

Readfield Board of Assessors
Meeting Agenda
May 17, 2021, Remote Meeting
Meeting starts: 6:00 PM
Meeting ends (unless extended) at 6:30 PM

Supplemental Assessments - 10 min.
Abatements - 10 min.
Other Business - 10 min.
Adjournment

Readfield Select Board
Meeting Agenda
May 17, 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.

- 21-116 - Minutes: Select Board meeting minutes of April 20, 2021.
- 21-117 - Warrants: #44-48

Communications - 30 min.

- Select Board communications. - 5 min.
- Town Staff Reports - 10 min.
- Boards, Committees, Commissions & Departments - 5 min.
 - Age Friendly Committee minutes of March 10, 2021
 - Solid Waste and Recycling Committee minutes of January 20, 2021
 - Trails Committee minutes of March 24, 2021

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

Members of the public not able to speak at either the 5/12 Candidates Night or 5/13 Budget and Warrant Hearing are welcome and encouraged to do so here. Time will be extended as needed.

Appointments, Re-appointments, and Resignations - 5 min.

- 21-118 - Consider the appointment of Chip Stephens (CEO / LPI) as the E-911 Addressing Officer
- 21-119 - Consider the appointment of Sonya Clark as Warden for the June 8, 2021 Election
- 21-120 - Consider the appointment of a slate of Ballot and Election Clerks for the June 8 Town Meeting
- 21-121 - Consider the appointment of Nate Rudy to the Solid Waste and Recycling Committee
- 21-122 - Consider the appointment of Lisa Garside as an Alternate to the Conservation Commission
- 21-123 - Consider the appointment of Jackie Drouin to the Library Board of Directors

Old Business - 15 min.

- 20-102 - Discuss the local COVID-19 situation and response and take any necessary action - 10 min.
- 21-113 - Consider a second draft revision to the Select Board Roles and Responsibilities Policy - 5 min.

New Business - 30 min.

- 21-124 - Consider the selection of preferred Municipal Retirement Services providers - 5 min.
- 21-125 - Consider the direction and of Broadband Internet Service in Readfield and a charge for the Broadband Internet Committee - 10 min.
- 21-126 - Discuss the outcome of the Winter Roads Maintenance RFP and next steps - 10 min.
- 21-127 - Approve a notice of Change in Location for the June 8, 2021 Town Meeting - 5 min.

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

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, April 20, 2021 – Unapproved

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

Excused Absence: Dennis Price

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Kristin Parks (Board Secretary), Chip Stephens (CEO), Steve Hayes, Robert Peale, Jackie Drouin, Romaine Turyn

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

- **21-102 – Minutes: Select Board meeting minutes of March 29, 2021**
 - **Motion** made by Ralph to approve the Select Board meeting minutes of March 29, 2021 as presented, **second** by Kathryn. **Vote** 4-0 in favor.

- **21-103 – Warrants: #40-43 (FY21)**
 - Ralph reviewed Warrants #40-41
 - **Motion** made by Ralph to approve warrants #40-41 in the amount of \$373,294.76, **second** by Christine. **Vote** 4-0 in favor.
 - Chris reviewed Warrants #42-43
 - **Motion** made by Christine to approve warrants #42-43 in the amount of \$63,063.34, **second** by Kathryn. **Vote** 4-0 in favor.

Communications

- **Select Board Communications**
 - Kathryn: Broadband Committee update: They have met once since last meeting. Approved the language, wording and amounts in the Town Meeting Warrant. WKLCBA have been meeting regularly and asking each town to use Federal Government/COVID funds towards the project. Asked to put on next Select Board agenda. A survey will be coming out in the next few weeks.

- **Town Staff Reports**
 - The Treasures Report for March will be available next meeting.
 - Town Manager Report (Verbal): At this time no burn permits are being issued due to dry conditions. Reminder to everyone to be diligent when it comes to COVID. Beach permits will be starting to be issued soon; there will be changes to visitor fees. Road sweeping will be starting in Mid-May. Road Striping/Crack Sealing RFP will be out soon. New Town Clerk Shireen Gilman was hired. Oren Terrio has been hired as the three season maintenance person. Goodwill industries job training program to fill in maintenance positions/beach. Town plowing RFP will be resent out as no bids were received.

- **Boards, Committees, Commissions & Departments**
 - Cobbossee Watershed District Anadromous Fish statements
 - Library Board minutes of March 3, 2021
 - Budget Committee minutes of March 11, 2021
 - Recreation Committee Minutes of April 8, 2021

Readfield Select Board
Regular Meeting Minutes – Monday, April 20, 2021 – *Unapproved*

- **Public Communications - *Members of the public may address the Select Board on any topic***
 - Rob Peale spoke about the Cobbossee Watershed bringing anadromous fish back and asked the select board to hear all sides before making a decision.

Appointments, reappointments and Resignations:

- **21-104 – Consider the appointment of Jackie Drouin to the Trails Committee**
 - Jackie was present and gave a brief introduction.
 - **Motion** made by Bruce to appoint Jackie Drouin to the trails committee with a term ending 6/30/2022, **second** by Christine. **Vote** 4-0 in favor.
- **21-105 – Consider the appointment of Steve Hayes to the Trails Committee**
 - Steve was present and gave a brief introduction.
 - **Motion** made by Bruce to appoint Steve Hayes to the trails committee with a term ending 6/30/2022, **second** by Kathryn. **Vote** 4-0 in favor.
- **21-106 – Consider the appointment of Gary Keilty as a full member of the Comp. Plan Committee**
 - **Motion** made by Kathryn to appoint Gary Keilty to the Comprehensive Plan committee as a full time member and appoint Bruce Hunter as an alternate new member. **second** by Christine. **Vote** 4-0 in favor.
- **21-107 – Consider the appointment of Bruce Hunter to the Comp. Plan Committee**
 - See item 21-106 (combined motion)
- **21-108 – Consider the resignation of Janet Tarbuck from the Library Board**
 - **Motion** made by Kathryn to accept the resignation with regrets of Janet Tarbuck from the Library Board of Trustees, **second** by Christine. **Vote** 4-0 in favor.

New Business:

- Introduction of New CEO, Chip Stephens
- **21-115 – Consider a Consent Agreement for Map 112, Lot 071**
 - **Motion** made by Bruce to accept and support the consent agreement to be carried out between Kenneth & Sandra Poland and the Town of Readfield as presented in the packet, **second** by Kathryn. **Vote** 4-0 in favor.
- **21-109 – Consider the approval of a Shoreland septic holding tank for Map 106/Lot 070**
 - Motion made by Kathryn to approve the Subsurface Wastewater Disposal System Variance Request for Anne Latuscha as presented in the packet, **second** by Bruce. **Vote** 4-0 in favor.
- **21-114 – Consider approving an AARP grant application by the Age Friendly Committee**
 - Romaine gave an overview for the grant that was already sent in. Three areas of the town that will benefit from the grant are the library, beach and food pantry. Will know if awarded in June. Asking for around \$6500.00.

Readfield Select Board
Regular Meeting Minutes – Monday, April 20, 2021 – *Unapproved*

- **Motion** made by Kathryn to support and accept the 2021 AARP Community Challenge grant application as presented in the packet in the amount of \$6,556.00, **second** by Christine. **Vote** 4-0 in favor.

- **21-110 – Consider signing the final and complete June 8, 2021 Town Meeting Warrant**
 - **Motions** made by Kathryn to accept the final warrant secret ballot as proposed in the packet and authorize the Select Board to sign, **second** by Christine. **Discussion:** Informational flyer to be sent out by end of April/begging of May. Eric & Dennis to work on the flyer with Bruce as a backup. Town report articles deadline set for April 30. **Vote** 4-0 in favor.

- **21-111 – Hold a discussion on communication strategies for the upcoming May 13 Public Hearing**
 - Discussion on bigger location or possibly cutting off numbers if held at Giles Hall. In person/Zoom options for better attendance and COVID precautions. Mailing & digital media (Facebook, website).
 - Candidates Night: Via Zoom like last year. More discussion/planning to come.

- **21-112 – Consider signing the RSU 38 Warrant for the May 19, 2021 Budget Meeting**
 - **Motion** made by Bruce to approve the RSU 38 Warrant for the May 19, 2021 Budget Meeting, **second** by Kathryn. **Vote** 4-0 in favor.

- **21-113 – Consider a first draft revision to the Select Board Roles & Responsibilities Policy**
 - Review by Select Board and suggested edits. Second reading at next meeting.

Motion made by Christine to adjourn the meeting at 7:48 pm, **second** by Kathryn. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Treasurer's Warrant

Warrant # 44, 45 & 46

\$49,199.02

Dates: 4/29/2021

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.

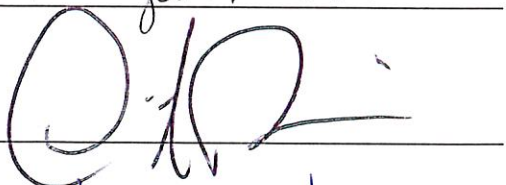
Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$19,614.73	69851-69859 169851-169864
VARIOUS VENDORS	Accounts Payable	\$29,584.29 \$360.00	69820-69850 69860
	Total	\$49,559.02	

Date Signed: 4/27/21


Bruce Bourgoine


Christine Sammons


Ralph Eno


Dennis Price


Kathryn Woodsum

Apr. 26, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
44	491	\$ 29,584.29	Warrant	C.Sammons	Three	
A	491	\$ 3,027.00	State Fees	C.Sammons	One	4/16/2021
B	491	\$ 2,160.50	State Fees	C.Sammons	One	4/22/2021
46		\$ 360.00	Warrant	C.Sammons	Three	
45	517	\$ 19,614.73	Payroll	C.Sammons	One	

SUM \$ 49,559.02



Indicates public review is required following prior approval

Indicates public review and approval are both required

A / P Check Register

Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	35.21	04/29/21	44	0031 Central Maine Power Co
P	69820	3,027.00	04/15/21	44	0086 SECRETARY OF STATE (MOTOR VEH)
P	69821	2,160.50	04/22/21	44	0086 SECRETARY OF STATE (MOTOR VEH)
R	69822	25.50	04/29/21	44	0145 Andrew Pietroski
R	69823	2,069.45	04/29/21	44	0024 Baker & Taylor, Inc
R	69824	1,600.00	04/29/21	44	0365 Collette Monuments, Inc
R	69825	30.00	04/29/21	44	0035 Community Advertiser
R	69826	1,400.00	04/29/21	44	0453 Cushing Construction, LLC
R	69827	170.40	04/29/21	44	0054 ecomaine
R	69828	24.00	04/29/21	44	0791 Group Dynamic Inc
R	69829	467.43	04/29/21	44	0818 Hannah Flannery
R	69830	58.24	04/29/21	44	0752 Karen Peterson
R	69831	95.00	04/29/21	44	0083 Kennebec Cnty Registry Of Deeds
R	69832	25.50	04/29/21	44	0162 Lauren Hewett
R	69833	194.17	04/29/21	44	0152 Lowe's
R	69834	9,352.83	04/29/21	44	0065 MAINE MUNICIPAL EMP. HEALTH
R	69835	25.50	04/29/21	44	0172 Mandy Poulin
R	69836	25.50	04/29/21	44	0158 Maria Rungi
R	69837	25.50	04/29/21	44	0159 Matthew Lajoie
R	69838	351.07	04/29/21	44	0823 OTELCO
R	69839	20.31	04/29/21	44	0858 PETTY CASH
R	69840	113.02	04/29/21	44	0640 Pitney Bowes, Inc
R	69841	840.00	04/29/21	44	0841 PretiFlaherty
R	69842	25.50	04/29/21	44	0161 Ray Braithwood
R	69843	55.00	04/29/21	44	0647 Soule's Auto Supply
R	69844	23.19	04/29/21	44	0462 STAPLES CREDIT PLAN
R	69845	384.00	04/29/21	44	0427 SurveyMonkey.Com, LLC
R	69846	5,797.00	04/29/21	44	0681 Treas,State Maine (Pub Safety)
R	69847	105.00	04/29/21	44	0509 TREAS., STATE OF MAINE (DEP)
R	69848	316.00	04/29/21	44	0509 TREAS., STATE OF MAINE (DEP)
R	69849	697.50	04/29/21	44	0103 TREAS.,STATE OF MAINE (PLUMB)
R	69850	44.97	04/29/21	44	0273 WINTHROP AUTO SUPPLY
Total		29,584.29			

Count

Checks	32
Voids	0

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	69860	360.00	04/29/21	46	0165 Pershing, LLC
Total		360.00			

Count	
Checks	1
Voids	0

Treasurer's Warrant

Warrant # 47 & 48

\$404,759.86


Dates: 5/13/2021

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	\$20,321.14	69865-69874 169865-169879
VARIOUS VENDORS	Accounts Payable	\$384,438.72	69861-69864 69875-69906
	Total	\$404,759.86	

Date Signed: _____



Bruce Bourgoine



Christine Sammons



Ralph Eno



Dennis Price



Kathryn Woodsum

May 10, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
48	527	\$ 384,438.72	Warrant	C.Sammons	Three	
A	527	\$ 3,838.81	State Fees	C.Sammons	One	4/30/2021
B	527	\$ 15,054.52	State Fees	C.Sammons	One	5/7/2021
47	544	\$ 20,321.14	Payroll	C.Sammons	One	
SUM		\$ 404,759.86				

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

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	133.93	05/13/21	48	0031 Central Maine Power Co
P	999	16.31	05/13/21	48	0031 Central Maine Power Co
P	999	16.31	05/13/21	48	0031 Central Maine Power Co
P	999	279.67	05/13/21	48	0031 Central Maine Power Co
P	999	225.88	05/13/21	48	0031 Central Maine Power Co
P	999	131.38	05/13/21	48	0031 Central Maine Power Co
P	999	19.73	05/13/21	48	0031 Central Maine Power Co
P	69861	3,838.81	04/29/21	48	0086 SECRETARY OF STATE (MOTOR VEH)
P	69862	6,002.18	05/06/21	48	0086 SECRETARY OF STATE (MOTOR VEH)
P	69863	9,027.34	05/06/21	48	0098 TREAS., STATE OF MAINE (IFW)
P	69864	25.00	05/06/21	48	0100 TREAS., STATE OF MAINE (DOGS)
R	69875	2,478.75	05/13/21	48	0599 Archie's Inc.
R	69876	107.69	05/13/21	48	0022 Audette's Hardware
R	69877	1,006.25	05/13/21	48	0002 Casco Bay Advisors, LLC
R	69878	64.00	05/13/21	48	0035 Community Advertiser
R	69879	24,118.01	05/13/21	48	0453 Cushing Construction, LLC
R	69880	1,320.00	05/13/21	48	0184 Custom Metal Roofs of Maine, Inc
R	69881	2,295.38	05/13/21	48	0309 D.R. Struck Landscape Nursery
R	69882	357.90	05/13/21	48	0054 ecomaine
R	69883	714.18	05/13/21	48	0810 Eric Dyer
R	69884	571.75	05/13/21	48	0704 Fabian Oil
R	69885	8,493.00	05/13/21	48	0043 Fire Tech and Safety
R	69886	244.06	05/13/21	48	0484 Gettysburg Flag Works, Inc
R	69887	25.50	05/13/21	48	0150 Heather Goucher
R	69888	2,925.42	05/13/21	48	0141 James Brassard
R	69889	177.00	05/13/21	48	0083 Kennebec Cnty Registry Of Deeds
R	69890	126.00	05/13/21	48	0619 Lamey-Wellehan Shoes
R	69891	628.14	05/13/21	48	0066 Maine Municipal Association
R	69892	42.00	05/13/21	48	0303 MAINE TOWN & CITY CLERKS ASS'N
R	69893	1,213.75	05/13/21	48	0424 Main-Land Dev. Consultants, Inc
R	69894	30.00	05/13/21	48	0139 MMTCTA
R	69895	1,300.00	05/13/21	48	0146 On Target Untility Services
R	69896	310.00	05/13/21	48	0316 Pat Jackson/ Tri-City, Inc
R	69897	21.00	05/13/21	48	0858 PETTY CASH
R	69898	194.48	05/13/21	48	0261 Quirk Auto Group
R	69899	302,909.02	05/13/21	48	0069 Regional School Unit#38
R	69900	117.22	05/13/21	48	0406 SAM'S CLUB
R	69901	20.00	05/13/21	48	0155 Scott Douin
R	69902	20.00	05/13/21	48	0561 Shredding on Site
R	69903	361.63	05/13/21	48	0313 Toshiba Financial Services
R	69904	1,070.00	05/13/21	48	0032 Troiano Waste Service,Inc
R	69905	1,022.00	05/13/21	48	0270 WALNUT PRINTING SPECIALTIES,IN
R	69906	10,438.05	05/13/21	48	0709 WASTE MANAGEMENT OF PORTLAND

VOIDED #18 DR Desis!

Total 384,438.72

Count

Checks	43
Voids	0

Payroll Check Register

Pay Date: 05/13/2021

Check	D / D	Check	Amount	Date	Employee
-------	-------	-------	--------	------	----------

Employee Checks

169865	1,726.25	0.00	1,726.25	05/13/21	44 Clifford P Buuck
169866	962.94	0.00	962.94	05/13/21	c3 Anna R Carll
169867	1,916.18	0.00	1,916.18	05/13/21	c1 Eric W Dyer
169868	748.96	0.00	748.96	05/13/21	81 Sherene R Gilman
169869	580.47	0.00	580.47	05/13/21	96 Michael T Morang
169870	86.61	0.00	86.61	05/13/21	97 Deborah P Nichols
169871	1,189.89	0.00	1,189.89	05/13/21	B9 Kristin M Parks
169872	942.56	0.00	942.56	05/13/21	95 Karen B Peterson
169873	1,042.48	0.00	1,042.48	05/13/21	59 Benjamin G Rodriguez
169874	1,317.59	0.00	1,317.59	05/13/21	E3 Teresa A Shaw
169875	857.09	0.00	857.09	05/13/21	C2 Melissa A Small
169876	1,820.47	0.00	1,820.47	05/13/21	89 Ronald F Stephens
169877	666.65	0.00	666.65	05/13/21	64 Owen D Therriault

Total 13,858.14 0.00 13,858.14

Direct Deposit Checks

69865	0.00	5,069.75	5,069.75	05/13/21	D / D 68 Camden National Bank
69866	0.00	1,916.18	1,916.18	05/13/21	D / D 65 Cumberland County Federal Credit Union
69867	0.00	2,949.12	2,949.12	05/13/21	D / D 6 KENNEBEC SAVINGS BANK
69868	0.00	666.65	666.65	05/13/21	D / D 73 Lewiston Municipal Federal Credit Union
69869	0.00	690.00	690.00	05/13/21	D / D 156 Maine Savings Federal Credit Union
69870	0.00	2,566.44	2,566.44	05/13/21	D / D 15 WINTHROP FEDERAL CREDIT UNION

Total 0.00 13,858.14 13,858.14

Trust & Agency Checks

69871	0.00	22.20	22.20	05/13/21	T & A 7 Aflac
69872	0.00	102.00	102.00	05/13/21	T & A 2 IV-D CASHIER
69873	0.00	269.51	269.51	05/13/21	T & A 6 Ivy Funds
69874	0.00	378.56	378.56	05/13/21	T & A 13 Pershing LLC
169878	0.00	4,862.05	4,862.05	05/13/21	T & A 11 IRS
169879	0.00	828.68	828.68	05/13/21	T & A 3 TREASURER, STATE OF MAINE

Total 0.00 6,463.00 6,463.00

Summary

Checks:	Regular	0.00	13
	D / D	13,858.14	6
	Employee	13,858.14	
	T & A	6,463.00	6
	Voided		0
	Total	20,321.14	25

COMMUNICATIONS

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

MINUTES
AGE FRIENDLY COMMITTEE
March 10, 2021

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

The Zoom meeting was called to order at 9:03 am.

Minutes of the January 2021 meeting were not available. They will be approved at the April meeting.

The following items were discussed:

1. Getting people vaccinated.

Spectrum Generations is available to help older residents make vaccine appointments and can provide rides if needed. They have provided a flyer announcing this service. Romaine put these flyers concerning help from the Cohen Center in the Readfield Library and Post Office. The information will also be put on the Town website and Facebook page. Ann had the flyer copied and entered into the church Newsy Notes newsletter. Marianne will put flyers in the Kent's Hill Post Office as well as the Fayette Country Store and Readfield Market. Ed will make them available through the Torsey Methodist Church. Maggie also distributed flyers at her church.

2. Focus on Real Aging in Maine (FRAME) photo contest

Patricia Oh has invited communities to submit photos that "celebrate and promote positive....images of the diversity of aging experiences in Maine....which challenge stereotyped ways older Mainers are represented as vulnerable or frail."

Marianne will select from pictures John took depicting the tree planting, and Maggie forwarded one celebrating ReadfieldU.

3. Reviewed a list of items for possible submission for an AARP funded grant.

- a. The Maranacook Schools Food Bank items submitted by Greg Durgin.
- b. Marianne supported the value of a table plus umbrella outside the library for use during good weather by both locals and summer folk making use of the library WiFi network.

Ongoing projects

1. Handy Helpers and Sand Buckets. There is continued use of this program with rapid response from volunteers for requests.
2. Romaine will contact Melissa at the library about sending the vaccination assistance flyer to residents who contacted the Town for assistance during Covid. The letter asking volunteers for that program if they want to become Handy Helpers is still on hold till it is safe to go into people's homes. Some of the existing Handy Helpers are going into homes now.
3. The Smoke Alarm project in the past has been in early Fall and would be worth doing again at that time.
4. It was mentioned that the Jesse Lee Church makes food boxes available as noted in The Advertiser. This might be worth noting in the next Messenger.

The meeting adjourned at 9:50 am. The next meeting will be the regularly scheduled 2nd Wednesday of the month of April.

Sent from my iPad

Solid Waste and Recycling Committee (SWRC) Minutes

Wednesday, January 20, 2021

5:30 to 8:13 pm on Zoom.

Attending: Members: Jon Beekman, Amy Black, Aaron Chrostowski, Eric Dyer, Kellie Hess, Karen Peterson, Kathryn Mills Woodsum

Guests: Mark King: State DEP Organics, Susanne Lee: Mitchell Institute, Gabe Gauvin: KVCOG, Jeremy Pare: Thomas College, Hannah Crayton: Intern from UMaine, Travis Blackmer: UMaine Data Specialist, Clair Holman: Maranacook Junior, Anna: Maranacook Junior

1. Roll call and determination of quorum
2. Review of minutes from July 15, 2020 & October 21, 2020. (attached) Discussion and Approved
3. Readfield Transfer Station Manager report
 - a. General operations
 - i. Everything is going smoothly; operations are stable.
 - ii. Winter weather did not present many slip hazards this year; use of sand is good.
 - iii. Karen is running the station well and is highly engaged on all levels.
 - iv. Safety: Bollards have been installed by buildings and general maintenance is on schedule. Longer term maintenance needs are behind due to Covid-19 issues and should be caught up on during the Spring.
 - v. Lights: Replaced bulbs and fixtures with LEDs for better visibility over compactors. Dark areas that are driven to will be addressed this Spring with installation of a pole and multiple lights.
 - vi. Lavatory pumping costs have doubled, suspect ground water infiltration. Will investigate.
 - b. Recent changes: Covid-19 operation notes
 - i. Have dealt with some residents who were unkind to staff.
 - ii. Karen is doing a good dealing with issues and diffusing tense moments.
 - c. Quarterly financial review: Oct – Dec 2020
 - i. Fee revenues are up by 100% due to Karen's diligence in identifying fee-based materials and collecting fees, and to an increase in materials received from residents.
 - ii. Town assessments are less than projected!
 - iii. Tipping fees are up a little, most likely due to sending loads a bit early rather than running out of capacity to serve resident's needs.
4. No members of the public present asked to speak.
5. Unfinished business.
 - a. Presentation from Mitchell Center / KVCOG Food Waste Recycling Pilot folks from UMaine.
 - i. Taken out of order from New Business as the first item. We applied for and received a grant from the State of Maine. Eric will forward the application and award letter to the SWRC.
 - ii. Slide show presentation from the Mitchell Institute explaining the program
 - iii. We were chosen because we are collecting locally, processing locally and using the finished product locally. This is a model that can be replicated by other communities.
 - iv. Food composting has a three-fold benefit: Saves money, Good for people, and Good for the environment

- v. This is a one-year project between the Maine DEP (through the grant we received), the Mitchell Institute for support with promotion and tracking, and the Readfield Transfer Station which is comprised of three communities: Fayette, Readfield and Wayne
 - vi. Finished compost including food and manure can be sold for \$45 per yard; you could provide for \$15 per yard; leaf and lawn only compost could be free.
 - vii. Sites we can utilize to collect material need to be controlled access, so NOT at a Town Office but on site at the Readfield Transfer Station
 - viii. Education: Community outreach is critical to our success. Support from KVCOG, UMaine and the Mitchell Institute. Utilize websites, social media, plan event, schools, food pantries.
 - ix. Mike Parker is the Solid Waste Manager of DEP that is assigned for Readfield; he will assist us and Mark King from DEP Organics Division who lives in Winthrop and New Sharon has volunteered to assist us
 - x. Summer Camps in Fayette should receive education and be encouraged to compost on site or to deliver materials to the transfer station if they cannot do onsite
 - xi. The program is two-fold: Community based (at the Readfield Transfer Station) and Backyard at home
 - xii. Community Gardens in each town are encouraged to help support underfed residents and to utilize the compost
- b. Discuss presentation from KVCOG and The Mitchell Institute and determine next steps. Vote on joining the initiative.
- i. Motion by Jon, seconded by Kathryn, to accept the proposals for Food Composting and to work with UMaine, The Mitchell Institute and KVCOG. **Vote: Unanimous in favor 4-0**
- c. Discuss progress on implementing using 'Square' for payments. Amy provided information to Eric after last meeting. Implementation date?
- i. Eric is arranging for Internet to be installed at the Transfer Station and will implement electronic payments during the Spring by July 1st.
- d. Discuss how to handle long-term maintenance and capital needs.
- i. Eric looked at our capital needs and our debt load. The conclusion is that our debt load is maxed out for the next 3 or 4 years due to the recent capital projects so we need to wait until we pay off at least the backhoe lease purchase. At that point we can consider borrowing to finance several needs that are slated for 2022, 2023 and 2025 in the capital plan.
6. New business. (60 min.)
- a. Household Hazardous Waste Annual Event 2021: preplanning discussion.
 - i. Towns served: Fayette, Readfield and Wayne.. Belgrade wants to join in this year. Gabe will contact Mt. Vernon, Vienna and Belgrade.
 - ii. Aaron will contact Kennebec County Sherriff about doing a drug take-back event
 - iii. Date: Sunday July 11, 2021 or Sunday July 25, 202; TS will be open too. Eric will have EPI pick the date.
 - iv. At our next meeting discuss how to handle signups & scheduling.
 - b. Present and discuss the FY22 Capital and Operating Budget; specific amounts due 2-4-21 to the Readfield Budget Committee.
 - i. The budget is basically the same as this current year. Small changes in insurances, small Cos-Of-Living increases and Merit Bonuses (new this year) in current

contract with employee's union, slight increase in hauling and tipping, decrease in single-sort recycling fees due to ecomaine doing a great job in the marketplace.

- ii. Motion by Jon, seconded by Kathryn, to approve the budget as presented. **Vote: Unanimous in favor 4-0**

c. Future scheduled meetings:

i. Wednesday April 21, 2021 at Readfield Town Office or on Zoom

1. Discuss final FY22 Capital and Operating Budget submitted to Town Meeting
2. Composting update
3. HHW Collection Day final planning

ii. Wednesday July 14, 2021 at Readfield Town Office or on Zoom

1. Composting update
2. 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. Motion by Jon, seconded by Amy, to enter Executive Session according to Maine State Regulations to discuss a personal matter, inviting Aaron and Eric. No business to come from discussion. **Vote: Unanimous in favor 4-0**
- 8. Adjournment. Motion by Jon, seconded by Amy, to adjourn at 8:13PM. **Vote: Unanimous in favor 4-0**

Respectfully submitted by: Kathryn Mills Woodsum, April 20, 2021

Readfield Trails Committee Minutes

March 24, 2021

Present: Paul Bessette, Nancy Buker, Greg Durgin, Bob Harris, Jeanne Harris, Rob Peale, Holly Rahmlow

Excused: Henry Whittemore

Absent: Greg Leimbach

The meeting, which was held via Zoom, was called to order at 6:37 p.m.

The January minutes were approved via email and sent to the town clerk in February.

Also via email we agreed to move our meetings to the fourth Wednesday, instead of Tuesday. Acting CEO Clif Buuck requested this change to allow the Planning Board to meet on Tuesday and thus save on the cost of advertising for hearing announcements.

Jeanne announced that we have \$1,221.28 in our account. We will be paying for a sign for the north trail. It was taken down during the parking lot paving and disappeared.

Greg D. said that plans for Heritage Days are proceeding, and that Dennis Price is leading the effort with plans to focus on community.

Holly said that she reviewed the Strategic Plan and that it looks like revising it will be a lengthy process. Perhaps we should coordinate our work with the new Comprehensive Plan Committee's efforts.

Greg D. said that he's resigned from the Comprehensive Plan Committee, which will be contacting each town committee for input into a dozen chapters covering the review. That committee's plans are to have a new document ready for voter approval in the fall of 2022.

Greg D. said that the Age Friendly Committee has won a \$2,500 grant from AARP. The Readfield Conservation Commission agreed to put in an additional \$2,000 toward bluestone if the grant was awarded. The funds will go toward putting down blue stone to make trails more accessible.

In light of the pandemic, a spring work day with Kents Hill students seems unlikely, but Greg D. said he would contact a teacher there to check their status.

Rob asked about a work list, saying that some works need to be done on the Esker Trail, and we discussed some of the tasks that need to be done. Jeanne asked about the possibility of getting help from a tractor, and Bob and Greg D. said they would follow up.

Greg L. announced that there will be an event from 2 to 4 p.m. on March 30 to share memories of Ken Clark. Jeanne said that they would like us all to write something to put into a time capsule.

Rob updated us on the Carleton Pond Trail, for which we now have a trail agreement. He said that Brian has not yet opened up the access gate, and he is trying to get a commitment on that date. Brian has also offered to put up a kiosk that will do double duty for both the trail and for snowmobilers, but it will probably not be up until the fall.

Meanwhile, Rob is trying to gain some access for making the planned trail walkable for this summer. He suggested that perhaps we can put up some kind of temporary sign with our map and the rules to get us by until fall. Eventually we will need to build a bridge, but this summer with a little bit of work we can have a walkable trail around one side of the pond.

Nancy said when she snowmobiled the area in February that there was no sign of anyone venturing up onto the water section.

Rob said that the Kennebec Land Trust is trying to raise \$29,000 to purchase an additional 5 acres for the Tyler Preserve. Bob noted that it is currently 45 acres and includes some snowmobile trails.

Jeanne asked if after everyone has their shots if we can meet in the town office. Greg D. said that it is a possibility.

Meeting adjourned at 7:21 p.m. The next meeting will be Wednesday, April 28.

Minutes prepared and submitted by Holly Rahmlow

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Emergency Services Communication Bureau

ADDRESSING OFFICER CONFIRMATION FORM (or Alternate AO)

The following individual being designated as an Addressing Officer is authorized to approve and provide addressing information to the Emergency Services Communication Bureau for Enhanced 9-1-1 purposes.

Please Note: This form may also be used for an Alternate AO where more than one person is needed to cover a given territory. Please check the box indicating this on the form.

Municipality & / or County Represented				
NOTE: If this appointment is for a County AO (multiple towns/townships), then please indicate this by checking the Town or County box to the right. (please check the box)				
Municipality or County <div style="font-size: 1.2em; text-align: center;">Readfield</div>			<input checked="" type="checkbox"/> Town <input type="checkbox"/> County	
Addressing Officer Information			Is this for an Alternate AO? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
First Name	MI	Last Name	Suffix	Title
Chip		Stephens		CEO
Address <div style="font-size: 1.2em; text-align: center;">8 Old Kents Hill Road</div>				
City <div style="font-size: 1.2em; text-align: center;">Readfield</div>			State <div style="font-size: 1.2em; text-align: center;">ME</div>	Zip <div style="font-size: 1.2em; text-align: center;">04355</div>
Phone <div style="font-size: 1.2em; text-align: center;">207-685-3290</div>			Fax <div style="font-size: 1.2em; text-align: center;">207-685-3420</div>	
Email <div style="font-size: 1.2em; text-align: center;">ceo@readfieldmaine.org</div>				
Authorization				
Signature of Authorizing Official*			Title	
Printed Name of Authorizing Official			Date	

* Authorizing Officials can either be the Chief Administrative Officer or Chief Elected Official.

Please sign and return to:

Mail: Susan Alderson, Emergency Services Communication Bureau, 18 SHS, Augusta, ME 04333-0018
 Email: Susan.A.Alderson@maine.gov Fax: 207-287-1039

It is the responsibility of the 9-1-1 Addressing Officer to contact Bureau GIS Coordinator, Erica Sterry, to receive training on the online mapping program required. To schedule a time, please call 1-800-665-2830, or email PUC.gis911@maine.gov. Thank You.

**CERTIFICATE OF APPOINTMENT and OATH
FOR THE TOWN OF READFIELD**

(TITLE 30-A, M.R.S.A. ss2602)

Readfield Select Board

May 17, 2021

Item # 21-119

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 **June 8, 2021**.

Given under our hands this day of **May 17, 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, _____, Interim Town 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 May 17, 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, Kristin Parks, Interim Town Clerk



Readfield MAINE

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

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

Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) ⁽¹⁾

Submitted by Anonymous (not verified)

May 10, 2021 - 8:58am

97.107.145.210

Date

May 10, 2021

Which Board, Committee or Commission are you applying for? *SWdR*

Recycling

Yes No

Do you have previous experience on this board or committee?

Name

Nate Rudy

Street Address

[REDACTED]

Mailing Address

[REDACTED]

Phone (Primary)

[REDACTED]

Phone (Secondary)

E-Mail

[REDACTED]

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

I will be serving on the EcoMaine Board of Directors.

Previously, I served as Director of Planning and Development for the City of Gardiner and Hallowell City Manager.

I have a BS from Virginia Tech in Environmental Science and Engineering, with a concentration in Water and Wastewater Treatment, and a minor in Chemistry. I also have an MBA from Thomas College.

If you are currently employed, what is your position?

Gray Town Manager

Below please tell us the reason you are interested in applying for this position.
I would like to serve in the community where I live, but don't have a huge amount of free time. The Recycling / Solid Waste committee fits with my professional experience and interests, and I can make the time commitment.

Electronic Signature
Nate Rudy

Check one!

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

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

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

Confirmed meeting date: May 17th, 2021

SELECT BOARD APPROVAL

To Nate Rudy of Readfield, in the County of Kennebec and State of Maine: There being a position on the Solid Waste & Recycling 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:

5/17/2021 thru 6/30/2023. Given under our hand this day of 20__.

Bruce Bourgoine Ralph F. Eno, Jr. Dennis Price

Christine Sammons Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

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

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



Readfield MAINE

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

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

Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) [1]
Submitted by Anonymous (not verified)
April 21, 2021 - 7:42am
2603:7080:9342:24cc:58c4:be1c:b5a3:f15f

Date

April 21, 2021

Which Board, Committee or Commission are you applying for?

Conervation Commission

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

Name

Lisa Garside

Street Address

95 South Road

Mailing Address

95 South Road

Phone (Primary)

2078370647

Phone (Secondary)

E-Mail

lisagrsd@gmail.com

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

I am an avid naturalist, birding, hiking, volunteer for Maine Turtle Project in 2020. I have a keen interest in protecting wildlife and habitats as well as providing that link to the community for education opportunities.

Currently enrolled in Wildlife/Forestry Conservation Certificate Program.

If you are currently employed, what is your position?

Previously employed as Program Manager for a Financial Services Company.

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

To connect my passion and love for wildlife conservation within my community and the state of Maine.

Electronic Signature

Lisa A Garside

Check one!

	I DO	I DO NOT
I DO/DO NOT approve the use of my e-mail and phone number(s) on the Town's public sites and publications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Source URL: <https://www.readfieldmaine.org/node/6133/submission/5426>

Links

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

To connect my passion and love for wildlife conservation within my community and the state of Maine.

Electronic Signature

Lisa A Garside

Check one!

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

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

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

Confirmed meeting date: _____, 20__

SELECT BOARD APPROVAL

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

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

Bruce Bourgoine

Ralph F. Eno, Jr.

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

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

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



Readfield MAINE

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

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

Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) [1]

Submitted by Anonymous (not verified)

April 24, 2021 - 6:39am

24.198.160.111

Date

April 24, 2021

Which Board, Committee or Commission are you applying for?

Library

Yes No

Do you have previous experience on this board or committee?

X

Name

Jackie Drouin

Street Address

214 Fogg Road

Mailing Address

Readfield, ME 04355

Phone (Primary)

2074416284

Phone (Secondary)

E-Mail

drouinj@roadrunner.com

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

I don't have any experience or training that would be useful. I love to read and have lots of experience interacting with with people in my previous jobs, so that is all I can claim as my qualifications for the position. (Although I do not see that a position is open according to the town's website, I was advised by Deb Peale that there is an opening, so I am submitting this application for your consideration.)

If you are currently employed, what is your position?

I am retired.

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

I want to help.

Electronic Signature

Jacqueline M. Drouin

Check one!

I DO I DO NOT

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

X

Source URL: <https://www.readfieldmaine.org/node/6133/submission/5466>

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

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

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

Confirmed meeting date: May 17, 2021

SELECT BOARD APPROVAL

To Jacqueline Drouin of Readfield, in the County of Kennebec and State of Maine: There being a position on the Library Board of Trustees 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:

5/17/2021 thru 6/30/2021. Given under our hand this day of 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:

Revised 07/09/2019 for in office use.

Taking place of Janet Tonbuck's position that expires 2021 of June

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: May 14, 2021
To: Town of Readfield Select Board, Staff, Volunteers, and Residents
From: Eric Dyer, Town Manager
Subject: Coronavirus / COVID-19 Preparedness and Response - Update 6

Our first COVID-19 update was issued on March 15, 2020, fourteen months ago. I want to thank all of our staff and residents for their support of each other since that time. Your collective diligence and sacrifices have helped to curtail the spread of the Coronavirus, kept important municipal services functioning, and saved lives within our community. Vaccination is the most effective way to continue this support and I encourage everyone who is able to be vaccinated to do so. For those of you who have already been vaccinated, thank you for your willingness to protect yourselves and your friends, neighbors, families, and coworkers. We have come a long way and are now able to begin the process of returning to some semblance of normalcy. This update summarizes our action plan as we enter the 2021 summer season, effective immediately unless otherwise noted.

Municipal Staffing / Town Office:

- Daily cleaning of surfaces and devices will continue, with responsibility of workstation cleaning assigned to each employee.
- The Town Office will continue to be open to the public without an appointment during regular business hours. Residents are still being requested to utilize our many online services as a convenient alternative to coming by the office.
- Until differing guidance comes from the State of Maine, all residents and staff must continue to wear a face covering while in a public space at the Town Office
- Town Office “Senior Hours” for residents over the age of 65 or with special medical considerations will be ending effective May 24th.
- Staff are expected to stay home if they are sick, practice recommended hygiene while at the office, and clean their workstations regularly.
- Effective May 24th There will no longer be a limit on the number of municipal employees or residents allowed in the Town Office.
- There will no longer be a modified work schedule at the Town Office.

Transfer Station:

- All staff must wear a face covering while at the Transfer Station. Customers are not required to wear masks but are encouraged to do so.
- “Senior Hours” for residents over the age of 65 or with special medical considerations will continue on Thursdays from 10-2.
- Staff 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 Meetings and Communication:

- We will begin returning to in-person board and committee meetings as a primary mode, but will make significant efforts to continue to offer virtual participation options, recognizing that these hybrid meeting can be technologically challenging.
- 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.
- Effective May 24th we will return to full capacity on the 2nd floor of Giles Hall (approximately 100 people).
- Public rentals of the 2nd floor of Gile Hall will be once again be allowed effective May 24th, with the addition of a non-refundable \$25 cleaning fee for all users.
- Phone and email are still the best way to reach municipal staff and appointed and elected officials. Call the Town Office at 685-4939 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.



READFIELD FIRE DEPARTMENT
8 OLD KENTS HILL ROAD
READFIELD, MAINE 04351

Tel: (207) 685-4401



Proudly Serving
Since 1899

March 1, 2021
Rev. 5/13/2021

Lee Mank
Chief

Standard Operating Guidelines Regarding COVID/SARS2 Virus

PURPOSE

To keep the Readfield Fire Departments staffing healthy to respond to emergency calls safely and effectively
By keeping the members of the Readfield Fire Department, members of other agencies and the public at large safe from contracting the COVID 19/SARS2 virus, based on the best practices and guidance.

REASONING

To ensure the health and safety of Readfield Fire Department members and their families. This guidance has been written in order to reduce the spread of the COVID 19/SARS2 virus to members of the Readfield Fire Department, other first responder agencies and the public at large at any emergency call, training and or public events.

ACTIONS

Proper PPE, physical distancing and frequent hand washing/sanitizing are known and effective means of reducing the spread of the virus.

The COVID 19/SARS2 vaccine is the best protection in keeping you from contracting the COVID 19/SARS2 virus.

When required members will wear face masks, N95, KN95, Surgical masks or properly fitting cloth masks are the only approved face coverings.

Effective May 13, 2021 face coverings are not required when operating outside. Certain situations and physical locations will require the use of face coverings such as RSU38 and Kent's Hill school properties. Face coverings will still be required inside of structures regardless of vaccine status.

Effective May 24, 2021 indoor capacities will be eliminated, face coverings will be required but physical distancing will not be required.

Any member operating in close contact with members of the public will wear a face covering, regardless of being outside or in.

All equipment will be sanitized after being used.

The officer in command will utilize the personnel that are fully vaccinated against COVID19/SARS2 virus for any close contact rescues whenever practical. All members performing any close contact rescues will wear a face covering.

All members operating in an enclosed area that is suspected of containing the COVID virus will be decontaminated prior to removing structural fire fighting gear, this also includes any close contact situations such as vehicle extrication.

Any member not vaccinated that is deemed a close contact of someone that may have the virus will not respond to calls or trainings for 10 days being symptom free.

Effective May 1, 2021 the following has been eliminated unless a state or region is a COVID hot spot. Check with the Chief of the Department to determine status, if it is deemed a hot spot the following will be followed.

Any member who has left the State of Maine and has not received the COVID/SARS2 vaccine must not respond to calls or trainings for 10 symptom free days starting with the first full day you are back. A member may take a COVID/SARS2 PCR test, not to be taken sooner than 48 hours from the first full day of returning to the State of Maine if a negative result you may respond to calls and trainings before the 10 day quarantine. Any member who is fully vaccinated needs not to quarantine. (fully vaccinated=both shots and 14 days have passed from the last shot or 28 days from the single J&J single dose shot)

Any member attending trainings other than those offered by Readfield Fire Department must be vaccinated against the COVID 19/SARS2 virus to reduce the risk of contracting the virus and spreading it to others.

Any member assisting with public educational missions must be vaccinated against the COVID 19/SARS2 virus to reduce the risk of contracting the virus and spreading it to others.

All trainings by Readfield Fire Department that are offered to other agencies, attendees must provide proof of being vaccinated against the COVID19/SARS2 virus to attend trainings.

All members attending any meetings that include any other agencies must be vaccinated against the COVID19/SARS2 virus.

In the rare event the station is used by another organization, that organization will submit a list of names and contact information for all persons in the Readfield Fire Station to the Chief of the department. The use of masks and physical distancing will be followed. Any spaces used will be properly cleaned and disinfected after use.

Summary

The Town of Readfield and the Chief of the Readfield Fire Department are responsible for the health and safety of the members of the department and the community it serves while engaged in fire department operations. By taking the fore mentioned steps, spread of the COVID 19/SARS2 virus should be reduced and the likely hood of contracting the virus due to performing required fire department duties are greatly reduced. Thus keeping the Readfield Fire Department staffed at required levels to maintain an effective response to emergency situations. Taking the actions outlined above will keep Readfield Fire Department members and their family members at the lowest risk from being exposed to the COVID 19/SARS2 virus. Following the guidance will reduce the risk of contracting the virus from other first responder agencies and the general public and will reduce the risk of Readfield Fire Department members spreading the virus to other first responder agencies and the general public at large. The guidance is written to reduce the risks in being a point of infection causing an outbreak. This guidance is in keeping with the mission of the Readfield Fire Department to save lives, protect property and to be leaders in the community the Readfield Fire Department serves.

Bylaws of the Select Board of the Town of Readfield, Maine

1. Purpose and Scope

1.1 The purpose of these Bylaws is to establish reasonable rules of procedure for Select Board (hereinafter referred to as the "Board") meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. The Board shall recognize and conform its purpose and scope to the five-person Board and Town Manager form of government as established by the State of Maine. These Bylaws shall govern the Board's core practices and procedures except as otherwise provided for by Town Ordinance, State law, and Federal law.

1.2 These Bylaws recognize there will be from time to time other duties both official and ceremonial that may not be covered by the proceedings focus of these Bylaws but are known to be appropriate as defined in law or by established practice.

2. Core Responsibilities

2.1 Responsibilities of the Select Board include but are not limited oversight of Town finances and property, protection of the health, safety and welfare of Town residents, and facilitation of appropriate relationships with the public, service providers and external agencies, and other government entities.

2.2 The Select Board administers its responsibilities by hiring, contracting with, appropriately supervising and evaluating, collaborating with, and supporting and retaining in the best interests of the public a Town Manager. This relationship is governed by the five-person Board and Town Manager form of government as established by the State of Maine.

3. Members

3.1 The Members of the Board shall be five registered voting residents of the Town of Readfield and elected at its Town Meeting to three year terms with the terms staggered so that a minimum of one and maximum of two occur each year. Members take office immediately upon election.

3.2 Vacancies on the Board shall be filled by interim elections except for one occurring within the final four months of a term may at the Board's option occur at Town Meeting.

3.3 No Member may represent the Board or assume individual authority outside the regular order of Board proceedings without the Board's prior approval.

3.4 Upon initial election, Members are expected to attend a workshop for Newly Elected Local Officials, Freedom of Access Act training, and a National Incident Management course as soon as reasonably practicable.

4. Officers and Duties

4.1 Officers of the Board shall consist of a Chair and a Vice Chair. These officers shall be chosen annually at the first regular meeting of each year following Town Meeting by and from among Board Members. Vacancies in the position of either the Chair or Vice Chair positions shall immediately be filled by regular meeting procedures. These officers of the Board may be removed and replaced upon majority vote for stated just cause.

4.2 The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order, determine the course of proceedings and to take such other action as may be necessary and not inconsistent with these Bylaws or other law to enable the Board to perform its duties and conduct its affairs. The Chair and the Vice Chair shall, together with the Town Manager, set the agenda in advance of each meeting. In the absence of the Chair, the Vice Chair shall preside and shall have the same authority as the Chair. In the event of the absence at a scheduled meeting of both the Chair and the Vice Chair, the Board Members present shall elect a Chair Pro Tem from amongst those Members present to conduct the meeting.

4.3 The Chair shall act as the Board's primary contact in an official capacity with the Town Manager. This shall not constrain Board Members from having reasonable conversations and making requests for information deemed appropriate by the Member and Town Manager. This type of relationship does not extend to any other employees of the Town and the Board recognizes the Town Manager as its contact on all Town functions involving staff.

4.4 The Chair may act as a public spokesperson for the Board on matters previously decided by the board or in matters that require public announcement or sharing of information on Town matters and in the instances of declared emergencies.

4.5 The Board shall elect a three-person Board of Assessors from within its membership for one year terms at the first regular meeting of each year following Town Meeting.

4.6 The Board may designate informal positions such as but not limited to time-keeper, note-taker, committee liaisons, and ad hoc sub committees of the Board. It may further elect Board Members as its representatives to regional entities that the Town has chosen to participate in.

5. Meetings

5.1 Regular meetings to conduct the business of the Board shall be held at intervals determined by the Board throughout the year with the minimum of one regular meeting per month. As previously established (3.2), an agenda is set in advance. Members may ask the Chair that items be placed on a future agenda or may move at a meeting to do so by adding to an agenda. Regular meetings shall at a minimum observe in its planning the following agenda items:

- Review and approval of minutes of the previous meeting,
- Approval of warrants for payments of all Town expenses,
- Oral and written communications from and among Select Board Members, Town Manager and staff, Town Boards, Commissions, and Committees, public comment and questions,
- Appointments under Select Board purview,
- Unfinished business,
- New business,
- And other presentations, discussions, or public hearings.

5.2 The Board may also conduct workshop meetings on specific topics at its option. Binding votes may not be taken at workshop meetings. A retreat for goal setting, review, and other matters may also be conducted as a workshop. All workshop meetings are open to the public.

5.3 The Board may necessarily from time to time conduct Executive Sessions in conjunction with other meetings or on a stand-alone basis only to the extent allowed by Maine law. Motions to go into Executive Session shall be made publically with a recorded vote stating the purpose, citing relevant governing law allowing the session, stating who will be in attendance, and if, upon exit, the Board will take any action by way of an immediate public vote.

5.4 Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided however that notice thereof shall be given to each Member and to representatives of the press at least four days in advance of the scheduled meeting, except in case of extraordinary circumstances when notice shall be given by the fastest and earliest means possible. No business may be conducted other than as specified in the said notice of the meeting.

5.5 Public hearings conducted by the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings be given as required by law. Hearings may be conducted as an item of business within a regular Board meeting or as a stand-alone hearing regarding larger matters. The Chair shall convene all hearings by describing the purpose of the hearing and general procedures to be followed. The Board may receive any oral or documentary information but may exclude that it deems irrelevant, immaterial, or unduly repetitious. If the hearing is on an adjudicatory matter, each party of interest shall have right to present its case in an order determined by the Chair and subject to reasonable time limits to ensure all parties and the public have an adequate opportunity to be heard.

5.6 Notice of all Board meetings shall be given as required by law and all such meetings shall be open to the public except as otherwise provided for by law. No business may be conducted by the Board except at a duly called and noticed meeting with a quorum consisting of a majority of its Members being present.

5.7 Each Board may determine its own schedule of ordinance initiation, ordinance review, policy management, capital investment planning, budget work, comprehensive plan reflection, joint meetings with committees, and other business deemed appropriate.

5.8 The Town Manager or the Town Manager's designee shall act as secretary at Board meetings. The secretary shall prepare agendas, take minutes, maintain records, prepare and send correspondence, and perform other duties as are normally carried out by a secretary. Minutes of Select Board meetings will include a brief summary of each agenda item and a record of all votes taken. Records of the Board shall be deemed public and available as required by law.

5.9 The Board will establish and post ground rules for meetings to establish expectations of respectful conduct, norms, and courtesy for all participants at meetings.

6. Voting

6.1 Any action of the Board shall require the affirmative vote of a majority of its membership present and voting unless otherwise provided by law.

6.2 No Board Member may participate or vote on any matter in which the Member has a conflict of interest or other disqualification as defined by law. Any question of whether a Board Member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining Members.

6.3 All Members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for valid reason.

6.4 The Board may reconsider any vote decision that creates a ruling at the same meeting or at a subsequent meeting within 30 days of its original decision, provided that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. This does not preclude the Board from taking up any matter again based on new information or other changes.

7. Waivers and Amendments

7.1 These Bylaws are considered to be a Town Policy. Any provision of these Bylaws may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These Bylaws may be amended at any time in writing by majority vote of the Board.

Approved adopted on May 17, 2021 by:

Bruce Bourgoine

Christine Sammons

Kathryn Mills Woodsum

Dennis Price

Ralph Eno

These Bylaws replace upon approval all previous versions of the Select Board Bylaws and all policies known as the Roles and Responsibilities of the Readfield Select Board.

NEW 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: May 15, 2021
To: Readfield Select Board
From: Eric Dyer, Town Manager
Subject: Retirement Services

Background:

One of the policy goals to come out of the 2020 Select Board retreat and planning session was to review the retirement plan to improve employee participation and retention. Later that year the Select Board assigned a subcommittee consisting of Board members Ralph Eno and Chris Sammons and employee representatives Eric Dyer (Town Manager) and Teresa Shaw (Finance Director) to consider the current plan and look at approaches to meet the stated goal. The subcommittee met and communicated on multiple occasions and consulted with a number of professionals in the field. The subcommittee found that the current retirement program was lacking in a number of key areas and made recommendations to the Budget Committee and Select Board. The MainePERS program was reviewed, but dismissed as an option due to its incompatibility with the structure of current and future retirement programs. In early 2021 the Select Board authorized the issuance of an RFP to solicit retirement services using a three part request for retirement plan Development and Administration Services, Financial Advisor Services, and Fund or Investment Services. The RFP was issued in February of 2021.

RFP Results:

The Town received three proposals from the following Financial Advisors. The Financial Advisors assembled and recommended their preferred partners in responding to the RFP.

- Tracy Cuning - Edward Jones
- David Hanson, Carl Hanson, Tom O'Hare - IIS Financial Services
- Sarah Dunckel - Atlantic Wealth Planning Group

The Subcommittee publicly thanks these individuals and their partners for their thorough and thoughtful responses to our RFP. Cover letters from each proposal are included with this memo. Full proposals can be made available by request.

Recommendation:

Following careful review and discussion of the proposals the Subcommittee recommends that the Town pursue retirement services with Sarah Dunckel and the Atlantic Wealth Planning Group as the preferred provider. The subcommittee further recommends that Tracy Cuning and Edward Jones be considered a second choice and that David Hanson, Carl Hanson, and Tom O'Hare with IIS Financial Services be considered as the third choice.

Respectfully Submitted,
Eric Dyer, on behalf of the Retirement Services Subcommittee



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

February 15, 2021

The Town of Readfield, ME is requesting proposals from qualified pension or investment consulting firms with municipal client experience to provide the following services:

1. Develop a plan document for the town's participant-directed defined contribution, money purchase retirement plan which shall be compliant with state/federal pension law.
2. Develop a proposal to provide the town of Readfield, on an annual basis, with advisory services including, but not limited to:
 - A. Review of annual town plan contributions for participants to ensure accuracy and contract compliance.
 - B. Provide administrative oversight/guidance to plan trustees as needed for matters such as budgeting and plan design, vesting, loans, death benefits, participant tax liability and domestic relations orders.
 - C. Issuance of annual participant statements and an annual plan status report reflecting assets under management.

Proposals shall also include:

3. Price for creation of the plan document
4. Annual costs for administrative services, participant statements and any other fees/charges.
5. Cost for periodic review of the plan document for pension law compliance.
6. Documentation of licenses and certifications of senior management and relevant staff.
7. List of municipalities and contact information for whom pension consulting services are provided.

Proposals are due by 3:30pm on Friday March 26th and must be mailed or hand delivered to the Town of Readfield in a sealed envelope clearly marked "INVESTMENT CONSULTING PROPOSAL - DO NOT OPEN". Questions may be directed to Town Manager Eric Dyer via email or voice contact. The Town of Readfield reserves the right to reject any and all proposals at its sole discretion.

12555 Manchester Road
St. Louis, MO 63131
www.edwardjones.com

Edward Jones[®]

April 30, 2021

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

RE: Town of Readfield request for proposal for retirement plan services

Dear Mr. Dyer:

Edward Jones is pleased to provide the following responses to your Request for Proposal for financial services to the Town of Readfield retirement plan. Please find the proposal as well as other pertinent attachments enclosed.

At the core of this proposal is the Edward Jones philosophy of providing service to individual investors. Our role in providing personalized, face-to-face service to both the plan sponsor and participants in the Town of Readfield retirement plan may help motivate employees to participate and will help promote good will between employer and employee. In addition, we can offer a full range of services to employees for all aspects of their financial lives now and in the future.

Edward Jones and John Hancock welcome the opportunity to establish a cooperative partnership with the Town of Readfield in creating, presenting and maintaining this vital employee benefit.

Best Regards,



Tracy Cunning
Edward Jones
2 Mcconkey Road, Suite 2
Gray, ME 04039
(207) 657-6238
tracy.cunning@edwardjones.com

IIS FINANCIAL SERVICES

Insurance - Investments - Retirement Planning

April 20, 2021

To whom it may concern:

We are writing today in response to the Town of Readfield's Request for Proposal (RFP) for retirement consulting. In the RFP, the town sought a proposal for:

1. Financial Advisory Services, and
2. Plan Administrator Services.

In what follows, IIS Financial Services lists the services it will provide as a firm to satisfy the first part of the RFP. IIS Financial Services also summarizes the proposal from Security Benefit, our recommended partner as a Plan Administrator.

Background

IIS Financial Services is a financial services firm based in South Portland and Augusta, focusing on clients in the State of Maine and specializing in employer retirement plans, with extensive experience in the municipal and governmental retirement plan space. Our clients range from the State itself – for whom we provide advisory services on the 457(b) deferred compensation plan – to local water districts. We pride ourselves in offering an exceptional service model, with ongoing advisory services for plan participants, and assistance with plan design, implementation, and vendor selection for plan sponsors.

Financial Advisory Services

1. Ongoing Employee Services

- a) IIS Financial Services commits to offering semi-annual group meetings to Town employees, and, through its partners at Security Benefit, providing plan participants with access to quarterly account statements.
- b) IIS Financial Services commits to offering ongoing financial advisory services for all new Town employees, as well as help with enrolling in the plan.
- c) IIS Financial Services commits to being forthright and transparent about all fees incurred by plan participants.

2. Assistance with Recommendation of Plan Administrator

IIS Financial Services recommends utilizing the services of Security Benefit, whose full proposal is included in this document.

3. Assistance with Recommendation of Investment Fund Company

- a) IIS Financial Services recommends utilizing the 70+ funds available from several Investment Fund Companies on the Security Benefit platform. Among them, they represent a mix of actively managed and passively managed funds, with Mesirow asset allocation funds, Vanguard target date funds, T. Rowe Price target date funds, and Security Benefit's Fixed Account. As a provider, Security Benefit maintains a commitment to doing due diligence to ensure that

PORTLAND: 707 Sable Oaks Drive, Suite 203, South Portland, Maine 04106 • AUGUSTA: 45 Memorial Circle, Suite 104, Augusta, Maine 04330
Phone: 207-761-4733 • Fax: 207-761-3956 • retire@iisfinancial.com • iisfinancial.com

mutual funds that are not meeting or beating their sector benchmarks are removed and replaced on an annual basis.

Security Benefit's independence as a platform ensures that they are not beholden to any one investment fund company's mutual funds and gives them the flexibility needed to provide a healthy mix of sector, lifestyle, and index funds without overwhelming plan participants.

- b) Fees and costs associated with the Investment Fund Companies represented on the Security Benefit platform can be found in the Security Benefit proposal that follows.

4. Documentation of Licenses and Certifications of Senior Management and Relevant Staff

David Hanson: <https://brokercheck.finra.org/individual/summary/5093117>

Carl Hanson: <https://brokercheck.finra.org/individual/summary/5228188>

Tom O'Hare: <https://brokercheck.finra.org/individual/summary/7043338>

5. Partial List of Municipalities and Contact Information

Franklin County:

- Vickie Braley – (207) 778-6614 – vbrale@franklincounty.org
- Julie Magoon – (207) 778-6614 – jmagoon@franklincounty.org

Androscoggin County:

- Sandy Berube – (207) 752-2526 – sberube@androscoggincountymaine.gov

KK&W Water District:

- Wayne Brockway – (207)-985-3385 x 207 – wbrockway@kkw.org
- Scott Minor – sminor@kkw.org
- Steve Cox – scox@kkw.org

State of Maine:

- Dawna Myrick – (207) 623-4021 x 201 – dawna.d@hallowellmaine.org

State of Maine:

- Roberta Leonard – (207) 620-4245 - roberta.m.leonard@maine.gov
- Shonna Poulin-Gutierrez – shonna.poulin-gutierrez@maine.gov
- Joel Hill – joel.hill@maine.gov

IIS FINANCIAL SERVICES

Insurance - Investments - Retirement Planning

Plan Administrator Services

In consultation with Town Manager, Eric Dyer, after receipt of the RFP, we clarified the needs of the Town for our Proposal and have identified Security Benefit as the best Plan Administrator for the Town of Readfield's needs. This recommendation is provided in light of the size of the Town's staff, the Town's budget, and our positive experience with Security Benefit as a plan administrator. Their full proposal follows our brief summary.

1. Plan Document

In consultation with the Town, IIS Financial Services and Security Benefit will provide a Plan Document that is compliant with state and federal pension law at no additional cost to the Town.

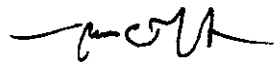
2. Annual Advisory Services

- a) Review of plan contributions: done on an ongoing basis; see proposal below
- b) Administrative oversight: see proposal below (p. 11 – 13)
- c) Issuance of annual participant statements: ongoing, quarterly, and annual statements; see proposal below (p. 15)
- d) Price for plan document: no cost
- e) Annual costs and fees: see proposal below (p. 6-7)
- f) Cost for periodic review: no cost; updates to plan document billed depending on service
- g) Documentation of licenses and certifications: not applicable
- h) List of municipalities and contact information: not applicable

As a firm, we want to extend our thanks for considering us for the proposal, and we wish you the very best in your search.

Sincerely,

David Hanson, Carl Hanson, and Tom O'Hare





Atlantic Wealth Planning Group

**Sarah J. Dunckel, CFP®, MBA,
ChFC®**

Financial Advisor
CERTIFIED FINANCIAL PLANNER™
practitioner

Atlantic Wealth Planning Group
A private wealth advisory practice of
Ameriprise Financial Services, Inc.

168 Capitol St
Suite 2
Augusta, ME 04330-6856
Tel: 207.213.6007
Fax: 207.213.6008

sarah.3.dunckel@ampf.com
ameripriseadvisors.com/sarah.3.dunckel

April 30, 2021

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

Dear Mr. Dyer,

Thank you for the opportunity to respond to your request for proposal (RFP) for the Town of Readfield retirement plan. I am excited by the opportunity to help you and the employees of the Town.

As you review this response you will see that I would be a steady face through out this process, from plan design and creation, into investment choices and implementation, and through ongoing and regular reviews with all participants and new hires.

With the depth of experience and my focus on client service, I believe a partnership with my office will help the Town design and maintain the best retirement plan available. I look forward to hearing from you.

Best,

Sarah J Dunckel, CFP®, MBA, ChFC®

Financial Advisor

Atlantic Wealth Planning Group

A private wealth advisory practice of Ameriprise Financial Services, LLC.

CERTIFIED FINANCIAL PLANNER (tm) practitioner

Ameriprise Financial Services, Inc.

168 Capitol Street

Suite 2

Augusta, ME 04330

O: 207.213.6007 | F: 207.213-6008

An Ameriprise Financial franchise.

Products from *RiverSource*® and Columbia Threadneedle Investments are offered by affiliates of Ameriprise Financial Services, Inc. Investment advisory products and services are made available through Ameriprise Financial Services, Inc., a registered investment adviser. Ameriprise Financial Services, Inc. Member FINRA and SIPC.

Ameriprise
Financial



Atlantic Wealth Planning Group

**Sarah J. Dunkel, CFP®, MBA,
ChFC®**

Financial Advisor
CERTIFIED FINANCIAL PLANNER™
practitioner

Atlantic Wealth Planning Group

A private wealth advisory practice of
Ameriprise Financial Services, Inc.

168 Capitol St
Suite 2
Augusta, ME 04330-6856
Tel: 207.213.6007
Fax: 207.213.6008

sarah.3.dunkel@ampf.com
ameripriseadvisors.com/sarah.3.duncke

REQUEST FOR PROPOSAL

To

Town of Readfield

Attention: Eric Dyer, Town Manager

8 Old Kents Hill Road

Readfield, ME 04355

207-685-4939

I would like to take this opportunity to submit this proposal in response to your request for Retirement Plan Design and Management

Financial Advisory Services:

Providing ongoing investment advice and regular retirement planning advice for all the participants of the Town of Readfield Retirement Plan.

As a financial advisor associated with the Town of Readfield Retirement plan; I would assist in the design of the retirement plan. Since retirement plans are malleable, it will be important to look at all the needs of the Town and the participants. I will work with the Third-Party Administrator to create and maintain the retirement plan in compliance with all Federal and State regulations.

Once the Retirement Plan is designed; it will be my role to convey this retirement plan to all possible participants. This will be done through a meeting in which all of the moving parts of the retirement plan are reviewed with the possible participants, and any questions in regards to the retirement plan as well as how participating in the plan may impact each participant will be reviewed. This initial meeting will be more of a discussion about the plan itself, its mechanics and how to participate in the plan.

Each participant will be allocated a separate "sign-up" meeting to assist each participant with the paperwork to enroll in the Retirement Plan. This meeting will allow for time to discuss investments and assist each participant in choosing investments as well as discussing contribution timing and limits.

Once each participant has been enrolled and payroll contributions are flowing properly; each participant will have full access to the financial advisor for any questions. On a Semi-annual basis, the participants will be offered an individual meeting with the Financial Advisor (in-person, virtually, or phone based on COVID restrictions). Participants and prospective participants will always have the ability to contact me directly with any questions or concerns they may have.

I have included a professional bio for your review.

An Ameriprise Financial franchise.

Products from RiverSource® and Columbia Threadneedle Investments are offered by affiliates of Ameriprise Financial Services, Inc. Investment advisory products and services are made available through Ameriprise Financial Services, Inc., a registered investment adviser. Ameriprise Financial Services, Inc. Member FINRA and SIPC.





Atlantic Wealth Planning Group

**Sarah J. Dunckel, CFP®, MBA,
ChFC®**

Financial Advisor
CERTIFIED FINANCIAL PLANNER™
practitioner

Atlantic Wealth Planning Group

A private wealth advisory practice of
Ameriprise Financial Services, Inc.

168 Capitol St
Suite 2
Augusta, ME 04330-6856
Tel: 207.213.6007
Fax: 207.213.6008

sarah.3.dunckel@ampf.com
ameripriseadvisors.com/sarah.3.dunckel

Fees for my services are an annual AUM (assets under management) fee at .5%. This expense is typically included in the asset fees charged by the retirement plan and paid for at an account level. As the level of assets in the retirement plan increase, this fee will be reviewed.

Plan Administrator:

The Pension Service Group
Profile of fees attached

I often work with The Pension Service Group (TPS) located in Portland Maine. I have attached their brochure and fee schedule for your review. I have worked with them for over 15 years and they have a wonderful crew and I appreciate their quick response to my client's needs. I work in tandem with TPS on plan design and creation as well as annual testing and contribution calculations.

Investment Fund Company:

I currently work with many investment funds companies on retirement plans. Each company has some limitations and requirements. Since each company has some requirements as-to initial assets invested and some have minimum annual contribution requirements; I am going to include three companies that I may choose to propose. I apologize that I am not recommending one Investment Company, but I have limited information on the current retirement plan assets and annual contributions. I would not want to propose a company that you would not be able to use due to minimum requirements. Three of my top picks are:

John Hancock
Nationwide
Empower

Each Investment Company has a range of options they offer and a range of fees. All this information will be reviewed in the plan design phase and I can assist you in choosing the investment company that meets both your need and the needs of your employees.



TOWN OF READFIELD – Town Manager

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

To: Readfield Select Board
From: Eric Dyer, Town Manager
Date: May 12, 2021
Subject: Broadband Internet Committee

Purpose and Authority

In February of 2021 the Select Board formed the ad hoc Broadband Internet Committee but did not at that time provide a charge or direction for the committee, or other basic operating guidance. The Committee has met several times since its formation and has been very productive. The committee would benefit however from clear operating guidelines and direction. Accordingly I have put together a document similar to those used for other committees, with the additional suggestion that the Broadband Internet Committee be formed as a standing committee as the horizon for addressing broadband internet in Readfield is likely 2-5 years, at a minimum.

Guidance for the committee charge and direction was drawn from multiple Select Board meetings at which this issue has been discussed and the relationship the Town has had with the Western Kennebec Lakes Community Broadband Association (WKLCA). The Town has been an active member and partner with the WKLCA for approximately 3 years as we pursue affordable, reliable, and equitable high-speed internet service for our businesses and residents.

Organization and Administration

1. Term - The Committee shall be in effect for an initial term of two years, retroactive to February 16, 2021. The initial term may be extended at any time by a vote of the Select Board
2. Membership - The Committee shall consist of up to seven voting members who shall serve without compensation and shall be appointed by the municipal officers. The Select Board will consider the following recommended representation in making appointments, whenever possible, with the understanding that this representation is not a requirement:
 - a. At least two members with experience in the telecommunications field
 - b. At least two members with public or private utility experience
 - c. At least two at large Readfield Voters
 - d. One member of the Select Board
 - e. One non-voting ex officio member in the Town Manager
3. Appointment - The Committee shall be appointed by the Select Board in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Select Board.
4. Member Term - Members shall serve for a term of two years.
5. Chairperson - The Committee shall elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority vote of the Select Board. The Chairman shall preside at all meetings.

6. Vice Chairperson - The Committee shall elect a Vice Chairperson from among its members to serve in the absence of the Chairperson.
7. Secretary - The Committee shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.
8. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.
9. Quorum - A quorum necessary to conduct business shall consist of at least a majority of voting members.
10. Support - The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
11. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

Tasks

The Broadband Internet Committee shall:

1. Work collaboratively with the Western Kennebec Lakes Community Broadband Association (WKLCA).
2. Collect, review, digest, and incorporate technical information and data related to broadband internet service.
3. Investigate the various options to bring broadband internet service to every home and business in Readfield.
4. Develop and present to the community and Select Board a preferred model for bringing broadband internet service to every home and business in Readfield.
5. Pursue aggressive public outreach, education, and engagement around broadband internet.
6. Actively involve relevant committees, organizations, institutions, and interested parties.
7. Report to the Select Board a minimum of quarterly.



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 MAINE

Search

[Contact Us](#)

[About Us](#) [Departments](#) [Boards & Committees](#) [Business](#) [Recreation](#) [Find It Fast](#)

[Employment Opportunities](#)

[VIEW](#)

[EDIT](#)

[WEBFORM](#)

[RESULTS](#)

[REVISIONS](#)

[UNPUBLISH](#)



[Home](#)

Readfield Winter Roads Maintenance RFP - 2021 - REOPENED - SUBMISSIONS ACCEPTED THROUGH May 31, 2021

Start / End Dates & Times:

03/02/2021 - 5:00pm to 05/31/2021 - 3:00pm

Bid: Open

This is an RFP for the multi-year winter maintenance of municipally owned or managed roads in the Town of Readfield. You will need to complete the "Subscribe to Updates" form in order to access the RFP documents.

Subscribe to Updates

The form below must be filled out, as this will ensure you automatically receive any associated addendums. Once completed, you will then be able to view the Bid/RFP.

First Name *

Last Name *



MUNICIPALITY OF READFIELD

**Notice of Change in Location of Voting Place
For the June 8, 2021 Annual Town Meeting /
Secret Ballot Vote**

Notice is hereby given that due to health concerns related to the coronavirus (COVID-19), **the Municipal Officers of the Town of Readfield have changed the location of the voting place for the June 8, 2021 Annual Town Meeting/Secret Ballot Vote to Kents Hill School - Alford Athletic Center at 1617 Main St. in said municipality with polls to open from 8:00 a.m. to 8:00 p.m.** This notice is issued pursuant to the Governor's Executive Order 8 FY 20/21 dated August 26, 2020.

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

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

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

Dated: _____, 2021.

Municipal Officers

Attest:

OTHER BUSINESS

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

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

FYI

Spirit of America Awards

Spirit of America Tribute



2021

The Spirit of America Foundation Tribute is presented in the name of Maine Municipalities to local individuals, organizations and projects for outstanding community service. The Town will be accepting one page nominations through May 28th.

Nominations will be submitted to the Select Board and recipients recognized at the annual Volunteer Appreciation Event this summer.

Please send nominations to clerk@readfieldmaine.org or by mail to Readfield Town Office, 8 Old Kents Hill Road, Readfield, ME 04355. You can also submit nominations in the drop box located on the right side of the Town Office building.