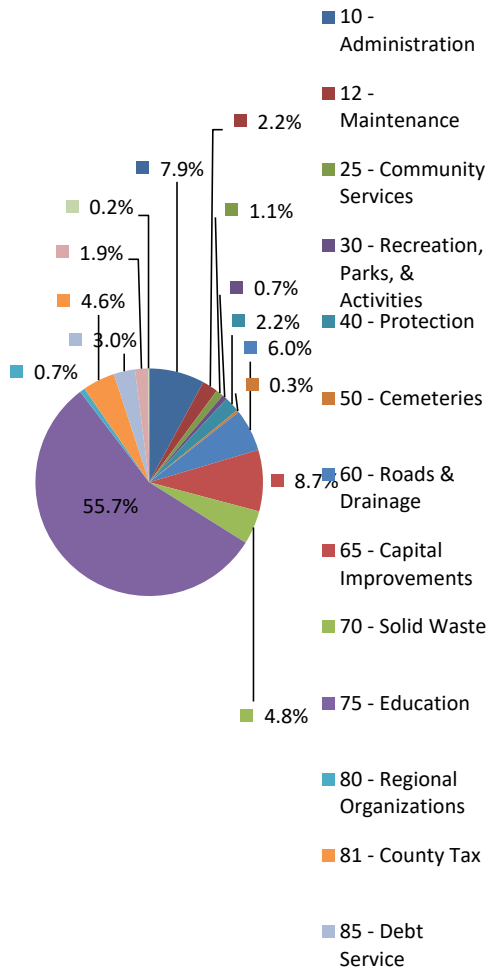
DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
95 - General Assistance									
	10 General Assistance	\$ 1,880	\$ 682	\$ 188	\$ 10,000	\$ 211	\$ 10,000	\$ -	0.00%
95 - General Assistance		\$ 1,880	\$ 682	\$ 188	\$ 10,000	\$ 211	\$ 10,000	\$ -	.00%

TOTAL		\$ 5,538,227	\$ 6,007,317	\$ 6,051,412	\$ 6,525,254	\$ 3,680,843	\$ 6,742,206	\$ 216,952	3.3%
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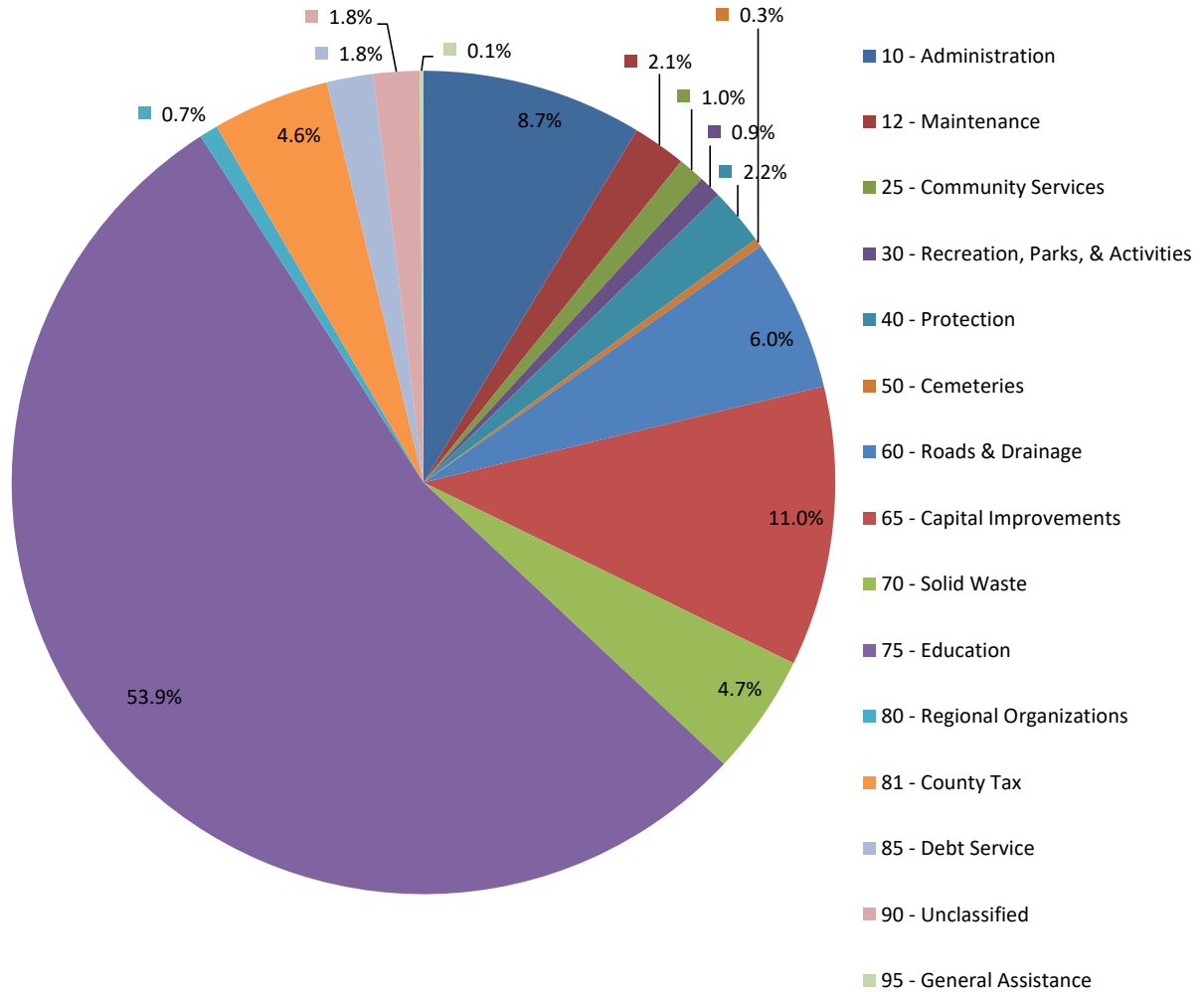
FY 2022 Expenses

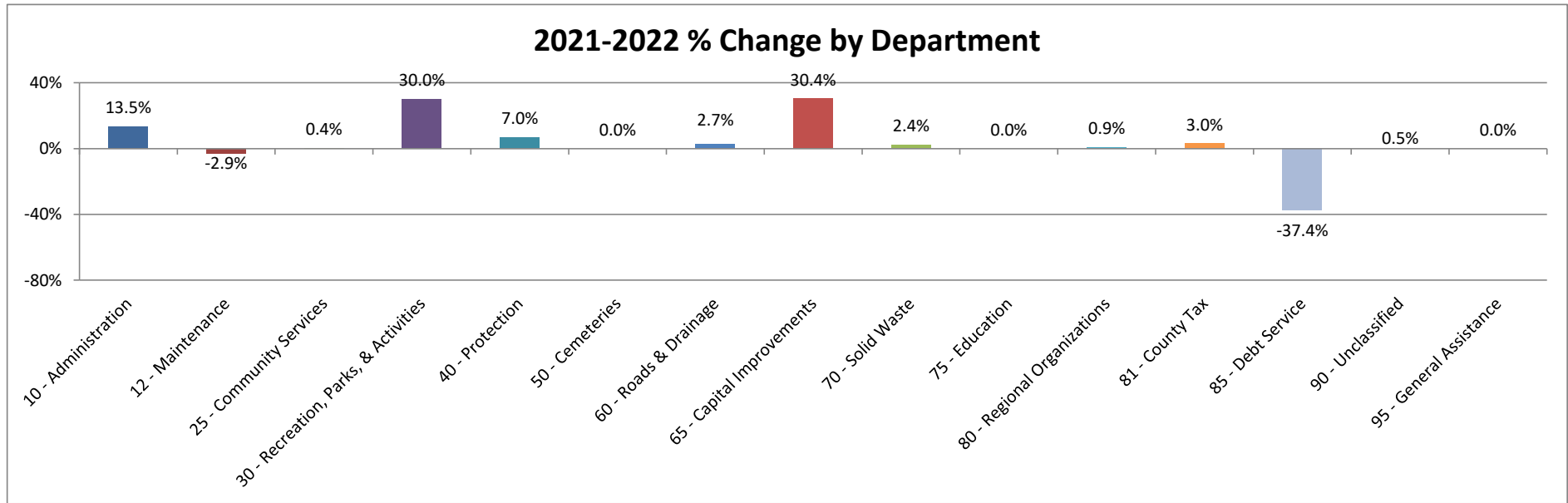
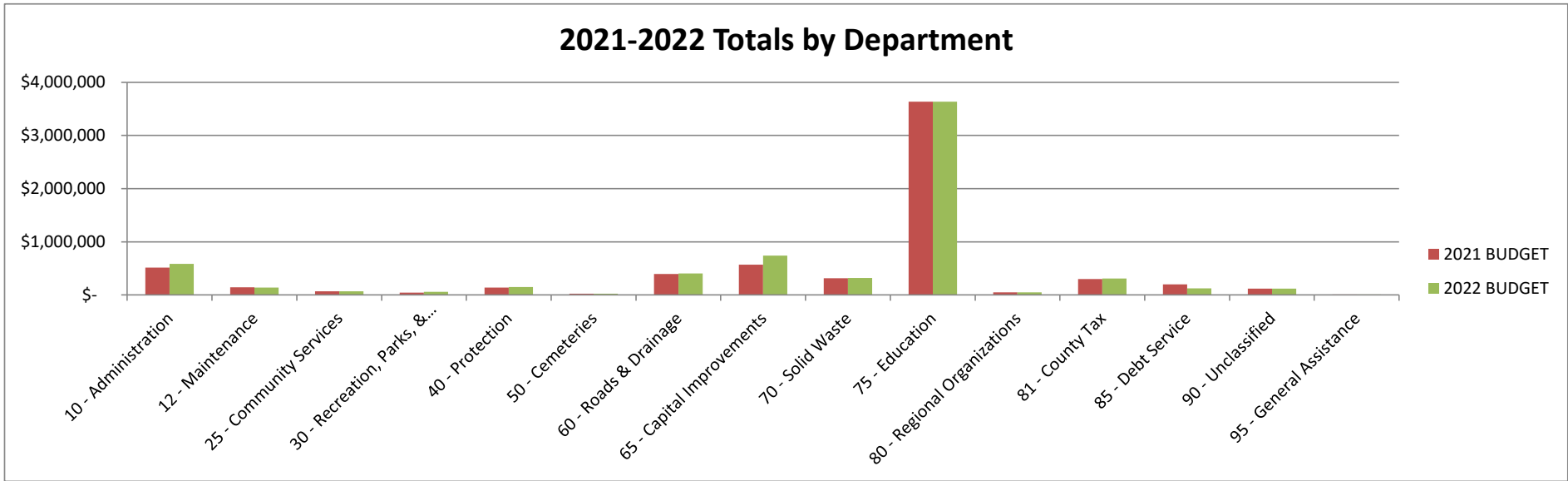
DEPARTMENT SUMMARY - EXPENSE									
DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %	
10 - Administration	\$ 418,522	\$ 490,105	\$ 441,227	\$ 514,780	\$ 255,166	\$ 584,428	\$ 69,648	13.5%	
12 - Maintenance	\$ 116,673	\$ 109,238	\$ 120,269	\$ 145,370	\$ 58,006	\$ 141,125	\$ (4,245)	-2.9%	
25 - Community Services	\$ 56,058	\$ 76,191	\$ 63,332	\$ 69,770	\$ 40,359	\$ 70,081	\$ 311	0.4%	
30 - Recreation, Parks, & Activities	\$ 24,572	\$ 74,595	\$ 24,023	\$ 46,412	\$ 18,104	\$ 60,321	\$ 13,909	30.0%	
40 - Protection	\$ 158,545	\$ 149,894	\$ 115,529	\$ 141,362	\$ 81,724	\$ 151,225	\$ 9,863	7.0%	
50 - Cemeteries	\$ 4,735	\$ 10,666	\$ 8,402	\$ 22,500	\$ 5,207	\$ 22,500	\$ -	0.0%	
60 - Roads & Drainage	\$ 285,215	\$ 394,571	\$ 327,193	\$ 392,150	\$ 144,429	\$ 402,850	\$ 10,700	2.7%	
65 - Capital Improvements	\$ 1,507	\$ 196,573	\$ 529,214	\$ 567,981	\$ 695,031	\$ 740,861	\$ 172,880	30.4%	
70 - Solid Waste	\$ 295,574	\$ 292,246	\$ 282,872	\$ 312,650	\$ 159,560	\$ 320,100	\$ 7,450	2.4%	
75 - Education	\$ 3,527,596	\$ 3,556,960	\$ 3,710,394	\$ 3,634,908	\$ 1,817,454	\$ 3,634,908	\$ -	0.0%	
80 - Regional Organizations	\$ 33,660	\$ 46,176	\$ 47,593	\$ 48,550	\$ 27,316	\$ 49,000	\$ 450	0.9%	
81 - County Tax	\$ 259,977	\$ 266,694	\$ 285,399	\$ 300,847	\$ 180,508	\$ 310,000	\$ 9,153	3.0%	
85 - Debt Service	\$ 328,475	\$ 324,262	\$ 75,556	\$ 196,963	\$ 179,615	\$ 123,238	\$ (73,725)	-37.4%	
90 - Unclassified	\$ 25,237	\$ 18,462	\$ 20,222	\$ 121,011	\$ 18,154	\$ 121,569	\$ 558	0.5%	
95 - General Assistance	\$ 1,880	\$ 682	\$ 188	\$ 10,000	\$ 211	\$ 10,000	\$ -	0.0%	
<hr/>									
<hr/>									
TOTAL	\$ 5,538,227	\$ 6,007,317	\$ 6,051,412	\$ 6,525,254	\$ 3,680,843	\$ 6,742,206	\$ 216,952	3.3%	

2021 Budget Expenses by Department

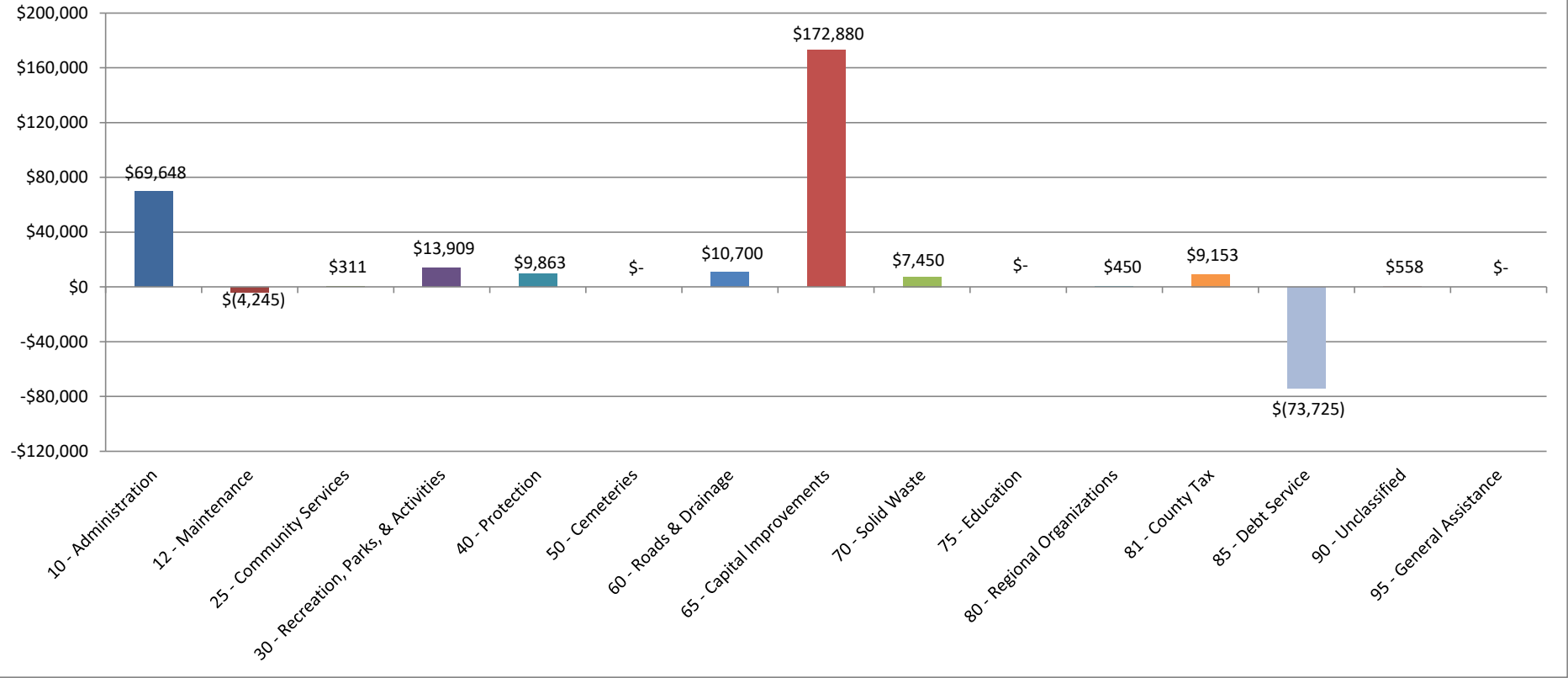


2022 Budget Expenses by Department





2021-2022 \$ Change by Department



FY 2022 Revenues

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
10- ADMINISTRATION									
1011	REAL ESTATE PROPERTY TAX	\$ 4,504,407	\$ 4,604,787	\$ 4,676,344	\$ 4,594,169	\$ 4,594,169	\$ 4,525,953	\$ (68,216)	-1.5%
1012	PERSONAL PROPERTY TAX	\$ 42,234	\$ 33,798	\$ 32,524	\$ 21,961	\$ 21,961	\$ 19,491	\$ (2,470)	-11.2%
1013	STATE REVENUE SHARING	\$ 137,773	\$ 154,347	\$ 230,696	\$ 200,000	\$ 148,476	\$ 225,000	\$ 25,000	12.5%
1014	INTEREST ON TAXES	\$ 34,139	\$ 30,376	\$ 32,852	\$ 30,000	\$ 14,014	\$ 30,000	\$ -	0.0%
1021	INVESTMENT INCOME	\$ 7,484	\$ 11,398	\$ 13,885	\$ 2,000	\$ 6,269	\$ 6,000	\$ 4,000	200.0%
1031	VETERANS EXEMPTION	\$ 3,909	\$ 3,890	\$ 2,802	\$ 4,000	\$ 2,876	\$ 4,000	\$ -	0.0%
1032	HOMESTEAD EXEMPTION	\$ 138,363	\$ 175,968	\$ 180,460	\$ 236,072	\$ 240,493	\$ 209,520	\$ (26,552)	-11.2%
1033	TREE GROWTH REIMBURSEMENT	\$ 9,358	\$ 9,093	\$ 8,553	\$ 9,000	\$ 8,302	\$ 9,000	\$ -	0.0%
1034	BETE REIMBURSEMENT	\$ 8,474	\$ 15,612	\$ 12,661	\$ 7,748	\$ 7,748	\$ 6,877	\$ (871)	-11.2%
1041	COVID-19	\$ -	\$ -	\$ -	\$ -	\$ 16,049	\$ -	\$ -	-
1051	BOAT EXCISE TAXES	\$ 7,792	\$ 7,505	\$ 7,974	\$ 7,000	\$ 1,416	\$ 7,500	\$ 500	7.1%
1052	MOTOR VEHICLE TAXES	\$ 541,599	\$ 573,684	\$ 600,150	\$ 517,500	\$ 347,937	\$ 575,000	\$ 57,500	11.1%
1053	AGENT FEE	\$ 10,792	\$ 10,571	\$ 12,201	\$ 9,000	\$ 7,819	\$ 9,000	\$ -	0.0%
1054	NEWSLETTER ADS	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0.0%
1056	NOTICE FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	-
1060	BUSINESS LICENSE FEES	\$ 80	\$ 30	\$ 30	\$ 50	\$ 40	\$ 50	\$ -	0.0%
1065	CERTIFIED COPY FEES	\$ 1,505	\$ 1,538	\$ 1,541	\$ 1,500	\$ 774	\$ 1,500	\$ -	0.0%
1090	OTHER INCOME	\$ 56,774	\$ 25,071	\$ 6,377	\$ 5,000	\$ 2,662	\$ 5,000	\$ -	0.0%
1095	Heating Assistance	\$ 1,216	\$ 2,177	\$ 2,794	\$ 1,500	\$ 1,549	\$ 2,500	\$ 1,000	66.7%
3010	PLUMBING FEES	\$ 4,688	\$ 5,420	\$ 4,800	\$ 4,000	\$ 3,375	\$ 5,000	\$ 1,000	25.0%
3020	LAND USE FEES	\$ 6,254	\$ 5,966	\$ 6,209	\$ 4,500	\$ 5,389	\$ 6,000	\$ 1,500	33.3%
3040	INTERLOCAL CEO	\$ -	\$ -	\$ -	\$ -	\$ 17,020	\$ 36,135	\$ 36,135	#DIV/0!
5000	Use of Undesignated Funds	\$ 217,731	\$ -	\$ -	\$ 302,117	\$ -	\$ 250,000	\$ (52,117)	-17.3%
5001	Use of Carry Forward	\$ 184,818	\$ -	\$ -	\$ 206,951	\$ -	\$ 114,270	\$ (92,681)	-44.8%
5033	Use of Trust Funds	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ (5,000)	-
10- ADMINISTRATION		\$ 5,919,390	\$ 5,671,331	\$ 5,832,953	\$ 6,169,168	\$ 5,448,439	\$ 6,048,396	\$ (120,772)	-2.0%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
12 - MAINTENANCE									
4010	FUEL TAX	\$ 212	\$ 118	\$ 178	\$ -	\$ -	\$ 200	\$ 200	-
12 - MAINTENANCE		\$ 212	\$ 118	\$ 178	\$ -	\$ -	\$ 200	\$ 200	-

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
25 COMMUNITY SERVICES									
1010	ANIMAL CONTROL DOG LICENSE FEE	\$ 2,837	\$ 2,137	\$ 2,094	\$ 2,500	\$ 439	\$ 2,500	\$ -	0.0%
1011	Rabies Clinic	\$ 840	\$ 570	\$ 795	\$ 1,000	\$ 360	\$ 1,000	\$ -	-
1012	DOG VACCINATION FUND	\$ 390	\$ 115	\$ 30	\$ -	\$ 30	\$ 50	\$ 50	-
3000	AGE FRIENDLY	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	-
4005	LIBRARY DONATIONS	\$ 2,003	\$ 27,071	\$ 2,537	\$ 1,300	\$ 1,320	\$ 1,300	\$ -	0.0%
4010	LIBRARY SALE PROCEEDS	\$ 1,476	\$ 1,217	\$ 1,071	\$ 1,290	\$ 144	\$ 1,290	\$ -	-
4015	Library Front Desk Contributions	\$ 495	\$ 438	\$ 316	\$ 452	\$ 105	\$ 452	\$ -	0.0%
4020	Library Non Res Patrons	\$ 70	\$ 125	\$ 100	\$ 125	\$ 25	\$ 125	\$ -	0.0%
5010	CABLE TV FRANCHISE FEES	\$ 28,391	\$ 30,828	\$ 14,955	\$ 29,000	\$ 15,055	\$ 30,000	\$ 1,000	3.4%
25 COMMUNITY SERVICES		\$ 36,502	\$ 70,501	\$ 21,898	\$ 35,667	\$ 17,478	\$ 36,717	\$ 1,050	2.9%

FY 2022 Revenues

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
30 RECREATION, PARKS,& ACTIVITIES									
1010	BEACH INCOME	\$ 7,814	\$ 7,008	\$ 9,644	\$ 9,992	\$ 3,604	\$ 3,500	\$ (6,492)	-65.0%
2021	REC BOARD - BASEBALL	\$ 2,420	\$ 2,519	\$ 420	\$ 2,920	\$ -	\$ 2,920	\$ -	0.0%
2022	REC BOARD - SOCCER	\$ 2,050	\$ 2,135	\$ 1,955	\$ 2,100	\$ -	\$ 2,100	\$ -	0.0%
2023	REC BOARD - SWIMMING	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500	\$ -	-
2024	REC BOARD - Basketball	\$ 3,620	\$ 3,090	\$ 4,065	\$ 3,150	\$ -	\$ 3,150	\$ -	0.0%
2025	REC BOARD - OTHER RECREATION	\$ 73	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	-
2026	Rec Board - Softball	\$ 1,215	\$ 1,382	\$ 178	\$ 1,540	\$ -	\$ 1,540	\$ -	0.0%
2027	Rec Board - Interlocal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	-
2073	HD - MERCHANDISE SALES	\$ 2,926	\$ 66	\$ 368	\$ -	\$ -	\$ -	\$ -	-
3015	Conservation Donations / Grants	\$ 38	\$ 23,162	\$ -	\$ -	\$ 15	\$ -	\$ -	-
7010	Trails	\$ 250	\$ 100	\$ 2,830	\$ -	\$ 350	\$ -	\$ -	-
30 RECREATION, PARKS,& ACTIVITIES		\$ 20,406	\$ 39,500	\$ 19,460	\$ 24,202	\$ 3,969	\$ 18,210	\$ (5,992)	-24.8%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
40 PROTECTION									
1010	FIRE DEPARTMENT DONATIONS	\$ 41	\$ 223	\$ -	\$ -	\$ 500	\$ -	\$ -	-
1035	FD Burn Permits online	\$ 270	\$ 266	\$ 338	\$ 250	\$ -	\$ 250	\$ -	0.0%
3500	Tower Sites	\$ 17,200	\$ 2,600	\$ 4,932	\$ 3,200	\$ -	\$ 3,200	\$ -	0.0%
4050	FD Safety Grant	\$ -	\$ 886	\$ -	\$ -	\$ -	\$ -	\$ -	-
40 PROTECTION		\$ 17,511	\$ 3,975	\$ 5,270	\$ 3,450	\$ 500	\$ 3,450	\$ -	0.0%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
50 CEMETERIES									
5020	Donations	\$ 21	\$ 300	\$ 100	\$ -	\$ -	\$ -	\$ -	-
50 CEMETERIES		\$ 21	\$ 300	\$ 100	\$ -	\$ -	\$ -	\$ -	-

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
60 Roads & Drainage									
2010	LOCAL ROAD ASSISTANCE	\$ 35,924	\$ 35,612	\$ 36,560	\$ 30,000	\$ 34,164	\$ 32,000	\$ 2,000	6.7%
2020	HIGHWAY INCOME	\$ -	\$ 1,794	\$ -	\$ -	\$ 150	\$ -	\$ -	-
4010	Fuel Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -	\$ -	-
60 Roads & Drainage		\$ 35,924	\$ 37,406	\$ 36,560	\$ 30,000	\$ 34,314	\$ 32,000	\$ 2,000	6.7%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
65 CAPITAL IMPROVEMENTS									
6500	Bmunicipal Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	-
6512	Building (FD + Lib.) Bond + donation	\$ -	\$ -	\$ 578,000	\$ 25,000	\$ -	\$ -	\$ (25,000)	-
6525	Ballfields	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	-
6550	Sidewalks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000	\$ 36,000	-
6570	Transfer Station (Fayette & Wayne)	\$ 18,578	\$ 8,841	\$ 16,189	\$ 12,132	\$ 5,444	\$ 14,469	\$ 2,337	19.3%
6590	Maranacook Lake Dam	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	-
65 CAPITAL IMPROVEMENTS		\$ 18,578	\$ 168,841	\$ 594,189	\$ 37,132	\$ 5,444	\$ 345,469	\$ 308,337	830.4%

FY 2022 Revenues

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
70	SOLID WASTE								
7010	TRANSFER STATION FEES	\$ 35,161	\$ 31,582	\$ 59,906	\$ 40,800	\$ 39,258	\$ 60,000	\$ 19,200	47.1%
7021	TS RECYCLE/COMPOST	\$ 16	\$ 56	\$ 24	\$ 500	\$ 8	\$ 500	\$ -	-
7023	TS RECYCLABLES - METAL	\$ 16,272	\$ 10,617	\$ 9,957	\$ 11,000	\$ 6,360	\$ 10,000	\$ (1,000)	-9.1%
7025	TS RECYCLABLES - OTHER	\$ 40	\$ 631	\$ 467	\$ -	\$ 552	\$ 500	\$ 500	-
7026	TS Single Sort Recycling	\$ 1,538	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	-
7030	TS BACKHOE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
7040	Commercial Haulers Permits	\$ 450	\$ 450	\$ 500	\$ 600	\$ -	\$ 500	\$ (100)	-16.7%
7050	TS GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
7079	TS REVENUES - FAYETTE SHARE	\$ 59,431	\$ 59,232	\$ 64,133	\$ 71,392	\$ 38,365	\$ 68,118	\$ (3,274)	-4.6%
7090	TS REVENUES - WAYNES SHARE	\$ 82,054	\$ 75,174	\$ 71,194	\$ 80,258	\$ 39,453	\$ 76,577	\$ (3,681)	-4.6%
70	SOLID WASTE	\$ 194,962	\$ 177,742	\$ 206,680	\$ 204,550	\$ 123,997	\$ 216,195	\$ 11,645	5.7%

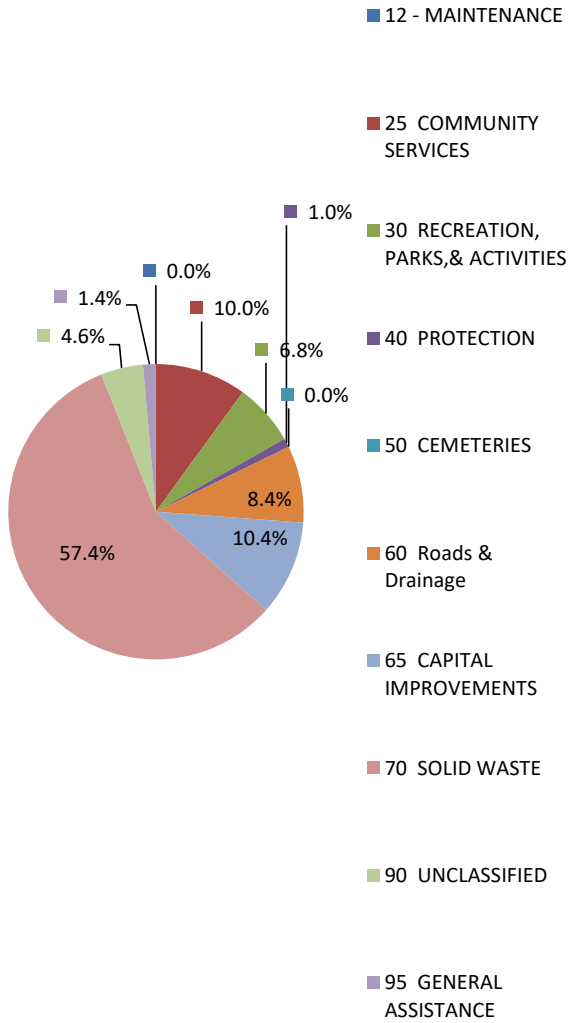
DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
90	UNCLASSIFIED								
1250	First Park Revenue	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 25,000	\$ 10,000	66.7%
3010	Snowmobile Fees	\$ 1,377	\$ 1,344	\$ 1,476	\$ 1,476	\$ -	\$ 1,569	\$ 93	6.3%
4010	Readfield Enterprise Fund	\$ 389	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	-
90	UNCLASSIFIED	\$ 1,766	\$ 1,344	\$ 1,476	\$ 16,476	\$ -	\$ 36,569	\$ 20,093	122.0%

DEPARTMENT	DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
95	GENERAL ASSISTANCE								
1010	GENERAL ASSIST-STATE REVENUE	\$ 1,316	\$ 478	\$ 132	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
95	GENERAL ASSISTANCE	\$ 1,316	\$ 478	\$ 132	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%

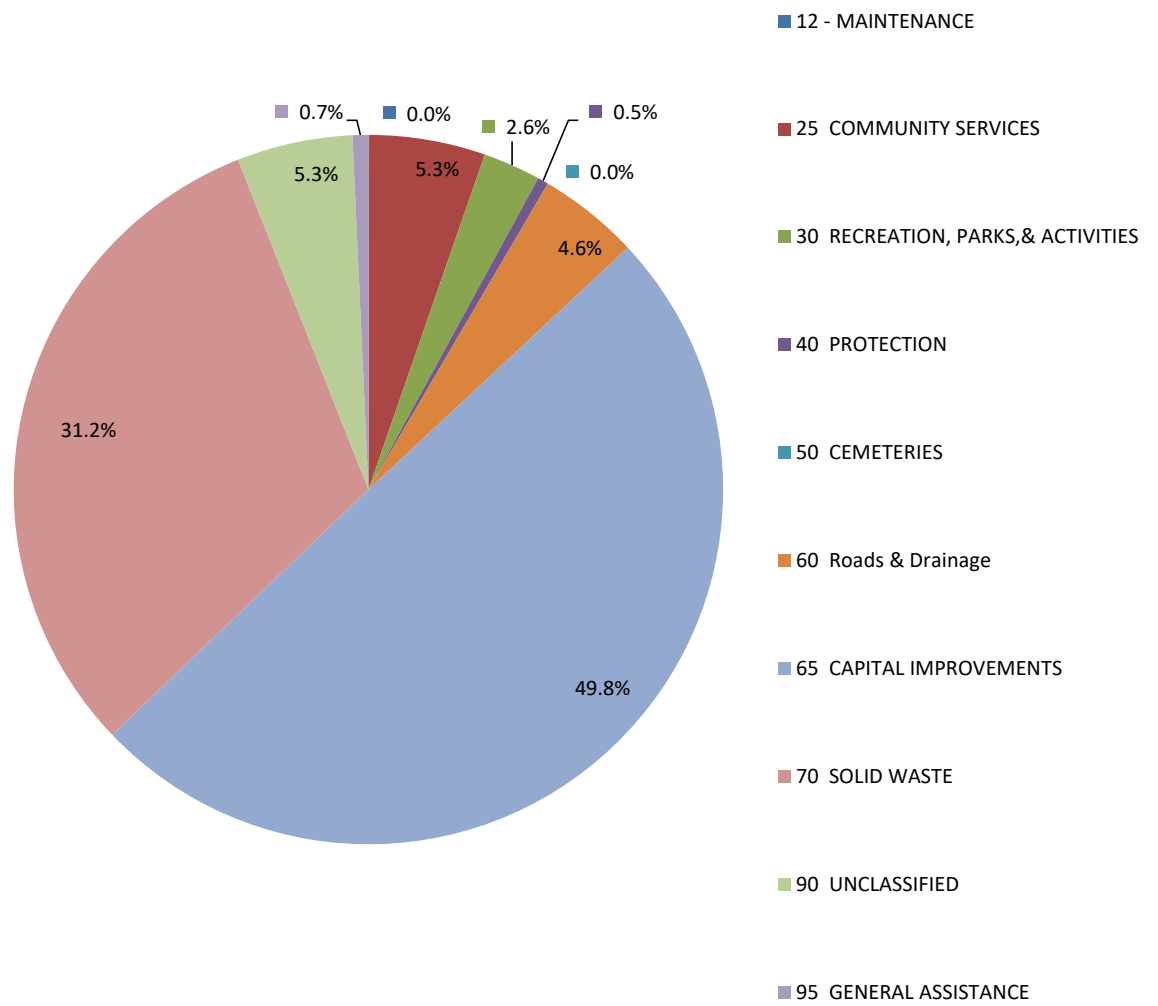
TOTAL \$ 6,246,588 \$ 6,171,537 \$ 6,718,896 \$ 6,525,645 \$ 5,634,140 \$ 6,742,206 \$ 216,561 3.3%

DEPARTMENT SUMMARY - REVENUE									
DEPARTMENT		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD => Dec.	2022 BUDGET	2021-2022 \$	2021-2022 %
10-	ADMINISTRATION	\$ 5,919,390	\$ 5,671,331	\$ 5,832,953	\$ 6,169,168	\$ 5,448,439	\$ 6,048,396	\$ (120,772)	-2.0%
12 -	MAINTENANCE	\$ 212	\$ 118	\$ 178	\$ -	\$ -	\$ 200	\$ 200	-
25	COMMUNITY SERVICES	\$ 36,502	\$ 70,501	\$ 21,898	\$ 35,667	\$ 17,478	\$ 36,717	\$ 1,050	2.9%
30	RECREATION, PARKS,& ACTIVITIES	\$ 20,406	\$ 39,500	\$ 19,460	\$ 24,202	\$ 3,969	\$ 18,210	\$ (5,992)	-24.8%
40	PROTECTION	\$ 17,511	\$ 3,975	\$ 5,270	\$ 3,450	\$ 500	\$ 3,450	\$ -	0.0%
50	CEMETERIES	\$ 21	\$ 300	\$ 100	\$ -	\$ -	\$ -	\$ -	-
60	Roads & Drainage	\$ 35,924	\$ 37,406	\$ 36,560	\$ 30,000	\$ 34,314	\$ 32,000	\$ 2,000	6.7%
65	CAPITAL IMPROVEMENTS	\$ 18,578	\$ 168,841	\$ 594,189	\$ 37,132	\$ 5,444	\$ 345,469	\$ 308,337	830.4%
70	SOLID WASTE	\$ 194,962	\$ 177,742	\$ 206,680	\$ 204,550	\$ 123,997	\$ 216,195	\$ 11,645	5.7%
90	UNCLASSIFIED	\$ 1,766	\$ 1,344	\$ 1,476	\$ 16,476	\$ -	\$ 36,569	\$ 20,093	122.0%
95	GENERAL ASSISTANCE	\$ 1,316	\$ 478	\$ 132	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
TOTAL		\$ 6,246,588	\$ 6,171,537	\$ 6,718,896	\$ 6,525,645	\$ 5,634,140	\$ 6,742,206	\$ 216,561	3.3%

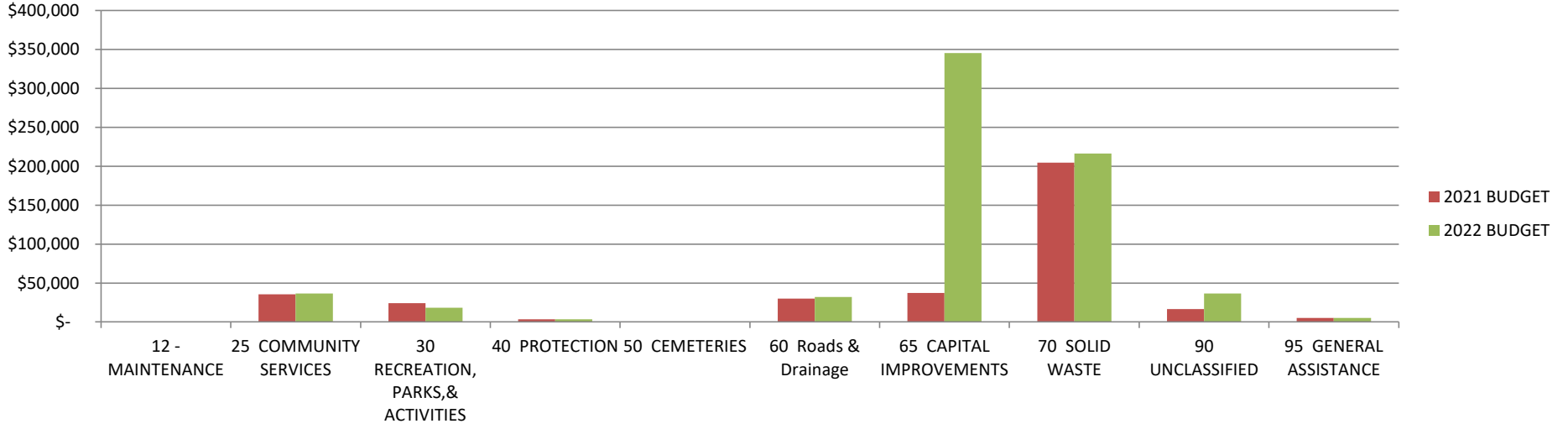
2021 Budget Revenue by Department (excluding administration)



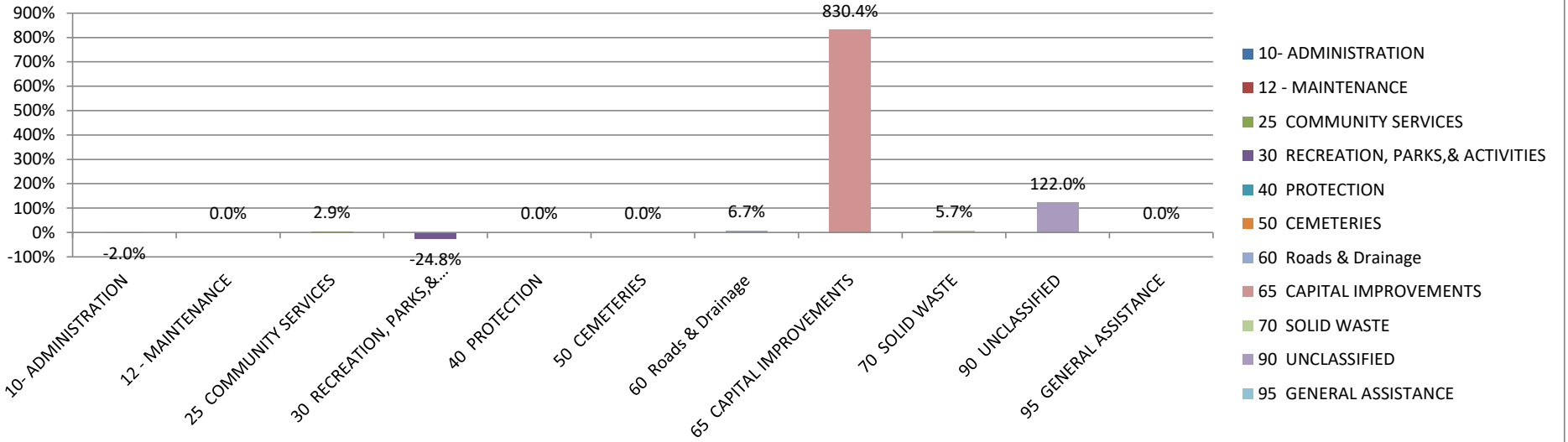
2022 Budget Revenue by Department (excluding administration)



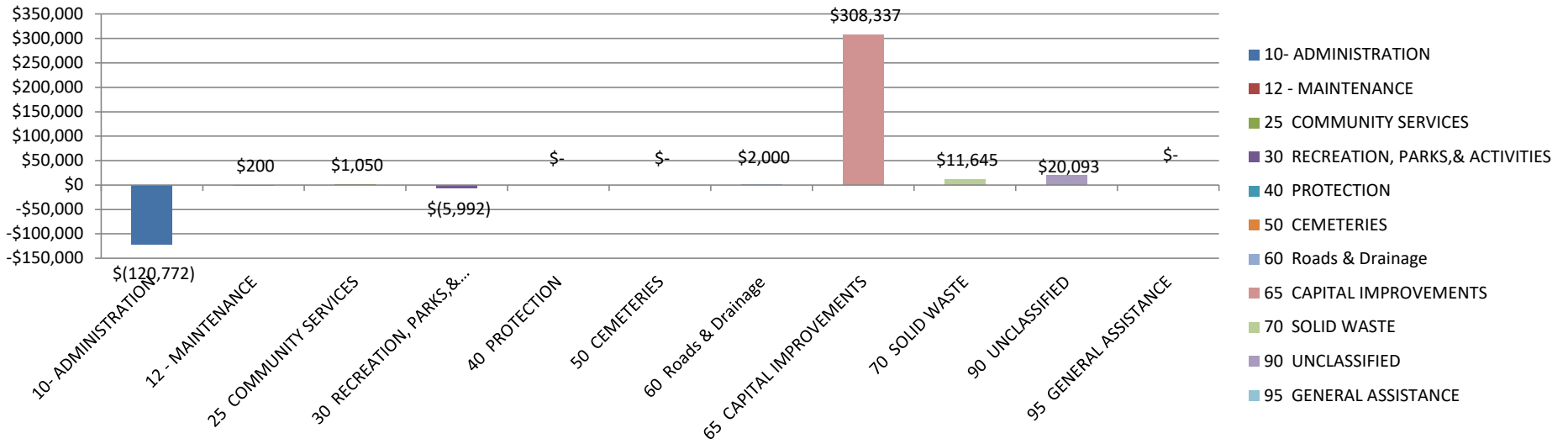
2021-2022 Revenue Totals by Department (excluding administration)



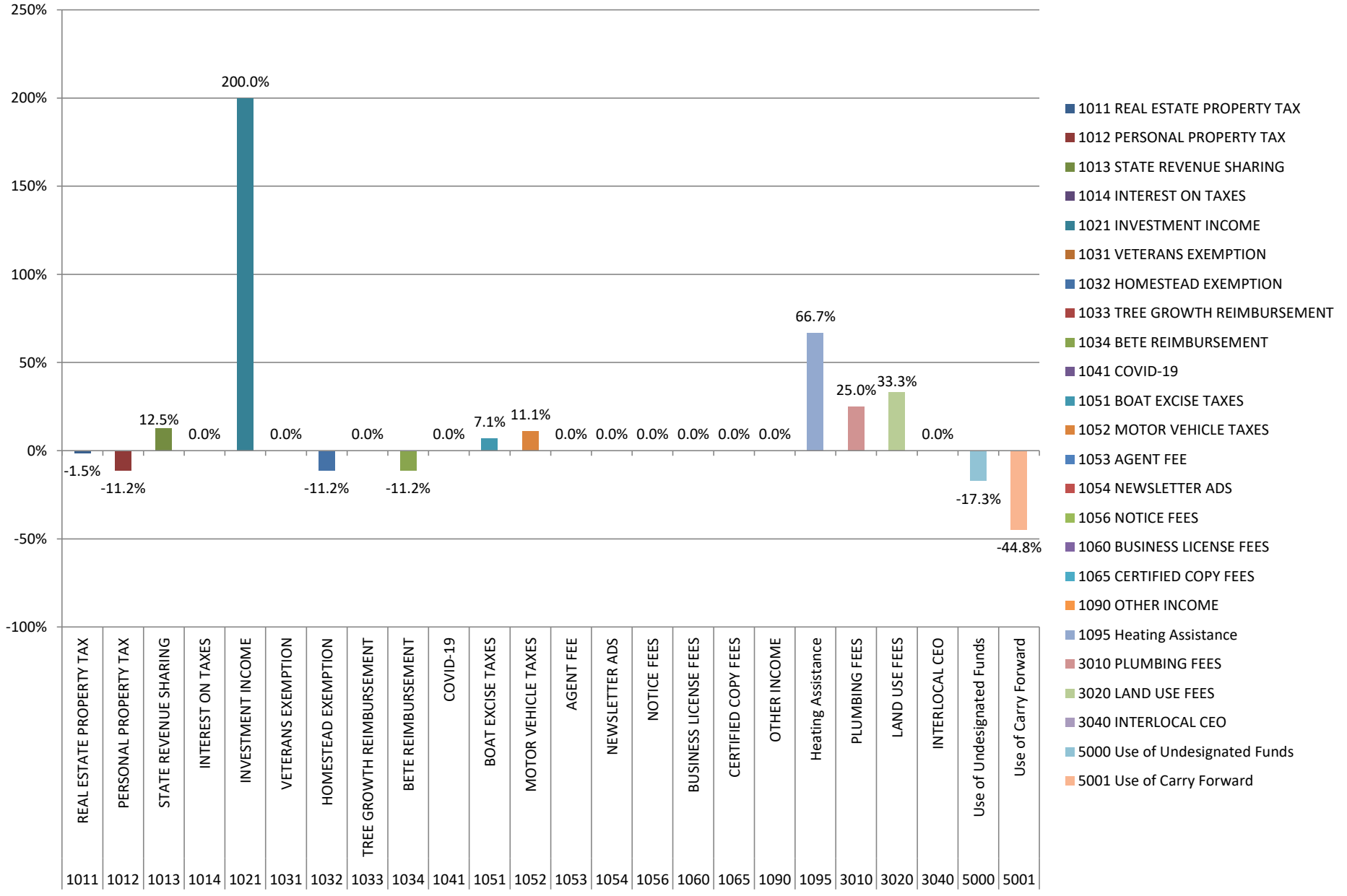
2021-2022 Revenue % Change by Department



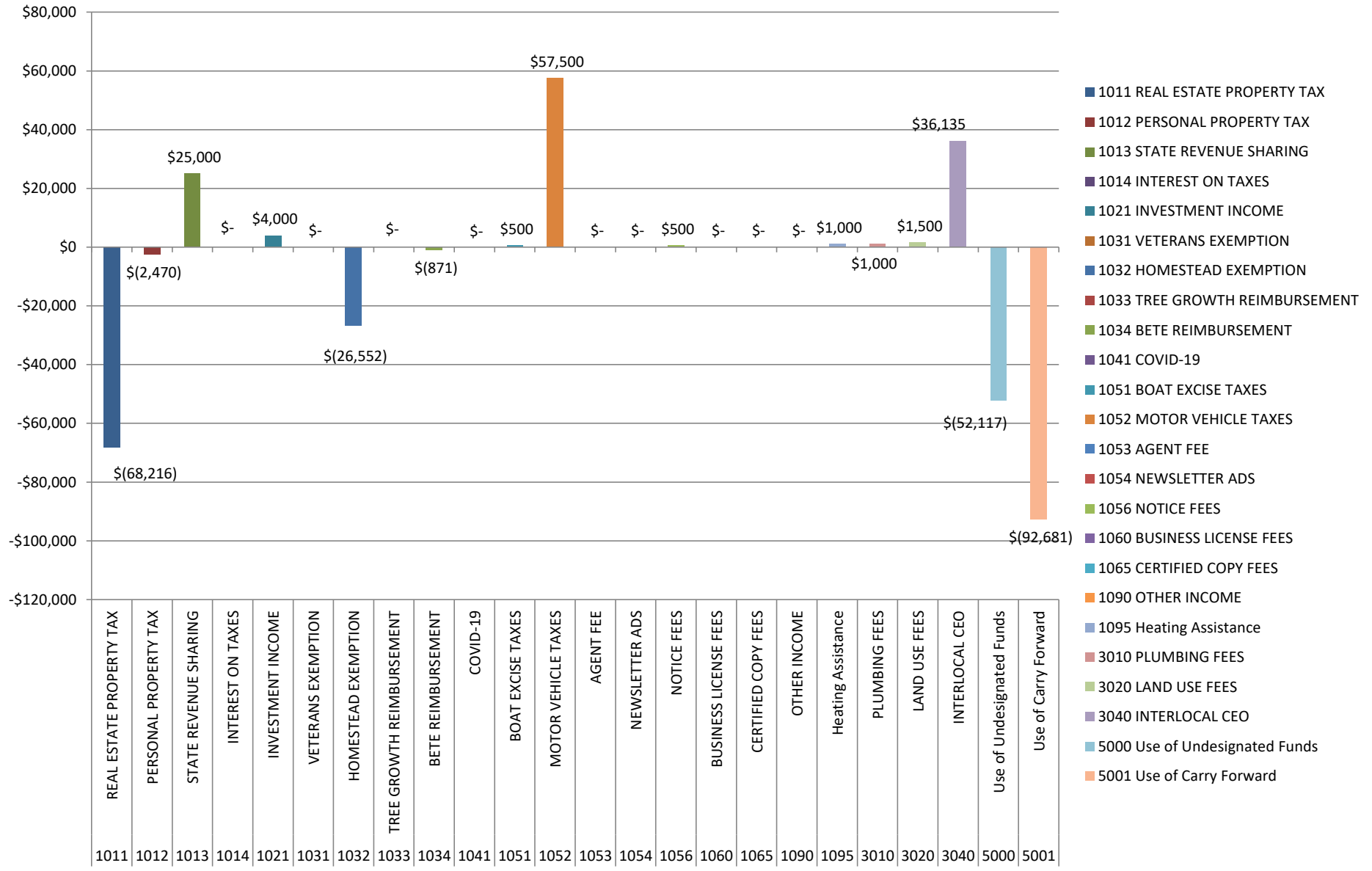
2021-2022 Revenue \$ Change by Department



2021-2022 Revenue % Change - Administration by Division



2021-2022 Revenue \$ Change - Administration by Division



Pre Commitment - ESTIMATE
Town of Readfield
FY 2022 MUNICIPAL TAX RATE CALCULATION FORM

1. Local Taxable Real Estate Valuation.....	\$290,240,618	
2. Local Taxable Personal Property Valuation.....	\$1,249,935	
3. Total Taxable Valuation (Line 1 plus line 2).....		\$291,490,553
4. a) Total of Homestead Exemption Valuation.....	\$19,194,400	
4. b) Homestead exemption reimbursement value.....	\$13,436,080	
5. a) Total of BETE Exempt Property.....	\$882,001	
5. b) BETE exemption reimbursement value.....	\$441,001	
6. Valuation Base (Line 3 plus lines 4b and 5b).....		\$305,367,634

APPROPRIATIONS

- ESTIMATE ONLY -

7. County Tax.....	\$310,000	
8. Municipal Appropriation.....	\$2,747,298	
9. TIF Financing Plan Amounts.....	\$0	
10. School/Educational Appropriations	\$3,634,908	
(Adjusted to Municipal Fiscal Year)		
11. Total Appropriations (Add lines 7 through 10).....		\$6,692,206

ALLOWABLE DEDUCTIONS

12. State Municipal Revenue Sharing.....	\$225,000	
13. Other Revenues: (Revenues not accounted for in Municipal Appropriation which are to be used to reduce the commitment such as Tree Growth and Veterans reimbursement, trust fund income, etc.)	\$1,755,365	
14. Total Deductions (Line 12 plus line 13).....		\$1,980,365
15. Net to be raised by local property tax rate (Line 11 minus line 14)		\$4,711,841

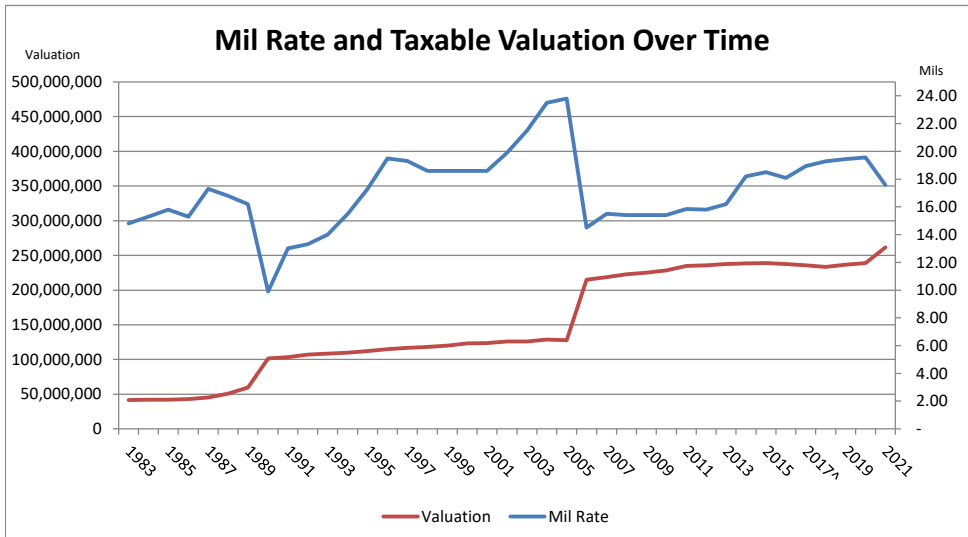
16.	<u>\$4,711,841.00</u> <small>(Amount from line 15)</small>	×	1.05	=	<u>\$4,947,433.05</u>	Maximum Allowable Tax
17.	<u>\$4,711,841.00</u> <small>(Amount from line 15)</small>	÷	<u>\$305,367,634</u> <small>(Amount from line 5)</small>	=	0.01543	Minimum Tax Rate
18.	<u>\$4,947,433.05</u> <small>(Amount from line 16)</small>	÷	<u>\$305,367,634</u> <small>(Amount from line 6)</small>	=	0.01620	Maximum Tax Rate
19.	<u>\$291,490,553</u> <small>(Amount from line 3)</small>	×	15.59 <small>(MILL RATE)</small>	=	\$4,545,444.62	<u>MIL RATE</u> <u>TO BE DETERMINED</u>
20.	<u>\$4,711,841.00</u> <small>(Amount from line 15)</small>	×	0.05	=	<u>\$235,592.05</u>	Maximum Overlay
21.	<u>\$13,436,080</u> <small>(Amount from line 4b)</small>	×	<u>0.01559</u> <small>(Selected Rate)</small>	=	\$209,519.51	Homestead Reimbursement <small>(Enter on line 8, Assessment Warrant)</small>
22.	<u>\$441,001</u> <small>(Amount from line 5b)</small>	×	<u>0.01559</u> <small>(Selected Rate)</small>	=	\$6,876.87	BETE Reimbursement <small>(Enter on line 9, Assessment Warrant)</small>
23.	<u>\$4,761,841.00</u> <small>(Line 19 plus line 21 & 22)</small>	-	<u>\$4,711,841.00</u> <small>(Amount from line 15)</small>	=	\$50,000.00	Overlay <small>(Enter on line 5, Assessment Warrant)</small>

(If Line 22 exceeds Line 20 select a lower tax rate.)

Taxable Valuation and Mil Rate Over Time							
Fiscal Year FY	Mil Rate		Taxable Valuation		General Tax Information		
	Mil Rate	% Change *	Valuation	% Change *	Interest	Commit. Date	Notes
1982	1983	14.80	-18.2%	41,411,207	19.0%		Revaluation
1983	1984	15.30	3.3%	41,847,108	1.0%		
1984	1985	15.80	3.2%	42,237,514	0.9%		
1985	1986	15.30	-3.3%	42,801,844	1.3%		
1986	1987	17.30	11.6%	45,425,772	5.8%	13.50%	
1987	1988	16.80	-3.0%	50,623,696	10.3%	11%	
1988	1989	16.20	-3.7%	59,762,345	15.3%	11%	
1989	1990	9.90	-63.6%	101,779,380	41.3%	12%	Revaluation
1990	1991	13.00	23.8%	103,218,225	1.4%	12%	
1991	1992	13.30	2.3%	107,159,315	3.7%	12%	
1992	1993	14.00	5.0%	108,440,600	1.2%	12%	
1993	1994	15.50	9.7%	109,711,840	1.2%	10%	9/20/1993
1994	1995	17.30	10.4%	111,963,640	2.0%	10%	9/6/1994
1995	1996	19.50	11.3%	114,804,040	2.5%	10.75%	9/7/1995
1996	1997	19.30	-1.0%	116,831,218	1.7%	10.75%	9/3/1996
1997	1998	18.60	-3.8%	118,260,542	1.2%	10.50%	9/8/1997
1998	1999	18.60	0.0%	119,793,570	1.3%	10.75%	9/8/1998
1999	2000	18.60	0.0%	123,049,000	2.6%	10%	9/7/1999
2000	2001	18.60	0.0%	123,652,330	0.5%	10.75%	9/18/2000
2001	2002	19.90	6.5%	126,062,740	1.9%	11.50%	8/20/2001
2002	2003	21.50	7.4%	126,102,370	0.0%	8.75%	8/21/2002
2003	2004	23.50	8.5%	128,931,635	2.2%	7%	8/19/2003
2004	2005	23.80	1.3%	127,886,052	-0.8%	6.50%	9/15/2004
2005	2006	14.50	-64.1%	215,140,662	40.6%	7%	9/8/2005 Revaluation
2006	2007	15.50	6.5%	218,471,667	1.5%	7%	8/24/2006
2007	2008	15.40	-0.6%	222,832,062	2.0%	10%	7/23/2007
2008	2009	15.40	0.0%	225,088,075	1.0%	8%	7/17/2008
2009	2010	15.40	0.0%	228,590,495	1.5%	6%	8/11/2009
2010	2011	15.85	2.8%	234,687,157	2.6%	4%	8/19/2010
2011	2012	15.80	-0.3%	235,984,354	0.5%	4%	9/30/2011
2012	2013	16.20	2.5%	237,595,654	0.7%	4%	7/17/2012
2013	2014	18.20	11.0%	238,389,551	0.3%	4%	7/30/2013
2014	2015	18.50	1.6%	238,928,998	0.2%	4%	7/28/2014
2015	2016^	18.08	-2.3%	237,490,554	-0.6%	4%	9/2/2015
2016	2017^	18.93	4.5%	235,540,554	-0.8%	7%	8/2/2016
2017	2018^	19.29	1.9%	233,406,854	-0.9%	7%	8/25/2017
2018	2019	19.44	0.8%	236,460,554	1.3%	8%	8/16/2018
2019	2020	19.55	0.6%	239,131,154	1.1%	9%	7/31/2019
2020	2021	17.57	-11.3%	261,478,034	8.5%	9%	8/17/2020 10% Adjust.
2021	2022	15.59	-12.7%	290,240,618	9.9%	TBD	TBD 10% Adjust.
AVERAGE		17.19	3.4%		2.1%	8.6%	

* Average Excludes Revaluation Years

^ Decrease in valuation in these years is the result of changes to the State Homestead Exemption Formula



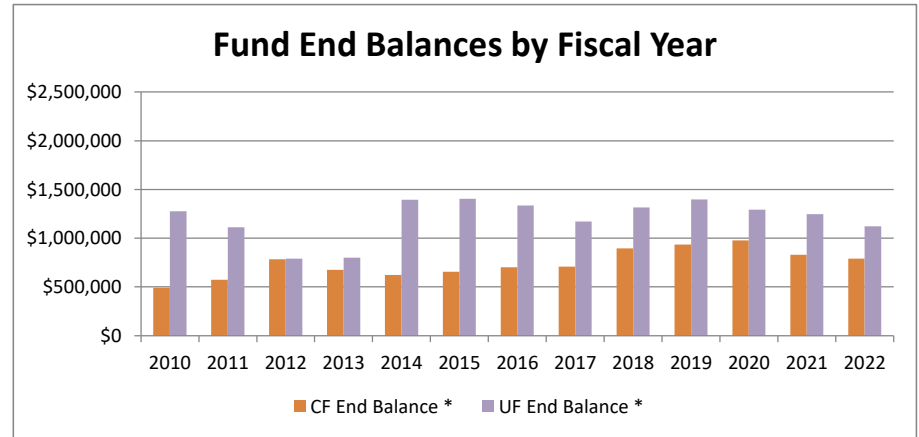
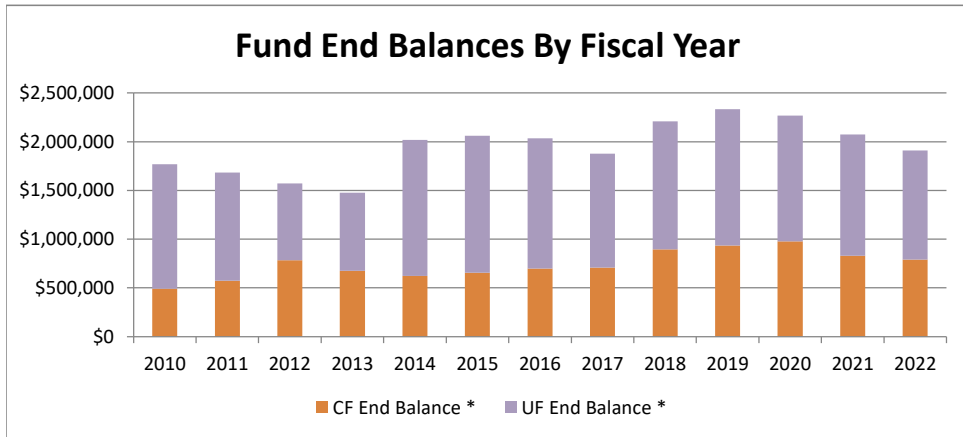
Committed and Unassigned Fund Balances and Use of Funds by Fiscal Year

Fiscal Year	Committed Fund Balances				Unassigned Fund Balances				Combined Fund Balance
	Initial Balance	Use of Funds	New Funds	CF End Balance *	Initial Balance	Use of Funds	New Funds	UF End Balance *	
2009 2010	\$ 1,144,584	\$ 1,162,880	\$ 509,667	\$ 491,371	\$ 1,134,437	\$ -	\$ 142,238	\$ 1,276,675	\$ 1,768,046
2010 2011	\$ 491,371	\$ 491,371	\$ 572,447	\$ 572,447	\$ 1,276,675	\$ 285,322	\$ 120,103	\$ 1,111,456	\$ 1,683,903
2011 2012	\$ 572,447	\$ 76,694	\$ 287,821	\$ 783,574	\$ 1,111,456	\$ 260,000	\$ (62,763)	\$ 788,693	\$ 1,572,267
2012 2013	\$ 783,574	\$ 395,057	\$ 286,506	\$ 675,023	\$ 788,693	\$ 250,000	\$ 262,477	\$ 801,170	\$ 1,476,193
2013 2014	\$ 675,023	\$ 134,437	\$ 82,033	\$ 622,619	\$ 801,170	\$ -	\$ 593,078	\$ 1,394,248	\$ 2,016,867
2014 2015	\$ 622,619	\$ 160,844	\$ 195,182	\$ 656,957	\$ 1,394,248	\$ 113,421	\$ 121,785	\$ 1,402,612	\$ 2,059,569
2015 2016	\$ 656,957	\$ 74,865	\$ 117,867	\$ 699,959	\$ 1,402,612	\$ 300,183	\$ 233,373	\$ 1,335,802	\$ 2,035,761
2016 2017	\$ 699,959	\$ 227,020	\$ 233,843	\$ 706,782	\$ 1,335,802	\$ 230,000	\$ 65,702	\$ 1,171,504	\$ 1,878,286
2017 2018	\$ 706,782	\$ 184,818	\$ 372,840	\$ 894,804	\$ 1,171,504	\$ 217,731	\$ 360,899	\$ 1,314,672	\$ 2,209,476
2018 2019	\$ 894,804	\$ 227,303	\$ 268,296	\$ 935,797	\$ 1,314,672	\$ 128,000	\$ 211,719	\$ 1,398,391	\$ 2,334,188
2019 2020	\$ 935,797	\$ 107,660	\$ 150,000	\$ 978,137	\$ 1,398,391	\$ 282,488	\$ 175,000	\$ 1,290,903	\$ 2,269,040
2020 2021	\$ 935,797	\$ 206,951	\$ 100,000	\$ 828,846	\$ 1,398,391	\$ 302,117	\$ 150,000	\$ 1,246,274	\$ 2,075,120
2021 2022	\$ 828,846	\$ 114,270	\$ 75,000	\$ 789,576	\$ 1,246,274	\$ 250,000	\$ 125,000	\$ 1,121,274	\$ 1,910,850
AVERAGE	\$ 706,654	\$ 356,593	\$ 295,356	\$ 678,171	\$ 1,129,899	\$ 172,704	\$ 204,099	\$ 1,177,426	\$ 1,801,801

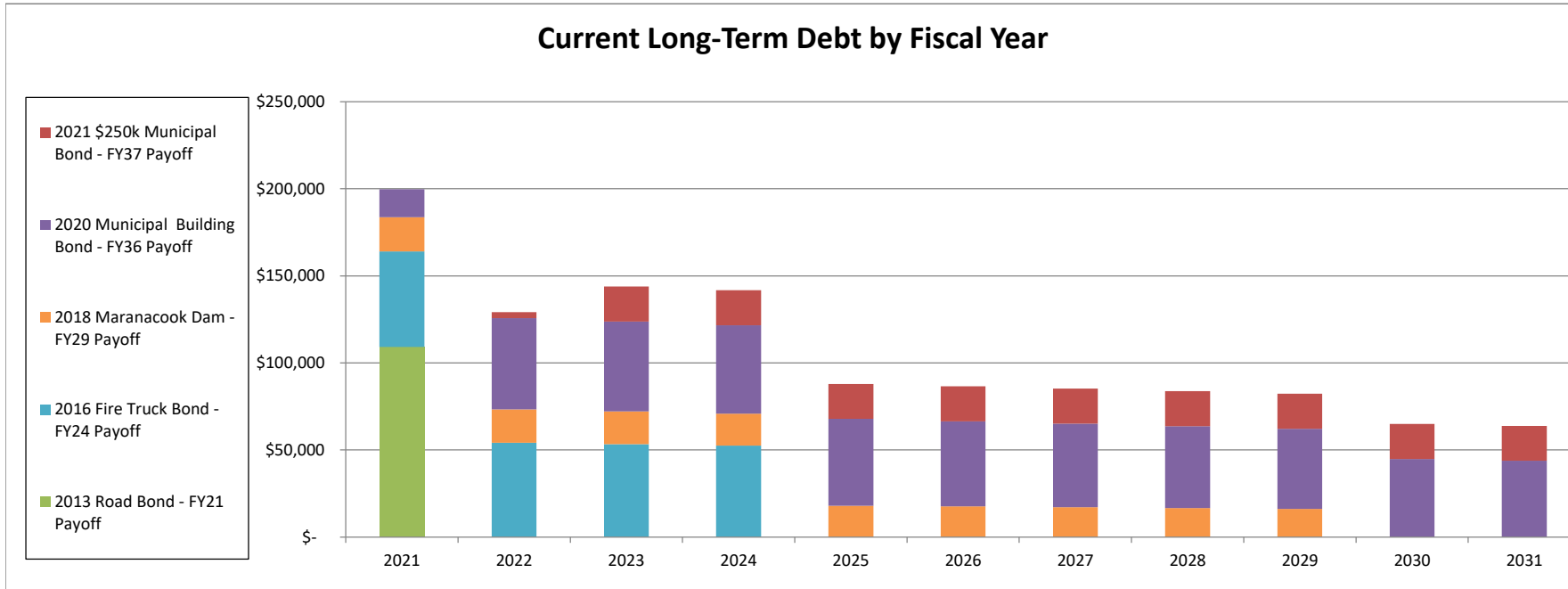
UF Minimum Policy Balance \$ 1,125,948
 Budgeted UF Ending Balance \$ 1,121,274
 Deficit / Surplus \$ (4,674.40)

99.6%

* Audited End Balances were used through FY19
 Estimated Values



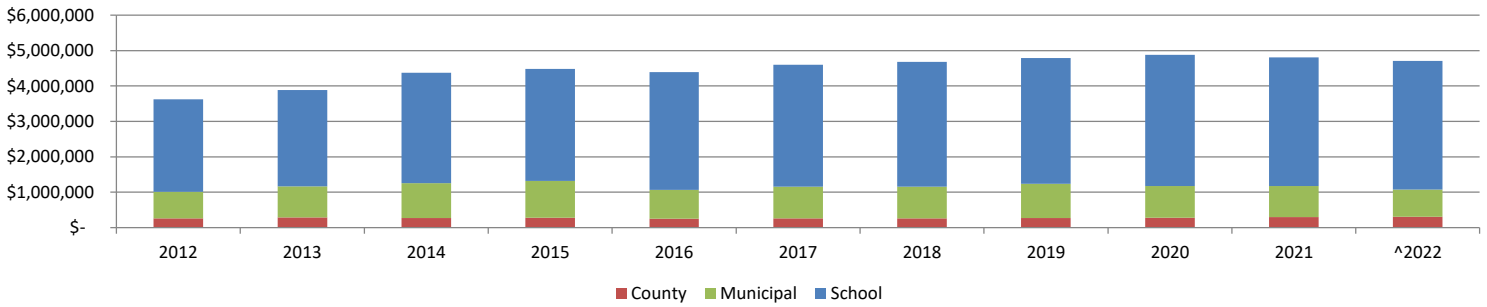
Debt	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
2013 Road Bond - FY21 Payoff	\$ 109,117												
2016 Fire Truck Bond - FY24 Payoff	\$ 54,884	\$ 54,132	\$ 53,324	\$ 52,453									
2018 Maranacook Dam - FY29 Payoff	\$ 19,614	\$ 19,242	\$ 18,857	\$ 18,459	\$ 18,046	\$ 17,617	\$ 17,172	\$ 16,712	\$ 16,240				
2020 Municipal Building Bond - FY36 Payoff	\$ 16,100	\$ 52,400	\$ 51,600	\$ 50,700	\$ 49,800	\$ 48,900	\$ 48,000	\$ 47,000	\$ 46,000	\$ 44,900	\$ 43,800	\$ 42,700	41500
2021 \$250k Municipal Bond - FY37 Payoff		\$ 3,422	\$ 20,089	\$ 20,089	\$ 20,089	\$ 20,089	\$ 20,089	\$ 20,089	\$ 20,089	\$ 20,089	\$ 20,089	\$ 20,089	20089
TOTAL	\$ 199,715	\$ 129,196	\$ 143,870	\$ 141,701	\$ 87,935	\$ 86,606	\$ 85,261	\$ 83,801	\$ 82,329	\$ 64,989	\$ 63,889		



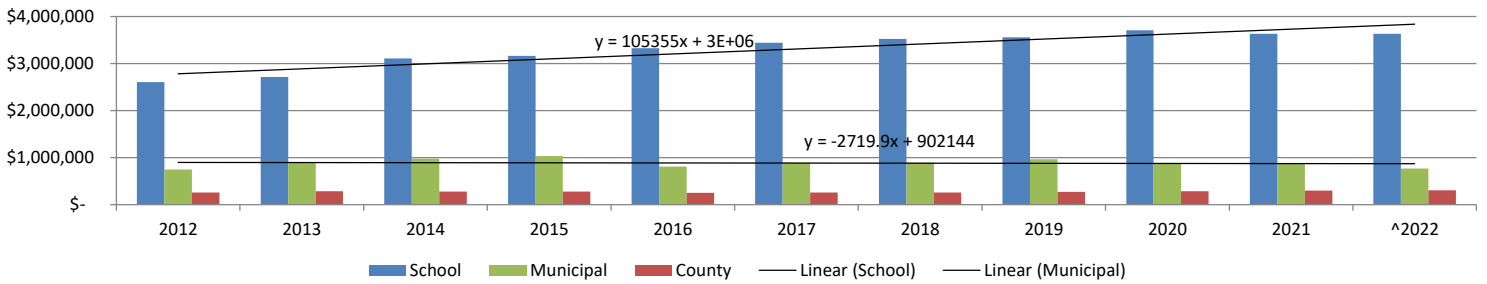
Municipal, School, and County Components of Net Property Taxes Over Time												
Fiscal Year FY	Base Numbers		School Taxes			County Taxes			Municipal Taxes			
	Mil Rate	Net Property Tax Raised	School	%	Mils	County	%	Mils	Municipal	%	Mils	
2011	2012	15.80	\$ 3,623,419	\$ 2,609,446	72.0%	11.38	\$ 262,678	7.2%	1.15	\$ 751,295	20.7%	3.28
2012	2013	16.20	\$ 3,886,229	\$ 2,715,243	69.9%	11.32	\$ 286,596	7.4%	1.19	\$ 884,390	22.8%	3.69
2013	2014	18.20	\$ 4,370,522	\$ 3,112,703	71.2%	12.96	\$ 276,805	6.3%	1.15	\$ 981,014	22.4%	4.09
2014	2015	18.50	\$ 4,480,695	\$ 3,163,541	70.6%	13.06	\$ 282,293	6.3%	1.17	\$ 1,034,861	23.1%	4.27
2015	2016	18.08	\$ 4,390,618	\$ 3,324,451	75.7%	13.69	\$ 256,103	5.8%	1.05	\$ 810,064	18.4%	3.34
2016	2017	18.93	\$ 4,597,839	\$ 3,442,351	74.9%	14.17	\$ 261,281	5.7%	1.08	\$ 894,207	19.4%	3.68
2017	2018	19.29	\$ 4,682,269	\$ 3,527,596	75.3%	14.53	\$ 259,977	5.6%	1.07	\$ 894,696	19.1%	3.69
2018	2019	19.44	\$ 4,792,282	\$ 3,556,960	74.2%	14.43	\$ 270,000	5.6%	1.10	\$ 965,322	20.1%	3.92
2019	2020	19.55	\$ 4,883,277	\$ 3,710,394	76.0%	14.85	\$ 285,400	5.8%	1.14	\$ 887,483	18.2%	3.55
2020	2021	17.57	\$ 4,809,559	\$ 3,634,908	75.6%	13.28	\$ 300,847	6.3%	1.10	\$ 873,804	18.2%	3.19
2021	^2022	15.59	\$ 4,711,841	\$ 3,634,908	77.1%	12.03	\$ 310,000	6.6%	1.03	\$ 766,933	16.3%	2.54
AVERAGE			\$ 4,475,323	\$ 3,312,046	73.9%	13.25	\$ 277,453	6.2%	1.11	\$ 885,824	19.9%	3.57

^ numbers are estimates

Municipal, School, and County Components of Net Taxes



Municipal, School, and County Components of Net Taxes



Budget Sheet Summary Revision History

1	Changed all header information, rows, columns, etc. on all sheets to reflect FY22	26-Jan
2	Input draft FY22 budget numbers	27-Jan
3	Ran through all budget sheets looking for any errors with formulas, links, and general information	28-Jan
4	Added \$3,000 to Election for purchase of a second ballot counting machine	28-Jan
5	Moved Conservation Grants rev line (3015) to proper Dept.	28-Jan
6	Increased Use of Undesignated Funds to \$250,000	28-Jan
7	Added \$100,000 to Admin Technology for Broadband design, planning, and engineering	4-Feb
8	Added \$250,000 bond to debt service (\$3,442 exp.) and Bond Proceeds (250k rev.)	4-Feb
9	Adjusted mil rate from 16.14 to 15.66 - small decrease in tax bill for residents	4-Feb
10	Increased Paving to \$300,000 (take advantage of low asphalt prices)	13-Feb
11	Reduced Admin Tech. expense line to \$0 (dropped Phase 1 broadband)	13-Feb
12	Adjusted property valuation increase to 1% (from .5%) following discussion w/ Assessor	13-Feb
13	Adjusted mil rate to 15.59	13-Feb
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What's it gonna cost me if I'm a resident?

FY22 HOME VALUE

\$ 242,000 = \$220,000 in 2021 and \$200,000 in 2020

YEAR	TAX RATE	HOMESTEAD	TAX	ANNUAL DIFFERENCE?
2022	15.59	\$ 25,000	\$ 3,384	\$ (42.30)
2021	17.57	\$ 25,000	\$ 3,426	\$ (92.85)
2020	19.55	\$ 20,000	\$ 3,519	\$ 19.80
2019	19.44	\$ 20,000	\$ 3,499	\$ 27.00
2018	19.29	\$ 20,000	\$ 3,472	\$ (29.85)
2017	18.93	\$ 15,000	\$ 3,502	\$ 66.85
2016	18.08	\$ 10,000	\$ 3,435	\$ (79.80)
2015	18.5	\$ 10,000	\$ 3,515	\$ (707.40)

What's it gonna cost me if I'm not?

FY22 HOME VALUE

\$ 242,000

YEAR	TAX RATE	HOMESTEAD	TAX	ANNUAL DIFFERENCE?
2022	15.59	\$ -	\$ 3,774	\$ (91.70)
2021	17.57	\$ -	\$ 3,865	\$ (44.60)
2020	19.55	\$ -	\$ 3,910	\$ 22.00
2019	19.44	\$ -	\$ 3,888	\$ 30.00
2018	19.29	\$ -	\$ 3,858	\$ 72.00
2017	18.93	\$ -	\$ 3,786	\$ 170.00
2016	18.08	\$ -	\$ 3,616	\$ (84.00)
2015	18.50	\$ -	\$ 3,700	\$ (704.40)

What's the value of the Homestead Exemption

YEAR	TAX RATE	HOMESTEAD	VALUE
2022	15.59	\$ 25,000	\$ 389.84
2021	17.57	\$ 25,000	\$ 439.25
2020	19.55	\$ 20,000	\$ 391.00
2019	19.44	\$ 20,000	\$ 388.80
2018	19.29	\$ 20,000	\$ 385.80
2017	18.93	\$ 15,000	\$ 283.95
2016	18.08	\$ 10,000	\$ 180.80
2015	18.50	\$ 10,000	\$ 185.00

What's the Value of a Mil?

YEAR	AMT TO RAISE	VALUE OF 1 MIL	TAX IMPACT OF \$100,000
2022	\$ 4,545,445	\$ 291,490.55	0.34 Mils

NEW BUSINESS

Warrant Article, Town of (Your Town), Maine:

Maine Resolution to Take Action on Climate Pollution

To see if the town will authorize the Board of Selectmen to convey to (Your Town)'s state legislators, Members of Congress, Governor, and President of the United States that the town hereby calls upon our Federal elected representatives to enact carbon-pricing legislation to protect Maine from the costs and environmental risks of continued climate inaction. To protect households, we support Cash-Back Carbon Pricing that charges fossil fuel producers for their carbon pollution and rebates the money collected to all residents on an equal basis with monthly dividend checks. The record of the vote approving this article shall be transmitted by written notice to the above mentioned parties by the Board of Selectmen within 30 days of this vote.

TOWN OF READFIELD
Certification of Abatement
Tax Year: 2019/20

Mathew and Melissa Rooney
34 South Road
Readfield, Maine 04355

Real Estate Tax: Map 128 Lot 105, 34 South Road
Account #517

We have abated the following sum of Real Estate Property Taxes assessed for 2019/20:

Valuation	\$20,000
Mil Rate	<u>x.01955</u>
Tax Amount	\$391.00

Reason for the abatement: Homestead Exemption was not applied.

Readfield Municipal Officials:

_____ Bruce Bourgoine, Chair

_____ Christine Sammons

_____ Dennis Price

_____ Kathryn Mills Woodsum

_____ Ralph Eno Jr.

Date: _____

TOWN OF READFIELD
Certification of Abatement
Tax Year: 2018/19

Mathew and Melissa Rooney
34 South Road
Readfield, Maine 04355

Real Estate Tax: Map 128 Lot 105, 34 South Road
Account #517

We have abated the following sum of Real Estate Property Taxes assessed for 2018/19:

Valuation	\$20,000
Mil Rate	<u>x.01944</u>
Tax Amount	\$388.80

Reason for the abatement: Homestead Exemption was not applied.

Readfield Municipal Officials:

_____ Bruce Bourgoine, Chair

_____ Christine Sammons

_____ Dennis Price

_____ Kathryn Mills Woodsum

_____ Ralph Eno Jr.

Date: _____

TOWN OF READFIELD
Certification of Abatement
Tax Year: 2017/18

Mathew and Melissa Rooney
34 South Road
Readfield, Maine 04355

Real Estate Tax: Map 128 Lot 105, 34 South Road
Account #517

We have abated the following sum of Real Estate Property Taxes assessed for 2017/18:

Valuation	\$20,000
Mil Rate	<u>x.01929</u>
Tax Amount	\$385.80

Reason for the abatement: Homestead Exemption was not applied.

Readfield Municipal Officials:

_____ Bruce Bourgoine, Chair

_____ Christine Sammons

_____ Dennis Price

_____ Kathryn Mills Woodsum

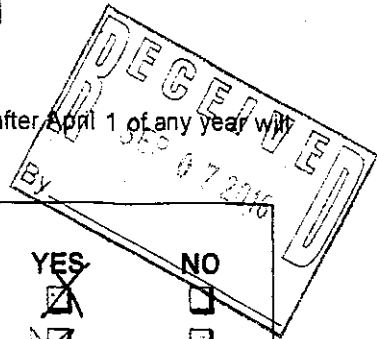
_____ Ralph Eno Jr.

Date: _____

APPLICATION FOR HOMESTEAD EXEMPTION

Title 36 MRSA Sections 681-689

INSTRUCTIONS: Completed forms must be filed with your local assessor by April 1. Forms filed after April 1 of any year will apply to the subsequent year tax assessment. See reverse for additional instructions



acct # 517

SECTION 1: CHECK ALL THAT APPLY

- A. I am a legal resident of the State of Maine YES NO
- B. I have owned homestead property in Maine for at least the past 12 months. YES NO
(1) If you owned a homestead in another municipality within the past 12 months, state the municipality where located: 50 Beaver Dam Rd.
- C. I declare this homestead is my permanent place of residence and the only property for which I have claimed a homestead exemption. YES NO
(Summer camps, vacation homes and 2nd residences do not qualify)

IF YOU HAVE NOT ANSWERED YES TO ALL QUESTIONS, STOP HERE

You must meet all three of these requirements to qualify for a homestead exemption under the terms of the homestead exemption statute

SECTION 2

1. Names of all Property Owners (names on your tax bill): Melissa Rooney
Matthew Rooney
2. Physical location of Homestead property (i.e. 14 Maple St.): 34 South Rd.
City/Town Readfield ME. 04355 Telephone #: 313-1554
3. Mailing Address, if different from above: _____
City/Town _____ State _____ Zip _____

SECTION 3: CLAIM OF RESIDENCY IN THE MUNICIPALITY IS BASED ON ONE OR MORE OF THE FOLLOWING:

- | | YES | NO | N/A |
|--|-------------------------------------|--------------------------|-------------------------------------|
| ❖ I am a registered voter in the municipality. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ I pay Motor Vehicle Excise Tax in the municipality. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ❖ The place of legal residence on my resident fishing and/or hunting license is the same as the above homestead address. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ❖ The address on my driver's license is the same as the above address. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(If you answer "No" to any question, please explain on a separate sheet. N/A means Not Applicable)

I (we) hereby declare, aware of penalties for perjury, that the answers to the above are, to the best of my/our knowledge and belief, true, correct and complete. A person who knowingly files false information for the purpose of obtaining a homestead exemption is guilty of a criminal offense.

Signature of Homestead Owner(s) Melissa Rooney Date: 9/10/16
Date: _____

OTHER BUSINESS

Future Agenda Items - Proposed DRAFT

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 exclusive until further notice

EXECUTIVE SESSION