

Readfield Select Board
October 18, 2021, Meeting Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:30 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

22-039 - Minutes: Select Board meeting minutes of September 20, 2021.

22-040 - Warrants: #13-16

Communications - 20 min.

Select Board communications. - 5 min.

Town Staff Reports - 5 min.

- Treasurer's Report - September 2021
- Town manager's Report

Boards, Committees, Commissions & Departments - 5 min.

- Age Friendly Committee minutes of September 8, 2021
- Library Board minutes of September 1, 2021
- Comprehensive Plan Committee minutes of June 16 and July 21, 2021
- Trails Committee minutes of August 25, 2021
- Cemetery Committee minutes of July 19 and August 14, 2021

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

Appointments, Reappointments, & Resignations - 5 min

22-041 - Consider the appointment of Sonya Clark as Warden / Moderator for the Nov. 2, 2021 voting

22-042 - Consider the appointment of a slate of Ballot and Election Clerks for the Nov. 2, 2021 voting

22-043 - Consider the appointment of Amy Therrien to the Recreation Board

22-044 - Consider the appointment of Alanna Bachelder to the Comprehensive Plan Committee

22-045 - Consider the resignation of Greg Leimbach from the Conservation Commission - 5 min.

Old Business - 30 min.

22-007 - Consider the issuance of a Marijuana Establishment License for Aaron Neily of Readfield Apothecary LLC / Moonglow Cannabis, at 1146 Main St., Readfield - 30 min.

New Business - 55 min.

22-046 - Consider Automobile Graveyard Permit Renewal Applications - 10 min.

22-047 - Consider proposals and select a municipal auditor - 5 min.

22-048 - Consider the use of ARPA funds - 15 min.

22-049 - Consider FY23 Budget process - 5 min.

22-050 - Consider Readfield Fairgrounds Workshop on November 1 - 5 min.

22-051 - First reading of revised Board, Committee, and Commission Guide - 10 min.

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

Adjournment

Readfield Board Of Assessors
October 18, 2021, Meeting Agenda
Board Meeting starts: 6:00 PM
Board Meeting ends (unless extended) at 6:30 PM

Tax Abatements

Consider any outstanding tax abatement requests

Tax Supplements

Consider any outstanding tax supplements

Other Business

Consider any other business as necessary

Adjourn

This meeting will be held in-person at the Town Office

REGULAR MEETING

- MINUTES
- WARRANTS

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

Select Board Members Present: Carol Doorenbos, Ralph Eno, Sean Keegan, Dennis Price and Kathryn Woodsum

Others Attending: William Starrett (Channel 7), Eric Dyer (Town Manager), Kristin Parks (Board Secretary), Ronald “Chip” Stephens, Bruce Hunter, Hannah Flannery, Noel Madore

Regular Meeting:

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

- **22-025- Minutes: Select Board Meeting minutes of August 23 and September 7, 2021**
 - **Motion** made by Sean to approve the Select Board meeting minutes August 23 and September 7, 2021 as presented, **second** by Kathryn. **Vote** 5-0 in favor.
- **22-026 – Warrants: #9-12 (FY22)**
 - Ralph reviewed Warrants #9-12
 - **Motion** made by Ralph to approve warrants #9-10 in the amount of \$358,233.95, **second** by Kathryn. **Vote** 5-0 in favor.
 - **Motion** made by Ralph to approve warrants #11-128 in the amount of \$77,401.61, **second** by Kathryn. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - None
- **Town Staff Reports**
 - Treasurer’s Report: Review of August Treasures Report as included in packet
 - Town Manager Report: Review of Town Manager Report dated 09/20/2021
- **Boards, Committees, Commissions & Departments**
 - Budget Committee minutes of September 8 and 14, 2021
 - Solid Waste & Recycling Committee minutes of April 21 and August 11, 2021
 - Library Board minutes of July 7, 2021
 - Broadband Committee minutes of August 4, 2021
 - Recreation Board minutes of August 26, 2021
 - Comprehensive Plan Committee Update:
 - There have been some regenerations and new appointments to the committee and it seems like a good structure on the committee. Group is working well with KVCOG. Committee continues to pull things together and regroup to get back on track.
 - **Motion** made by Kathryn for the Select Board to reaffirm the valuable work of the Comprehensive Plan Committee and ask that the Select Board and Town Manager to help as much as possible and to stick to regular meetings and keep the completion dates as close to 2022 as possible, **second** by Dennis. **Vote** 5-0 in favor.
 - Recreation Board Update:
 - Hannah gave an update on work the Recreation Committee is working on. Starting with the softball field and basketball court at the Fairgrounds. Will have more information in October to present to the Select Board with a plan written up.

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

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

Appointments, Reappointments and Resignations:

- **22-027 – Consider the appointment of Noel Madore as an alternate member to the Planning Board**
 - Noel was present for his appointment and gave a brief introduction.
 - **Motion** made by Kathryn to appoint Noel Madore as an alternate member of the Planning Board with a term ending 06/30/2024, **second** by Ralph. **Vote** 5-0 in favor.
- **22-028 – Consider the resignation of Oliver Richardson from the Recreation Board**
 - **Motion** made by Kathryn to accept the resignations as stated of Oliver Richardson, Brandi Nelson, Romaine Turyn and Bruce Hunter from various boards with regrets, **second** by Sean. **Vote** 5-0 in favor.
- **22-029 – Consider the resignation of Brandi Nelson from the Recreation Board**
 - See combined motion on item 22-028
- **22-030 – Consider the resignation of Romaine Turyn from Age Friendly and Comprehensive Plan Committees**
 - See combined motion on item 22-028
- **22-031 – Consider the resignation of Bruce Hunter from the Comprehensive Plan Committee**
 - See combined motion on item 22-028
- **22-032 – Consider the appointment of Greg Leimbach to the Comprehensive Plan Committee**
 - **Motion** made by Dennis to appoint Greg Leimbach to the Comprehensive Plan Committee, **second** by Kathryn. **Vote** 5-0 in favor.
- **22-033 – Consider the appointment of Ronald (Chip) Stephens as a Health Officer**
 - **Motion** made by Kathryn to appoint Ronald (Chip) Stephens as a Health Officer for the Town of Readfield thru June 2024, **second** by Sean. **Vote** 5-0 in favor.

Old Business:

- **21-068 – Consider the next steps for investigating broadband internet**
 - Brief update by Kathryn. The 3 articles were approved by the Broadband Committee and the Budget Committee approved Article #4 for the November Secret Ballot.

Public Hearing:

The Select Board will hold a Public Hearing to consider a revised Maine Municipal Association General Assistance Ordinance and Appendices

- Public Hearing opened at 7:16 pm by Dennis.
- No public comments
- Public Hearing closed at 7:17 pm by Dennis.

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

New Business:

- **22-034 – Consider taking action on the General Assistance Ordinance and Appendices discussed during the Public Hearing**
 - **Motion** made by Kathryn to approve the General Assistance Ordinance and Appendices from Maine Municipal Association, **second** by Sean. **Discussion:** Review of process for accepting the GA Ordinance. **Vote** 5-0 in favor.

- **22-035 – Consider a Liquor License renewal for Kents Hill School**
 - **Motion** made by Kathryn to approve the liquor license for Kent’s Hill School for October 7th & 8th from 5:00 pm to 8:00 pm as presented on the application, **second** by Sean. **Vote** 5-0 in favor.

- **22-036 – Discuss the Town Forest harvest and fall access road work**
 - Bruce gave an update on the Town Forest Harvest and funds needed. The overall cost for the work is \$8,800. Review of the information in the packet and the contractor of choice is Hayford.
 - **Motion** made by Kathryn to award Hayford for the Readfield Town Forest Fall Harvest work and authorize the Town Manager to pay the \$8,800 in advance from reserved funds for work to get completed this fall, **second** by Carol. **Vote** 5-0 in favor.

- **22-037 – Sign the Return for the Secret Ballot Warrant Public Hearing on Thursday, October 7, 2021**
 - **Motion** made by Kathryn to approve authorization for the Select Board to sign the Notice of Public Hearing for October 7, 2021, **second** by Sean. **Vote** 5-0 in favor.

- **22-038 – Assigning voting credentials for the Maine Municipal Association business meeting**
 - **Motions** made by Kathryn to assign the Town Manager voting credentials for the MMA business meeting and authorize him to sign the document, **second** by Ralph. **Vote** 5-0 in favor.

Motion made by Kathryn to adjourn the meeting at 7:48 pm, **second** by Sean. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Sept 27, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
13	150	\$ 37,603.22	Warrant	R. Eno	Three	
A	150	\$ 4,297.05	State Fees	R. Eno	One	9/21/2021
B	150	\$ 9,630.28	State Fees	D Price	One	9/24/2021
14	159	\$ 15,776.33	Payroll	R. Eno	One	
SUM		\$ 53,379.55				

Oct 12, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
15	166	\$ 671,920.45	Warrant	K. Woodsum	Three	10/12/2021
A	166	\$ 3,830.75	State Fees	K. Woodsum	One	10/1/2021
B	166	\$ 8,268.25	State Fees	K. Woodsum	One	10/7/2021
16	174	\$ 16,559.35	Payroll	K. Woodsum	One	10/12/2021
SUM		\$ 688,479.80				

Treasurer's Warrant

Warrant # 15 & 16

\$688,479.80

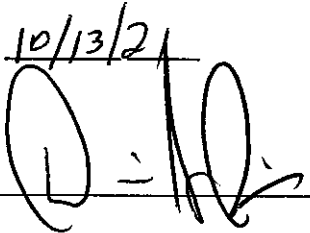
Dates: 09/30/2021

To the Treasurer of Readfield:

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

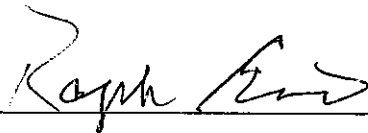
Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$16,559.35	70432-70442 170432-170443
VARIOUS VENDORS	Accounts Payable	\$671,920.45	70443-70477
	Total	\$688,479.80	

Date Signed: 10/13/21



Dennis Price

Carol Doorenbos



Ralph Eno

Sean Keegan



Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	16.86	10/14/21	15	0031 Central Maine Power Co
P	999	16.86	10/14/21	15	0031 Central Maine Power Co
P	999	112.62	10/14/21	15	0031 Central Maine Power Co
P	999	55.39	10/14/21	15	0031 Central Maine Power Co
P	999	20.56	10/14/21	15	0031 Central Maine Power Co
P	70443	3,448.25	09/30/21	15	0086 SECRETARY OF STATE (MOTOR VEH)
P	70444	382.50	10/01/21	15	0098 TREAS., STATE OF MAINE (IFW)
P	70445	7,820.75	10/07/21	15	0086 SECRETARY OF STATE (MOTOR VEH)
P	70446	402.50	10/07/21	15	0103 TREAS.,STATE OF MAINE (PLUMB)
P	70447	45.00	10/07/21	15	0509 TREAS., STATE OF MAINE (DEP)
R	70448	150.00	10/14/21	15	0643 A.A.A. PORTABLE TOILETS
R	70449	10.58	10/14/21	15	0022 Audette's Hardware
R	70450	441.20	10/14/21	15	0024 Baker & Taylor, Inc
R	70451	50.89	10/14/21	15	0089 Barbara Walsh
R	70452	25,451.00	10/14/21	15	0002 Casco Bay Advisors, LLC
R	70453	751.72	10/14/21	15	0249 CopyShop
R	70454	4,519.00	10/14/21	15	0917 Dave's Appliance, Inc.
R	70455	75.00	10/14/21	15	0860 DR Designs
R	70456	205.72	10/14/21	15	0464 Fayette General Store
R	70457	75.00	10/14/21	15	0123 Harris Computers, Inc
R	70458	57.00	10/14/21	15	0083 Kennebec Cnty Registry Of Deeds
R	70459	319,743.02	10/14/21	15	0056 Kennebec County Treasurer
R	70460	1,162.61	10/14/21	15	0055 KV Humane Society
R	70461	35.00	10/14/21	15	0066 Maine Municipal Association
R	70462	550.00	10/14/21	15	0218 MAINE RESOURCE RECOVERY ASSOC
R	70463	30.00	10/14/21	15	0303 MAINE TOWN & CITY CLERKS ASS'N
R	70464	1,575.00	10/14/21	15	0775 Maranacook Lake Association
R	70465	173.70	10/14/21	15	0229 Melissa A Small
R	70466	352.07	10/14/21	15	0823 OTELCO
R	70467	9.69	10/14/21	15	0858 PETTY CASH
R	70468	1,691.57	10/14/21	15	0261 Quirk Auto Group
R	70469	60.00	10/14/21	15	0080 READFIELD CORNER WATER ASSOC.
R	70470	288,912.31	10/14/21	15	0069 Regional School Unit#38
R	70471	20.00	10/14/21	15	0561 Shredding on Site
R	70472	7.28	10/14/21	15	0021 Sonya Clark
R	70473	71.39	10/14/21	15	0647 Soule's Auto Supply
R	70474	169.17	10/14/21	15	0462 STAPLES CREDIT PLAN
R	70475	775.00	10/14/21	15	0032 Troiano Waste Service,Inc
R	70476	35.43	10/14/21	15	0765 W.B. Mason Co., Inc
R	70477	12,438.81	10/14/21	15	0709 WASTE MANAGEMENT OF PORTLAND

Total 671,920.45

Count

Checks	40
Voids	0

Treasurer's Warrant

Warrant # 13 & 14

\$

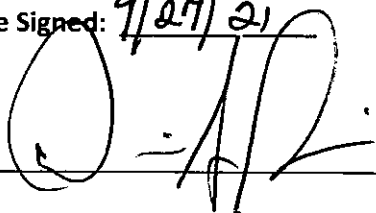
Dates: 09/30/2021

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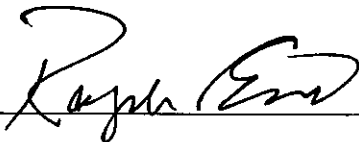
Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$15,776.33	70432-70442 170432-170443
VARIOUS VENDORS	Accounts Payable	\$37,603.22	70407-70431
	Total	\$	

Date Signed: 9/27/21



Dennis Price

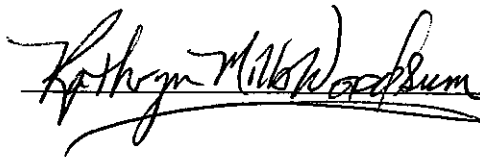
Carol Doorenbos



Ralph Eno



Sean Keegan



Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	41.18	09/30/21	13	0031 Central Maine Power Co
P	70407	4,297.05	09/21/21	13	0086 SECRETARY OF STATE (MOTOR VEH)
P	70408	9,630.28	09/23/21	13	0086 SECRETARY OF STATE (MOTOR VEH)
R	70409	132.00	09/30/21	13	0324 American Loggers Fire Suppression
R	70410	24.99	09/30/21	13	0022 Audette's Hardware
R	70411	25.17	09/30/21	13	0024 Baker & Taylor, Inc
R	70412	170.22	09/30/21	13	0072 Consolidated Communications
R	70413	973.10	09/30/21	13	0860 DR Designs
R	70414	337.39	09/30/21	13	0900 Election Systems & Software
R	70415	1,428.79	09/30/21	13	0810 Eric Dyer
R	70416	146.49	09/30/21	13	0704 Fabian Oil
R	70417	24.00	09/30/21	13	0791 Group Dynamic Inc
R	70418	6,234.71	09/30/21	13	0760 KVCOG
R	70419	3,479.10	09/30/21	13	0066 Maine Municipal Association
R	70420	8,123.28	09/30/21	13	0065 MAINE MUNICIPAL EMP. HEALTH
R	70421	682.50	09/30/21	13	0218 MAINE RESOURCE RECOVERY ASSOC
R	70422	4.45	09/30/21	13	0858 PETTY CASH
R	70423	143.02	09/30/21	13	0406 SAM'S CLUB
R	70424	13.17	09/30/21	13	0696 Spectrum
R	70425	79.98	09/30/21	13	0462 STAPLES CREDIT PLAN
R	70426	444.27	09/30/21	13	0313 Toshiba Financial Services
R	70427	35.00	09/30/21	13	0215 Treas., State of Maine (water)
R	70428	494.75	09/30/21	13	0495 United AG & Turf NE
R	70429	53.98	09/30/21	13	0765 W.B. Mason Co., Inc
R	70430	545.28	09/30/21	13	0094 WHITE SIGN
R	70431	39.07	09/30/21	13	0273 WINTHROP AUTO SUPPLY
Total		37,603.22			

Count

Checks	26
Voids	0

COMMUNICATIONS

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

MINUTES
AGE FRIENDLY COMMITTEE
September 8, 2021

Present: Romaine Turyn, Marianne Perry, Ed Dodge, Ann Mitchell, Ralph Eno.
Excused: Maggie Edmondson

Mr. Eno was introduced to the Committee. He is our liaison to the Select Board, replacing Bruce Bourgoine.

Call to Order: The meeting was called to order at 9:10 by Romaine Turyn.

Minutes: The minutes of the July meeting were approved as written.

News/Announcements: There was discussion of the traffic slowing measures installed by the Town of Mount Vernon. Romaine recalled that Readfield plans to install some measures along the Church Road. Mr. Eno indicated that the rubber posts installed in Mount Vernon are proving effective in slowing down traffic and Readfield intends to proceed. They will have to come down for winter plowing.

Romaine announced that she will sadly be downsizing and moving out of Readfield . She will no longer be able to Chair the Committee after the following month.

UPDATES:

Heritage Days:

The Annual Wine and Cheese Event hosted by the Readfield Historical Association was well attended and was successful in accepting several new members.

The live oxen pull was well attended and was a huge hit with young and older alike. The Fike Family is returning the Union Meeting House donation money given to them for making this event possible. The event included the unveiling by the Readfield Historical Society of a permanent marker detailing past events. It is located at the site where the pulling stones are on display on the Trails.

Grant Implementation Status:

The Community Foundation helped fund the site preparation for the pulling stones, blue stones for trails maintenance and a bench overlooking Maranacook Lake. Thank you to the Bessette's for their efforts in getting the bench assembled and to the site.

OLD BUSINESS:

The work plan for the coming year was discussed.

Smoke Alarm Installation: Postponed due to rising Covid infection numbers.

Readfield U: Decision to hold or not was postponed until October when it will be revisited. Perhaps more information will be available on the COVID Pandemic.

The AARP Challenge Grant funded library outdoor furniture to enhance community events, Adirondack chairs for the beach, and a kayak launch at the beach. Romaine will follow up on the status of ordering these items. The sandwich boards, food carts and cooler have already been purchased and are being used by the Food Pantry. This effort is targeted to improving opportunities for social interaction in public places enhancing the livability in Readfield.

Marianne suggested adding a plaque to bench overlooking Maranacook Lake: This plaque would say the bench was donated by Age Friendly Readfield with funds through the Maine Community Foundation 2021. Marianne will look into the best and quickest way to acquire a plaque. detailing this enhancement.

NEW BUSINESS:

By Laws.

The Town Office continues to look to formalizing this Committee with ByLaws. Romaine, Ann, and Marianne will work on this project, coordinated by Romaine.

Community Service Day at Maranacook High School.

Romaine was contacted by Robyn Graziano for assistance in finding projects for the junior class students for Community Service Day on October 6th. Members thought all projects should be outdoors to minimize risk of exposure to COVID. They brainstormed possible projects. It was decided to write to residents who re on the Town contact list for emergencies and to those who have requested sand buckets. We will be clear projects will be done on a first come first served basis.

OTHER:

Broadband Update: There are a lot of moving pieces to this. There is no firm vendor for implementing service as of yet. More works needs to be done.

Respectfully Submitted,
Ann Mitchell

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 1, 2021

The meeting was called to order at 6:35 by Pam Mitchell. Meeting was held in person at the Library and by Zoom. Trustees present were: Pam Mitchell, Jen Bonnefond, Deb Peale, Sonya Clark, Maureen Kinder, Betty Peterson and Melissa Small, Librarian.

Excused were: Brenda Lake, Pat Clark, and Jackie Drouin.

Secretary's Report: July minutes were approved.

Treasurer's Report: Sonya clarified a couple of items and then was approved.

Pam and other board members congratulated Deb Peale on receiving the Spirit of America Award this year. She was well deserving of it.

Old Business:

- COVID updates: Since Kennebec County is now in the "substantial or high" category for community transmission, the Board has decided to mandate masks being worn in the Library regardless of vaccination status. Masking is not required of children age 2 and under. Any patron unable to wear a mask can make alternate arrangement with the Librarian for library services. There will be signs at the door. We will continue to use our volunteers but Melissa will ask them if they are comfortable coming in and if not, they can come back at a later date. Melissa will also limit the number of patrons allowed in the Library if need be.

Story Walk Library and RES Update: The Library had their dedication on August 28 and RES will have theirs later in September. To this date 24 books have been sponsored.

- Summer Book Sale: Book Sale was a success with many people attending.
- Thank you to patrons: service and donation: The Board decided that gift baskets were a good way of thanking people.
- Grants: ARPA grant for \$2,500.00 was approved. Funds need to be spent on COVID relief items. Melissa will comprise a list of items she feels we could use. There are other grants that Melissa is looking into.

New Business:

- Library Intern: A University of Maine at Augusta candidate for a BS in Information and Library Science has been assigned as an intern for Melissa for this fall. Also on September 11, Melissa will have a MLS candidate job shadow her for the day.
- Placement for Historical Marker: Melissa will contact Eric and Dale to help pick out a site for the marker. She will notify the Board for whoever can be present as well.
- Coastal Maine Botanical Gardens Pass: A patron has asked if we would be getting a pass for the Botanical Gardens. It is very expensive but we are looking into it.
- 75th Birthday Celebration: Dale would like to do a presentation; however, the Board is not sure if we should have this event due to COVID. Melissa will see if Dale would like to do a Zoom event.

Librarian Report:

- Food Rescue Maine Program: The Library has given out 21 countertop composting buckets to those who have signed the composting pledge.
- Zoom Account: The MSL may continue funding public library Zoom accounts even beyond the June 30, 2022 date.
- Programming/Event Statistics for July 2021:
 - Story Time met 3 times at the beach averaging about 20 attendees.
 - Kids Science Workshop with Author Talk held outside the Library had 20 attendees.
 - Story Time with Children's Author held at beach had 41 attendees.
 - Author talk held outside the Library had 15 attendees.
 - Music with Stan Davis postponed due to weather.
 - July Book Group: 6 attended.
 - Author talk held at Town Office had 10 attendees.
 - New Library Cards for July – 10
 - Facebook followers – 440 (an increase of 12 since June.)
 - Curbside Service – 1 for July
- Programming/Event Statistics for August 2021:
 - Story Time met 4 times at the beach averaging about 11 attendees.
 - Build-a-Book Workshop – 11 attended.
 - Story Time with Children's Author – 23 attended.
 - Gladiator Event: 5 attended
 - "Percy's Patience" Book Event: 20 attended.
 - Historic Sign Dedication held at the Fire Station at the Book Sale: 75 attended.
 - Music with Stan Davis cancelled again due to weather.
 - Grand Opening Story Walk: 47 attended.
 - August Book Club: 6 attended.
 - Summer Reading Finale with Chewonki: 48 attended.
 - New Library Cards for August: 4
 - Facebook Followers: 448 (an increase of 8 since July)
 - Curbside Service: 6.
- Possible Upcoming Programming/Events:
 - Bicycle Maintenance Workshop with Bicycle Coalition of Maine.
 - Library Table at RES Open House
 - Betty Culley author event in conjunction with Maranacook Middle School
 - Joseph Cummings Chase – history event and portrait sketching.
 - Story Time will continue to meet at the Town Beach hopefully through October.
 - Book Group: September 27, 6:30 "Anxious People" by Fredrick Backman.
 - Better Business Bureau: BBB will set up an informational table at the library in January and February.
 - October, Domestic Violence Month: Family Violence has asked if we would display some of their books and materials for October.
- Wrap Up Summer Reading Program for 2021: 67 total children/teens registered; 607.25 hours read; Chewonki Celebration was a success with 48 in attendance.

- Thank You to all Board Members for their help with summer events.
The Meeting was adjourned at 7:45.
The next meeting will be held on October 6 at 6:30 via Zoom.

Respectfully submitted,
Betty Peterson, Secretary

Comprehensive Planning Committee Minutes

June 16, 2021

Present: Paula Clark, Henry Clauson, Eric Dyer, Jessica Gorton, Bruce Hunter, Sean Keegan, Matt Nazar, Dennis Price, David Trunnell, Romaine Turyn

Absent: Charles Tetelman (KVCOG)

The meeting, which was held via Zoom, was called to order at 6:02 p.m.

Announcements

Eric announced that Maine's state of emergency for the pandemic ends on June 30, which means that the committee has 30 days to begin meeting in person. A hybrid meeting is permitted, but an in-person quorum will be required.

Henry announced that Gary Keilty has resigned from the committee. Greg Durgin previously resigned and has been replaced by Bruce Hunter.

Minutes

Matt moved the minutes be approved as amended with changes submitted by David. Jessica seconded. All approved with three abstentions from those who missed the last meeting.

New Business

Romaine asked about the discussion at the last meeting regarding public participation. Henry said the committee will need to take action on including the public but that nothing has been done yet. Romaine suggested a simple statement be posted on the Facebook page. Henry said he will follow up on that with Charles and Eric.

Agriculture & Forestry Resources Section Presentation

The chapter discussion for the meeting was the Agriculture and Forestry section, but with Charles absent and thus no formal presentation, the committee instead brainstormed ideas.

Questions were raised about whether the growing of cannabis would be considered an agricultural pursuit or fall under commercial, since it is often grown in warehouses for security reasons. It was suggested that it might fit within micro farming such as the growing of herbs and flowers.

Eric said he liked the idea of being more detail-oriented in the definition of agricultural pursuits and including some of the smaller enterprises and perhaps forestry, such as the two Christmas tree farms in town.

Henry said we might want to work with the Maine Farmland Trust (MFT) and other groups regarding the preservation of open space and farmland and work those into the comprehensive plan.

There are currently no tax incentives the town can use to encourage preserving agricultural lands. The state limits what towns can do with taxes. Eric said Monmouth did undertake such a plan and he will look into the details.

Jess brought up the growing problem of invasive species on farmland and how the town might help farmers mitigate the effects on agriculture.

Bruce questioned the easements from the MFT, how they work and why more farmers don't use them. Currently these easements take the property off the tax rolls for 20 years. Eric noted that it limits the value of the land and can complicate property sales or legacy planning, which may be why some farmers don't participate.

Bruce said that he is working with the Readfield Conservation Commission on ways to draw farmers to Readfield. Jess mentioned that the plan that MFT has to partner aging farmers with young people might be helpful. Henry suggested that Henry Whittemore might be a good resource on this topic, and that we might reach out to some farmers, such as the new Knight Farm, for ways the town might help/encourage farmers.

Henry asked Bruce if he would be able to undertake working with Charles on this section. Bruce said he would help but he can't do it on his own. Henry said he would help as well.

Old Business

Continued discussion of Land Use and the Built Environment and Future Land Use sections

Paula, Matt and Charles met a few weeks ago to discuss the issues, one of which was how efforts to expand the growth areas have not succeeded. They also discussed the rural districts and the possibility of a third category of a Rural Resource District to add more protections to some areas. They also discussed the importance of the rural residential district in limiting unwanted growth.

Matt said that he is most focused on why people move to Readfield and what they expect from the town. One aspect of that might be focusing on how to encourage growth in the village areas and possibly discouraging growth in more rural areas. The growth areas are still underutilized so there seems to be no reason to expand them.

Henry said he liked the idea of adding a Rural Resource District. Paula said it was considered during the previous plan but politics ended that option at that time. She said it might be possible now.

Matt said he doesn't see the need for a lot of changes in the future land use map. The issue seems to be how to encourage the kind of growth we already have, keeping the flavor of Readfield as it is but growing it.

Other Topics

David questioned whether we are using the guidelines on how to develop a comprehensive plan that KVCOG sent out early in the process and whether we need to use the checklist to meet those goals. Henry noted that those guidelines are designed more for towns that are just getting started, while Readfield is updating an

already established plan. But he said he would be glad to put the guidelines on the agenda for a future meeting and that hopefully KVCOG can attend as well to offer further explanation/information. Henry said he will send the guidelines out again via email, and Eric noted that they are available on the website as well.

Paula suggested that the planning process is iterative, where the committee brainstorms ideas, work is done outside the committee, and then brought back to the committee for more discussion. Matt noted that the land use part of the plan affects all other sections so will be repeatedly discussed.

Next Meeting Discussion

The section planned for the next meeting on July 21 is Natural Resources, led by Jessica. Jessica said that she will be contacting Charles for guidance on the process and then begin talking to some of the stakeholders, such as the Conservation Commission. She asked if she should be limited to Readfield. Eric suggested she expand to any group that touches Readfield, such as the watershed groups.

In August the committee will address the Outdoor Recreation chapter, led by Sean and Romaine.

Eric is leading the chapter on Transportation. He noted that he is currently working on bringing a charging station to the Readfield Fire Station.

David asked about available data, such as the U.S. Census, that might be used for planning purposes. Matt said it will be another year before that information is available at a municipal level. Eric said he does have information available on housing starts and such he can share.

The next meeting will be on Zoom. The August meeting will be in person at the town office.

Meeting adjourned at 7:42 p.m.

Minutes prepared and submitted by Holly Rahmlow

Comprehensive Planning Committee Minutes

July 21, 2021

Present: Jeffrey Carlson, Eric Dyer, Jessica Gorton, Bruce Hunter, Matt Nazar, Dennis Price, Charles Tetelman (KVCOG), David Trunnell, Romaine Turyn

Absent: Paula Clark, Henry Clauson

Matt called the meeting to order at 6:01 p.m. via Zoom.

Announcements

Eric announced that the town is getting an electric vehicle, but Readfield will not be getting a public charging station for the time being.

The committee welcomed Jeffrey Carlson to the committee.

Sean Keegan, who was elected to the Selectboard in June, resigned from the committee via email.

Minutes

The minutes didn't get sent out, so Matt said the committee would deal with them at the next meeting.

New Business

Natural Resources Section Presentation

Charles introduced the chapter by noting that water resources are not included, but could be added to this chapter or presented separately. Discussion indicated that the preference is to include water in natural resources and approach all natural resources in a holistic matter. This would include the town's public drinking water system and dealing with both water- and land-based invasives.

Jessica sent out via email her rewrite of the chapter, the original of which is very long. She put the summary from page 14 up front, after the challenges/goals. The remaining detailed information about specific resources can be included at the end, rather like an appendix.

David asked for clarification on what is included in natural resources. Charles explained that it does not include agriculture, forestry or recreation.

Eric said he would like to see climate change included.

David asked Charles if the town is in noncompliance with any of the state natural resources requirements. Charles said he wasn't sure, in light of recent changes in shoreland zoning and other land use ordinances, to the specific requirements about conservation and critical natural habitats.

David mentioned some watershed reports he has read and asked if any of that information will be included in the report. Eric said that the town has good relationships with the lake associations and that they should be very cooperative in providing needed information. Recently the town has helped pay for the refurbishments of the Maranacook Lake and Torsey Pond dams.

David asked about the 2006 Readfield Open Space Plan and how it will be included in the Comprehensive Plan. Charles said he was going to include it in the forestry and agriculture chapters, but that it also applies to natural resources. Matt asked Bruce if there are any plans to update it. Bruce said there has been discussion but no action. He said that there are some projects in the plan that have never been advanced, but others not in the plan that have been completed.

Teresa from the Kennebec Land Trust joined the meeting to discuss her group's update of their comprehensive land resources planning.

Teresa talked about the 12 maps she showed to the committee members via Zoom. They were recently compiled by Jean-Luc Theriault using GIS and information from experts for several different disciplines and community organizations. Each map reflects a certain aspect of the region, such as undeveloped land, farm land, scenic, climate change, working forests, lake islands, water supply, significant habitat, fresh water, historic significance, freshwater connectivity and trail access.

Teresa suggested that someone from the committee be assigned to approach large landowners and show appreciation for their stewardship in order to encourage them to keep their land undeveloped.

Old Business

Continued discussion of Land Use and the Built Environment and Future Land Use sections

Matt introduced discussion of Selected Strategies for Managing Growth in Designated Rural Areas. He said some of the content in this unattributed publication were more applicable to larger towns, such as those with public water and sewer.

The publication consists of lists of ten items in several categories, including approaches that are not particularly useful for directing growth, as well as regulatory and nonregulatory approaches that do work. Matt noted that many of the topics have been discussed previously, but the committee reviewed a few.

David asked that the minutes reflect the fact that he liked item Number 2, strategically protecting high-value land through purchase, such as floating a bond for acquiring precious land.

One recommendation is to avoid driving development into rural areas by excessive costs. Eric was questioned about the cost of a bond. The impact of a \$100,000 bond is 34 cents for every \$1,000. On a \$200,000 house that's \$68 per year.

David said he is in favor of Number 9: Publicize your growth/rural area designations and inform municipal officials and developers about them.

Romaine noted Number 7: Do not oversell clustering or conservation subdivisions as the primary means of protecting rural lands, which can actually accommodate development. Jessica agreed that clustering can be overdone by pushing all the development into a small area to preserve rural areas.

Matt noted that Readfield has not really succeeded in encouraging growth and asked Eric if the town is seeing an impact from the Covid pandemic. Eric said it's been particularly evident in the lake areas, with people attempting to build on marginal lands or putting a camper on a parcel of land without adequate sewage.

David asked about policies to encourage the return of adult children to town. Matt noted that each individual's reason for leaving is different, so it will be difficult to address. Matt said that stressing the quality of life issues we are already focusing on will attract back those kids interested in a similar lifestyle.

Bruce noted that bringing universal broadband to town would be helpful. Jessica said good schools were critical in bringing her to Readfield.

Dennis noted that the Selectboard has just voted to spend \$50,000 for the first step in the ongoing broadband project.

Eric said that he sees affordable housing and accessory dwelling units as key to good growth.

Matt referenced the section about growth and making those areas the right size and attractive to development. He suggested density issues ought to be addressed.

David asked about the appeal of some of the growth areas that lack sidewalks or other amenities.

David asked about Number 8 in nonregulatory approaches in the second half of the document, Selected Strategies for Creating Viable Growth Areas, and if there is a brownfield area at the Depot. Eric said that there are no brownfields in Readfield that he knows of, but since we are making progress at the Corners it might be good to focus on the Depot as well.

Regarding number 10 in that section, conduct village master planning, Matt suggested we might want to hire a consultant.

David asked that the team really focus on the growth issue and bring in specialists, to make this Committee the kind of multidisciplinary team needed for such a complex problem, rather than expecting the Planning Board to do all the work required. Matt noted that when it comes to dealing with multidiscipline issues that the Selectboard is probably best suited for implementation.

Romaine asked that in the future we have a discussion about what we actually mean specifically when it comes to growth and what that involves – especially being sensitive to those who currently live in the designated Growth Area.

Next Meeting Discussion

The next meeting will be in person at the Town Office, as required by the end of pandemic.

Eric noted that several of the related plans discussed tonight are available on the town website, under the 2009 Comprehensive Plan at <https://www.readfieldmaine.org/planning-board/pages/2009-comprehensive-plan>.

Meeting adjourned at 8:06 p.m.

Minutes prepared and submitted by Holly Rahmlow

Readfield Trails Committee Minutes

August 25, 2021

Present: Nancy Buker, Jackie Drouin, Steve Hayes, Greg Leimbach, Rob Peale, Holly Rahmlow, Henry Whitemore

Excused: Paul Bessette, Greg Durgin

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

Jackie agreed to be timekeeper.

Jackie passed out the treasurer's report. There is some confusion over how those numbers will be obtained and presented. Rob said he and Jackie will meet with Teresa to work out the details and we will discuss them at the next meeting.

June minutes were reviewed via email last month, so there were no further questions. Steve moved they be approved, and Nancy seconded. Minutes approved with two abstentions from members absent at the June meeting.

We decided to discuss stewardship of the trails at each meeting, so we can keep track of what is being done on each trail.

Jackie said Chip Stephens, the code enforcement officer, asked her about the Torsey Shores Thundercastle trail. After some discussion we ascertained that he is talking about the Kennebec Land Trust plans to expand the Tyler easement. That is not our responsibility, but Rob mentioned that the KLT is trying to raise funds to purchase that easement and work on the trail if anyone wants to donate.

Steve said the bench at the Fairgrounds was moved again to a spot near the trail. He also said the school is planning on clearing some trees that are down. The trails are on the school property but are sometimes used by trail walkers.

There was some uncertainty as to who is stewarding the Fairgrounds Trail. After the meeting Greg D. notified the committee via email that he has been the unofficial steward of the Fairgrounds Trail since Gary and Ann Keilty resigned. Steve volunteered to be a steward of that trail with him.

Rob said the Esker Trail is in good shape. He is the steward for that trail.

Rob said the Fogg Farm trail is in good shape. Paul and Jemelie volunteered via email to replace Bob and Jeanne as stewards. Jackie said she would also help them.

Greg L. agreed to be the steward for the Morrell Road trail.

Rob said he emailed with Brian at GAUD about the Carleton Pond trail. Brian is still trying to get someone in there to create an interior gate so that the parking is open and we can follow up with working on the trail, which has been flagged but no further progress has been made. Rob said he will be the steward for it once it's established.

Rob said that he has received some very positive feedback about the new Morrill Road trail, which enables hikers to avoid walking on Route 17. Instead they will just have to cross it. Over the summer Greg D., Henry, Jackie and Rob cleared the trail of downed trees, so it is passable, but the culvert and staging pad have yet to be installed by the town.

Nancy presented an update of her kiosk report (attached) and went over some concerns. She noted that many kiosks still need to be painted. Paul has volunteered to do that, and Greg D. said he would get the paint. Nancy also lamented the state of the kiosk of the Maranacook Community School, to which we don't have access, and the condition of the Mill Stream trail. Nancy noted that it really needs attention, lots of weeds and mold potential under the historic signs.

Greg L. said the Mill Stream trail maintenance issues will be addressed to the Conservation Commission.

We discussed the chestnut tree above the Mill Stream. Henry volunteered to look into seeing about a sign noting the tree's presence.

We discussed the Clark Memorial site and whether we should send a thank-you note to the person who is mowing/maintaining the grounds. Nancy plans to contact the Town Office to obtain the name of the landowner who resides next door and create a thank-you card to be signed at the September meeting.

Nancy brought up the potential for access to the Fairgrounds in case of an emergency such as a person having a heart attack. Steve said he was a Readfield EMT for many years, and that it is a nonissue; emergency personnel could easily access that area.

Henry reviewed the work he has done so far on updating the strategic plan, which he began editing for writing style as well as content. He presented some possibilities for topics that might be added. We also need to update it to reflect tasks that have been completed or are ongoing. He suggested that we might address a block of time in a future meeting. We agreed to devote much of a future meeting to going over it.

In a discussion on fall maintenance, Steve said he would like to be part of cleaning up the Maranacook School trails, especially west of Tingley Road. Henry brought up the ownership of those trails and whether some of it is private property. Before we can undertake any work plans, we will need to ascertain boundaries. Henry suggested an app call OnX Hunt. Steve said the state GIS system is only as good as the town's underlying data and Readfield's tax maps aren't entirely accurate. He will follow up with some people at the school.

Nancy asked about a plan to build a softball field. Greg L., who is on the Conservation Commission, said the RCC reviewed a potential ball field project at the fairgrounds, and indicated that alternative sites be investigated before considering the fairgrounds property per the fairgrounds management plan.

Rob reviewed action items.

Rob is going to work with Jackie on the treasurer's report and check with Bob and Jeanne and Greg D. about their potential stewardships.

Steve is going to follow up on the trails at the school and find out what trails we might maintain. He is going to see about getting the key to the kiosk at the school. Steve suggested we would do a better job at maintaining it than the school does.

Henry will continue his work with the strategic plan and see about a sign for the chestnut tree.

Greg L. will follow up with the RCC re the Mill Stream trail.

Paul and Greg D. will work on painting the kiosks.

Nancy will prepare a thank-you card for RTC signing.

Meeting adjourned at 7:58 p.m.

Minutes prepared and submitted by Holly Rahmlow

Cemetery Committee Meeting Minutes

July 19th, 2021

Present: Andy Tolman, Grace Keene, Pam Osborn, Marianne Perry, Warren Norris, Ben Rodriguez, Tom Molokie (new Select Board-approved member)

Meeting Minutes for Prior Meeting: Motion made to accept minutes (Tom) with proposed changes and seconded (Grace), amended minutes were approved unanimously. Pam to forward to Sherene Gilman, Town Clerk.

Sexton's Report by Ben Rodriguez

Staffing has been an issue due to summer vacations and absences. These require shifting of town resources to make sure the transfer station is manned. Mowing has to be delayed. However, seasonal hiring has taken place. This requires training but will allow catching up on Readfield Corner, for instance. Brady, the new hire, is continuously mowing.

Our summer intern, Megan Lemieux, is still inputting the data for the eventual ARCGIS map building for the cemeteries. Currently, working on Readfield Corner and she will be finished this cemetery soon and move on to another. Ben is pleased with her progress and productivity.

Gravestone Matters will be in East Readfield Tuesday through Friday (July 20th - 24th) to perform headstone restoration and repair.

New Business

The Fiesta Sugar Maple is available for replacing the tree removed from Whittier Cemetery. We are still awaiting permission from the McPhedrains and/or the Mohlars for scheduling and access permission. The tree is being stored near town hall. Tom precipitated discussion regarding volunteering to help Ben plant tree. Marianne also suggested the volunteering provide watering to help the tree establish successfully. Grace noted that parking normally occurs along Tallwood beyond the barn and home.

Discussion occurred regarding the presentation that Grace made to the Select Committee about the state of the cemeteries that mowing must be kept up all through the season not just before specific holidays. The July 4th holiday was fast approaching and the cemeteries' mowing was not being prioritized. Her message was heard loud and clear by the select board and the Town Manager, Eric Dyer. The Cemetery Committee wants to thank the Select Board, the Town Manager, Sexton and his staff for their responsiveness and help in attributing the resources necessary to making the cemeteries look beautiful in time for the holiday.

Ben remarked that in order to eliminate the need to involve the Select Board in future issues related to normal maintenance that we endeavor to stress upcoming events timely (such as Veterans Day, Labor Day, etc.) He would then push our priorities to the Town Manager, Eric

Dyer. Eric would then progress our concerns on to the Select Board, if greater resources were needed. It was pointed out the timing of our concerns did not allow the normal committee advisory role as Select Board only meets once a month as do we. However, the Sexton's concerns are valid, and duly noted.

A motion was made to send the board a letter of appreciation (Tom); seconded (Pam), discussion ensued, passed. Andy and Ben to attend to this and prepare.

Marianne asked that we begin looking at stumps that remain from past tree removals. She noted that while they ultimately rot the process of rotting may take years and, in the meantime, there are a few that feature large and obtrusive. She referenced one near the Readfield Corner mausoleum.

Motion made to review our fiscal budget to make sure that funds are available to afford stump grinding (Tom), seconded (Pam). Discussion ensued. Outcome: Ben to review tree management budget and prioritize stump removal as appropriate.

Andy noted that in the budget \$5000 is reserved for wall work. He asked whether there were any projects to which we could apply this budget item. No motion, but Ben was tasked to review what wall masonry work was needed and report back.

Andy asked if there was a need for a new meeting in August. It was a consensus that we should meet. A meeting was scheduled for August 16th at 10:30 AM Readfield Corner, Church St. (Note: later changed to East Readfield.)

Motion made to adjourn (Pam); seconded (Warren). Unanimously agreed.

Respectfully submitted,

Warren Norris
Cemetery Committee

Cemetery Committee Meeting Minutes

August 14th , 2021

Present: Andy Tolman, Grace Keene, Pam Osborn, Marianne Perry, Warren Norris, Ben Rodriguez, Tom Molokie

Meeting Minutes for Prior Meeting: Meeting minutes not presented at August 14th meeting.

Sexton's Report by Ben Rodriguez

Ben is evaluating the summer intern, Megan, in preparation of report to town on her accomplishments and performance.

- All cemetery information, entered into excel spreadsheets, are doubled checked
- Above includes Lot information that has been inputted
- Internment data is in process
- 50% of data has been inputted into ARCGIS (town cemetery software)
- For example, East Readfield GPS information is clear for mapping
- Readfield Corner is less clear due to three separate cemeteries, age of data source and accuracy.

Public face of cemetery information is not complete with work remaining with Dr. Wang of Presque Isle. Cemetery Committee has access using Eric's or Ben's computers.

Gravestone Matters Company's East Readfield repairs were reviewed by the committee. Ben described the prioritization of stone repair using age, degree and type of repair needed. Members followed the Sexton to look at these stones and their repairs.

Ben noted that new veterans' graveside markers were received.

Old Business

Discussed the replacement of the maple tree at the Whittier Cemetery. A date was set to perform the planting, August 23rd at 8:30 AM. Marianne stressed the need to water the newly planted tree to ensure its success.

New Business

Andy moved to write a letter of appreciation for Megan's work. This was seconded (Pam). A brief discussed followed as this was generally agreed to and all approved.

The Committee observed, prior to the meeting in the East Readfield Cemetery, that a bordering fence was unsightly. Sexton agreed to look into this fence with Town Manager to determine ownership and options for alleviating the issue. It is private property and not in town jurisdiction.

Next meeting set for Readfield Corner on September 20th at 10:30 AM.

Motion made to adjourn (Pam); seconded (Warren). Unanimously agreed.

Respectfully submitted,

Warren Norris
Cemetery Committee

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

CERTIFICATE OF APPOINTMENT and OATH

FOR THE TOWN OF READFIELD

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

Readfield Select Board

October 18, 2021

Item # 22-041

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 position of **Warden/Moderator** 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 for November 2, 2021.

Given under our hands this day of October 18, 2021.

Select Board of Readfield

Dennis Price Kathryn Mills Woodsum Ralph Eno
Sean Keegan Carol Doorenbos

TOWN OATH

I, Sherene Gilman, hereby certify that Sonya Clark this day personally appeared before me and took 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 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

Warden/Moderator according to the Constitution and laws of the State.

Appointees signature: Date:

Before me, Sherene Gilman, 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 position of Warden/Moderator in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law.

Before me, Municipal Clerk

Appointment of the Nov. 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 _____		Thelma Parks _____	
Clark, Lorene _____			

Select Board of Readfield-appointed October 18, 2021

Dennis Price Kathryn Mills Woodsum Ralph Eno

Sean Keegan Carol Doorenbos

TOWN OATH

I, Sherene Gilman, 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, Sherene Gilman, 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)
September 8, 2021 - 7:26pm
2600:1000:b05e:cb2f:cde8:8de7:40e0:f341

Date

September 27, 2021

Which Board, Committee or Commission are you applying for?

Rec Committee

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

Name

Amy Therrien

Street Address

410 Plains Road Readfield Maine 04355

Mailing Address

410 Plains Road Readfield Maine 04355

Phone (Primary)

2074021784

Phone (Secondary)

E-Mail

amytherrien082915@gmail.com

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

Although I have had several jobs working with the general public, I feel that my experience as a parent of four young children who attend RES has given me lots of experience with children.

If you are currently employed, what is your position?

Self Employed Housekeeper

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

I grew up very involved in sports, clubs, and extra curricular activities and know the benefits of strong community presence. I would love to be a part of this committee to help ensure that old programs thrive and to help establish new opportunities as well for our youth.

✓ Electronic Signature
Amy Therrien

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/6076>

Links

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

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: 1st time Appointment Re-Appointment

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

Confirmation from Applicant of attendance at Select Board Meeting if required. *Yes —*
Amy plans to attend in person Oct 18th meeting

SELECT BOARD APPROVAL

To Amy Therrien of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation Association 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:

10/28/2021 thru 6/30/2024 Given under our hand this , day of , 20 .
3yr term.

Dennis Price

Ralph F. Eno, Jr.

Sean Keegan

Carol Doorenbos

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)
October 4, 2021 - 8:22pm
2603:7080:9202:4f00:457a:de10:a3d:7d83

Date

October 4, 2021

Which Board, Committee or Commission are you applying for?

comprehensive planning committee

At Large position

Yes No

Do you have previous experience on this board or committee?

X

Name

Alanna Bachelder

Street Address

Mailing Address

Phone (Primary)

Phone (Secondary)

E-Mail

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

I am a part of the honor board at Kents Hill School. This group determines the next actions to take for students when they don't uphold the honor code at our school. This focuses on being non-biased along with making sure we make the right decisions for our community.

If you are currently employed, what is your position?

I was employed at Dunkin donuts in Winthrop, Maine as a crew chief. I was a waitress over the summer at Stress-Free Moose.

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

I am interested in this position because I want the best for the Readfield Community. I live here and I want the best for my home and the people in it. The last thing I would want would be a bad place to live. I want our community to come together and I want to be a student speaker here. There are a lot of teens and young adults living here so it's important to give other insight.

✓ **Electronic Signature**
Alanna Bachelder

Check one!

I DO NOT I DO NOT

I DO/DO NOT approve the use of my contact information (address, email, phone) on the Town's public sites and publications. X

CLERK'S USE BEFORE THE APPOINTMENT

Please check one:

1st time Appointment Re-Appointment

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

Confirmation from Applicant of attendance at Select Board Meeting if required.

yes. Spoke w/ Alanna on 10/7 she plans to attend in person.

SELECT BOARD APPROVAL

To Alanna Bachelder of Readfield, in the County of Kennebec and State of Maine: There being a position on the Comprehensive Plan Comm. 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:

10/18/2022 thru 6/30/2022 Given under our hand this , day of , 20__.

Dennis Price

Ralph F. Eno, Jr.

Sean Keegan

Carol Doorenbos

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:

Greg Leimbach resigned from the Conservation Commission via email notice to Town Manager Eric Dyer and Commission Chair Bruce Hunter on September 24, 2021

OLD BUSINESS

Readfield Select Board Meeting - Oct 18th, 2021

Topic: Readfield Apothecary- Moonglow Cannabis

In attendance:

Catherine Lewis

Board chair of Medical Marijuana Caregivers of Maine trade association (MMCM), owner-operator of a local cannabis business, business consultant and expert on Maine Cannabis Law.

In 2012 she became the director of education for MMCM, teaching classes at the University of Maine in Augusta Klahr Center and various locations across the state to educate patients, caregivers, law enforcement, and anyone interested in learning about the medical marijuana program laws, business set up, client care, cultivation, and more.

She became the board chair of MMCM in 2015.

Brandon Monroe

Owner-operator of RNROS, he has handled security implementations for multiple cannabis businesses in the state. He has also performed security installations for the Town of Readfield.

Mr Monroe will be contracted to implement the security measures at Moonglow Cannabis.

Aaron Neily

Applicant for Select Board approval, owner-operator of Readfield Apothecary LLC

7

Introduction

My name is Aaron Neily, long-time resident of Readfield and applicant for a permit to operate a Medical Cannabis Caregiver Retail establishment at 1146 Main St. This location is zoned for retail activity in the village district. This business; Moonglow Cannabis, will be a retail establishment operating under the state of Maine statutes regarding cannabis businesses. It is in a location where the use is allowed under town ordinance and state statute, and has historically been a building where commercial activity has taken place, although none is at present.

In this presentation I will be highlighting some pieces of business that the Select Board has expressed interest in. I have provided each of you with this folder that will take you through the reference materials and main points of information.

Section:

- 1- Main business operations including physical layout, parking, and signage
- 2- Security
- 3- Cash handling and related materials
- 4- Traffic, including DOT metrics for the closest intersection
- 5- My original application and a copy of the Town Marijuana Establishments Ordinance for reference

Readfield Apothecary- Moonglow Cannabis

Operations Overview

This will be a Caregiver retail store operating under the rules of the State of Maine and the Town of Readfield. Medical cannabis products will be sold here, and only persons approved by the State of Maine rules will be able to purchase those items. These persons will have to present sufficient documentation at the point of sale to be able to make a purchase. I am a member of a caregiver trade association (MMCM) and have taken classes to make sure that I am in compliance.

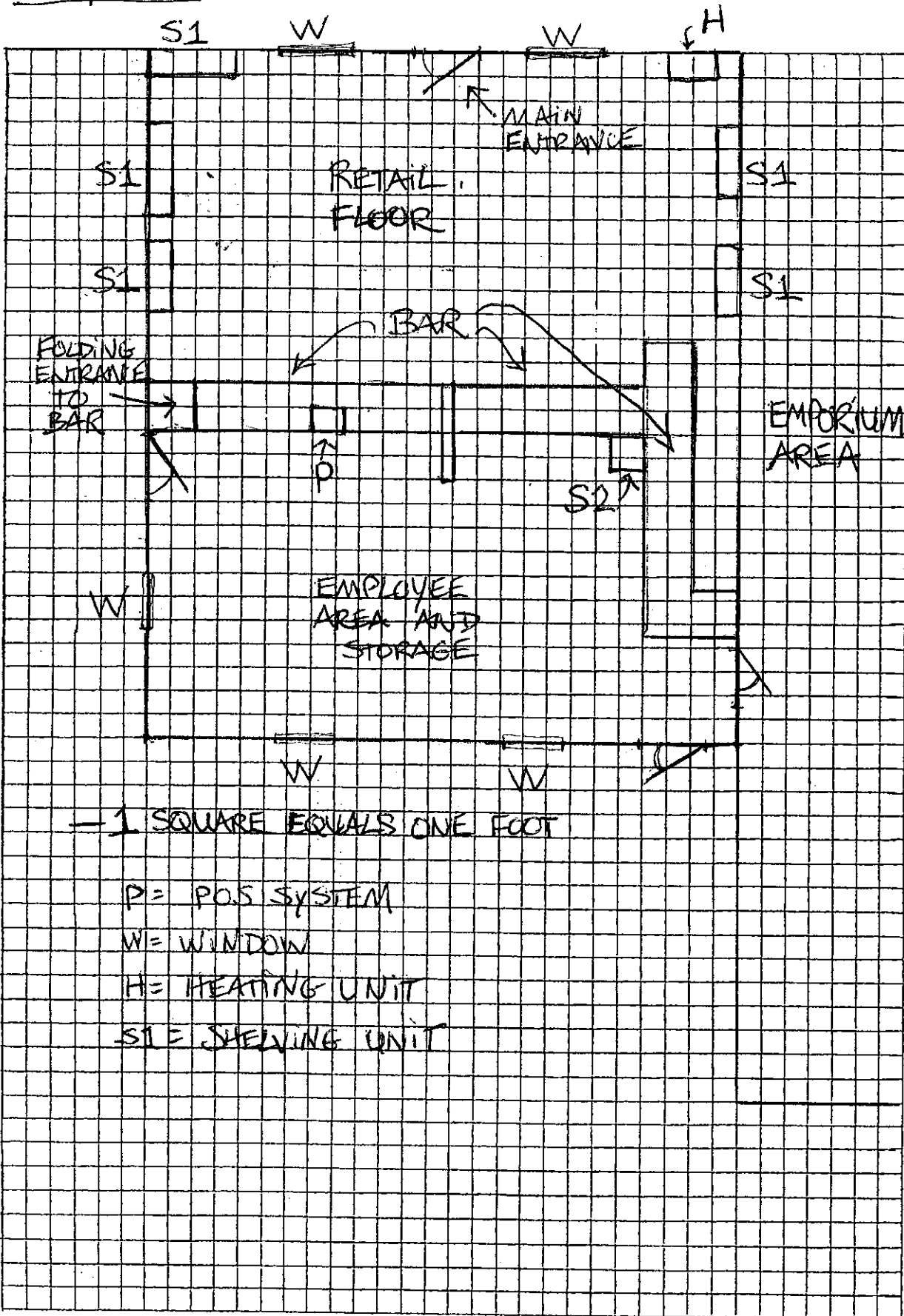
All items containing THC- per State Law- will be labeled as such, and will be kept behind the bar in the employee-only access area. At no time will any non-approved persons be granted access to this area.

All items containing THC will be stored in the employee access-only area and will not enter the Emporium Area, as designated on the attached physical layout diagram. Employees may enter this area to use the restroom only. There will be no public restroom.

I am committed to maintaining the character of the town. All signage will be tasteful and within the bounds of town ordinance. There will be one small illuminated green cross in one window to let folks know that this is a medical caregiver store and not a recreational one.

PHYSICAL LAYOUT

← RT. 17 →



Odor

Since all potentially odorous substances will be sealed in jars and other containers it is highly unlikely that any odor will permeate beyond the plot line.

Per Maine State statute there will be no smoking or vaping of any products in the store or on the premises.

Hours of Operation

To be determined, but suggested to be:
Sunday through Saturday- 11am to 8pm

It may become necessary to change these hours of operation, as this is only a projection at this point. There could very well be a change to Monday through Saturday 11am-7pm, but I would like to try out the originally stated hours first.

Employee Policies

All employees will submit to a background check before being hired. Any new-hire will have a 3-month introductory period where their ability to follow the rules and be a good team player will be evaluated. Any staff member found in violation of policies will be immediately terminated. Managers will be expected to give regular feedback on job performance.

All employees will be educated on Maine cannabis law, and will be expected to follow it to the letter. Additionally, all employees and transactions will be monitored by security cameras at all times.

The job description of a retail clerk will be attending to customers, cleaning, being a consultant to customers on what products to buy, and setting the alarm and locking up while leaving.

I expect to have 2 to 3 part-time employees. There is also the possibility of hiring someone full time.

Additionally, if needed there will be a qualified medical professional available to provide medical cards to qualified individuals. Most likely this will be limited and only available 2 to 3 times a month.

Product Safety

All labels will be clearly visible and legible, affixed directly to the product. There will be information either affixed or available to customers with the license numbers of the cultivation facility and/or most recent processor of the product. There will be information regarding potency, and net weight content. All items containing THC will be labeled as such.

Any edible items will come with labeling that includes the total THC and CBD in milligrams, as well as information on serving size, and total number of servings per container. There will be a list of all ingredients, including identifications of major allergens (nuts, soy, etc).

All marijuana products will be sold in packaging that is fully enclosable, resealable, and will protect the product from contamination. It will be tamper evident and child resistant where possible.

All edible products shall have a sell-by date. There will be refrigeration for beverages and other products that require it.

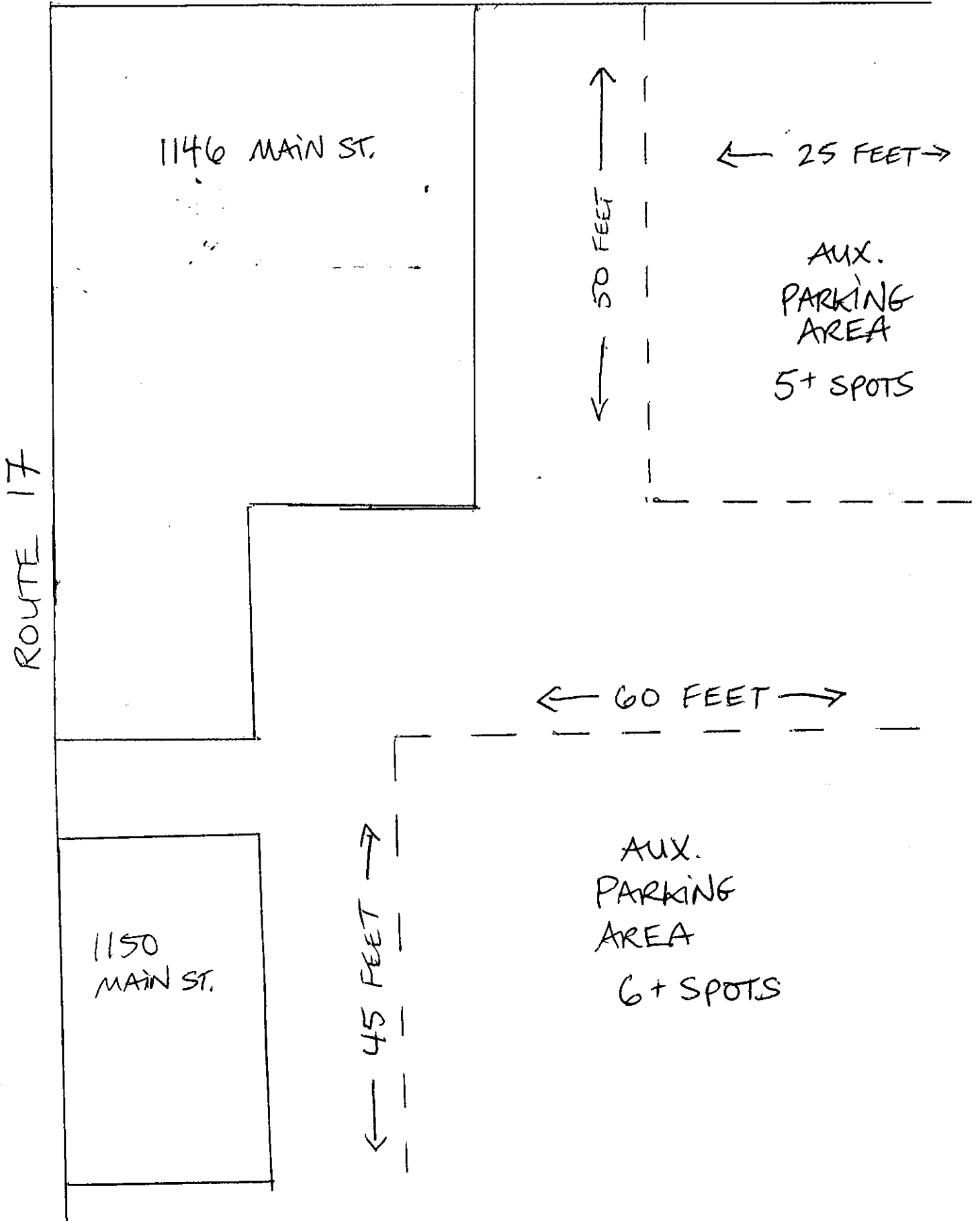
Products will be sourced from local producers that have the appropriate licensing from the state.

Per Planning Board edict, there will be no selling of live plants or seedlings at this location until such time as they have approved this activity.

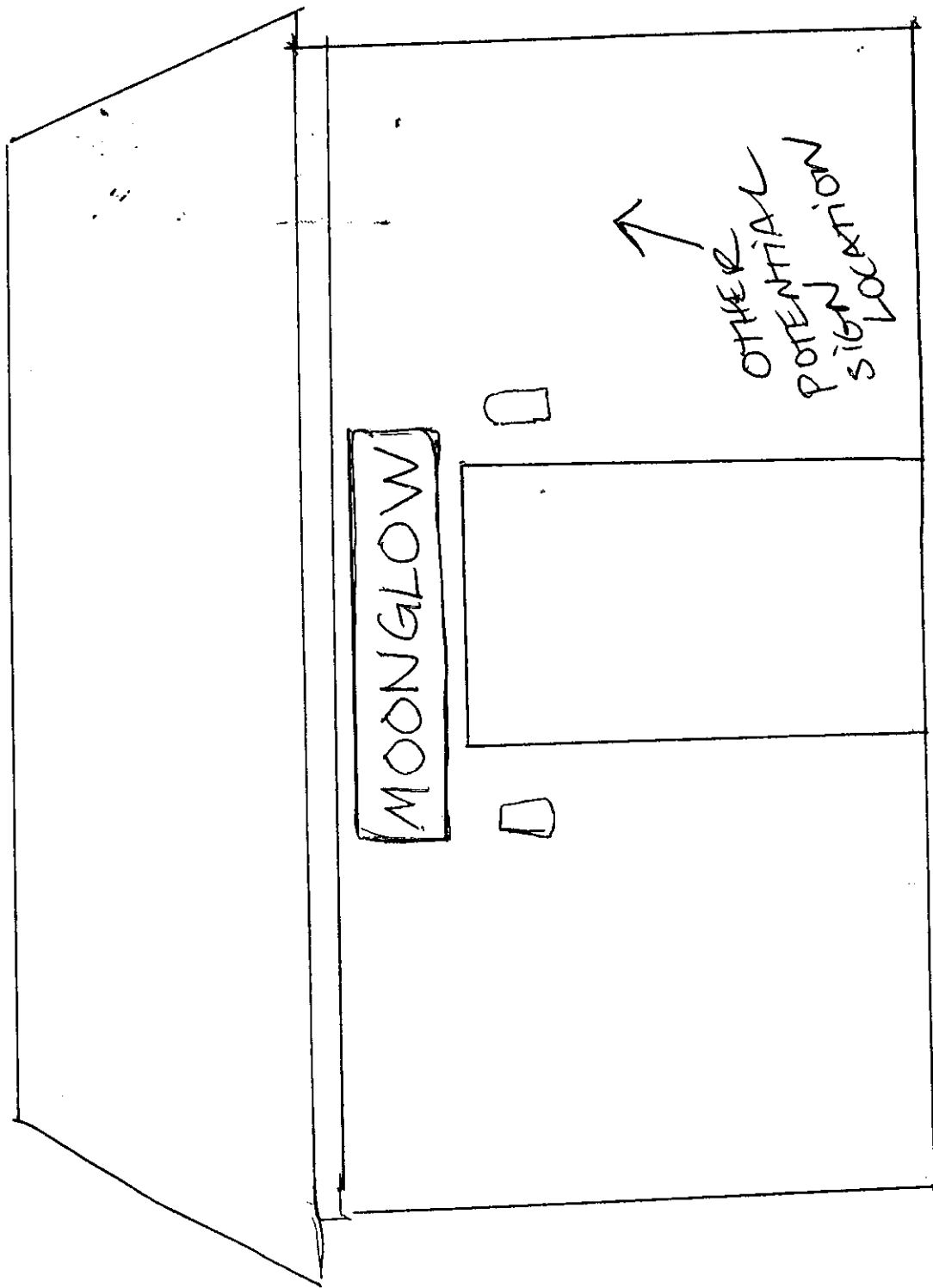
SECTION 17. PARKING AREAS - TOWN ORDINANCE

1. Parking areas subject to site review shall meet the setback requirements to the greatest extent practical for structures for the district in which such areas are located.
2. Parking areas shall be adequately sized for the proposed use and shall be designed to prevent stormwater runoff from flowing directly into a water body, and where feasible, to retain all runoff on site.
3. In determining the appropriate size of proposed parking facilities, the following shall apply:
 - a. **Typical parking space: Approximately 10 feet wide and 20 feet long,** except that parking spaces for a vehicle and boat trailer shall be at least 10 feet wide by 40 feet long.
 - b. Internal travel aisles: **Approximately 20 feet wide.**

OFF STREET PARKING



POTENTIAL SIGNAGE



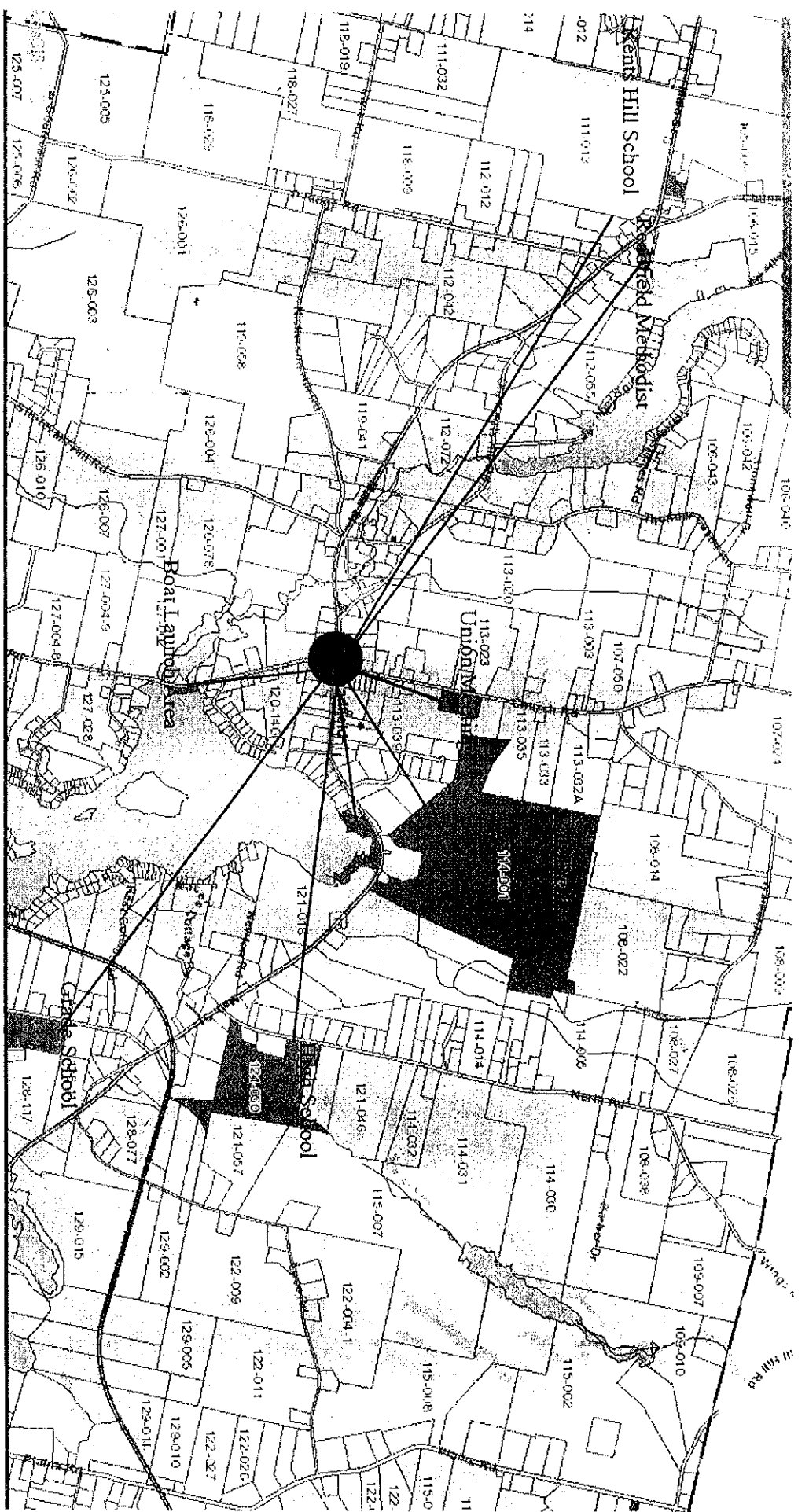


SEVERAL EXAMPLES OF
LOCAL SHOPS WITH
TASTEFUL STOREFRONTS -



Distances to Schools, Churches, and Child Recreation Areas (500 ft clearance required)

Maranacook High School	3580 ft
Readfield Grade School	8700 ft
Town Beach	3500 ft
Methodist Church	9700 ft
Kents Hill School	9900 ft
Town Ball Fields	1700 ft
Public Boat Launch	2900 ft



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Security

The ultimate goal is to run this business safely without any additional burden on the town. In working with local security contractors, the Sheriff and State Police, this can absolutely be achieved.

I have consulted with RNROS, which is a local contractor that has handled security implementations for several Cannabis retail businesses in the state, along with the Town of Readfield itself. RNROS will be handling the security design and implementation, and will provide real-time monitoring of all cameras and sensors. Any intrusion will result in RNROS contacting the Sheriff and myself immediately.

Per the assessment of RNROS, a fully compliant security system will require:

- 3 to 4 cameras of at least 5mp resolution and DVR recording device
- 2 motion sensors to detect any movement in the store after hours
- 4 door breach sensors
- 2 glass break sensors
- a security panel to handle all the devices
- an audible alarm that will sound upon any intrusion

There will be one camera positioned outside the retail space, above the door between the Emporium area and the employee-only area to monitor movement in and out of that doorway. All the rest of the cameras and devices will be located inside the retail space. The system will be storing video for at least 10 days. All devices operate with batteries so a power outage will not disable the system.

After hours, all items containing THC and any and all cash will be located (per the town ordinance) in the safe or in a locked room protected by deadbolts, which this room will be. Deposits will be made to the Credit Union every day.

Outdoor lighting will consist of 2 motion sensor lights, one in front and one in back of the retail location. Additional lighting will be added if necessary.

**Moon Glow
Cannabis /
Readfield
Apothecary**

Security Proposal

FROM
RNROS

3

Install alarm system and CCTV Security system / program on internet

Description	Price	Qty	Subtotal
NDA 5MP IP Security Network Camera	\$209.99	4	\$839.96
NDA 4CH IP Network Recorder	\$249.99	1	\$249.99
Installation & Labor	\$85	4	\$340
State sales tax on EQ	\$54.49	1	\$54.49
Total			\$1,484.44

Description	Price	Qty	Subtotal
Honeywell Lynx 7000 Touch Screen Alarm System	\$299.99	1	\$299.99
Lynx Cellular Communicator	\$229.99	1	\$229.99
Honeywell Motion Sensor	\$49.99	2	\$99.98
Honeywell Wireless Door Contact	\$39.99	3	\$119.97
Honeywell Glass Break Sensor	\$59.99	2	\$119.98
Installation & Setup	\$85	3	\$255
Sales tax on EQ	\$47.84	1	\$47.84
Total			\$1,172.75

Aaron Healy
OFFICE: 508-251-1111, 10/15/2021

Cash

Because of the nature of federal legislation, at the current moment this will be a cash-only business. To mitigate risk, there will be daily deposits to the credit union.

Again, all cash, petty cash and valuables will be kept in the safe (or behind a deadbolt-protected door, per the town ordinance). I have spoken with local State Trooper Dan Murray about this topic. He did not express additional concerns, apart from telling me that opening a cannabis store is like opening a jewelry store, from a security perspective. I asked him if local cannabis business owners are hiring security personnel to drive cash to the bank, and he indicated that to his knowledge they are not.

If it becomes necessary I will contact a company like Brinks for safe cash transport. I do not however at this time anticipate that this will be necessary or warranted. As the business grows, this issue will be revisited.

In all likelihood in the next year (obviously depending on a number of variables) the federal regulations will change to allow cannabis businesses to accept debit and credit card payments.

In the interim there may be potential work-arounds. I have included here an article about one such possible option.

Cannabis Watch

Here's how startup KindTap works around credit card ban for cannabis payments

Published: Oct. 8, 2021 at 12:54 p.m. ET

By Steve Gelsi

KindTap co-founder says a lack of payment systems is stunting growth in legal cannabis.



STEFAN WERMUTH/AGENCE FRANCE-PRESSE/GETTY IMAGES

[MA](#) [0.15%](#) [AXP](#) [0.69%](#) [V](#) [-0.07%](#) [THCX](#) [-1.50%](#) [MSOS](#) [-1.94%](#) [SPX](#) [-0.20%](#)



Listen to article
5 minutes

Privately-backed cannabis payments startup KindTap Technologies plans to roll out a new credit line

With Mastercard Inc. MA, 0.15%, American Express Co. AXP, 0.69%, Visa Inc. V, -0.07% and other credit card network managers avoiding cannabis transactions because of the federal prohibition on cannabis, KindTap has begun testing its line of credit in Massachusetts ahead of a wider launch in states with legal medical and adult use dispensaries



KINDTAP'S CO-FOUNDER CATHY CORBY IANNUZZELLI

Cathy Corby Iannuzzelli, co-founder and chief payments officer of KindTap, said the company has built a "closed loop network" through direct relationships with merchants and consumers for its debit card and line of credit products. The company either lends consumers the money for credit purchases, or it helps move money to the merchant through its network.

"It's really very straightforward," Iannuzzelli told MarketWatch. "Everybody in our network has to have a bank account. A merchant has to have a bank account and the consumer has to have a bank account. We're moving money between the merchant's bank and the consumer bank."

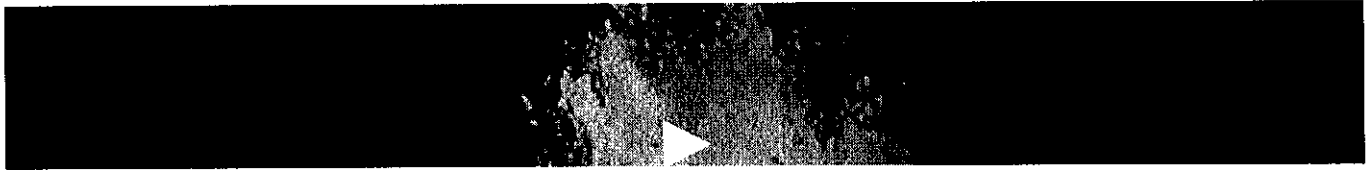
KindTap already offered a debt card product but is now adding in credit lines for customers ranging from \$250 up to \$1,500, to help consumers smooth the process of buying cannabis around payday.

The line of credit payback periods are shorter, similar to a buy-now-pay later model, with interest rates in the high teens percentages, not in the 20s or 30s like with a traditional credit card. The credit line interest rates will vary by state.

NOW PLAYING:



Watch: Hawaii's Kilauea Volcano Begins Erupting



00:06

01:17

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“We knit together solutions that look like a credit card or a debit card that run through the National Automated Clearing House Association (ACH) on our own rails,” Iannuzzelli said. “It’s a new model with similarities to Venmo or Amex, but it’s really its own model serving the very unique situation of cannabis payments.”

KindTap works with FDIC insured financial institutions to move money. Citing privacy requirements, Iannuzzelli declined to name any regulated banking partners.

More cannabis dispensaries have been able to line up business accounts with credit unions and some local banks. KindTap said it would introduce cannabis merchants to banks serving the cannabis market,

when asked.

Iannuzzelli has been in the payments business for the last 15 years, and decided to help launch KindTap to fill a need in the cannabis business.

Investing In Crypto | Oct 27 & Nov 3 | 1PM ET

MarketWatch and Barron's journalists will convene top experts in crypto and other financial pros to identify the opportunities and risks that lie ahead for investors.

[REGISTER HERE](#)

"I saw the opportunity to do something that could significantly change the lives of people — especially for medical patients where cannabis is the medicine that they need and want, and payments were holding the industry back," she said.

Investors have also held back from the sector this year, as the Cannabis exchange-traded fund **THCX, -1.50%** has shed 1.7% year to date through afternoon trading Friday and the AdvisorShares Pure U.S. Cannabis ETF **MSOS, -1.94%** has tumbled 17.2%, while the S&P 500 index **SPX, -0.20%** has climbed 17.15.

KindTap remains a unit of Kreditforce Ltd., a private merchant bank. The company also has also drawn backing from fintech companies and venture-capital firms, but no further details have been disclosed.

"We plan to be in every state where cannabis is legal," she said.

KindTap now employs 15 people, most of whom were hired in 2021. It's hiring customer service merchant service people as it moves into more states.

For the most part, the industry remains subject to payment solutions with higher fees. In some cases, transactions may appear to be made on a credit card but the payments end up getting billed to customers as cash advances, which contain high fees. Some dispensaries offer cashless ATM payments, but those transaction types include layers of fees from ATM owners and banks.

"The Wild West is a good way to describe the cannabis payments business," Iannuzzelli said. "Several solutions operate in gray areas like a cannabis merchant whose merchant processor has coded them as a dental office. In some cases, it's downright fraudulent."

Along with KindTap, other companies in the cannabis payments space include CanPay, eMerchant Broker (EMB), Nature Pay, Sky High Moly, GreenLeaf Pay and others.

All told, the U.S. legal cannabis business is expected to reach \$43 billion by 2025, according to estimates from New Frontier Data.

4



ChemoCentryx's stock jumps 80% after receiving FDA approval for vasculitis drug



Steve Gelsi

Steve Gelsi covers banking and cannabis as a Senior Reporter for MarketWatch.

Calculate Your Potential Monthly Retirement Income

Age to Start Withdrawals ⓘ

62

Expected Retirement Savings ⓘ

\$ 250,000

Estimated Retirement Income

We'll help you explore ways to impact how much money you could have every month using a mix of predictable income and savings

Traffic

The Emporium Restaurant historically could handle a large number of people attending simultaneously, with no traffic issues. Moonglow will have considerably less foot and vehicle traffic. I have been to various caregiver shops in the area- like Highbrow and Earthly Delights in Manchester, or the Frost Factory in Hallowell, or Homegrown in Winthrop, and based on my assessment this location will likely have fewer patrons per hour than these more populous locations. I do not see this store having more than 5 or 6 patrons per hour, and probably no more than 1 or 2 patrons at a time.

In brief, Moonglow is not a business that will disrupt traffic patterns in town. If Readfield can handle the Emporium, then this new business will not be a problem.

There are 2 to 3 on-street parking spaces directly in front of the store, and easily 10-15 spaces in back of the property that the landowner has guaranteed can be used for parking. Again, this business will not generate anywhere close to the traffic level of the Emporium.

Maine DOT maps and metrics follow, showing traffic flow at the the closest intersection.

ram

E_DOT_TM - 000011190409 - 000011190409, 05/13/2011 turning movement - Friday, May 13, 2011

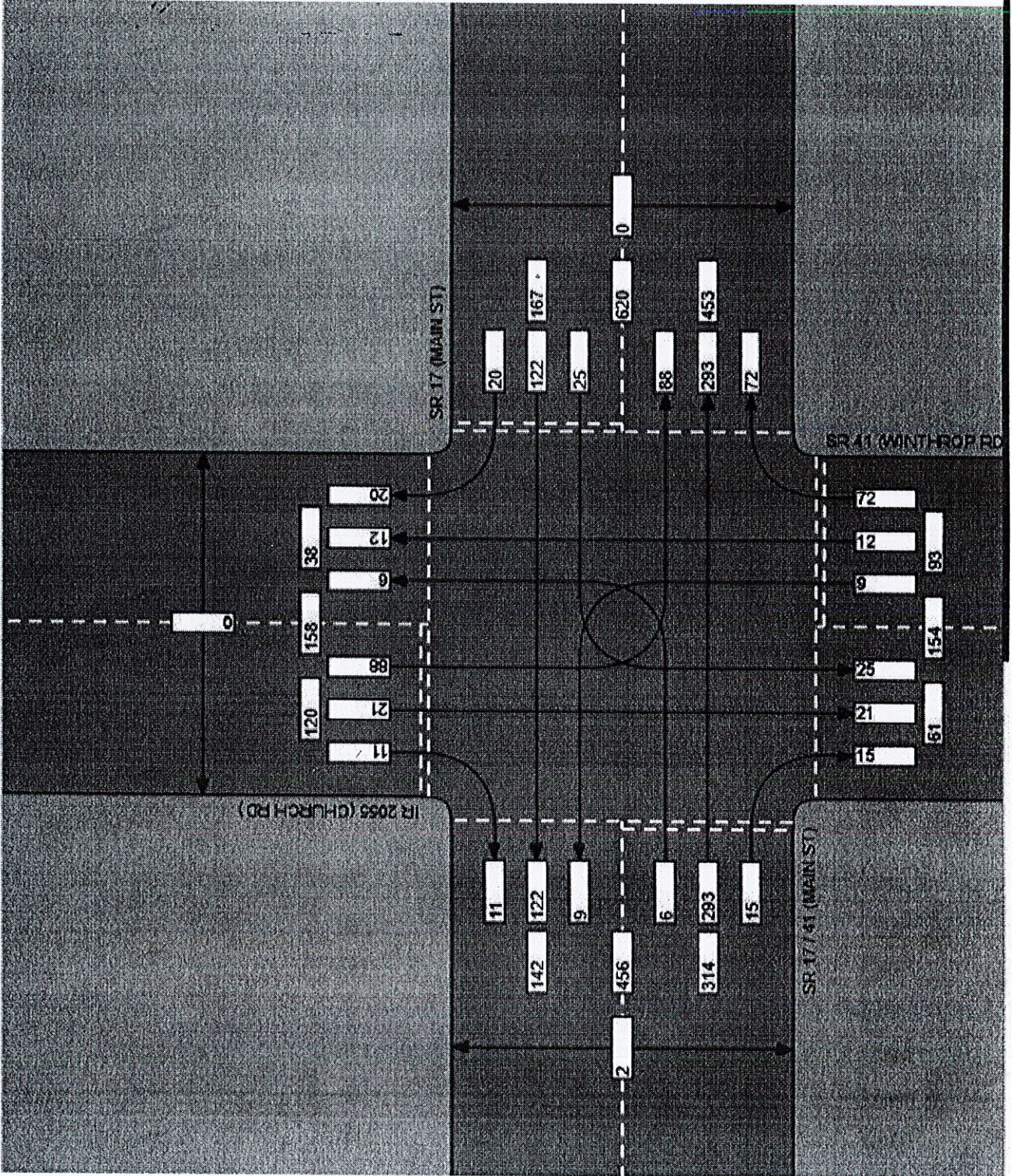
Time Period:
 All times
 AM Peak Hour: 07:00 - 08:00
 PM Peak Hour: 16:30 - 17:30
 Overall Peak Hour: 07:00 - 08:00
 Custom: -

Traffic Bins:

- Passenger
- SUT
- Semis

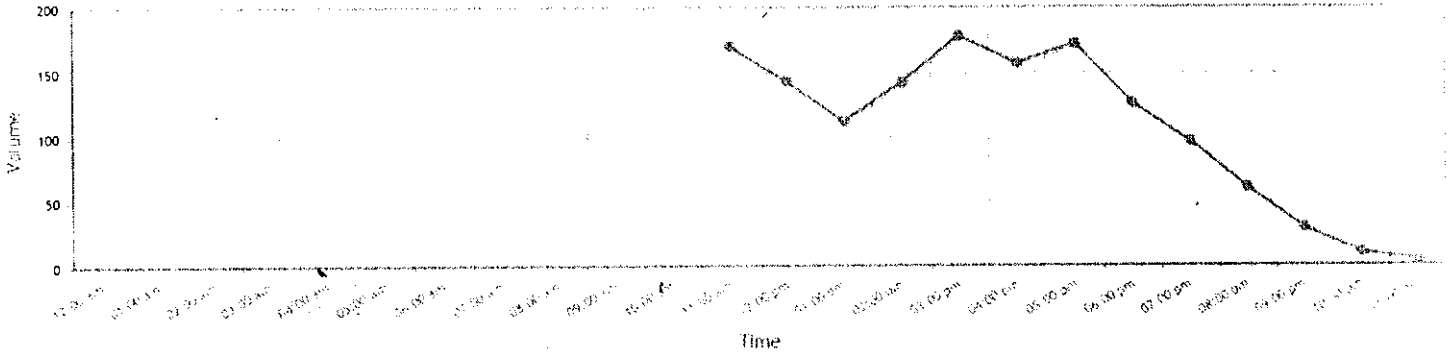
Alt - None - Toggle

Traffic total: 694



Multi-Day Volume Report MAINE_DOT_SDC 231119040905 Monday, August 14, 2017

Multi-Day Volume Report MAINE_DOT_SDC 231119040905 Monday, August 14, 2017



- Mon Aug 14
- Average Workday
- Average 7 Day

Site Name: READFIELD 40905 Site ID: 231119040905 Description: SR 41 (WINTHROP RD) S/O SR 17 (MAIN ST)

All Lanes Time Period: 1 hour Exclude data: None

	Mon Aug 14	Average Workday	7 Day	Total Count
12:00 am	-	-	-	-
01:00 am	-	-	-	-
02:00 am	-	-	-	-
03:00 am	-	-	-	-
04:00 am	-	-	-	-
05:00 am	-	-	-	-
06:00 am	-	-	-	-
07:00 am	-	-	-	-
08:00 am	-	-	-	-
09:00 am	-	-	-	-
10:00 am	-	-	-	-
11:00 am	4	-	-	4
12:00 pm	170	-	-	170
01:00 pm	143	-	-	143
02:00 pm	112	-	-	112
03:00 pm	142	-	-	142
04:00 pm	178	-	-	178
05:00 pm	157	-	-	157
06:00 pm	172	-	-	172
07:00 pm	126	-	-	126
08:00 pm	96	-	-	96
09:00 pm	60	-	-	60
10:00 pm	29	-	-	29
11:00 pm	10	-	-	10
12:00 am	4	-	-	4
7am-7pm	-	-	-	-
6am-10pm	-	-	-	-
6am-12am	-	-	-	-
12am-12am	-	-	-	-
am Peak	-	-	-	-
Peak Volume	-	-	-	-
pm Peak	03:00 pm	-	-	-
Peak Volume	178	-	-	-

Event key: QC failure Atypical (QC) Events Special Holiday Offline
 Weekends and defined holidays

Notes on data:
Weekly (7-day) averages are weighted by each day of the week.

Holidays & Events:
None

Data prepared by Drakewell US 04 - Nevada September 15, 2021 5:55:24 AM.

C2-Cloud Traffic Data ©2003-2020 Drakewell Ltd.

Version 21.08.23.073316

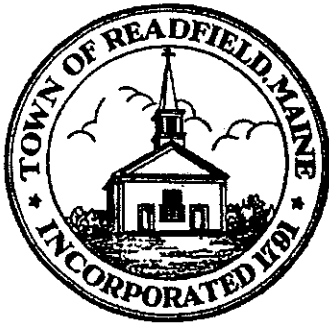
Count Book

5

TOWN	STA	ROAD	PN	LOCATION	GROUP	AADT14	AADT15	AADT16	AADT17	AADT18	AADT19
PITTSSTON	30207	0194X	4	SR 194 W/O IR 417 (S BEECH HILL RD)	I	1,380	-	-	-	-	-
PITTSSTON	60404	0194X	4	SR 194(E PITTSSTON RD) SE/O IR 2276(TROOP	I	2,200	-	-	2,290	-	-
PITTSSTON	30007	0194X	4	SR 194(E PITTSSTON RD) W/O IR409(NASH RD)	I	-	-	-	1,200	-	-
PITTSSTON	30405	0027X	2	SR 27 (WISCASSET RD) S/O IR 2278(KELLEY)	II	4,530	-	-	-	-	-
PITTSSTON	30605	0027X	2	SR 27 (WISCASSET) S/O SR 126(WHITEFIELD)	I	7,410	-	-	7,350	-	-
PITTSSTON	30505	0027X	2	SR 27 S/O IR 3004 (SMITHTOWN RD) (N JCT)	II	5,420	-	-	5,140	-	-
PITTSSTON	30608	0027X	2	SR 27/126 (WATER ST) NW/O SR 126@BR#2862	I	10,080	-	-	-	-	-
RANDOLPH	01603	00370	6	BARBER RD E/O SR 226 (WINDSOR ST)	I	710	-	-	-	-	-
RANDOLPH	00203	01391	6	BELMONT AVE E/O SR 9 (WATER ST)	I	360	-	-	-	-	-
RANDOLPH	01501	00425	6	BIRMINGHAM RD N/O SR 226 (WINDSOR ST)	I	900	-	-	-	-	-
RANDOLPH	00301	01398	6	HILLCREST AVE N/O CENTRAL ST	I	320	-	-	-	-	-
RANDOLPH	01202	01400	6	KINDERHOOK ST NE/O SR 27/126 (WATER ST)	I	1,420	-	-	-	-	-
RANDOLPH	01406	01400	6	KINDERHOOK ST SW/O SR 226 (WINDSOR ST)	I	1,120	-	-	-	-	-
RANDOLPH	01503	0226X	3	SR 226 (WINDSOR ST) E/O BIRMINGHAM RD	I	5,970	-	-	5,960	-	-
RANDOLPH	00803	0226X	3	SR 226 (WINDSOR ST) W/O KINDERHOOK ST	I	6,710	-	-	6,830	-	-
RANDOLPH	01407	0226X	3	SR 226 (WINDSOR ST) W/O KINDERHOOK ST	I	6,200	-	-	-	-	-
RANDOLPH	00805	0027X	2	SR 27/126 (WATER) S/O SR 226 (WINDSOR)	I	-	-	-	11,400	-	-
RANDOLPH	01804	0027X	2	SR 27/126 (WATER) SE/O IGA @ TOGUS BK	I	10,140	-	-	10,760	-	-
RANDOLPH	00201	0009X	2	SR 9 (WATER ST) N/O BELMONT AVE	I	8,520	-	-	-	-	-
RANDOLPH	00601	0009X	2	SR 9 (WATER ST) N/O ROUTE 27 BRIDGE	I	9,110	-	-	9,350	-	-
RANDOLPH	48201	02055	6	IR 2055 (CHURCH RD) N/O IR 661(CHASE RD)	I+II	-	-	-	550	-	-
READFIELD	40901	02055	6	IR 2055 (CHURCH RD) N/O SR 17 (MAIN ST)	I+II	1,060	-	-	1,150	-	-
READFIELD	48308	02055	6	IR 2056 (BEAVER DAM RD) NW/O IR 341	I+III	-	-	-	400	-	-
READFIELD	41108	02096	6	IR 2096 (BEAVER DAM) SE/O IR 341(MEMORIAL	I+III	-	-	-	310	-	-
READFIELD	41104	02096	6	IR 2183(STURTEVANT HILL RD) S/O SR 17/41	I	-	-	-	710	-	-
READFIELD	51605	02183	6	IR 2541(FOGG RD) NE/O IR 2055(CHURCH RD)	I+II	-	-	-	290	-	-
READFIELD	48302	02541	6	IR 2754 (OLD KENTS HILL) NW/O SR 17/41	II+III	350	-	-	440	-	-
READFIELD	48708	02754	6	IR 315 (NORTH RD) N/O SR 17 (MAIN ST)	II	1,370	-	-	1,180	-	-
READFIELD	65701	00315	4	IR 315(NORTH RD) N/O IR 671(WINGS MILLS)	II	690	-	-	640	-	-
READFIELD	65601	00315	4	IR 317 (SOUTH RD) SW/O SR 17 (MAIN ST)	II+III	550	-	-	540	-	-
READFIELD	41006	00317	6	IR 323(PLAINS RD) N/O SR 17/135(MAIN ST)	I+II	-	-	-	670	-	-
READFIELD	41301	00323	6	IR 341(MEMORIAL) S/O IR 2096(BEAVER DAM)	II+III	-	-	-	280	-	-
READFIELD	41105	00341	6	IR 671 (WINGS MILLS RD) NE/O IR315(NORTH)	I	510	-	-	380	-	-
READFIELD	65602	00671	6	SR 135 (GORDEN RD) N/O SR 17 (MAIN ST)	II	970	-	-	1,050	-	-
READFIELD	41401	0135X	4	SR 135 (STANLEY RD) SW/O SR 17 (MAIN ST)	II	820	-	-	980	-	-
READFIELD	41206	0135X	4	SR 17 (MAIN ST) NW/O SR 135 (STANLEY RD)	I+II	4,690	-	-	4,610	-	-
READFIELD	40903	0017X	3	SR 17 (MAIN ST) E/O SR 41 (WINTHROP RD)	I+II	-	-	-	4,740	-	-
READFIELD	65708	0017X	3	SR 17 (MAIN ST) NW/O IR 315 (NORTH RD)	I+II	-	-	-	5,240	-	-
READFIELD	41208	0017X	3	SR 17 (MAIN ST) W/O SR 135 (STANLEY RD)	II	2,380	-	-	2,570	-	-
READFIELD	40807	0017X	3	SR 17 (MAIN ST) W/O SR 41 (CHIMNEY RD)	I+II	5,170	-	-	5,400	-	-
READFIELD	41008	0017X	3	SR 17/135(MAIN ST) E/O IR 323(PLAINS RD)	I+II	5,560	-	-	-	-	-
READFIELD	41303	0017X	3	SR 17/41 (MAIN ST) NW/O IR 2183	II+III	-	-	-	3,460	-	-

Count Book

TOWN	STA	ROAD	PN	LOCATION	GROUP	AADT14	AADT15	AADT16	AADT17	AADT18	AADT19
READFIELD	40804	0017X	3	SR 17/41 (MAIN ST) SE/O SR 41 (CHIMNEY RD)	II+III	2,920	-	-	-	-	-
READFIELD	40907	0017X	3	SR 17/41 (MAIN ST) W/O SR 41 (WINTHROP RD)	II+III	3,610	-	-	3,650	-	-
READFIELD	40808	0041X	4	SR 41 (CHIMNEY RD) NW/O SR 17 (MAIN ST)	III	1,090	-	-	1,200	-	-
READFIELD	34100	0041X	3	SR 41 (WINTHROP RD) @ WINTHROP TL	II	1,130	-	-	1,150	-	-
READFIELD	40905	0041X	3	SR 41 (WINTHROP RD) S/O SR 17 (MAIN ST)	II	1,300	-	-	1,610	-	-
ROME	51802	02041	6	IR 2041 (WATSON PD RD) NE/O IR 2667 @ TL	I	430	-	-	550	-	-
ROME	40106	02041	6	IR 2041 (WATSON POND RD) SW/O SR 27 @ BR	I	200	-	-	270	-	-
ROME	56401	02041	6	IR 2041 (WATSON) N/O IR 1710(PW)@BR 6037	I	-	-	-	-	-	190
ROME	57200	02667	4	IR 2667(CASTLE ISLAND RD) @BR#5912(W BR)	II+III	1,310	-	-	-	-	-
ROME	56502	00329	6	IR 329 (N POND) NE/O IR 2090 (ROBINSON)	II	-	-	-	200	-	-
ROME	52101	00329	6	IR 329 (NORTH POND RD) N/O SR 225	II	-	-	-	180	-	-
ROME	39901	00737	6	IR 737 (MERCER RD) N/O SR 225	I	360	-	-	300	-	-
ROME	60902	0225X	4	SR 225 (ROME RD) NE/O IR 333 (DRURY LN)	II+III	-	-	-	1,380	-	-
ROME	52103	0225X	4	SR 225 E/O IR 329 (JAMAICA POINT RD)	II+III	-	-	-	1,640	-	-
ROME	52107	0225X	4	SR 225 W/O IR 329 (JAMAICA POINT RD)	II+III	-	-	-	1,420	-	-
ROME	38908	0027X	2	SR 27 (AUGUSTA RD) NW/O SR 225 (ROME RD)	II	3,020	-	-	3,000	-	-
ROME	38905	0027X	2	SR 27 (AUGUSTA RD) S/O SR 225 (ROME RD)	II	3,010	-	-	3,040	-	-
ROME	40108	0027X	2	SR 27 NW/O IR 2041 (WATSON POND RD)	II	3,180	-	-	2,850	-	-
ROME	93801	0027X	2	SR 27(AUGUSTA) N/O IR 722(RICHARDSON RD)	II	3,350	-	-	3,280	-	-
SIDNEY	53103	0095X	1	I-95 (NB) 0.7 MI N/O LYONS RD OVERPASS	-	13,510	14,540	15,710	15,710	-	-
SIDNEY	53103	0095X	1	I-95 (NB) 0.7 MI N/O LYONS RD OVERPASS	II	-	-	15,710	-	-	-
SIDNEY	53104	0095X	1	I-95 (NB) N/O OFF RAMP TO LYONS RD	II	-	12,880	14,720	-	-	-
SIDNEY	53104	0095X	1	I-95 (SB) 0.7 MI N/O LYONS RD OVERPASS	-	14,230	14,640	15,870	-	-	-
SIDNEY	53104	0095S	1	I-95 (SB) 0.7 MI N/O LYONS RD OVERPASS	II	-	-	-	15,870	-	-
SIDNEY	53102	0095S	1	I-95 (SB) N/O ON RAMP FROM LYONS RD	II	-	13,750	14,710	700	-	-
SIDNEY	36003	01524	6	IR 1524 (QUAKER RD) E/O SR 23 (POND RD)	I	730	-	-	1,160	-	-
SIDNEY	34707	02238	3	IR 2238 (LYONS RD) W/O SR 104 (W RIVER)	I	1,870	-	-	370	-	-
SIDNEY	37403	02248	6	IR 2248 (GOODHUE RD) E/O SR 23(POND)	I	310	-	-	-	-	-
SIDNEY	37607	02248	6	IR 2248(DRUMMOND RD) W/O SR 104(W RIVER)	I	490	-	-	-	-	-
SIDNEY	63205	02281	4	IR 2281 (MIDDLE) S/O IR 366 (SHEPHERD)	I	-	-	-	1,830	-	-
SIDNEY	57701	02293	6	IR 2293 (TIFFANY) N/O IR 2236 (BARTLETT)	I	-	-	-	150	-	-
SIDNEY	57705	02293	6	IR 2293 (TIFFANY) S/O IR 2236 (BARTLETT)	I	-	-	-	40	-	-
SIDNEY	34507	00366	6	IR 366 (DINSMORE RD) W/O SR 104	I	550	-	-	500	-	-
SIDNEY	63207	00366	6	IR 366 (SHEPHERD RD) W/O IR 2281(MIDDLE)	I	-	-	-	990	-	-
SIDNEY	34701	0104X	3	SR 104 (W RIVER RD) N/O IR 2238 (LYONS)	I	2,550	-	-	1,770	-	-
SIDNEY	34705	0104X	3	SR 104 (W RIVER RD) S/O IR 2238 (LYONS)	I	1,390	-	-	1,460	-	-
SIDNEY	37601	0104X	3	SR 104 (W RIVER) N/O IR 2248 (DRUMMOND)	I	2,670	-	-	-	-	-
SIDNEY	34506	0104X	3	SR 104 SW/O IR 366 (DINSMORE RD)	I	1,420	-	-	1,380	-	-
SIDNEY	36001	0023X	3	SR 23 (POND RD) N/O IR 1524 (QUAKER RD)	II+III	1,350	-	-	1,570	-	-
SIDNEY	37401	0023X	3	SR 23 (POND RD) N/O IR 2248 (GOODHUE)	I	890	-	-	-	-	-
SIDNEY	34401	0023X	3	SR 23 (POND RD) N/O SR 8/11/27(BELGRADE	II+III	2,350	-	-	2,270	-	-
SIDNEY	37405	0023X	3	SR 23 (POND RD) S/O IR 2248 (GOODHUE)	I	940	-	-	-	-	-
SIDNEY	34405	0008X	2	SR 8/11/27 (BELGRADE RD) S/O SR 23(POND)	I	8,130	-	-	7,840	-	-



TOWN OF READFIELD – Code Enforcement

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office Phone: (207) 685-4939

Email: ceo@readfieldmaine.org

Marijuana Establishment License Application

- For Office Use Only -

Date Received

7/14/2021

Amount Received

1500⁰⁰

Clerk's Initials

KMP

The Town of Readfield permits some, but not all, types of Marijuana Establishments (activities). Permitted Marijuana Establishments are listed below in Section II. Use this application only for those activities listed in Section II below. If not listed in Section II, then the activity is not permitted in the Town of Readfield, unless the activity is cultivating marijuana for personal use or for medical use. A permit from the Planning Board for the Town of Readfield may be required for certain Marijuana Establishments. All cultivation activities must otherwise comply with the Town of Readfield, Land Use Ordinance, including Article 8, Section 26.

Step 1:

Before submitting this application, the Owner of the Marijuana Establishment must first obtain conditional approval for the proposed Marijuana Establishment from the appropriate State agency.

Step 2:

Once the Owner has received conditional approval from the state agency, the Owner must consult with the Town of Readfield Code Enforcement Officer (CEO) to determine if a Land Use Permit for the proposed Marijuana Establishment is required, if it can be granted by that office, or if a Town of Readfield Land Use Application needs to be completed and submitted for review and approval by the Planning Board. Permit fees and additional submittals may be required.

Step 3:

After obtaining approval from the CEO or a Land Use Permit from the Planning Board if necessary, the Owner must submit this application and required documents to the Town of Readfield Select Board for final review and approval. If approved, the CEO will complete the State of Maine Local Authorization Form and issue a Marijuana Establishment License valid for one-year. The Marijuana Establishment License shall take effect on the same date as final State of Maine License approval for the establishment.

SECTION I - ESTABLISHMENT INFORMATION

Name of Business: Moonglow Cannabis

Name of Corporation/LLC (if different): Readfield Apothecary LLC

Physical Address of Business (Must be in Readfield): 1146 Main Street Readfield, Me. 04355

Mailing Address of Business: 190 Thundercastle Road Readfield Me 04355

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

Aaron Neily, President

Owner's Mailing Address (if different from above): 190 Thundercastle Road Readfield Me 04355

Owner's Contact Numbers: 503 200 0632

Owner's Email Address: Aaron.Neily@gmail.com

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

Emergency Contact Telephone Numbers: 207 530 7727

Emergency Contact Email Address: ELBOW.ARTS Co @ GMAIL.COM

If the owner has an agent providing representation on this matter, please provide the following:

Name of Agent: _____

Address of Agent: _____

Contact information for agent: _____

SECTION II - ESTABLISHMENT CLASSIFICATION AND APPLICATION FEE

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

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

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

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

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

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

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

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

Establishment Classification	Opt-in Date	Date of Application	License Fee	Renewal Y/N?
Medical marijuana Manufacturing Facilities	July 14, 2020			
Medical Marijuana Testing Facilities	July 14, 2020	July 14, 2020 July 14, 2021	\$1,500	
Medical Marijuana Registered Caregiver Retail Stores	July 14, 2020	July 14, 2020	\$1,500	n
Adult Use Marijuana Cultivation Facilities*	July 14, 2020			

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

SECTION III - APPLICATION CHECKLIST

- Complete Town of Readfield Marijuana Establishment License Application
- License Fee (refundable if license is not granted by the Select Board)
- Copy of all State Marijuana Establishment Licenses and License Applications (Active and Conditional) and Caregiver registrations (if applicable)
- Attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement, or articles of association that govern the entity that will own and/or operate the Marijuana Establishment (If not included in State application)
- Proof of Land Use Permit Approval from the Planning Board
- Copy of license(s) held for other Marijuana Establishments
- Ownership affidavit
- Detailed Floor Plan (If not included in State applications)
- Detailed Operations Plan (if not included in State applications)

SECTION IV - MARIJUANA ESTABLISHMENTS ORDINANCE REQUIREMENTS

The Owner must demonstrate that the requirements of both state law and regulations and the Town of Readfield Marijuana Establishments Ordinance are met. Here is a summary of the local requirements. Applicants are encouraged to review the state law and regulations, as well as the Town of Readfield Marijuana Establishments Ordinance, and, if applicable, the Town of Readfield Land Use Ordinance

Buffering:

The distance from the property on which the proposed Marijuana Establishment is located to the property line of the nearest public or preexisting private school (K-12) per 28-A M.R.S. §402.2.A is at least 500 feet.

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

Security:

Security measures at all Adult Use and Medical Marijuana Establishment premises shall include, at a minimum, the following:

Security surveillance cameras installed and operating twenty-four (24) hours a day, seven (7) days a week, with ten (10) day video storage, to monitor all entrances, along with the interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises.

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

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

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

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

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

Ventilation:

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

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

Notices and Signage:

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

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

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

***** END OF SECTION *****

TOWN OF READFIELD
OWNERSHIP AFFIDAVIT FOR MARIJUANA ESTABLISHMENT LICENSE

I, Aaron Neily, hereby state and affirm that the following individuals represent all Owners, officers, members, managers or partners of the Owner, AARON NEILY:

1. Name: Aaron Neily
Position: owner
Current residence address: 190 Thundercastle Road Readfield Me. 04355
Other residence addresses held in last three years (list address and dates of residency):

This person is over age 21.

2. Name: _____
Position: _____
Current residence address: _____
Other residence addresses held in last three years (list address and dates of residency):

This person is over age 21.

3. Name: _____
Position: _____
Current residence address: _____
Other residence addresses held in last three years (list address and dates of residency):

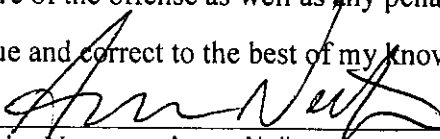
This person is over age 21.

4. Name: _____
Position: _____
Current residence address: _____
Other residence addresses held in last three years (list address and dates of residency):

This person is over age 21.


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

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



Print Name: Aaron Neily
Date: 7/14/21

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



Notary Public
My commission expires: PO Box 335, Readfield, ME 04355
Expires: 10/28/2022

STATE OF MAINE
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions
101 State House Station
Augusta, Maine 04333-0101

October 8, 2020

AARON NEILY
190 THUNDERCASTLE ROAD
READFIELD ME 04355

ATTESTED COPIES
WR DCN: 2202813610049

Enclosed please find copies of documents recently placed on file with our office. Each copy has been attested as a true copy of the original and serves as your evidence of filing. We recommend that you retain these permanently with your records.

Charter#: 20212753DC Legal Name: READFIELD APOTHECARY LLC

CERTIFICATE OF FORMATION

DCN: 2202813610050 Page(s) 2

Total Pages 2

Filing Fee \$175.00

MAINE
LIMITED LIABILITY COMPANY

STATE OF MAINE

CERTIFICATE OF FORMATION

File No. 20212753DC Pages 2
Fee Paid \$ 175
DCN 2202813610050 DLLC
FILED
10/05/2020

Julie L. Flynn
Deputy Secretary of State

A True Copy When Attested By Signature

Julie L. Flynn
Deputy Secretary of State

Pursuant to 31 MRSA §1531, the undersigned executes and delivers the following Certificate of Formation:

FIRST: The name of the limited liability company is:

Readfield Apothecary LLC

(A limited liability company name must contain the words "limited liability company" or "limited company" or the abbreviation "L.L.C.," "LLC," "L.C." or "LC" or, in the case of a low-profit limited liability company, "L3C" or "l3c" - see 31 MRSA 1508.)

SECOND: Filing Date: (select one)

- Date of this filing; or
- Later effective date (specified here): _____

THIRD: Designation as a low profit LLC (Check only if applicable):

- This is a low-profit limited liability company pursuant to 31 MRSA §1611 meeting all qualifications set forth here:
 - A. The company intends to qualify as a low-profit limited liability company;
 - B. The company must at all times significantly further the accomplishment of one or more of the charitable or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code of 1986, as it may be amended, revised or succeeded, and must list the specific charitable or educational purposes the company will further;
 - C. No significant purpose of the company is the production of income or the appreciation of property. The fact that a person produces significant income or capital appreciation is not, in the absence of other factors, conclusive evidence of a significant purpose involving the production of income or the appreciation of property; and
 - D. No purpose of the company is to accomplish one or more political or legislative purpose within the meaning of Section 170(c)(2)(D) of the Internal Revenue Code of 1986, or its successor.

FOURTH: Designation as a professional LLC (Check only if applicable):

- This is a professional limited liability company* formed pursuant to 13 MRSA Chapter 22-A to provide the following professional services:

(Type of professional services)

FIFTH: The Registered Agent is a: (select either a Commercial or Noncommercial Registered Agent)

Commercial Registered Agent CRA Public Number: _____

(Name of commercial registered agent)

Noncommercial Registered Agent

Aaron Neily

(Name of noncommercial registered agent)

190 Thundercastle Road, Readfield, Me. 04355

(physical location, not P.O. Box – street, city, state and zip code)

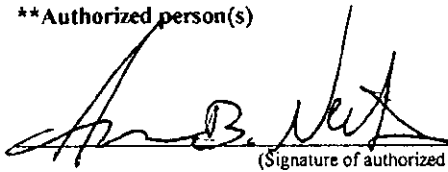
(mailing address if different from above)

SIXTH: Pursuant to 5 MRSA §105.2, the registered agent listed above has consented to serve as the registered agent for this limited liability company.

SEVENTH: Other matters the members determine to include are set forth in the attached Exhibit _____, and made a part hereof.

****Authorized person(s)**

Dated 9/30/20



(Signature of authorized person)

Aaron Neily

(Type or print name of authorized person)

(Signature of authorized person)

(Type or print name of authorized person)

***Examples of professional service limited liability companies are accountants, attorneys, chiropractors, dentists, registered nurses and veterinarians. (This is not an inclusive list – see 13 MRSA §723.7)**

****Pursuant to 31 MRSA §1676.1.A, Certificate of Formation MUST be signed by at least one authorized person.**

The execution of this certificate constitutes an oath or affirmation under the penalties of false swearing under 17-A MRSA §453.

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to:

Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: (207) 624-7752 Email Inquiries: CEC.Corporations@Maine.gov



TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355
TEL. (207) 685-4939 • FAX (207) 685-3420

Planning Board Decision

TO: Aaron Neily
190 Thundercastle Road
Readfield, ME 04355

Location of Property:

Assessor's Map 120, Lot 086
E-911 Address: 1146 Main St
Readfield, ME 04355

Decision:

This is to inform you that on May 25, 2021 the Readfield Planning Board approved your application to operate a medical cannabis caregiver retail store for the sale of medical cannabis products at 1146 Main Street.

Findings/Reasons for the Decision:

Based upon the application, submittals and information obtained through the public hearing process, and subject to the conditions, below, the Planning Board has determined that the application meets the requirements of the Land Use Ordinance.

Conditions Imposed:

For any application that is granted, the approval is conditioned upon the following:

The approval was granted with the following conditions:

1. The applicant must comply with the Town of Readfield Standard Conditions of Approval. See Appendix D of the Land Use Ordinance for the Town of Readfield. (A copy of the Standard Conditions of Approval is attached hereto.)

2. The applicant will update the lease for the building to reflect the current property owner(s) as Landlord(s);
3. The applicant will install in the store premises prior to opening for business all security system measures required by Town ordinance and State Law;
4. The applicant shall install any and all odor control measures as may be necessary to ensure product odor does not travel beyond the premises; and,
5. There shall be no cannabis cultivation associated with the business including the sale of seedlings, without additional review and permitting from the Town.
6. Prior to the occupancy or use of the permitted activities, a Certificate of Occupancy or Use shall be obtained from the Code Enforcement Officer upon completion of all activities requiring a permit.

Expiration of Permit:

If no substantial construction start is made, or use of the property initiated, within one year of the date of the permit, the permit lapses and becomes void. A permit may be timely renewed.

Appeal Rights:

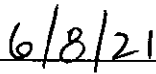
Note: Until the expiration of the appeal period, and a final decision from any appeal, if any, the applicant proceeds at his/her own risk.

Any person aggrieved by this decision may appeal to the Readfield Board of Appeals within forty-five (45) days of the date of the Decision. **The date of the Decision in this matter is:**

May 26, 2021.



Chairperson, Planning Board



Date



STATE OF MAINE
Office of Marijuana Policy
Medical Use of Marijuana Program
Caregiver Application

(FROM
11/9/20)

SECTION 1: Caregiver Information.			
<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification to plant count <input type="checkbox"/> Change to canopy-based cultivation			
Legal Name: AARON NEILY			
Date of Birth: 6/1/79		Telephone Number: (503) 200-0632	
Home Address: 190 THUNDERCASTLE RD			
City: READFIELD	State: ME	Zip: 04355	
Mailing Address: 190 THUNDERCASTLE RD.			
City: READFIELD	State: ME	Zip: 04355	
Email Address (required): AARON.NEILY@GMAIL.COM		SSN or Federal EIN: 004-76-5412	Sales Tax Registration Number: 1210908
SECTION 2A: Cultivation Location.			
Street Address: 1146 MAIN ST.			
City: READFIELD	State: ME	Zip: 04355	
<input checked="" type="checkbox"/> Indoor OR <input type="checkbox"/> Outdoor. Please describe:			
SECTION 2B: Property Owner.			
Legal Name of Property Owner: XXXXXXXXXXXX ROBERT BITTAR			
Street Address: 1146 MAIN ST			
City: READFIELD	State: ME	Zip: 04355	
SECTION 3: Caregiver Retail Store.			
Legal Business Name: READFIELD APOTHECARY		Doing Business as Name, if applicable:	
Street Address: 1146 MAIN ST.			
City: READFIELD	State: ME	Zip: 04355	

SECTION 4: Registered Caregiver Authorized Activities. Please check all that apply.

- Standard caregiver cultivation activities
- Standard caregiver processing and manufacturing activities (no inherently hazardous substance extraction)
- Processing or manufacturing of marijuana from a patient, caregiver, or dispensary
- Processing or manufacturing marijuana using inherently hazardous substances
- Manufacturing edible marijuana products
- Standard caregiver transfer, donation and/or sale of medical marijuana, concentrate and products to patients
- Operation of one caregiver retail store
- Purchase or other receipt of wholesale marijuana from other caregivers or dispensaries
- Sale or other transfer of wholesale marijuana to other caregivers or dispensaries

SECTION 5: Fees. The fee is \$240 for each group of up to six (6) mature marijuana plants cultivated by a caregiver.

Caregiver cultivating/servicing patients

(Elect either plant count or canopy.)

Plants

- | | Fee |
|---|--------|
| <input type="checkbox"/> 6 mature/12 immature plants | \$240 |
| <input type="checkbox"/> 12 mature/24 immature plants | \$480 |
| <input type="checkbox"/> 18 mature/36 immature plants | \$720 |
| <input type="checkbox"/> 24 mature/48 immature plants | \$960 |
| <input type="checkbox"/> 30 mature/60 immature plants | \$1200 |

Canopy

- 500 Sq. Ft. Canopy

Number of mature plants to be cultivated within canopy: 36 \$ 1440

Example plant canopy fees:

- 31-36 mature marijuana plants, \$1440
- 37-42 mature marijuana plants, \$1680
- 43-48 mature marijuana plants, \$1920
- 49-54 mature marijuana plants, \$2160
- 55-60 mature marijuana plants, \$2400

Application Fee: \$ 1440
 Background Check Fee: \$31.00
 Total Enclosed: \$ 1471.00

Caregiver non-cultivating/servicing patients

(Purchasing from a registered caregiver or dispensary)

Harvested marijuana from:

- | | Fee |
|---|--------|
| <input type="checkbox"/> 6 mature/12 immature plants | \$240 |
| <input type="checkbox"/> 12 mature/24 immature plants | \$480 |
| <input type="checkbox"/> 18 mature/36 immature plants | \$720 |
| <input type="checkbox"/> 24 mature/48 immature plants | \$960 |
| <input type="checkbox"/> 30 mature/60 immature plants | \$1200 |

Application Fee: _____
 Background Check Fee: \$31.00
 Total Enclosed: _____

SECTION 6: Local Authorization.

Upon receipt of the completed application, the Office of Marijuana Policy will send a Local Authorization form to the applicant. It will be the applicant's responsibility to obtain Local Authorization pursuant to Title 22, Section 2429-D.

SECTION 7: Required Submissions.

- A cashier's check or money order made payable to "Treasurer, State of Maine." **All fees are non-refundable.**
- Copy of State of Maine-issued photographic identification.
- Copy of food establishment/processing license, if applicable.

Copy of
STATE LICENSE



Maine Medical Use State Issued: 11/16/2020
Of Marijuana Expires: 10/10/2021

Individual giver
AARC ILY

Retail Location ME 04355

Registration #: CGR28185

Control #: 915708

Authorized for: Plant canopy-500 square feet

Town of Readfield
MARIJUANA ESTABLISHMENTS ORDINANCE

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Marijuana Establishments Ordinance

Article I Title:

This ordinance shall be known and cited as the Town of Readfield “Marijuana Establishments Ordinance” and will be referred to hereinafter as “this Ordinance”. This Ordinance limits all Adult Use and Medical Marijuana Establishments to the rules and regulations contained herein, in addition to any zoning rules and regulations that may apply in the Town of Readfield Land Use Ordinance or other ordinances.

Article II Purpose and Authority:

WHEREAS, implementing a system for regulation of Establishments for the sale, manufacturing, and testing for both Adult Use and Medical Marijuana, is a complex function with significant administrative demands on the Town of Readfield; and

WHEREAS, to ensure that possession and use of Adult Use and Medical Marijuana is limited to persons who are 21 years of age or older, except in the case of minors in possession of a Medical Marijuana Patient Card; and

WHEREAS, the Town of Readfield believes that any production, testing, processing, cultivation, or selling of Adult Use and Medical Marijuana should be conducted in a safe and fair manner for the health, safety, and welfare of the community, which includes complying with provisions of all applicable laws and ordinances relating to Adult Use and Medical Marijuana throughout the Town of Readfield;

NOW THEREFORE, this Ordinance is adopted pursuant to the Marijuana Legalization Act, Title 28-B M.R.S. c. 1; Maine’s Medical Marijuana laws and regulations, 22 M.R.S. c. 558-C; Article VIII, Part 2, Section 1 of the Maine Constitution; Municipal Home Rule Authority, 30-A M.R.S. §3001 et seq.; and the provisions of the Planning and Land Use Regulation Act, 30-A M.R.S. §4312 et seq..

Article III Definitions:

The terms in this ordinance shall have the same definition as that contained in 22 M.R.S. § 2422, for medical marijuana establishments, and 28-B § M.R.S. The term “Marijuana Establishment” refers collectively to all medical and adult use retail marijuana stores, medical and adult use marijuana cultivation facilities, medical and adult use marijuana manufacturing facilities, and medical and adult use marijuana testing facilities, as authorized by the Town.

Article IV Permitted Establishments:

Only Marijuana Establishments specifically authorized by an “opt-in” vote at a legally held Town Meeting shall be permitted. The permitted establishments are as follows:

Establishment	Adopted by Vote
Medical marijuana Manufacturing Facilities	July 14, 2020
Medical Marijuana Testing Facilities	July 14, 2020
Medical Marijuana Registered Caregiver Retail Stores	July 14, 2020
Adult Use Marijuana Cultivation Facilities	July 14, 2020

Article V License Required:

No person may establish, operate or maintain an Adult Use or Medical Marijuana Establishment without first obtaining a license from the Town.

Article VI Application Procedure:

A. Application Process

A Marijuana Establishment license application must be made on the form provided by the Town in order to determine whether the applicant meets the requirements of this and other ordinances. Prior to application to the Town, the applicant must first obtain conditional approval from the appropriate State agency. Licenses shall be valid for one year following the date of issuance.

Applications shall be submitted to the Code Enforcement Officer for initial review. Applications found to be complete by the Code Enforcement Officer shall be submitted to the Planning Board for review and approval in consideration of the terms of this Ordinance and provisions of the Land Use Ordinance. Applications will then be submitted to the Select Board for final review and approval. An application may be denied for failure to provide all required information and documentation in a timely fashion.

B. Application and Annual License Fees

All applications must be submitted with the appropriate fees shown below. If an application is approved, the following license fees must be paid before the Town will issue a license:

1. Adult Use and Medical Marijuana Stores: License Fee: \$1,500
2. Adult Use and Medical Marijuana Manufacturing/Extraction Facility: License Fee: \$1,500
3. Adult Use and Medical Marijuana Manufacturing/Consumable Facility (manufacturing facility in a kitchen setting, producing only consumable goods): License Fee: \$100

4. Adult Use and Medical Marijuana Testing Facility: License Fee: \$1,500

5. Adult Use and Medical Marijuana Cultivation:

Tier 1: More than thirty (30) mature plants (and an unlimited number of immature plants and seedlings) or 251-500 SF of plant canopy: License Fee: \$1,500

Tier 2: 501-2,000 SF of mature plant canopy: License Fee: \$2,500

Tier 3: 2,001-7,000 SF of mature plant canopy: License Fee: \$3,500

Tier 4: 7,001-20,000 SF of mature plant canopy: License Fee: \$4,500

Renewal applicants for Adult Use and Medical Marijuana Cultivation licenses may seek an increase to a higher tier if they comply with the requirements of this section.

The same person may not hold more than three (3) licenses for Adult Use or Medical Marijuana Cultivation Facilities, or maintain a combined plant canopy in excess of 30,000 SF. For the purposes of this provision, Marijuana Cultivation facilities will be combined to determine whether the three licenses or 30,000 SF canopy limits are met if the ownership of the facilities is 50% or more in the same person(s) or entity(ies).

C. Change of ownership; transferability

Licenses shall not be transferable. A new owner of a Marijuana Establishment shall obtain licensure from the Town pursuant to this Ordinance prior to taking over operation of the Marijuana Establishment.

If there is any change to the name, status or ownership of a corporate entity holding the license under this Ordinance, the licensee shall promptly notify the Town and provide all pertinent documentation related to the change in entity. The Town shall evaluate the new information using the same process and standards applicable to new license applications. For the purposes of this paragraph a change in ownership is defined as a change to the person(s) or company(ies) holding at least 50% ownership of the licensed business.

Article VII Standards for License:

A. General

1. All Adult Use and Medical Marijuana Establishments must be operated from permanent locations, which may utilize telephone and internet orders.

2. Adult Use and Medical Marijuana Establishments may not use vending machines for sales.
3. Adult Use and Medical Marijuana Establishments may not be operated on property located within:
 - a. Five hundred (500) feet of the property line of a public or preexisting private school (K-12) per 28-A M.R.S. §402.2.A; and/or
 - b. Five hundred (500) feet of the property line of a property used primarily for religious worship and related religious activities; property used for pre-existing licensed daycare use under 10-148 CMR c. 32; recreational areas designated for use by children up to eighteen (18) years in age; or areas designated as municipal "safe zones" pursuant to 30-A M.R.S. §3253.
4. Required setbacks under 3. a. & b. above shall be measured as the most direct, level, shortest, straight-line distance between property lines of a property containing a building or structure used as the premises where an Adult Use or Medical Marijuana establishment is conducted, to the nearest property line of the premises of a use listed in subsection A (3) shown above.
5. Medical Marijuana Establishments located and operating within Readfield under and in compliance with Maine's Medical Marijuana laws and regulations on or before December 13, 2018, who file applications for an Adult Use or Medical Marijuana Establishment license for locations that they currently operate within and have continuously operated within since December 13, 2018, are exempt from subsection 3 of this Section.
6. Security measures at all Adult Use and Medical Marijuana Establishment premises shall include, at a minimum, the following:
 - a. Security surveillance cameras installed and operating twenty-four (24) hours a day, seven (7) days a week, with ten (10) day video storage, to monitor all entrances, along with the interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises; and
 - b. Door and window combination video and motion detector intrusion system with audible alarm, maintained in good working condition; and
 - c. A safe, case or room secured with a keycode, deadbolt or padlock that is suitable for storage of all marijuana, marijuana products, and cash stored overnight on the licensed premises; and

- d. Exterior lighting that illuminates the exterior walls of the licensed premises during dusk to dawn, that is either constantly on or activated by motion detectors, and complies with applicable provisions of the lighting performance standards in the Town of Readfield Land Use Ordinance; and
- e. Deadbolt locks on all exterior doors and any other exterior access points, excepting windows which shall have locks; and
- f. For adult use facilities: methods to ensure that no person under the age of twenty-one (21) shall have access to marijuana and marijuana products.

7. Ventilation

All Adult Use and Medical Marijuana Establishments are required to be in compliance with any odor and nuisance provisions of the Town of Readfield Land Use Ordinance. No detectable odor of marijuana or of chemicals used in the manufacturing process may emit beyond the property line of a parcel containing an Adult Use or Medical Marijuana Establishment.

8. Required Notices

There shall be posted in a conspicuous location inside each Adult Use and Medical Marijuana Establishment, at least one legible sign containing the following information:

- a. *"Adult use of or on-site consumption of marijuana is illegal; Open and public consumption of marijuana in the State of Maine is illegal; The use of marijuana or marijuana products may impair a person's ability to drive a car or operate machinery; No one under the age of twenty-one (21) allowed, Loitering prohibited"*.
- b. *Medical Use: "use of or on site consumption of marijuana is illegal; open and public consumption of marijuana in the state of Maine is illegal; the use of marijuana or marijuana products may impair a person's ability to drive a car or operate machinery; no one under the age of twenty-one (21) allowed, except a minor with a medical marijuana card between the ages of eighteen (18) and twenty-one (21), or a minor under eighteen (18) years of age accompanied by a legal guardian; loitering prohibited"*.

9. Signs

All signs used by and all marketing and advertising conducted by or on behalf of the Marijuana Establishment may not involve advertising or marketing that has a high likelihood of reaching persons under 21 years of age or that is specifically designed to appeal particularly to persons under 21 years of age.

The signs, marketing, or advertising is prohibited from making any health or physical benefit claims.

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

B. Right of Access / Inspection

Every Adult Use and Medical Marijuana Establishment shall allow Code Enforcement Officers and other municipal officials to enter the premises at reasonable times for the purpose of checking compliance with all applicable State laws and this Ordinance.

Due to fire, explosion, and other hazards inherent in Adult Use and Medical Marijuana Cultivation and Manufacturing Establishments, including, but not limited to, heavy electrical loads, hot lighting fixtures, CO² enrichment, extraction solvents (acetone, butane, propane, ethanol, heptane, isopropanol, CO², etc.), high-pressure extraction methods (CO², etc.), and flammable contents, the owners of all such establishments shall agree to be inspected annually by the Town of Readfield Code Enforcement Officer and Fire Chief, or their designee.

Adult Use and Medical Marijuana Cultivation and Manufacturing Establishments must comply with NFPA-1 Chapter 38 standards for *Marijuana Growing, Processing, or Extraction Facilities*, and these standards will be utilized by the Town of Readfield or their designee during its inspections of these premises.

C. Indemnification

By accepting a license issued pursuant to this Ordinance, the licensee waives and releases the Town, its officers, elected officials, employees, attorneys, and agents from any liability for injuries, damages, or liabilities of any kind that result from any arrest or prosecution of any Adult Use or Medical Marijuana Establishment owners, operators, employees, clients, or customers for a violation of local, State or federal laws, rules, or regulations.

By accepting a license issued pursuant to this Ordinance, the licensee agrees to indemnify, defend, and hold harmless the Town, its officers, elected officials, employees, attorneys, agents, and insurers against all liability, claims, and demands on account of any injury, loss or damage, including without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of a licensed Adult Use or Medical Marijuana Establishment.

D. State Law

In the event the State of Maine adopts any additional or stricter law or regulation governing the sale, cultivation, manufacture, distribution, or testing of Adult Use or Medical Marijuana or marijuana products, the additional or stricter regulation shall control the establishment or operation of any Adult Use or Medical Marijuana Establishment in Readfield.

Compliance with 28-B M.R.S. c. 1, State laws and regulations pertaining to medical marijuana, and any other applicable State laws or regulations shall be deemed an additional requirement for issuance or denial of any license under this Ordinance, and noncompliance with 28-B M.R.S. c. 1 and any other applicable State law or regulation shall be grounds for revocation or suspension of any license issued hereunder.

VIII Enforcement

A. Violations

1. Any person including, but not limited to an Adult Use or Medical Marijuana Establishment owner, a property owner where such business is located, or any agent or contractor for same, who orders or conducts any activity in violation of this ordinance shall be subject to a minimum civil penalty of \$100 and a maximum civil penalty of \$500. Each day a violation continues shall constitute a separate offense.
2. In addition to the civil penalty, the Town is entitled to injunctive relief.
3. In any successful prosecution the Town shall be rewarded its reasonable attorney fees.
4. The Town is authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action.
5. Actions for the violation of this Ordinance may be initiated by the Code Enforcement Officer or Town Manager.
6. Any violation of this Ordinance, violation of state law, loss of suspension of a state license, or provision of knowingly false information in a license application, may result in license suspension or revocation by the Select Board, after notice and hearing.

B. Code Enforcement Officer (CEO)

The primary enforcement person for the Town shall be the Code Enforcement Officer. If the CEO finds that any provision of this Ordinance is being violated, the CEO shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it, including but not limited to, discontinuance of illegal use of land, buildings, or structures, or work being done, removal of illegal buildings or structures, and abatement or mitigation of violations. A copy of such notices shall be maintained as a permanent record.

C. Law Enforcement Officers

Law enforcement officers, the Code Enforcement Officer, and the Fire Chief may at any reasonable time conduct on-site inspections of Adult Use and Medical Marijuana Establishments to ensure compliance with all applicable laws and conditions attached to license approvals and shall investigate all complaints of alleged violations of the Ordinance.

Article IX Conflict with Other Ordinances; Severability:

Whenever a provision of this Ordinance conflicts with or is inconsistent with other provisions of this Ordinance, or of any other ordinance, regulation or standard, the more restrictive provision shall apply.

Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

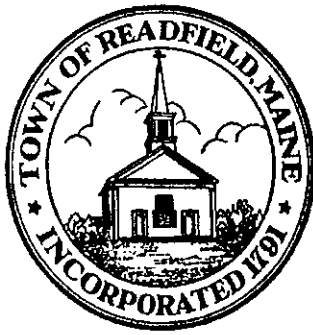
ENACTED: _____

CERTIFIED BY: _____
Signature

CERTIFIED BY: _____
Printed Name

Title

NEW BUSINESS



TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355
TEL. (207) 685-4939 • FAX (207) 685-3420

October 14, 2020

Memorandum

To: Readfield Select Board, Town Manager
From: Chip Stephens, Codes Office
Subject: 2021 Automobile Graveyard Permitting

I have completed the review of the three automobile graveyard renewal applications and undertaken inspections of their yards; Ken' Drag-in Auto, Owners - Ken / Mark Edgecomb, Antique Auto, Owners – Cyrus / Barbara & Seth Whitcomb and Lucas Auto Parts & Salvage, Owner - Scott Lucas have maintained automobile junkyard operations and are in compliance with local review requirements. The inspections this year included the tracking of recycled materials;

- Many tons of scrap metal, mercury switches, used tires, aluminum rims, batteries, catalytic converters, recycled oil products used as a heating source and the resale of used anti-freeze.

These businesses were provided a 2021 application, inspection schedule to meet their needs for the yearly inspection, and have paid their \$100 fee requirement. The Readfield Inspection Checklist was followed. These auto graveyards have made improvements and should continue their improvements by following the State's Best Practices for recycling. They have better emergency access roadways and have increased their recycling activities. All liquids, batteries and switches are stored properly and/or used on site or sold to be reused / recycled to responsible parties. At least one junkyard has had issues getting the State to take in mercury switches, but there seems to be a market for scavenge individuals to fill that void as a for profit side business.

I am recommending that their renewals be approved with conditions as stated on their permits.

Tires are a huge problem in terms of reducing their footprint on these businesses and other properties. The cost of disposal makes it almost impossible, financially, for property owners to lower their unwanted inventory of old tires. I suggest the town consider a take back or incentive partner plan (tire recycler) that would give local property owners and business an amnesty window, a few days or week, to purge their tire stock at no charge or low price. This could be a good start at alleviating the growing old tire issue.

In addition to the licensed Auto Junkyards the following locations were requested by the Town Manager to be viewed and commented on:

Lee Mank	L & M Enterprises	na- garage	1288 Main St.	2009 approved light automotive, boat repair, boat sales
Steven Woodsum	Great Northern Motorworks	na - garage	1697 Main St.	legal existing restoration garage
Zack Hatch	individual	addressed	846 Main St.	Oct 1 - cleared front yard of junkers and tires phone call
Alfred Parks	Parks Towing	WIP	773 Main St.	Keeping an eye on the number of autos over next months

All the above were cooperative and either had proper activity for their approved location or remedied infractions that were necessary. Alfred Parks (Towing) will be monitored as the current situation may require further intervention over the next months.

Respectfully submitted,

R Chip Stephens
CEO, LPI

PROPOSAL FOR
FINANCIAL STATEMENT AUDIT

Town of Readfield
Readfield, Maine

SUBMITTED BY:



Proven Expertise and Integrity

3 Old Orchard Road
Buxton, Maine 04093
October 1, 2021

(207) 929-4606 | (800) 300-7708

Contact:
Ronald H.R. Smith, CPA, CFE
Managing Partner

www.rhrsmith.com

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Proven Expertise & Integrity

October 1, 2021

Mr. Eric Dyer
Town Manager
Town of Readfield
8 Old Kents Hill Road
Readfield, Maine 04355

Dear Mr. Dyer:

Thank you for giving us the opportunity to submit the following proposal to perform the audit of the Town of Readfield. The information you requested about our firm, our qualifications and the services we provide are enclosed.

We propose to audit the financial statements of the Town of Readfield for the years ending June 30, 2021 through June 30, 2025. We will conduct the audits in accordance with Generally Accepted Auditing Standards (GAAS); requirements promulgated by the American Institute of Certified Public Accountants (AICPA), and the Government Auditing Standards Board (GASB); and standards contained in *Government Auditing Standards* issued by the General Accounting Office, the Single Audit Act of the United States Office of Management and Budget, the provisions of the Uniform Guidance, *Audits of States, Local Governments and Nonprofit Organizations*, and related pronouncements regarding any Federal assistance awards.

RHR Smith & Company specializes in governmental audits, serving municipal, county and tribal governments, as well as schools, housing authorities, sewer and water utilities, and nonprofit corporations with a high concentration of these audits in Maine and Vermont. Our unique and innovative approach allows us to build client relationships based on a shared understanding of your entire organization and its needs. We take the time to get to know our clients, making the audit report an important part of organizational education and improvement. Selecting RHR Smith & Company as your independent auditing firm gives you access to talented, experienced professionals who will continue to meet all of your audit and accounting needs and become valuable resources to the Town of Readfield.

Please do not hesitate to call if you have any questions about this proposal and our services. I can be reached at the office in Buxton at (800) 300-7708. We welcome the opportunity to meet with you and your staff.

Very Best,

A handwritten signature in black ink, appearing to read 'Ron'.

Ronald H.R. Smith, CPA, CFE
Managing Partner

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

History

The firm of RHR Smith & Company, Certified Public Accountants was formed by Ronald H.R. Smith in 1997. Since August of 2001, Ronald has been the sole shareholder of the Company. It is a Maine based firm headquartered in Buxton and holds its license to practice in the states of Maine, Vermont, and Massachusetts. Together, Ronald H.R. Smith CPA, CFE, and his staff have over 200 years combined experience providing professional accounting, auditing, computer consulting, and other internal control and financial services.

Organizational Size and Structure

The firm is a professional corporation. Audit opinions are prepared and issued by Ronald H.R. Smith, CPA, CFE, Christina M. Smith, CPA, Miranda MacDonald, CPA, MBA, RTSBA, Jordan Nelle, CPA, and Michael B. Nadeau, CPA, CMA, MBA, SFO. Professional accounting and auditing experience are provided by a staff of 36 accountants. All of our accountants are dedicated solely to our governmental auditing practice which makes us able to handle not only audit matters, but the complex accounting or industry matters which may need to be understood during the relationship. We are comprised of auditors, former government finance directors, former government school business managers, and other former seasoned government fiscal leaders. These 36 individuals pride and commit themselves to the governmental industry. The firm also has a dedicated tax practice comprised of 2 professionals to provide tax consultation, tax preparation, tax advice in all areas of taxation, and tax accounting service.

Service Capabilities

The firm specializes in the area of governmental and nonprofit accounting and auditing. Within this field, the following services are provided:

- Reporting on financial statements in three capacities:
 - Audit
 - Review
 - Compilation
- Compliance auditing to meet federal and state requirements.
- Preparation of financial statements.
- Accounting system design.
- Internal control system design.
- Electronic data processing system study, including assistance in implementation.
- Assistance in budgeting procedures, forecasts, and cash flow analysis.
- Tax and bond anticipation requests including lease and bargain purchase financing.
- IRS Section 125 plan design and implementation.
- Assistance and preparation of GFOA Comprehensive Annual Financial Report.
- Other non-attest accounting and consulting services.
- Free client training workshops.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Firm Experience

RHR Smith & Company conducts over 400 audits for government and nonprofit clients. All audit work is overseen by the Managing Partner, Ronald H.R. Smith, CPA, CFE.

We assist three of our clients in preparing CAFR reports, and one of our CPA's serves on the CAFR review team.

A list of all our governmental clients is included in this document on pages 11 through 14.

Desk Reviews

The firm has had no federal or state desk reviews or field reviews of its audits during the past three years. None of the employees of the firm are or have been, the subject of disciplinary action taken or pending with state regulatory bodies or professional organizations.

Quality Control

As a member requirement of the American Institute of Certified Public Accountants, the firm is enrolled in the Peer Review Program. Under this program, our firm is required to be audited every three years by another firm of similar size that is independent of our firm. Our quality control reviews include reviews of specific government engagements. Our most recent quality control review was performed in 2018 for the year ended September 30, 2017 and is included in this document on page 5.

Peer Review documents are made available for public access on the AICPA website. The firm of RHR Smith & Company also maintains a very structured internal quality control system designed to meet the standards of the American Institute of Certified Public Accountants.

Contracted Services

Only employees of RHR Smith & Company will be assigned to work on the Town of Readfield audit. We do not utilize any contracted services at this time.

Firm Insurance

At all times, RHR Smith & Company, CPA's, maintains in full force professional liability insurance and general liability insurance in the minimum amount of \$1 million per occurrence, and workers compensation insurance as required by Maine law.

The firm will provide a certificate of insurance or a copy of the policy as proof of coverage at the time an agreement is executed with the Town.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Independence and Quality Assurance

Our firm adheres to the most rigid standards, including those of the U.S. Government Accountability Office, in ensuring independence and avoiding any real or apparent conflict of interest. We have policies outlining detailed processes for making determinations regarding independence and conduct extensive training in making those determinations. Staff reviews all firm engagements periodically to evaluate the potential for conflict and provides statements regarding any prior or current relationships with clients.

As to this engagement, we are independent of the Town of Readfield. No professional relationship exists between our firm and employees or agencies affiliated with the Town of Readfield.

The Engagement Partner is responsible for ensuring that all staff assigned to the Town's audit have the experience and qualifications necessary to complete all audit tasks accurately and efficiently.

Licensing

The firm is registered in the State of Maine; its Managing Partner, Ronald H.R. Smith, CPA, CFE, is licensed in Maine, and all personnel is duly authorized to practice in the State of Maine according to applicable state statutes.

Professional Organizations

All professional personnel are members of the American Institute of Certified Public Accountants, and the Maine Society of Certified Public Accountants. Ronald, H.R. Smith, CPA, CFE, is also a member of the Association of Certified Fraud Examiners.

Audit Record Retention

All working papers and reports are retained for a minimum of five years after the end of each audit unless notified in writing by a cognizant agency to extend the retention period. Working papers will be made available, upon request from the Town or its designee or the General Accounting Office, at the completion of the audit.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

D.E. Rodrigues & Company, Inc.

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

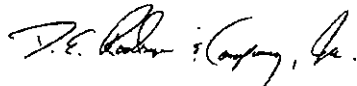
Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.



May 17, 2018

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

RHR Smith & Company
 Certified Public Accountants

TECHNICAL PROPOSAL

Audit Team

The following table shows the audit team selected for the Town of Readfield, along with their respective roles.

NAME	TITLE	ROLE & RESPONSIBILITY
Ronald H.R. Smith, CPA, CFE	Managing Partner	<i>Engagement Partner:</i> Oversees audit including all work papers and audit documents, attends entrance and exit conferences and other client meetings as needed.
<i>Ron has been an auditor for over 32 years. He is the engagement partner for all audits and manages many audits.</i>		
Christina M. Smith, CPA	Senior Accountant / Quality Reviewer	<i>Senior Accountant / Quality Reviewer:</i> Supports the functions of the Quality Control Division; reviews workpapers and prepares financial statements for compliance with professional and Firm standards.
<i>Christina has over 28 years of public accounting experience with specific expertise in participating in the audit of nonprofit and governmental clients.</i>		
Erika F. McKay	Audit Manager	<i>Audit Manager:</i> Implements work plan, supervises and reviews field work, coordinates with the client, conducts a test of controls.
<i>Erika has over 4 years of accounting experience specializing in governmental auditing services.</i>		

Staff Reassignment

At RHR Smith & Company, we are proud of the experience and longevity of our employees and take our commitment to audit quality and continuity seriously. We rarely find it necessary to reassign team members during an engagement. If we conduct your audit for several years, we may change members of the audit team to ensure independence and quality control. Any staff changes made during an audit are discussed with client management and should be approved in writing by the client.

Continuing Education

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the U.S. Government Accountability Office, and State of Maine Board of Accountancy. The Engagement Partner is responsible for ensuring that all personnel assigned to the Town's audit have the experience and qualifications necessary to complete all audit tasks accurately and efficiently.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Ronald H.R. Smith, CPA, CFE
Readfield, Maine
Managing Partner

SUMMARY

Thirty-two years of public accounting experience. Specific expertise in the auditing, computer consulting, internal control testing, and other numerous financial tasks of governmental and nonprofit clients.

PROFESSIONAL HISTORY

1997 – Present	Managing Partner, RHR Smith & Company, Certified Public Accountants, Buxton, Maine
1989 – 1997	Senior Audit and Accounting Manager with Ron L. Beaulieu & Company, Certified Public Accountants, Portland, Maine

EDUCATION

1988, B.S. degree in Accounting, Saint Joseph's College, Standish, Maine

CONTINUING EDUCATION

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office and State of Maine Board of Accountancy.

LICENSE

Certified Public Accountant - State of Maine Certificate Number CP 2285
Certified Public Accountant - State of Vermont Certificate Number 001.0002033
Certified Fraud Examiner - Credential Number 158186

PROFESSIONAL ASSOCIATIONS

- Member of the Maine Society of Certified Public Accountants
- Member of the American Institute of Certified Public Accountants
- Member of the Association of Certified Fraud Examiners
- Member of the GAO Yellow Book Council

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Christina M. Smith, CPA
North Yarmouth, Maine
Senior Accountant

SUMMARY

Over twenty-eight years of public accounting experience. Specific expertise in participating in the auditing of nonprofit and governmental clients.

PROFESSIONAL HISTORY

2000 – Present	Audit Manager, RHR Smith & Company, Certified Public Accountants, Buxton, Maine
1993 – 2000	Senior Audit and Accounting Manager with Ron L. Beaulieu & Company, Certified Public Accountants, Portland, Maine

EDUCATION

1993, B.S. degree in Accounting, University of Southern Maine, Portland, Maine

CONTINUING EDUCATION

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office and State of Maine Board of Accountancy.

LICENSE

Certified Public Accountant - State of Maine Certificate Number 2512

PROFESSIONAL ASSOCIATIONS

- Member of the Maine Society of Certified Public Accountants
- Member of the American Institute of Certified Public Accountants
- Member of the CAFR review team for the GFOA
- Member of the Maine GFOA

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Erika F. McKay
Westbrook, Maine
Audit Manager

SUMMARY

Over four years of public accounting experience. Specific expertise in participating in the auditing of governmental clients.

PROFESSIONAL HISTORY

2018 – Present Audit Manager, RHR Smith & Company, CPA's, Buxton, Maine
2017 – 2018 Staff Accountant, RHR Smith & Company, CPA's, Buxton, Maine
May – August 2017 Intern, RHR Smith & Company, CPA's, Buxton, Maine

EDUCATION

Expected Spring 2020, Master of Science Accounting, Southern New Hampshire University, Manchester, New Hampshire

2017, Bachelor of Science Accounting, University of Southern Maine, Gorham, Maine

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Maine Board of Accountancy.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

References

We are experienced in performing audits for state and local governments under standards that include GAS (Yellow Book), and Single Audit Act (Uniform Guidance), and we understand the audit requirements of the states in which we practice. We currently audit and provide accounting services for many governments and governmental organizations in the State of Maine. Some of those similar to the Town of Readfield audit are listed below:

Joel Downs, Finance Director	
Town of Kennebunk	
1 Summer Street, Kennebunk, Maine 04043	P. (207) 982-2102 x 1327
<i>Audit of Financial Statements</i>	

Brigette Williams, Finance Manager	
Regional School Unit No. 38	
45 Millard Harrison Drive, Readfield, Maine 04355	P. (207) 685-3336
<i>Audit of Financial Statements including Single Audit</i>	

Kimberly Beam, Treasurer	
Town of Buxton	
185 Portland Road, Buxton, Maine 04093	P. (207) 929-5191 x 128
<i>Audit of Financial Statements</i>	

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

GOVERNMENT & GOVERNMENTAL AGENCIES

Acton, Town of
Andover, Town of
Androscoggin Valley Council of Governments
Appleton, Town of
Arlington VT, Town of
Auburn Housing Authority
Augusta Housing Authority
Baldwin, Town of
Baring Plantation
Bath, City of
Bellows Falls Village Corporation
Bennington Housing Authority
Berlin Housing Authority
Berwick, Town of
Biddeford Housing Authority
Bowdoin, Town of
Brandon, VT, Town of
Bridgton, Town of
Brooks, Town of
Brownfield, Town of
Buckfield, Town of
Bucksport, Town of
Burnham, Town of
Bustins Island Village Corporation
Buxton, Town of
Byron, Town of
Calais VT, Town of
Camden, Town of
Canton, Town of
Carmel, Town of
Carrabassett Valley, Town of
Casco Bay Island Transit District
Casco, Town of
Chelsea, Town of
Cherryfield, Town of
Chester, VT, Town of
Chesterville, Town of
Claremont Housing Authority
Clinton, Town of
Concord Housing Authority
Cooper, Town of
Corinth, Town of
Cornish, Town of
County of Androscoggin
County of Aroostook
County of Aroostook Unorganized Territories
County of Franklin
County of Kennebec
County of Kennebec Union Township
County of Piscataquis
County of Piscataquis Unorganized Territories
County of Somerset
County of Somerset Unorganized Territories
County of Somerset Jail
County of York
Cumberland County District Attorney
Cutler, Town of
Damariscotta, Town of
Denmark, Town of
Derry Housing and Redevelopment Authority
Dixfield, Town of
Eastern Slope Airport Authority
Eastport Non-Profit Housing Corporation
Ellsworth, City of
Embden, Town of
Eustis, Town of
Fair Haven, VT, Town of
Fairfield, Town of
Falmouth, Town of
Farmington, Town of
Ferrisburgh, VT, Town of
Franklin County Unorganized Territories
Freedom, Town of
Fryeburg, Town of
Gouldsboro, Town of
Grand Isle, VT, Town of
Gray, Town of
Green Mountain Transit
Greene, Town of
Guilford, Town of
Harpwell, Town of
Harrington, Town of
Harrison, Town of
Hartford, Town of
Hiram, Town of
Hollis, Town of
Houlton, Town of
Housing Authority of Fort Fairfield
Industry, Town of
Isle La Motte, VT, Town of
Jackman, Town of
Jay, Town of

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

County of Cumberland

Jonesboro, Town of

GOVERNMENT & GOVERNMENTAL AGENCIES *(continued)*

Kennebec Valley Council of Governments
Kennebunk, Town of
Killington, VT, Town of
Kittery, Town of
Laconia Housing & Redevelopment Authority
Lewiston Housing Authority
Lewiston-Auburn Water Pollution Control Authority
Lewiston, City of
Limerick, Town of
Limington, Town of
Lincoln Plantation
Lisbon, Town of
Livermore Falls, Town of
Livermore, Town of
Lovell, Town of
Ludlow, Town of
Ludlow, Village of
Madison, Town of
Magalloway Plantation
Maine County Commissioners Association
Maine Indian Tribal-State Commission
Maine Port Authority
Mariaville, Town of
Mattawamkeag, Town of
Meddybemps, Town of
Mercer, Town of
Milbridge, Town of
Milford, Town of
Millinocket, Town of
Monson, Town of
Montpelier Housing Authority
Montpelier, VT, City of
Morrill, Town of
Mount Holly, Town of
Mount Vernon, Town of
New Haven, VT, Town of
New Sharon, Town of
Newmarket Housing Authority
Newry, Town of
Norridgewock, Town of
North Berwick, Town of
Northeastern Vermont Development Association
Oakfield, Town of
Ogunquit, Town of

Palermo, Town of
Palmyra, Town of
Paris, Town of
Phillips, Town of
Pittsfield, Town of
Pleasant Point Housing Authority
Plymouth, VT, Town of
Poland, Town of
Porter, Town of
Presque Isle Housing Authority
Presque Isle Industrial Council
Presque Isle, City of
Putney, VT, Town of
Rangeley, Town of
Richford, VT, Town of
Rockingham, VT, Town of
Rome, Town of
Rumford, Town of
Sabattus, Town of
Salem Housing Authority
Sandy River Plantation
Sanford Housing Authority
Sangerville, Town of
Shapleigh, Town of
Shelburne VT, Town of
Sheldon VT, Town of
Sidney, Town of
South Burlington, VT, City of
Springfield Housing Authority
Starks, Town of
State of Maine, UT Education and Services Fund
Steuben, Town of
Stockbridge, VT, Town of
Stonington, Town of
Stow, Town of
Strong, Town of
Sweden, Town of
Temple, Town of
Turner, Town of
Two Bridges Regional Jail Authority
Two Rivers-Ottawaquechee Regional Commission
Union, Town of
Upper Valley Lake Sunapee Regional Planning Comm
Van Buren Housing Authority

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Old Orchard Beach, Town of
Oxford, County of
Oxford, Town of

Van Buren, Town of
Vanceboro, Town of
Vassalboro, Town of

GOVERNMENT & GOVERNMENTAL AGENCIES

(continued)

Vernon, VT, Town of
Victory, VT, Town of
Waldoboro, Town of
Warren, Town of
Washington County Council of Governments
Waterboro, Town of
Waterford, Town of
Wayne, Town of
Weathersfield VT, Town of
Wells Emergency Medical Services
Wells National Estuarine Research Reserve Management Authority

Wells, ME, Town of
Wells, VT, Town of
Whitefield, Town of
Whitneyville, Town of
Willimantic, Town of
Wilton, Town of
Windham Regional Commission
Winn, Town of
Winooski, VT, City of
Wolcott, VT, Town of
Woodville, Town of

SCHOOL DISTRICTS & DEPARTMENTS

Acton School, Town of
Addison Central School District
Addison Northwest School District
Appleton School, Town of
Battenkill Valley Supervisory Union
Bennington Rutland Supervisory Union
Burlington School District
Byron School Unit
Carrabassett Valley School, Town of
Champlain Valley School District
Cherryfield School, Town of
Community Regional Charter School
Cutler School, Town of
Ellsworth School, City of
Falmouth School, Town of
Franklin Northeast Supervisory Union
Franklin West Supervisory Union
Greater Rutland County Supervisory Union
Greenville School, Town of
Harwood Unified Union School District
Jonesboro School, Town of
Kingdom East Unified Union School District
Kittery School Department
Lamoille South Unified Union School District
Lewiston School, City of
Lisbon School, Town of
Maine Arts Academy
Maine Connections Academy

Orleans Central Supervisory Union
Patricia A Hannaford Regional Technical School District
Regional School Unit No. 13
Regional School Unit No. 14
Regional School Unit No. 37
Regional School Unit No. 38
Regional School Unit No. 44
Regional School Unit No. 52
Regional School Unit No. 53
Regional School Unit No. 55
Regional School Unit No. 6
Regional School Unit No. 61
Regional School Unit No. 63
Regional School Unit No. 72
Regional School Unit No. 73
Regional School Unit No. 78
River Valley Technical Center
Rutland Northeast Supervisory Union
Slate Valley Unified School District
South Burlington School District
Southwest Vermont Supervisory Union
Springfield School District
Two Rivers Supervisory Union
Washington Central Unified Union School District
White River Valley Supervisory Union
Willimantic School, Town of
Windham Central Supervisory Union
Windham Northeast Supervisory Union

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TECHNICAL PROPOSAL

Milford School, Town of

Windham Southeast Supervisory Union

NON PROFIT ORGANIZATIONS

Calais Methodist Home, Inc.	Mid Maine Homeless Shelters
Coastal Counties Workforce, Inc.	Morningview, LLC
Cobscook Community Learning Center	Northern Maine Development Commission
Eastern Maine Development Corporation	Old Orchard Beach Free Public Library Association, Inc
Eastern Trails Management District	Piscataquis County Economic Development Council
Grand Chapter of Maine, Order of the Eastern Star	Portland Ballet
Greater Falls Regional Service Center	River Valley Healthy Communities Coalition
Greater Franklin Development Council	Rural Community Action Ministry
Greater Sebago Education Alliance	Sacopee Rescue, Inc.
Home Counselors, Inc.	Sacopee Valley Health Center
Jay-Niles Memorial Library	Schoodic Arts for All
Maine Huts & Trails	Senior Needs Committee of Wells & Ogunquit
Maine Mobile Health Program	Sheepscot Regional Education Program
Manchester Community Library	Vermont Education Health Initiative
Mark & Emily Turner Memorial Public Library	Washburn-Norlands Foundation
Mechanic Falls Development Commission	Western Maine Transportation Services

TRIBAL GOVERNMENTS

Aquinnah Wampanoag Tribal Housing Authority	Penobscot Indian Nation Enterprises
Penobscot Indian Nation	Pleasant Point Passamaquoddy Tribal Council

FOR PROFIT

Cross Insurance Arena	Vacationland Estates Resort
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RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

General Audit Approach

We believe the audit process should be an integral part of how an entity can achieve organizational improvement. An audit can reveal opportunities to improve internal processes and controls, enhance accuracy and efficiency, and increase understanding of the financial position of the entity.

Our technical approach is to use standard programs to direct and document the audit. Auditors use programs to determine the level of examination needed, guide conversations with management, document procedures and tests of controls and gather valuable information. All of our processes are customized, meaning our specific approach is unique to each client. This is a necessity when working with unique organizations of varying size, level of wealth and sophistication, the scope of public services and programs, staff experience and history.

We view our engagements as an ongoing professional relationship, and your auditor and other professionals at our firm will be available to assist with consultation, accounting and other services throughout the year.

Overall Technical Approach

The audit will employ techniques to provide evidence to substantiate the financial statement assertions. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

The firm uses PPC audit programs to direct and document the audit. These programs are very extensive and are selected based on materiality factors. A list of some audit programs we typically use include:

- General Procedures
- Minutes, Contracts, Policies
- Cash
- Investments
- Revenue, Receivables, Notes Receivable and Receipts
- Expenditures for Goods and Services and Accounts Payable
- Payroll and Related Liabilities
- Inventories
- Property, Equipment, and Capital Expenditures
- Debt and Debt Service Expenditures
- Fund Equities
- Grants and Similar Programs
- Insurance and Self Insurance

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Financial statements and schedules will be prepared from the Town's internal financial statements as for each fiscal year end. The financial statements will be presented in accordance with generally accepted accounting principles. All required footnote disclosures will also be included.

Sampling Technique

Audit sampling will be in accordance with the American Institute of Certified Public Accountants Audit and Accounting Guide-Audit Sampling. Audit sampling will be utilized where it will be the most efficient and effective audit tool in the circumstance.

Three phases of audit sampling will be performed: planning, selection and evaluation. The actual selection process will include random, systematic, and haphazard selection.

Scope of Work

Engagement Summary

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information when considered in relation to the basic financial statements taken as a whole. We will also perform and report on any other procedures necessary to comply with Government Auditing Standards (Yellow Book and Single Audit). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the requirements of the State of Maine Department of Audit. It will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions.

Our audit will include obtaining an understanding of the entity and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

TECHNICAL PROPOSAL

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your compliance with applicable laws and regulations and the provisions of contracts and agreements.

An audit is not designed to provide assurance on internal controls or legal and regulatory compliance or to identify deficiencies in those controls and compliance. However, during the audit, we will communicate to management and those charged with governance, internal control related matters that are required to be communicated under AICPA professional standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your compliance with applicable laws and regulations and the provisions of contracts and agreements. We use a risk-based approach to determine which laws and regulations to test, which includes the use of interactive audit software which allows us to design our field work and tests based on individual client structure, individual needs, and real-time information as we progress. This program's ability to adjust audit designs will indicate additional test work that may be needed based on the level of risk.

We will express an opinion on the fair presentation of the Town's basic financial statements taken as a whole and supporting schedule, in conformity with generally accepted accounting principles and procedures applicable to governmental and nonprofit organizations.

In connection with the examination of the records and financial statements, we will review the system of internal control, operating procedures, and compliance with the budgetary and legal requirements by the Town. The review of the internal controls will include an annual review of the related processing controls within the Town's operations, to include developing an understanding of policies involving security, documentation, controls and data retention, and testing adherence to those policies. The approach we use includes staff interviews and completing and examining questionnaires.

The Engagement Partner, Audit Supervisor and Audit Manager are available to coordinate with Management regarding scheduling and planning the audit, understanding the control environment, and discussing any management issues that may arise during the audit. The Auditor will issue a letter to Management listing problem areas and suggested improvements. Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Engagement Outline

The engagement will include the following:

- Audit plans developed and reviewed with appropriate officials, appointed staff and cognizant federal agencies, if necessary.
- Audits of the entity's financial statements in accordance with Generally Accepted Auditing Standards (GAAS); requirements promulgated by the American Institute of Certified Public Accountants (AICPA), and the Government Auditing Standards Board (GASB); and standards contained in *Government Auditing Standards* issued by the General Accounting Office, the Single Audit Act of the United States Office of Management and Budget, the provisions of the Uniform Guidance, *Audits of States, Local Governments and Nonprofit Organizations*, and related pronouncements regarding any Federal assistance awards.
- Audit of all accounts and funds of the municipality.
- Separate reports on supplementary information required by Government Auditing Standards.
- Entrance, exit and progress conferences. The Engagement Partner, and/or Audit Manager will conduct all required conferences with the Select Board and/or designated others and will be available to attend public meetings at which the audit report may be discussed. The audit will conduct and interview with the Treasurer at the conclusion of the audit.
- Preparation of financial statements and required supporting schedules. Draft statements will be submitted for review to the appropriate parties.
- Presentation of Management Letter to make known certain recommendations which, if implemented, would, in our opinion, increase efficiency, improve internal controls and improve financial management policies.

TECHNICAL PROPOSAL

Audit Schedule

- *Preliminary Work:* Preliminary audit work and audit planning will be conducted as soon as possible, based on discussions with Management at an entrance conference conducted at the onset of the engagement. Preliminary audit work for FY22 through FY25 to be scheduled prior to June 15th.
- *Planning:* An audit plan will be provided at a progress conference with the key personnel before field work begins. The role of Town officials in the audit will be discussed, and a list of schedules to be prepared by the staff of Town of Readfield will be provided.
- *Field Work:* Field work will commence based on a mutually agreed upon date after discussions with management. Field work for FY21 to take place in December 2021 or January 2022. Field work for FY22 through FY25 to be scheduled after the fiscal year end based on discussions with management.
- *Audit:* An entrance conference with the Select Board and/or other designated others to commence year-end audit work will be conducted as soon as possible following the last day of the fiscal year. Town personnel will prepare trial balances and supplemental schedules by the first day of field work, and will make recommendations, revisions and suggestions on the draft reports within ten (10) business days of receiving them.
- *Audited Basic Financial Statement Package*
 - Draft set of financial statements and management will be provided following the completion of the audit.
 - Seven (7) signed and bound copies and an electronic copy of the independent auditors' report and basic financial statements with all the above-mentioned reports for the Town, Provisions of Uniform Guidance and all reports required by Government Auditing Standards delivered following the acceptance of the draft and no later than January 31st for FY22 through FY25. Deadline for FY21 to be determined after discussion with management.
- *Management Letter*
 - A detailed letter listing items which go beyond the entity's internal control structure will be provided to the Town of Readfield and each component unit. Management letters deal with operational and administrative efficiencies and other items of perceived benefit to the Town of Readfield. A draft of the letter will be presented at the exit interview at the conclusion of the audit. The final management letter will be provided by January 15th for FY22 through FY25, deadline for FY21 to be determined after discussions with management. Seven copies of the final management letter will be provided.

RHR Smith & Company
Certified Public Accountants

COST PROPOSAL

Estimate of Hours and All-Inclusive Maximum Fee

Staff	Rate	Preparation of Financial Statements	Audit of Financial Statements	Total Hours	Cost
Engagement Partner	\$150	1	2	3	\$450
Audit Managers	\$125	0	20	20	\$2,500
Quality Control	\$125	12	0	12	\$1,500
Staff Accountants	\$85	9	21	30	\$2,550
Total				65	\$7,000

ANNUAL AUDIT PRICE WILL NOT EXCEED \$7,000 broken down as follows:

Audit Year – June 30, 2021: \$7,000

Audit Year – June 30, 2022: \$7,000

Audit Year – June 30, 2023: \$7,000

Optional extension if mutual agreement from both parties:

Audit Year – June 30, 2024: \$7,500

Audit Year – June 30, 2025: \$7,500

Additional Annual Price of Single Audit of one major program (if required): \$3,000

Our price includes travel and all out of pocket expenses related to the audit, and all client communications related to the audit.

Other Services

Hourly rates for accounting services beyond the scope of the audit through non-attest engagements:

- Management Advisory and Consulting: \$125 to \$150 (Principal)
- Accounting Services: \$100 to \$125
- Fixed Asset Services: \$100

Hourly rates are based on the level of expertise required and are subject to change.

Invoicing

Progress bills are sent periodically as work progresses. The final bill will not be sent until the audit is complete and presentation has been made to the Town of Readfield.

**CUMMINGS
LAMONT
& McNAMEE, PLLC**

*"Trusted Advisors for
over 60 years!"*


September 15, 2021

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

RE: REQUEST FOR PROPOSALS
AUDITING SERVICES

Thank you for your interest in Cummings, Lamont & McNamee, PLLC. At this time we are not taking on any additional Yellow Book clients. Please keep us in mind for future auditing services.

Sincerely,


Cindy K. Edwards, MBA
Managing Principal

CERTIFIED PUBLIC ACCOUNTANTS

2 Storer Street
PO Box 328
Kennebunk, Maine 04043-0328
TEL 207 985-3339
FAX 207 985-1339

One New Hampshire Avenue
Suite 125
Portsmouth, NH 03801
TEL 603 430-6200
FAX 603 430-6209

118 Portsmouth Avenue
Suite D206
Stratham, NH 03885
TEL 603 772-3460
FAX 603 772-7097

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Raymond L. Bald, CPA, CFE
Cindy K. Edwards, MBA
Wanda J. Ring, CPA
Melanie Bunker, CPA
Michelle Goldsmith, MST, CPA

Member:
American Institute of CPAs

Licensed in Maine, New Hampshire
and Massachusetts



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: October 5, 2021
To: Readfield Select Board
From: Eric Dyer, Town Manager
Subject: Use of American Rescue Plan Act (ARPA) Funds

Background:

The American Rescue Plan Act provided for direct assistance for COVID-19 related impacts and needs to state and local government entities. Through a population based formula the Town of Readfield was allocated \$271,538. These funds have been requested through the State of Maine which is administering the distribution process. The first tranche of \$135,769 was issued to the Town on October 8, 2021. The second tranche has no firm release date but is intended to be released in 2022 by my current understanding.

Potential Uses:

ARPA funds may generally be used to meet pandemic response needs and rebuild a stronger and more equitable economy as the country recovers. This includes but is not limited to:

- Support public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.
- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors.
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

Within these overall categories, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities.

Committed Funds:

On July 19, 2021 the Select Board considered and acted upon the following motion:

- **22-008 – Consider the use of ARPA funds for Broadband Planning and Assessment**
 - Review of information in packet and update from Kathryn on the process and funding.
 - **Motion** made by Kathryn to approve allocating \$40,000 to the estimating engineering RFP costs and \$10,000 towards the utility district formations for a total of \$50,000 to broadband

expansion in Readfield utilizing only American Recovery Funds, **second** by Ralph. **Vote 5-0** in favor.

Proposed Uses:

Accounting for already committed funds the Town of Readfield has a theoretical \$221,538 in available ARPA money, but a true balance of \$85,769. It is also important to note that ARPA funds do not need to be expended until December 31, 2024 due to the anticipated ongoing economic and other impacts of COVID.

Potential uses previously identified and not yet acted upon by the Select Board include parks and recreation programming and infrastructure. These uses will be investigated further but closer review of the ARPA rule indicates that they are not eligible for a variety of reasons. This may change in future years as the current program rule is “interim” only.

A common use of ARPA funds by municipalities is to provide premium pay for essential municipal employees. This use of funds recognizes the value of essential workers and can also help to address rapidly rising wages and labor shortages resulting from or exacerbated by the pandemic. This pay could be provided retroactively but a more impactful approach would be to offer the increase going forward. I am recommending that the Select Board provide a \$2/hr across the board increase for all regular (not seasonal) municipal employees through the end of June, 2022, excluding the Town Manager. This increase would be made with the expectation, though without any guarantee, that a similar rate of pay would be budgeted for in the coming fiscal year. ARPA funds could again be used to fund the increase, but this would lessen available grant funds for other purposes and might not be seen as sustainable.

Providing a fixed increase as opposed to a percentage increase offers more benefit to lower wage workers which is one of the goals of the ARPA program. The \$2 proposed would bring our lowest paid regular employee up from a rate of \$13.48 to \$15.48. Minimum wage in Maine is set to increase to \$12.75/hr on January 1, 2022. I believe there is some urgency to providing premium pay for the reasons noted in the above paragraphs, in addition to attracting and retaining staff, and am recommending a start date of November 1, 2021. This would result in 35 weeks of increased pay and associated benefits. The current-year cost of this proposal is estimated below:

Department	Wages	Retirement	FICA	W.Comp	Bonus	TOTAL
Adm	\$8,004.23	\$720.55	\$667.45	\$33.62	\$240.13	\$9,665.97
Maint	\$5,451.92	\$490.36	\$454.58	\$279.27	\$163.56	\$6,839.69
CEO	\$3,010.00	\$270.90	\$250.99	\$93.01	\$90.30	\$3,715.20
TS	\$5,923.08	\$532.54	\$493.85	\$263.31	\$177.69	\$7,390.47
Library	\$1,958.82	\$858.42	\$215.52	\$8.23	\$58.76	\$3,099.75
TOTAL	\$24,348.05	\$2,872.77	\$2,082.39	\$677.44	\$730.44	\$30,711.09

For reference and potential budget considerations, the annualized cost of the proposal is estimated to be:

Department	Wages	Retirement	FICA	W.Comp	Bonus	TOTAL
Adm	\$11,892.00	\$1,070.53	\$991.63	\$49.95	\$356.76	\$14,360.87
Maint	\$8,100.00	\$728.53	\$675.38	\$414.92	\$243.00	\$10,161.83
CEO	\$4,472.00	\$402.48	\$372.90	\$138.19	\$134.16	\$5,519.73
TS	\$8,800.00	\$791.20	\$733.73	\$391.20	\$264.00	\$10,980.13
Library	\$2,910.25	\$1,275.37	\$320.20	\$12.22	\$87.31	\$4,605.35
TOTAL	\$36,174.25	\$4,268.11	\$3,093.84	\$1,006.48	\$1,085.23	\$45,627.91



STATE OF MAINE
Augusta, Maine 04333

0013599506

56-503
422

CHECK DATE: 10/08/2021

KNOW YOUR ENDORSER
REQUIRE IDENTIFICATION

VOID 180 DAYS FROM CHECK DATE

One Hundred Thirty Five Thousand Seven Hundred Sixty Nine And 11/100 Dollars

\$****135,769.11

TO THE
ORDER
OF



READFIELD TOWN OF
8 OLD KENTS HILL RD
READFIELD ME 04355



J. J. [Signature] GOVERNOR
Stephen C. Chouinard STATE CONTROLLER
Henry E. M. Bach TREASURER

⑈0013599506⑈ ⑆042205038⑆ 130118020366⑈

Detach and retain this portion before depositing
STATE OF MAINE REMITTANCE

Cat	Date	Vendor Code	Bank Code	Check Number	Check Amount
	10/08/2021	VC1000075147	0366	0013599506	\$****135,769.11

Document ID	Vendor Invoice Number	Contact #	Line Amount
GAX18FNEU000255	HORNE INVOICE 6	888-804-2544	135,769.11
DESCRIPTION NEU First Tranche from Assistance Listing Number: 21.027			



0013599506 1111

Coronavirus State and Local Fiscal Recovery Funds

Frequently Asked Questions

AS OF JULY 19, 2021

This document contains answers to frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds (CSFRF / CLFRF, or Fiscal Recovery Funds). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the Interim Final Rule for additional information.

- For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>
- For general questions about CSFRF / CLFRF, please email SLFRP@treasury.gov
- Treasury is seeking comment on all aspects of the Interim Final Rule. Stakeholders are encouraged to submit comments electronically through the Federal eRulemaking Portal (<https://www.regulations.gov/document/TREAS-DO-2021-0008-0002>) on or before July 16, 2021. Please be advised that comments received will be part of the public record and subject to public disclosure. Do not disclose any information in your comment or supporting materials that you consider confidential or inappropriate for public disclosure.

Questions added 5/27/21: 1.5, 1.6, 2.13, 2.14, 2.15, 3.9, 4.5, 4.6, 10.3, 10.4 (noted with “[5/27]”)

Questions added 6/8/21: 2.16, 3.10, 3.11, 3.12, 4.7, 6.7, 8.2, 9.4, 9.5, 10.5 (noted with “[6/8]”)

Questions added 6/17/21: 6.8, 6.9, 6.10, 6.11 (noted with “[6/17]”)

Questions added 6/23/21: 1.7, 2.17, 2.18, 2.19, 2.20, 3.1 (appendix), 3.13, 4.8, 6.12 (noted with “[6/23]”)

Question added 6/24/21: 2.21 (noted with “[6/24]”)

Questions added 7/14/21: 1.8, 3.14, 3.15, 4.9, 4.10, 4.11, 4.12, 6.13, 6.14, 6.15, 6.16, 6.17, 10.3 updated (noted with “[7/14]”)

Answers to frequently asked questions on distribution of funds to non-entitlement units of local government (NEUs) can be found in this FAQ supplement, which is regularly updated.

1. Eligibility and Allocations

1.1. Which governments are eligible for funds?

identified by the recipient as disproportionately impacted by the pandemic; or when these services are provided by Tribal governments. For more information on the set of presumptively eligible services, see the Interim Final Rule section on *Building Stronger Communities through Investments in Housing and Neighborhoods* and FAQ 2.11.

2.18. Would investments in improving outdoor spaces (e.g. parks) be an eligible use of funds as a response to the public health emergency and/or its negative economic impacts? [6/23]

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses; several are highlighted below, though there may be other ways that a specific investment in outdoor spaces would meet eligible use criteria.

First, in recognition of the disproportionate negative economic impacts on certain communities and populations, the Interim Final Rule identifies certain types of services that are eligible uses when provided in a Qualified Census Tract (QCT), to families and individuals living in QCTs, or when these services are provided by Tribal governments. Recipients may also provide these services to other populations, households, or geographic areas disproportionately impacted by the pandemic.

These programs and services include services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health. The Interim Final Rule provides a non-exhaustive list of eligible services to respond to the needs of communities disproportionately impacted by the pandemic, and recipients may identify other uses of funds that do so, consistent with the Rule’s framework. For example, investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.

Second, recipients may provide assistance to small businesses in all communities. Assistance to small businesses could include support to enhance outdoor spaces for COVID-19 mitigation (e.g., restaurant patios) or to improve the built environment of the neighborhood (e.g., façade improvements).

Third, many governments saw significantly increased use of parks during the pandemic that resulted in damage or increased maintenance needs. The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services” can constitute a negative economic impact of the pandemic.

2.19. Would expenses to address a COVID-related backlog in court cases be an eligible use of funds as a response to the public health emergency? [6/23]

The Interim Final Rule recognizes that “decrease[s to] a state or local government’s ability to effectively administer services,” such as cuts to public sector staffing levels, can constitute a negative economic impact of the pandemic. During the COVID-19 public

with the loan discounted at the recipient's cost of funding. A recipient's cost of funding can be determined based on the interest rates of securities with a similar maturity to the cash flow being discounted that were either (i) recently issued by the recipient or (ii) recently issued by a unit of state, local, or Tribal government similar to the recipient. Recipients that have adopted the Current Expected Credit Loss (CECL) standard may also treat the cost of the loan as equal to the CECL-based expected credit losses over the life of the loan. Recipients may measure projected losses either once, at the time the loan is extended, or annually over the covered period.

Under either approach for measuring the amount of funds used to make loans with maturities longer than December 31, 2026, recipients would not be subject to restrictions under 2 CFR 200.307(e)(1) and need not separately track repayment of principal or interest.

Any contribution of Fiscal Recovery Funds to a revolving loan fund must follow the approach described above for loans with maturities longer than December 31, 2026. In other words, a recipient could contribute Fiscal Recovery Funds to a revolving loan fund, provided that the revolving loan fund makes loans that are eligible uses and the Fiscal Recovery Funds contributed represent the projected cost of loans made over the life of the revolving loan fund.

4.12. May funds be used for outreach to increase uptake of federal assistance like the Child Tax Credit or federal programs like SNAP? [7/14]

Yes. Eligible uses to address negative economic impacts include work “to improve efficacy of programs addressing negative economic impacts, including through use of data analysis, targeted consumer outreach, improvements to data or technology infrastructure, and impact evaluations.” See 31 CFR 35.6(b)(10). Of note, per the CSFRF/CLFRF Reporting Guidance, allowable use of funds for evaluations may also include other types of program evaluations focused on program improvement and evidence building. In addition, recipients may use funds to facilitate access to health and social services in populations and communities disproportionately impacted by the COVID-19 pandemic, including benefits navigators or marketing efforts to increase consumer uptake of federal tax credits, benefits, or assistance programs that respond to negative economic impacts of the pandemic. See 31 CFR 35.6(b)(12).

5. Eligible Uses – Premium Pay

5.1. What criteria should recipients use in identifying essential workers to receive premium pay?

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.

Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

The Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

5.2. What criteria should recipients use in identifying third-party employers to receive grants for the purpose of providing premium pay to essential workers?

Any third-party employers of essential workers are eligible. Third-party contractors who employ essential workers in eligible sectors are also eligible for grants to provide premium pay. Selection of third-party employers and contractors who receive grants is at the discretion of recipients.

To ensure any grants respond to the needs of essential workers and are made in a fair and transparent manner, the rule imposes some additional reporting requirements for grants to third-party employers, including the public disclosure of grants provided.

5.3. May recipients provide premium pay retroactively for work already performed?

Yes. Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.

6. Eligible Uses – Water, Sewer, and Broadband Infrastructure

6.1. What types of water and sewer projects are eligible uses of funds?

The Interim Final Rule generally aligns eligible uses of the Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF).

Under the DWSRF, categories of eligible projects include: treatment, transmission and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.

Under the CWSRF, categories of eligible projects include: construction of publicly-owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water

conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

As mentioned in the Interim Final Rule, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.

6.2. May construction on eligible water, sewer, or broadband infrastructure projects continue past December 31, 2024, assuming funds have been obligated prior to that date?

Yes. Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have obligated the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

6.3. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?

Recipients may not use funds as a state match for the CWSRF and DWSRF due to prohibitions in utilizing federal funds as a state match in the authorizing statutes and regulations of the CWSRF and DWSRF.

6.4. Does the National Environmental Policy Act (NEPA) apply to eligible infrastructure projects?

NEPA does not apply to Treasury's administration of the Funds. Projects supported with payments from the Funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

6.5. What types of broadband projects are eligible?

The Interim Final Rule requires eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

6.6. For broadband investments, may recipients use funds for related programs such as cybersecurity or digital literacy training?

Yes. Recipients may use funds to provide assistance to households facing negative economic impacts due to Covid-19, including digital literacy training and other programs that promote access to the Internet. Recipients may also use funds for modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

6.7. How do I know if a water, sewer, or broadband project is an eligible use of funds? Do I need pre-approval? [6/8]

Recipients do not need approval from Treasury to determine whether an investment in a water, sewer, or broadband project is eligible under CSFRF/CLFRF. Each recipient should review the Interim Final Rule (IFR), along with the preamble to the Interim Final Rule, in order to make its own assessment of whether its intended project meets the eligibility criteria in the IFR. A recipient that makes its own determination that a project meets the eligibility criteria as outlined in the IFR may pursue the project as a CSFRF/CLFRF project without pre-approval from Treasury. Local government recipients similarly do not need state approval to determine that a project is eligible under CSFRF/CLFRF. However, recipients should be cognizant of other federal or state laws or regulations that may apply to construction projects independent of CSFRF/CLFRF funding conditions and that may require pre-approval.

For water and sewer projects, the IFR refers to the EPA Drinking Water and Clean Water State Revolving Funds (SRFs) for the categories of projects and activities that are eligible for funding. Recipients should look at the relevant federal statutes, regulations, and guidance issued by the EPA to determine whether a water or sewer project is eligible. Of note, the IFR does not incorporate any other requirements contained in the federal statutes governing the SRFs or any conditions or requirements that individual states may place on their use of SRFs.

6.8. For broadband infrastructure investments, what does the requirement that infrastructure “be designed to” provide service to unserved or underserved households and businesses mean? [6/17]

Designing infrastructure investments to provide service to unserved or underserved households or businesses means prioritizing deployment of infrastructure that will bring service to households or businesses that are not currently serviced by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed. To meet this requirement, states and localities should use funds to deploy broadband infrastructure projects whose objective is to provide service to unserved or underserved households or businesses. These unserved or underserved households or businesses do not need to be the only ones in the service area funded by the project.

6.9. For broadband infrastructure to provide service to “unserved or underserved households or businesses,” must every house or business in the service area be unserved or underserved? [6/17]

No. It suffices that an objective of the project is to provide service to unserved or underserved households or businesses. Doing so may involve a holistic approach that provides service to a wider area in order, for example, to make the ongoing service of unserved or underserved households or businesses within the service area economical. Unserved or underserved households or businesses need not be the *only* households or businesses in the service area receiving funds.

6.10. May recipients use payments from the Funds for “middle mile” broadband projects? [6/17]

Yes. Under the Interim Final Rule, recipients may use payments from the Funds for “middle-mile projects,” but Treasury encourages recipients to focus on projects that will achieve last-mile connections—whether by focusing on funding last-mile projects or by ensuring that funded middle-mile projects have potential or partnered last-mile networks that could or would leverage the middle-mile network.

6.11. For broadband infrastructure investments, what does the requirement to “reliably” meet or exceed a broadband speed threshold mean? [6/17]

In the Interim Final Rule, the term “reliably” is used in two places: to identify areas that are eligible to be the subject of broadband infrastructure investments and to identify expectations for acceptable service levels for broadband investments funded by the Coronavirus State and Local Fiscal Recovery Funds. In particular:

- The IFR defines “unserved or underserved households or businesses” to mean one or more households or businesses that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speeds and 3 Mbps of upload speeds.
- The IFR provides that a recipient may use Coronavirus State and Local Fiscal Recovery Funds to make investments in broadband infrastructure that are designed to provide service to unserved or underserved households or businesses and that are designed to, upon completion: (i) reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds; or (ii) in limited cases, reliably meet or exceed 100 Mbps download speed and between 20 Mbps and 100 Mbps upload speed and be scalable to a minimum of 100 Mbps download and upload speeds.

The use of “reliably” in the IFR provides recipients with significant discretion to assess whether the households and businesses in the area to be served by a project have access to wireline broadband service that can actually and consistently meet the specified thresholds of at least 25Mbps/3Mbps—i.e., to consider the actual experience of current

wireline broadband customers that subscribe to services at or above the 25 Mbps/3 Mbps threshold. Whether there is a provider serving the area that advertises or otherwise claims to offer speeds that meet the 25 Mbps download and 3 Mbps upload speed thresholds is not dispositive.

When making these assessments, recipients may choose to consider any available data, including but not limited to documentation of existing service performance, federal and/or state-collected broadband data, user speed test results, interviews with residents and business owners, and any other information they deem relevant. In evaluating such data, recipients may take into account a variety of factors, including whether users actually receive service at or above the speed thresholds at all hours of the day, whether factors other than speed such as latency or jitter, or deterioration of the existing connections make the user experience unreliable, and whether the existing service is being delivered by legacy technologies, such as copper telephone lines (typically using Digital Subscriber Line technology) or early versions of cable system technology (DOCSIS 2.0 or earlier).

The IFR also provides recipients with significant discretion as to how they will assess whether the project itself has been designed to provide households and businesses with broadband services that meet, or even exceed, the speed thresholds provided in the rule.

6.12. May recipients use Funds for pre-project development for eligible water, sewer, and broadband projects? [6/23]

Yes. To determine whether Funds can be used on pre-project development for an eligible water or sewer project, recipients should consult whether the pre-project development use or cost is eligible under the Drinking Water and Clean Water State Revolving Funds (CWSRF and DWSRF, respectively). Generally, the CWSRF and DWSRF often allow for pre-project development costs that are tied to an eligible project, as well as those that are reasonably expected to lead to a project. For example, the DWSRF allows for planning and evaluations uses, as well as numerous pre-project development costs, including costs associated with obtaining project authorization, planning and design, and project start-up like training and warranty for equipment. Likewise, the CWSRF allows for broad pre-project development, including planning and assessment activities, such as cost and effectiveness analyses, water/energy audits and conservation plans, and capital improvement plans.

Similarly, pre-project development uses and costs for broadband projects should be tied to an eligible broadband project or reasonably expected to lead to such a project. For example, pre-project costs associated with planning and engineering for an eligible broadband infrastructure build-out is considered an eligible use of funds, as well as technical assistance and evaluations that would reasonably be expected to lead to commencement of an eligible project (e.g., broadband mapping for the purposes of finding an eligible area for investment).



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

April 6, 2020

Town of Readfield
Eric Dyer
8 Old Kents Hill Rd.
Readfield ME 04355

Dear Eric,

We have received your designation request.

After careful review, it has been determined that Town of Readfield does align with the intent of and interests served by the Governor's Executive Order 28FY19/20 and therefore is considered an essential business within the meaning of the Order.

We strongly urge you to implement physical distancing measures and provide employees with the resources that they need to maintain a safe work environment. The best thing that Maine people can do to protect their health is to practice physical distancing and take the same preventive measures that avoid catching a cold. Wash your hands often for 20 seconds. Cover coughs and sneezes. Stay home if you are sick. Symptoms of COVID-19 include fever, shortness of breath, and lower respiratory distress. Call ahead to a health care professional if you develop a fever and symptoms of respiratory illness.

I would like to thank you for the hard work you are doing to support the needs of our state and the needs of your employees. Although these are challenging and uncertain times, one thing is certain, Mainers are strong and resilient, and we will get through this together.

Please do not hesitate to reach out to my office with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Heather Johnson', followed by a horizontal line.

Commissioner Heather Johnson

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF READFIELD
AND
AFSCME COUNCIL 93 LOCAL 2011-00**


This Memorandum of Agreement is made and entered into by and between the Town of Readfield and the American Federation of State, County, and Municipal Employees, Local 2011 -00 (collectively, the “parties”).

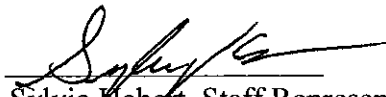
In light of the funding received by the Town under the American Recover Plan Act (ARPA) and approved by the Town of Readfield Board of Selectmen for use in part to compensate union members as hazard pay due to the extraordinary circumstances cause by the COVID 19 Pandemic and to express the Town’s appreciation of all their service during this time, the Parties agree to the following:

Therefore the Town agrees to include a \$2.00 per hour stipend for all bargaining unit employees effective November 1, 2021. The parties agrees this stipend will be in effect until June 30, 2022.

The parties agree to meet in June of 2022 to discuss if the \$2.00 per hour stipend will be funded for the next fiscal year.

Town of Readfield


Benjamin Rodriguez
Unit Chair


Sylvia Hebert, Staff Representative
AFSCME, Local 2011-00

2022-2023 (FY 23) BUDGET & WARRANT PROCESS SCHEDULE*

Date	Task	Meeting Time
10/18/21	Select Board Meeting - Budget process review	6:30 PM
11/11/21	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/15/21	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/19/21	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/31/21	Preliminary Dept., Board & Committee budget #s due	N/A
01/10/22	Select Board Meeting - First Budget Draft (if available)	6:30 PM
01/13/22	Budget Committee Meeting - Departments I	6:30 PM
01/27/22	Budget Committee Meeting - Departments II	6:30 PM
01/31/22	Select Board Meeting - Second Budget Draft	6:30 PM
02/03/22	Budget Committee Meeting - Departments III	6:30 PM
02/14/22	Select Board Meeting - Third Budget Draft (Valentivee's Day)	6:30 PM
02/24/22	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/25/22	100 days before vote - Nomination Papers available (actually 101 days as the 26th is a Sunday)	N/A
03/02/22	School Committee meeting with Select Boards - school budget THIS IS A GUESS	6:30 PM
03/04/22	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/10/22	Budget Committee Meeting - Budget review	6:30 PM
03/14/22	Select Board Meeting - Budget & Warrant review	6:30 PM
03/18/22	Deadline for legal review of the proposed warrant	N/A
03/24/22	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
04/11/22	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/14/22	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/15/22	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/29/22	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
06/02/22	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
06/04/22	10 days before voting - Last day to hold referendum question hearings (Saturday)	N/A
06/07/22	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/14/22	Town Meeting - State Primary	8:00 AM

This border indicates statutory deadlines

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

* As Amended 10/16/2021



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: October 15, 2021
To: Readfield Select Board
From: Eric Dyer, Town Manager
Subject: Readfield Fairgrounds Future Use Workshop - November 1, 2021, 6:30pm.

Background:

The Fairgrounds is a roughly 36 acre municipally owned property located off of Church Rd. It was acquired by the Town in 1994 and has supported a number of uses over the years including conservation, parks and recreation, trails, and cemetery. The table below shows the approximate current use of the property functionally. It does not address programming:

Current Uses	Acres *^	Percent
Grass Parking Area (flanks the ballfield access road, used intermittently)	.47	1.3%
Gravel Parking Area (adjacent to Church Rd.)	.55	1.5%
Cemetery (mown and mostly vacant annex behind the old cemetery)	1.30	3.6%
Ballfield and surrounding mown area	1.65	4.6%
Open field (currently mown annually)	3.07	8.6%
Woodland	28.74	80.3%
TOTAL	35.78	100.0%

* Above acreages are approximate based on available parcel data and aerial imagery

^ Trail and road acreage is not included in the above numbers

The use of the property has been generally governed by a Proposed Management Plan from 1996, attached for reference, in conjunction with actions by subsequent Select Boards, town meeting votes, and any relevant ordinances.

Recent activities and proposals have highlighted the potential for competing and conflicting uses on the property. The Workshop proposed for November 1, is intended to provide an opportunity for relevant Boards, Committees, Commissions, and the general public to present their views on use of the property to the Select Board for consideration.

Workshop Format:

In preparing for the workshop the Town Manager requested feedback on format from the respective Chairs via email. These communications are summarized below:

Town Manager

10/13/2021 - "I met with Dennis Price and Kathryn Woodsum yesterday to discuss the upcoming Select Board agenda on October 18. One of the agenda items we will consider is the plan for a workshop to discuss future use of the Readfield Fairgrounds. I am writing to give you advance

notice that the workshop will most likely be held on November 1 and to ask for your input on the workshop format.

The format we discussed was a round-robin approach where each primary stakeholder committee (Conservation Commission, Recreation Committee, and Trails Committee) will have up to 10 minutes to discuss their ideas for the future use of the Fairgrounds property. We would then open up to public comment for up to 30 minutes, and conclude with Select Board discussion and follow-up questions.

Please let me know your thoughts as Committee and Commission Chairs on this approach in the next few days so we can have a fully informed discussion at the SB meeting on Monday.”

10/14/2021 - “Recent public comments have been very civil, even over Zoom, with the exception of one issue with the Planning Board. I believe the Select Board will be managing the meeting as a workshop, not as a facilitated meeting, but I will confirm one way or the other on Monday.”

Trails Committee

10/13/21 - “No particular thoughts on the format at this point but I have added this to the agenda for our October 27 RTC meeting so might have some input after that. This is important open space for the town so both conservation and recreation need to be considered. However, we long ago started moving in the direction of making this a city park rather than a serious conservation area but conservation should continue to be considered.

Not sure if it is needed at this point but perhaps an independent facilitator from outside the town would be worthwhile.”

Rob Peale - Chair, Readfield Trails Committee

Conservation Commission

10/13/2021 - “I will get back to you with my thoughts by Friday.

I agree with Rob that an independent facilitator would be helpful. “

10/14/2021 - “The Conservation Commission likes the format for the public meeting. We look forward to the worthwhile, cooperative, and informed discussion on the future use of the Readfield Fairgrounds as expressed by Hannah. In the interest of understanding and clarity we think that each group should be asked to put their vision and ideas down on paper.”

Bruce Hunter - Chair, Readfield Conservation Commission

Recreation Board

10/14/2021 - “From the Rec Committee perspective I agree with the format and am happy the public will have a chance to share their voice as well. I am not sure there needs to be an independent facilitator. I would hope all of us can have a worthwhile, cooperative, and informed discussion on the future use of the Readfield Fairgrounds.”

Hannah Flannery - Recreation Chair

. READFIELD FAIRGROUNDS
PROPOSED MANAGEMENT PLAN
1995

I. Background

In the summer of 1993, a non-profit land conservation organization, the Trust for Public Land, acquired a purchase option on the Readfield Fairgrounds in order to give the Town of Readfield the opportunity to buy the property. Readfield residents spent the next several months discussing and evaluating the proposal. At a special town meeting in November, residents overwhelmingly approved the acquisition of the Fairgrounds property. In the spring of 1994, the Town took fee title to a 36 acre parcel on the Church Road. In addition, the Town received a recreational trail easement across adjacent lands located on Old Fairgrounds Road. Later that year, the Readfield Board of Selectmen directed the Conservation Commission, in conjunction with other interested parties, to develop a management plan for the Fairgrounds property. An ad hoc planning committee was established in the fall of 1995 to prepare this management plan.

II. History of the Fairgrounds

From 1856 through 1932, the Readfield Fairgrounds was the site of one of Maine's most prestigious agricultural fairs sponsored by the Kennebec County Agricultural Society. The History of Kennebec County printed in 1892 states, "It has good buildings, including a new grandstand, a half-mile track, and maintains the best county agricultural fair of any society in Maine." The Readfield Grange restarted a small fair at the site for a few years beginning in 1948, however it never achieved its former prominence. Remnants of the old fair are still visible on the property.

The Town acquired the property from Barbara Gilmour, a local real estate broker and developer who had owned the property for about twenty years. In the 1970's, Mrs. Gilmour proposed a major commercial development for the site which generated strong opposition from Readfield residents and was eventually withdrawn. Mrs. Gilmour made the property available to the community (through the Trust for Public Land) because she felt that it was a parcel of great historic, scenic, and functional value to the community.

III. Description of Readfield Fairgrounds Property

The property is located on the east side of the Church Road approximately one-quarter mile north of the village center. It represents the largest undeveloped tract of land in close proximity to the village. It is adjacent to the Readfield

Cemetery and Maranacook School District lands on the north and abuts residential development on its eastern and southern boundaries.

The property is approximately one third open field, one third mixed-wood forest, and one-third forested wetland (see map). All forest stands appear to be second growth, primarily due to natural regeneration of abandoned fields and pasture land. The terrain of the property is generally level or gently sloped. One intermittent brook runs north to south along the eastern portion of the property. The entire property is in the watershed of the northern basin of Maranacook Lake.

The only structures on the property are a small set of bleachers and small shed, both which are old and dilapidated, and do not have any historic value. An old rubbish dump on the property was cleaned up last year. Several field roads, wood roads, and trails traverse the property. There is a trail connecting to trails on MCS land.

Known features remaining from the property's heyday include the old horse racing track and oxen pulling ring, and scattered artifacts such as milk cans, pottery, and farm tools. The old exhibition hall was burnt down soon after the town's acquisition because it was a safety hazard.

Soils evaluation of the property indicate that the better drained soils--those most suitable for any type of development activity--are predominantly located in the open fields.

A network of trails already traverse most portions of the property and are regularly used by residents for walking, cross-biking, and cross-country skiing. There are no established snowmobile trails on the property, though there is a trail on the adjacent MCS property. A new rerouted trail has been cleared on north end of the property to avoid private property and connect to trails on MCS land. A trail easement area is located along Old Fairgrounds Road and includes field and forest land that are well suited to the development of a trail for non-motorized recreational use.

An environmental evaluation of the property was conducted for the previous landowner in 1990 by Eco-Analysts, Inc. The evaluation determined that the property "has a diversity of habitats and is good wildlife habitat". However, no unusual habitat or rare plant or animal species were identified. In addition, no fully developed mature softwood stands were found on the property that could be a deer wintering area.

The well for the Village Water District is located across the Church Road from the Fairgrounds property. The well's bedrock water supply is connected to a larger aquifer underneath the Fairgrounds property.

IV. Site Limitations on Use of the Property

The property is located in the Rural Residential District which allows for residential uses, home businesses, forestry, farming, and a range of other low intensity uses. The parcel is within the area proposed in the Town's Comprehensive Plan to be part of an expanded Village District which allows for a range of commercial and residential uses.

The wetland area on the southern portion of the property, as well as pockets of forested wetland near the northern boundary of the parcel, place a severe constraint on any development activities in these areas.

A deed restriction on the property prohibits the development of roads or motorized trails along the southern portion of the eastern boundary. This restriction was placed on the property to prevent the construction of a road connecting the Church Road with Old Fairgrounds Road and to protect the privacy of homeowners in the Fairgrounds Subdivision.

V. Overall Management Objectives

When town residents were presented with the proposal to acquire the Fairgrounds, there was a great deal of discussion about potential uses, however no attempt was made to determine a specific use for the parcel. Supporters agreed that the acquisition was a wise investment in the town's future to meet public needs as the town grows. The strategic location of the land, its size, and its beauty offer unlimited potential for future public uses. The town's comprehensive plan calls for directing future growth to the village area. Wise use of the Fairgrounds property can help to achieve this goal. By providing open space, recreational opportunities, and other public amenities, the Fairgrounds can help to make the village area an attractive place to live and do business.

Based upon sentiments expressed at the special town meeting at which the acquisition was approved, Readfield residents favored the acquisition for two principal reasons. First, the property possess a wide range of conservation, open space, and recreational values which should be preserved. Second, the property's location offers the potential for the Town to develop portions of the property for public uses that are best located in the village area where they are easily accessible to residents.

This plan recognizes the validity of both of these objectives and recommends that they both remain a part of the vision for the future of the Fairgrounds property. The important conservation values of the property should be safeguarded, however this should not preclude the Town residents from considering future proposals for developing some portion of the

property for public purposes. A procedure for considering such proposals is outlined in this plan.

This plan, in accordance with the vote of town residents authorizing the Town's acquisition of the parcel, recommends against sale or transfer of any portion of the Fairgrounds property to private interests. Readfield residents approved acquisition of the property because they wanted to see it utilized for public purposes.

VI. Potential Uses of Property

A. Historic Preservation and Interpretation

The remaining visible remnants of the old fairgrounds, including the old race track and pulling stones should be preserved for historical and educational purposes. A plaque, similar to that erected at Factory Square, would be an appropriate way to commemorate and interpret the history of the site.

B. Scenic Values

The most important scenic aspect of the site is the view across the fields from the Church Road. In order to maintain this view, the field will need to be hayed, mowed, or bushhogged on a regular basis. In recent years, some sections of the field have begun to grow up. An effort should be made to restore these portions of the field and then establish a regular maintenance program to keep the field open.

C. Low-Impact Recreation

The existing trail system on the property is currently used by residents in all seasons and should be maintained. The primary trail opportunity which has yet to be developed is along the southeastern portion of the property and continuing on to the trail easement ending at the intersection of Old Fairgrounds Road and Route 17 across from the Town Beach. The Lukas family has offered the Town the right to construct a trail along Old Fairgrounds Road to avoid safety concerns regarding pedestrian use of the road. In developing this new trail, care should be taken to protect the privacy of abutting homeowners. A small bridge may be needed to cross the stream located near the corner of Sulky Drive and Old Fairgrounds Road. A map of the trail system should be developed for interested residents.

Recently, other landowners in the village area have begun to develop a network of walking paths. Wherever possible, trail linkages with these other landowners should be explored in a cooperative manner.

Consistent with traditional use of the property, trails should be designated for non-motorized use. The property does not currently fit in with the town's snowmobile trail network. If it were desired to utilize the Fairgrounds property to help snowmobilers safely access the village area (to purchase gas and supplies), the establishment of a trail could be considered at that time.

Currently, the property is occasionally hunted by town residents, primarily for upland birds. The property is located within a part of town designated for "shotgun only" hunting. Shooting restrictions apply within 500' of the school property and 300' of surrounding residences. At this time, no change is recommended in the availability of the property for hunting, however it is a situation that should be closely monitored to determine whether unsafe conditions exist. ←

D. Ecological and Wildlife Values

No critical wildlife or plant habitat has been identified on the property, however the mixture of fields, forest, and wetlands provides for a diversity of habitat on the property which should be maintained over time. The large wetland area along the southern portion of the property (approximately 10 acres) should be left in its natural state for wildlife.

E. Education

The property should be made available to the Maranacook Community School, as well as other schools and organizations for educational programs that do not adversely impact the conservation values of the property.

F. Expansion of Readfield Cemetery

According to the Town Sexton, there are very few burial plots remaining in the town cemetery abutting the Fairgrounds property. It is recommended that the area adjacent to the cemetery be made available for expansion as the need arises.

G. Protection/Use of Water Supply

Based upon information from the Village Water District, bedrock groundwater supplies below the property near the Church Road flows into the existing Water District well. Reportedly, the groundwater supply under the Fairgrounds is larger than that which supplies the current well.

No activities or development on the Fairgrounds property should be allowed that could adversely impact the ground water supply. Should there ever be a need or desire to expand the Water District system, the Fairgrounds property would make a logical site for an additional well.

H. Farming and Forestry

The property does not lend itself to commercial forestry operations. Less than 25 acres are forested and a significant portion of this is forested wetlands.

If a farmer could be interested in haying the fields, this would be a cost-effective way to keep the fields open. It is likely that any haying arrangement would involve improving/maintaining the productivity of the soil through spreading of manure or other soil supplements. Such management should be carefully monitored to avoid conflicts with other uses of the property.

Also, should there be interest in developing community gardens, the Fairgrounds property should be considered as a potential site.

I. Site for Local Events

The fields of the Fairgrounds property along the Church Road could potentially be a useful site for local public outdoor events such as fairs, cook-outs, farmer's market, or celebrations. Parking arrangements for such events will need to be carefully planned. Currently, the Town Beach is available to Readfield clubs, school groups, and organizations for gatherings on a permit system. There is the potential for similar use of the Fairgrounds property in the future should the need arise, however it would first require developing a management structure similar to that which currently exists at the beach.

J. Developed Recreation

The field areas, particularly those in the central portion of the property are potentially suitable for development as recreation fields. If there were a need for additional recreation fields in the future, and no suitable sites on school lands (or other public lands) were available, the Fairgrounds property could be considered for this purpose.

K. Town Common/Park

If the Town were interested in establishing a town common or park (other than the beach) near the center of the village, the Fairgrounds property could serve as an appropriate site. The most logical site for such a development would be near the Church Road.

L. Site for Public Buildings

At this point in time, there is no anticipated need for new public buildings in Readfield for the foreseeable future. If such a need were to arise in the years ahead, the Fairgrounds

property ought to be considered along with other potential locations in accordance with the criteria included in Section VIII.

VII. Criteria for Developed Uses of the Property

All of the uses identified in Sections VI.A. through VI.I. are all generally compatible with one another and in maintaining the natural character of the property. The potential uses described in Sections VI.J through VI.L. represent more developed uses of the property which could conceivably conflict with other uses and objectives for the property. With this in mind, it is recommended that any proposal to develop the Fairgrounds property be carefully evaluated utilizing the following criteria:

- * the need and/or advantages of locating the development in the village area and on the Fairgrounds property
- * the availability of other sites that would be suitable for such development
- * potential conflicts with other existing or potential uses of the Fairgrounds property

Any proposal to develop the Fairgrounds property should be thoroughly discussed at public hearings and should require voter approval at town meeting.

VIII. Management Responsibilities and Costs

Like other town properties, it is recommended that the Conservation Commission be responsible for overseeing the management of the Fairgrounds property. It would be desirable to have a group of interested residents take on stewardship responsibilities for the property. To the greatest extent possible, volunteers should be utilized for management activities such as trail construction and maintenance of fields. Already, there has been a Maine Conservation Corps project (dump clean-up) and an Eagle Scout project (trail maintenance) completed on the property.

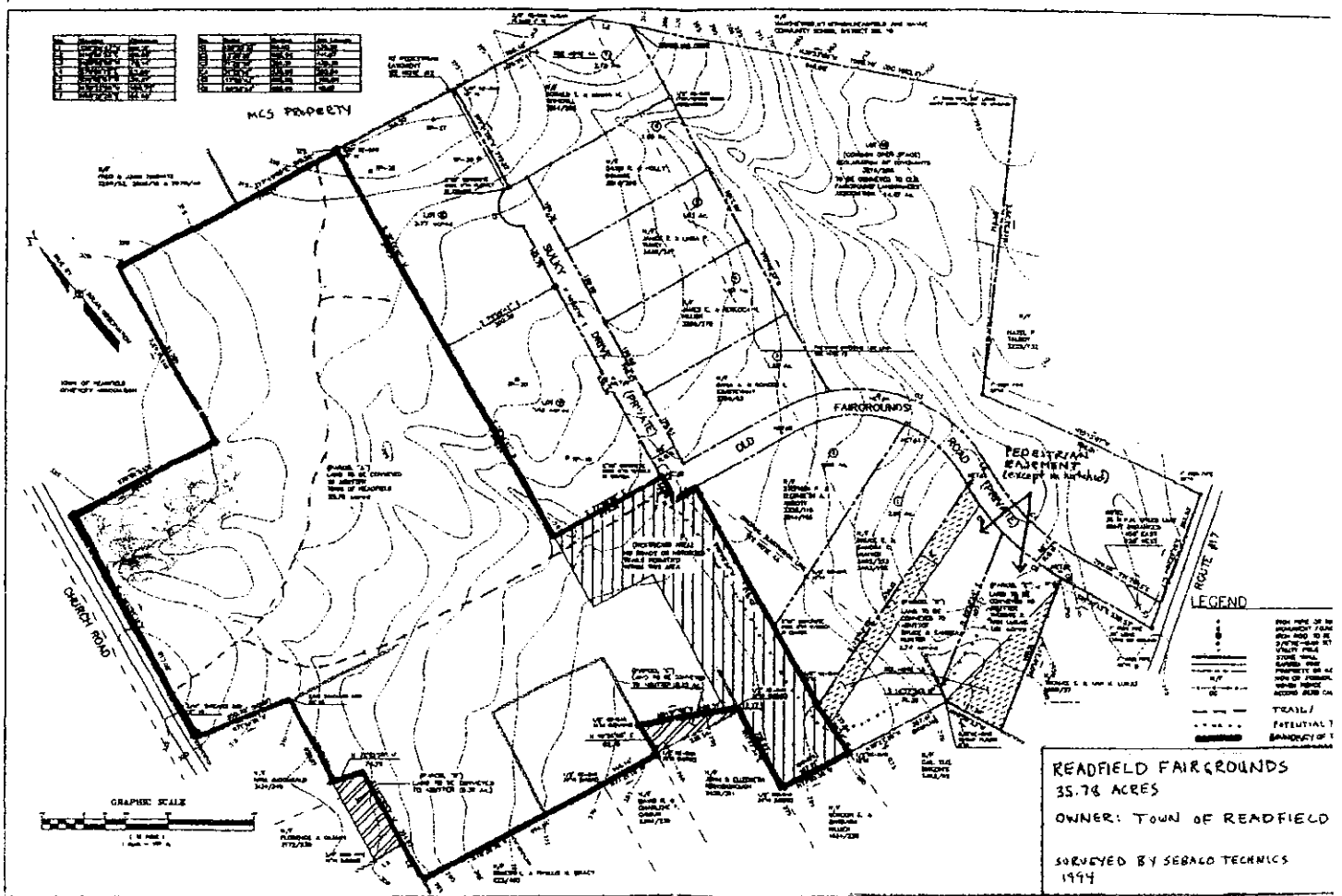
Management costs and responsibilities for the Fairgrounds will depend upon the actual use and development of the property. The only projected costs at this time include mowing the fields (if volunteer help cannot be found), trail markers, trail construction materials (e.g. lumber for bridges) and signs. Currently, there is not a need to construct parking facilities, as it is possible to park along the side of the Church Road or to pull onto the field area of the property. If use on the property increases in the future, additional consideration may need to be given to parking requirements. Any costs for the Fairgrounds property should be budgeted through the Conservation Commission's annual expenditures.

IX. Proposed Short-term Management Activities

- * Keep the fields open through annual or biannual mowing.
- * Encourage the Readfield Historical Society and the Little Town Club to erect a plaque about the history of the Fairgrounds.
- * Maintain existing trails, complete reroute of trail to MCS land, and establish new trail to beach. Mark trails and create a trail map.
- * Put up sign identifying area.
- * Identify property boundaries.

Readfield Fairgrounds

"From 1856 Through 1932, The Readfield Fairgrounds was the site of one of Maine's most prestigious agricultural fairs."



Town-owned portion of fairgrounds property is within the bold lines. Purchased by Readfield in 1994, approx. 36 acres. Managed by Readfield Conservation Commission + Readfield Trails Committee.

DRAFT

TOWN OF READFIELD, MAINE

A COMPREHENSIVE GUIDE

for **BOARDS, COMMITTEES and COMMISSIONS (BCC)**

including

PROCEDURES for APPLICATION, APPOINTMENT and REAPPOINTMENT

and an

APPOINTMENT APPLICATION for VOLUNTEERS WISHING to SERVE on BCCs

and

DUTIES AND RESPONSIBILITIES for BCC CHAIRS

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Introduction

The Comprehensive Plan of the Town of Readfield states a goal to “encourage citizen participation in community affairs.” (Town Comprehensive Plan, adopted 11 June 2009, page 70). Participation on boards, committees and commissions provides citizens an opportunity to engage actively in their local government. Members of boards, committees and commissions (BCCs) share with elected officials in the responsibilities and benefits of working to shape the community of Readfield for the greater good of all its residents. These procedures are written to present a clear record of the application process for the town to follow in appointing members to BCCs. The procedures are intended to promote a spirit of volunteerism and civic involvement and to encourage Readfield residents to become enthusiastically engaged as volunteers in Readfield.

Principles

The proper operation of democratic government of the Town of Readfield requires that the Town’s Select Board and members of BCCs be fair, impartial and responsive to the needs of the people and to each other in the performance of their respective functions and duties. Decisions will be made and policies will be set through proper channels of the Town’s governmental structure. Neither public office or public employment will be used for personal gain. All town officials, whether they are elected, appointed, employed or are volunteers, will maintain a standard of ethical conduct to inspire public confidence in the integrity of the Town’s government.

Application Procedures

TOWN OF READFIELD

PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT

TO BOARDS, COMMITTEES AND COMMISSIONS (BCC)

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. The Select Board may exclude from consideration any applicant with a physical or mental disability only when the physical or mental disability would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made. The Select Board shall have final authority over the appointment of citizens to Boards, Committees, and Commissions (BCC) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

Note: All positions becoming open for any reason will be open to all interested applicants.

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC:

- 1) US citizenship
 - 2) Resident of the Town of Readfield
 - 3) Notwithstanding the above two criteria, the Select Board, at its discretion, may appoint members of certain Ad Hoc committees that may not meet these criteria as circumstances warrant.
1. Vacancies on BCCs will occur from time to time and are due to three primary causes. Depending upon the reason for a vacancy, different appointment/ reappointment procedures apply:
- a) Vacancy by expiring term: By May 1st of the expiring year, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC chairs by April 1st of the roster of their BCC by name and dates of terms.
 - b) Vacancy by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to excessive absenteeism, death or change of residency of the volunteer, the Clerk shall notify the Town Manager to include such notice of vacancy on the next Select Board agenda to declare the position formally open for advertising.
 - c) Vacancy by resignation: Resignations may be in written (letter, email) or verbal form. If verbal, resignations must be communicated to the BCC chair. The BCC Chair shall document all resignations in writing (letter, email) to the Clerk.

2. Alternates

- a) For BCCs whose membership includes Alternates, any such Alternates who wish to fill a vacancy arising as a result of an expiring term must submit a new application for the position.
- b) For BCCs whose membership includes Alternates, the most senior Alternate who wishes to fill a vacancy arising as a result of a resignation or default may be appointed without further application or advertising, at the sole discretion of the Select Board, to full member status for the duration of the remaining term of the resigning member.

3. Applicant's Process:

- a) Each applicant applying for a vacancy on a BCC shall complete an Appointment Application provided through the office of the Clerk. If there is a vacancy on a BCC, interested applicants may apply at any time. If there is no vacancy on a BCC, applicants may apply at any time and applications will remain on file with the Town Clerk for one year.
- b) All *first-time* appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Reappointment applicants may request an interview with the Select Board. The Select Board will not unreasonably deny a request for an interview. For the purpose of this document, "reappointment" means continuous, uninterrupted service on the same BCC, and first-time appointment shall mean on any BCC and is not intended for an applicant currently or previously serving on another BCC.
- c) All applicants and reappointment applicants shall be provided a copy of this document in writing (hard copy or electronic via email) along with an Appointment Application.
- d) All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a BCC member from serving on the BCC prior to completing workshops.
- e) All appointees to the Budget Committee are required by state law to take a Freedom Of Access Act (FOAA) class and to provide a certificate of completion to the Town Clerk within 120 days of their appointment.
- f) Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Appeals Board, Library Board of Trustees, Planning Board, and Recreation Board.
- g) Applicants who have not been appointed to a vacancy by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration. Reconsidered applications need to follow all steps of these Procedures, with the exception of completing another application.
- h) All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the BCC name will result upon three consecutive unexcused absences in any term.

4. Town Clerk's Process:
 - a) The Clerk shall advertise vacancies on BCCs as per the Advertising Section (5) of these procedures.
 - b) The Clerk will provide each applicant with written responsibilities for the appropriate BCC.
 - c) The Clerk shall accept all applications for appointments to BCCs regardless of vacancies, and retain applications for up to one year unless the applicant withdraws.
 - d) The Clerk shall forward complete appointment applications to the Town Manager when opening(s) exist.
 - e) The Clerk, working in conjunction with the Town Manager, shall schedule applicant interviews at the mutual convenience of the Select Board and the applicant.
 - f) The Clerk shall inform applicants and the chair of the relevant BCC of the Select Board's decision(s) regarding appointments, reappointments or resignations.
 - g) The Clerk shall copy any letters of resignation to the Town Manager.
 - h) The Clerk shall record position openings after the acceptance of a resignation by the Select Board.
 - i) The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Appeals Board, Library Board of Trustees, Planning Board or the Recreation Board before assuming official duties.

5. Advertisement Process:
 - a) Following a resignation or prior to annual expiration of a term, all positions will be advertised for a minimum of 10 days before any applications can be considered by the Select Board.
 - b) Advertising for vacancies shall be accomplished through use of all of the following media: Town of Readfield website, publishing in the monthly Readfield Messenger (as publishing deadline allows) and posting at the Town Office. In addition, advertising for vacancies may also be accomplished by posting notices at the Readfield and Kents Hill Post Offices, Town Library, in the Community Advertiser and Town of Readfield Channel 7 TV station.
 - c) The advertisements shall list all vacancies on each BCC, the length of the term and describe the application process.

6. Chairs of Boards, Committees, and Commissions Process:
 - a) The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s).

7. Town Manager's Process:
 - a) The Town Manager shall inform the Select Board of all applications and resignations from BCCs by making them an agenda item for the Select Board's review.
 - b) The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions regarding appointments, reappointments and resignations.

8. Select Board's Process:

- a) No opening shall be considered by the Select Board unless the following have been met:
 - i. Notification of a vacancy by the Town Clerk has been completed and recorded
 - ii. Advertising Process (Section 5) has been completed.
- b) The Select Board shall review each application for appointment or reappointment.
- c) The Select Board shall interview all new appointment applicants and may interview reappointments in accordance with Section 3.b.
- d) Provided the advertising process is complete, the Select Board shall act on applications for BCCs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.
- e) When reviewing an application for appointment, the Select Board may consider, but are not limited to the following criteria:
 - i. BCC needs,
 - ii. Applicant experience and qualifications,
 - iii. Encouraging and welcoming new volunteers to BCCs,
 - iv. Maintaining institutional memory.

These Procedures originally adopted by the Select Board on September 24, 2012 and amended by the Select Board on 10/21/2013 *and* 11/1/2021.

Amended and approved by the Select Board, _____
date

Select Board

Chair

Vice Chair

Member

Member

Member

Town of Readfield: Boards, Committees and Commissions Definitions

Required Format for listing of BCC

Required items are in regular font, written copy needed for italics

BCC Name

Mission Statement (or equivalent)

State the purpose of the BCC and what you expect to accomplish

Authorization

State how this BCC is authorized to exist and operate

Membership

The *BCC Name* is a *number-member* board. Each member is appointed to a *number - year* term. *Any other specifics concerning membership requirements. List if BCC member must be sworn in by Town Clerk.*

Officers

Chairperson

Secretary

Any others list here

Officers are elected annually by the committee members at the first meeting of the fiscal year. *Revise if this is not true for your BCC.*

Meetings

Regular meetings held monthly, at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. *If you meet in another location state that in place of the Town Office. All meetings must also be held on Zoom; contact the Town Manager for information on Zoom.*

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *BCC name* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Add any other information pertinent to your BCC.

Age Friendly Committee 10-2021

Mission Statement (or equivalent)

Create a community where people of all ages are welcomed, respected and encouraged to participate in civic and social activities in the community.

- To help meet the needs and engage the strengths of all citizens to reach the goal of building a community for all ages.
- To advise the Town Select Board about infrastructure changes and policies that will make it easier and safer for residents of Readfield to thrive at all ages.

Authorization

The Age Friendly Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

The Age Friendly Committee is a standing committee of the Town. The Age Friendly Committee is a 5 member board and 2 alternate members. Each member is appointed to a 3-year term. Members may be from an adjacent community if they have a demonstrated interest in the community.

Officers

Chairperson - vacant

Secretary – Ann Mitchell

Officers are elected annually by the committee members at the first meeting of the calendar year.

Meetings

Regular meetings held monthly on the second Wednesday of the month, usually at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Readfield Age Friendly Committee will result upon three unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Appeals Board

Mission Statement (or equivalent)

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and in granting or rejecting variance requests arising from the Readfield Land Use Ordinance. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691.

Authorization

The Appeals Board operates under the appointed authority of the Select Board of the Town of Readfield in accordance with MRSA _____.

Membership

The Appeals Board is a 7-member board. Each member is appointed to a 3-year term.

Officers

Chairperson

Meetings

The Appeals Board meets when needed.

Assessing Board 10-2021

Mission Statement (or equivalent)

To work with the appointed Assessing Agent to commit taxes and deal with abatements.

Authorization

The assessor is the governmental official(s) responsible for establishing the value of property for tax purposes. The assessor comes under the direction and certification of the State Tax Assessor.

The assessor is responsible for discovering, listing, equalizing and valuing all taxable property including real and personal property. The assessor is responsible to the property owner to ensure that the value is proper so that the owner pays no more than his/her fair share of the property tax, and to all the taxpayers in ensuring that no property escapes the assessment process, or is under or over assessed, and that no property owner receives unauthorized preferential treatment.

Membership

The Assessing Board is a 3-member board comprised of elected Select Board members. Each member is appointed to a 1-year term.

Officers

Chairperson - Dennis Price

Vice-Chairperson - Carol Doorenbas

Secretary - Ralph Eno

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Meetings are held as needed at the request of the Town Manager, and held at the Town Office.

The assessor is the governmental official(s) responsible for establishing the value of property for tax purposes. The assessor comes under the direction and certification of the State Tax Assessor.

The assessor is responsible for discovering, listing, equalizing and valuing all taxable property including real and personal property. The assessor is responsible to the property owner to ensure that the value is proper so that the owner pays no more than his/her fair share of the property tax, and to all the taxpayers in ensuring that no property escapes the assessment process, or is under or over assessed, and that no property owner receives unauthorized preferential treatment.

Broadband Committee 10-2021

Mission Statement (or equivalent)

Review options to bring High Speed Internet Service to all Residents of Readfield, analyze costs for all options and present information to Select Board for a Town wide vote.

Authorization

Select Board Appointed

Membership

The Broadband Committee is a 6-member board. Each member is appointed to a 3-year term.

Officers

Chairperson

Vice-Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Regular meetings held monthly, usually at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Broadband Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order

Budget Committee 10-2021

Mission Statement (or equivalent)

To annually perform an independent review of the Town of Readfield's proposed operating and capital budgets for the upcoming fiscal year, and to make recommendations regarding expenditures to the Select Board and Readfield voters intended to provide necessary funding for services without imposing an unreasonable burden on taxpayers.

Authorization

The Budget Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

The Budget Committee is a 5-member committee. Each member is appointed to a 3-year term.

Officers

Chairperson

Vice-Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

- Attend and actively participate in Committee meetings during a roughly two-month-long review of the proposed annual operating budget for the upcoming fiscal year. This review typically occupies the months of February and March. All meetings are held at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.
- Meet with the Select Board after all presentations are completed, to review the budget to date; typically in March and April.
- Attend Public Informational Meetings as well as the Annual Town Meeting to respond to questions regarding the Committee's recommendations on specific department and division budgets, as deemed necessary.
- Periodically meet with the Select Board to discuss revisions in the CIP.
- All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Budget Committee will result upon three consecutive unexcused absences in any term.
- All meetings will generally follow Robert's Rules of Order

Cemetery Committee 10-2021

Mission Statement (or equivalent)

The Readfield Cemetery Committee endeavors to preserve and maintain the integrity, character, beauty, and historical value of Readfield's cemeteries; and to monitor application of the Cemetery Rules to those ends. The Cemetery Committee will serve as an advisory board to the Select Board, the Town Manager, the Sexton and the Readfield community.

Authorization

The Cemetery Committee was formed by the Select Board in December of 1996 on the recommendation of the Town Manager to act as an advisory committee for all issues related to Readfield's cemeteries.

Membership

The Cemetery Committee is a 9-member committee. The Town Sexton serves as a non-voting 10th member of the committee. Each member is appointed to a 3-year term.

Officers

Chairperson

Vice Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Meetings for the Cemetery Committee shall be at intervals deemed necessary for budget information and input, and overseeing maintenance and management of all of our cemeteries. Meetings are currently scheduled on the third Monday of each month, at 10:30 AM at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Cemetery Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Comprehensive Plan Committee 10-2021

Mission Statement (or equivalent)

The Readfield Comprehensive Plan (“Plan”) is a planning document that describes and inventories town features and resources, and establishes a plan and direction for future town processes and activities. The Plan does not establish any new regulations or standards, and does not approve new spending. The recommended policies in the Plan are conceptual and broad. Discussion and debate on the specifics of how these policies should be implemented will occur during town ordinance revision or budgetary process. Any changes to town ordinances or the town budget that may be recommended in the Plan must be proposed, reviewed, and approved by Readfield voters using the regular, established process that is in place for making those types of municipal decisions.

The Plan, in and of itself, has no regulatory force. It is a planning tool that guides future activities of the Town and forms the foundation for town ordinances. Any ordinance revisions that are made in the future must be consistent with the provisions of the Plan. It is likely that many of the proposals and recommendations made in the Plan will result in ordinance revisions or budgetary actions as the Plan is being implemented. It is also possible that certain provisions of the Plan, for a variety of possible reasons, may not ultimately be implemented.

State law requires that land use ordinances be consistent with local comprehensive plans.

Authorization

State Law: MRS Title 30-A, Chapter 187, Subchapter 1, Paragraph 4326, Subsections 1-5.

The Comprehensive Plan Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

The Comprehensive Committee is a 9-member board. Members are needed every ten years to revise the current plan and are appointed to serve for a 2-year term.

Officers

Chairperson, Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Regular meetings held monthly, usually at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Comprehensive Plan Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order.

Conservation Commission 10-2021

Mission Statement (or equivalent)

The Readfield Conservation Commission (RCC) is a municipal commission concerned with our local environment and activities which relate to it or affect it. It oversees town-owned open space lands, provides conservation information, and works with landowners, agencies, and organizations to encourage exemplary stewardship of natural resources.

Powers

The RCC coordinates conservation projects and initiatives, and may make recommendations to other Town boards and committees, or to the Town Meeting. Budgets are approved at Town Meeting, and expenditures are authorized by the Select Board.

Authorization

Maine state law MRSA 30-3804, Section 3851, provides for the establishment of conservation commissions. Readfield established a commission in the early 1970's.

Membership

The RCC may have up to 7 regular members and 3 alternate members. Term of office is 3 years, beginning and ending with the fiscal year. Application is open to Readfield residents. Application is received by Town Clerk, reviewed by RCC, and approved by Select Board after giving the RCC opportunity for hearing.

Officers

Chair or Co-Chairs

Secretary

Officers are elected annually by members of the commission at first regular meeting of fiscal year.

Meetings

Regular meetings held monthly on the 2nd Tuesday evening, usually at the Town Office and on Zoom. Open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. Other meetings held as needed.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Conservation Committee will result upon three consecutive unexcused absences in any term.

Roberts Rules of Order to be generally followed.

Enterprise Committee 10-2021

Mission Statement (or equivalent)

The purpose of the Readfield Enterprise Committee is to manage the Readfield Enterprise Fund using uniform program-appropriate lending practices, as well as provide guidance to the Select Board on matters of economic development. The Committee is advisory to the Select Board.

Authorization

The Committee is formed pursuant to a vote of the Select Board. The Committee shall be appointed by the Board of Selectmen in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Select Board.

Membership

The Enterprise Committee is a 7-member board. Each member is appointed to a 3-year term.

Officers

Chair

Vice-Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Regular meetings are held monthly, at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Enterprise Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Heritage Days Committee 10-2021

Mission Statement (or equivalent)

Heritage Days is an annual celebration that takes place the second weekend in August.

Authorization

The Heritage Days Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

The Town is looking for volunteers to be on this committee and will accept applications from interested volunteers during years when Readfield Heritage Days is scheduled. Each member is appointed to a *number* -year term

Officers

Chair

Secretary

Officers are chosen each year by the committee at the first meeting of the fiscal year.

Meetings

The Heritage Days Committee meets when needed at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Heritage Days Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Library Committee (Library Board of Trustees) 10-2021

Mission Statement (or equivalent)

The mission of the Readfield Community Library is to provide quality materials and services for the educational, informational, cultural and recreational needs of the community of Readfield in an atmosphere that is welcoming and respectful.

Authorization

The Library Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

The Library Committee is a 9-member committee. Each member is appointed to a 3-year term.

Officers

Chairperson, Vice-Chair, Secretary and Treasurer

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Regular meetings are held the first Wednesday of every month at 6:30 p.m. at the Library and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Library Board of Trustees will result upon three unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Maranacook Lake Outlet Dam Committee 10-2021

Mission Statement (or equivalent)

The responsibilities and functions of the Dam Committee are as follows:

- a. Hold periodic meetings to verify and discuss water levels in the Maranacook Lake, with representatives of the Cobbossee Watershed District. They shall meet at least annually.
- b. Recommend to the officials of signatory municipalities those actions the committee believes should be taken by these municipalities to satisfy current and future dam management requirements.
- c. Make operational recommendations to the Dam Custodian, and advise the officials of signatory municipalities when the performance of the Dam Custodian is unsatisfactory.
- d. Prepare a proposed annual budget for operation and maintenance of the Dam, and submit the proposed budget to the officials of signatory municipalities for approval and inclusion in the General Fund Budget of signatory municipalities according to the pro-rata share of each.
- e. At least one member of the Dam Committee appointed to the committee by each signatory municipality will attend the annual Town Meeting for that Town to answer questions voters may have regarding the dam.
- f. All committee actions or recommendations must be supported by vote of committee members, with no actions being taken or recommendations being made in the name of the Dam Committee unless supported by a simple majority of the Committee members present at the meeting. No vote of the Committee will be valid unless there are at least 3 of the appointed members with voting rights present at the meeting.
- g. All Committee meetings will be at the call of the Chair of the Dam Committee and will be made public.

The responsibilities and functions of the Dam Custodian are as follows:

- a. Inspect the dam and determine water levels behind the dam at least once a week, opening or closing gates as necessary to maintain minimum and maximum water levels set by the Cobbossee Watershed District.
- b. Report any damages to the dam to the Dam Committee Chair immediately upon discovery; if the Dam Committee Chair is not available, the report will be made to the Town Manager or other designated official of any of the signatory municipalities.
- c. Report any weaknesses, deficiencies or equipment failures detected at the dam to the Chair of the Dam Committee or the Town Managers of Readfield or Winthrop.
- d. Submit a timesheet or Payroll Report (for payment of hourly wages) and miles driven with private vehicle for dam inspection/operation (for reimbursement of vehicle use at the current annual rate) to the Treasurer, Town of Winthrop, Winthrop Town Office, once every two weeks.
- e. During inspections of the dam, remove any debris that may have come to rest against the dam or the screen protecting the dam. During the winter, break and clear any ice that may have built up against the dam if necessary.
- f. Maintain a written log of inspections, notifications, and maintenance activities.

Authorization

The Maranacook Lake Outlet Dam Committee was established as a result of an Inter-Local Agreement between the Towns of Readfield and Winthrop for Management of the Maranacook Lake Outlet Dam. (Available from Readfield Town Clerk)

Membership

The two signatory municipalities to the Agreement will appoint members to serve upon a committee, designated the "Dam Committee", consisting of not more than five (5) regular members with voting rights, appointed to staggered terms. The Town of Readfield will appoint two (2) regular members and one (1) alternate member; the Town of Winthrop will appoint two (2) regular members and one (1) alternate member; and the Cobbossee Watershed District will appoint one (1) regular member and one (1) alternate member on the committee. Upon expiration of initial appointments, subsequent appointments will be for a three-year period.

Officers

There are no officers of the Dam Committee (refer to Agreement document, available from Town Clerk).

Meetings

Meetings are held as needed and are the responsibility of the Cobbossee Watershed District.

Planning Board 10-2021

Mission Statement (or equivalent)

The Planning Board is responsible for reviewing and making decisions on all land use, construction, and development applications requiring Planning Board approval under the provisions of Readfield's Land Use Ordinance ("LUO"). The LUO provides that the purposes of development review are to: "provide a level of municipal review that would not otherwise occur for projects that could adversely impact the surrounding community as a whole; maintain and protect the Town's rural character and natural resources, including scenic and historic resources, by requiring that structures, signs and other alterations on, or to the land, are sited and developed in accordance with certain standards; promote and protect health and welfare of the townspeople; and, provide permanent records of conditions that run with ownership of property." The Planning Board also regularly reviews the Land Use Ordinance and makes recommendations for its revision in response to policy matters or issues of clarity.

Authorization

It was voted at the June 13, 1989 Town Meeting that the Planning Board shall consist of 7 members and 3 associate members. Members have terms of 5 years. An associate member may attend all meetings of the Board and participate in its proceedings, but may vote only when designated by the chairperson to sit for a member. The chairperson shall call at least one regular meeting of the board each month. See full document on the Town of Readfield website.

Membership

The Readfield Planning Board is comprised of 7 members and 3 alternate members. Each member serves a term of 5 years.

Officers

Chair and Vice-Chair

Officers are elected annually by the board members at the first meeting of the fiscal year, or as soon as possible thereafter.

Meetings

The Planning Board meets the second and fourth Tuesdays of the month at 6:30 pm at the Town Office and via Zoom and are always open to the public. Agendas are issued by the Code Enforcement Officer at least 3 days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will then be listed as an excused absence. Dismissal from the Planning Board will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Recreation Association 10-2021

Mission Statement (or equivalent)

The mission of the Readfield Recreation Association Board of Trustees is to provide self-supporting recreation and athletic program opportunities for the citizens of our community through the support of our volunteers.

Authorization

The Recreation Association operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

The Readfield Recreation Association is to be comprised of not less than 5 or not more than 9 members. Members serve 3-year terms.

Officers

Chairperson

Vice Chairperson

Treasurer

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

The Recreation Association Board meets at the Recreation Building on the Maranacook Campus every 2nd Wednesday at 6:30 p.m. and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Heritage Days Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Road Committee 10-2021

Mission Statement (or equivalent)

Provide the Town of Readfield with an annual repair and maintenance plan and long-range capital improvement plan for the road network.

Authorization

The Road Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

Readfield Road Committee is a 7-member committee. Members serve 3-year terms as voted by the Readfield Select Board on 11/16/15.

Officers

Chairperson

Vice-chairperson

Meetings

The Road Committee does not have a regular meeting schedule, but tends to meet as needed through the year - mostly for planning purposes and to review road work underway or completed. Please look for postings as they are scheduled.

School Board RSU 38 10-2021

Mission Statement (or equivalent)

RSU 38 Mission Statement: "A caring school community dedicated to excellence"

Vision Statement: Maranacook Schools will be safe, dynamic learning communities where people of all ages will think, aspire, and participate as responsible citizens in an ever-changing global society.

Guiding Principles: We Believe:

- Teachers, staff members, parents, and students are life-long learners with a dedication to excellence and an expectation of high achievement for all
- All learners need a safe, respectful, positive environment to achieve
- Students need an evidence based, rigorous curriculum that
 - focuses on state standards
 - promotes engagement
 - provides a challenging range of courses, experiences, and extra-curricular activities
 - recognizes the needs, interests, and abilities of all learners
 - blends the changing needs of society with the needs of individual learners
 - integrates technological advances and collaboration
- Parents and community members are a vital part of our schools
- The instruction and assessment process measures growth for all learners through feedback, collaboration, and problem solving
- The supervision and evaluation process encourages and supports staff growth and development that is designed to promote our mission and vision

Approved by RSU #38 Board of Directors, March 6, 2019

Authorization

Public School System authorized by the Maine Legislature. Title 20-A, Part 2, Chapter 103-A: Regional School Units.

Membership

The School Board is a 13-member board comprising members from four towns: Manchester, Mt. Vernon, Readfield and Wayne. Each member is elected to a 3-year term. Readfield has four member positions.

Officers

Chair, Vice-Chair, Secretary from Superintendent's Office.

Meetings

Regular meetings held twice monthly, usually the first and third Wednesdays, at the Maranacook Community School.

Currently there is no remote meeting policy, but the meetings are shown on Zoom for viewing only.

There is no attendance policy.

Select Board 10-2021

Mission Statement (or equivalent)

The Select Board of Readfield is an elected board that executes the executive and fiduciary functions of the Town of Readfield.

Authorization

The Select Board is elected by the people of Readfield.

Membership

The Select Board is a 5-member board. Each member is elected to a 3-year term.

Officers

Chairperson - Dennis Price

Vice-Chairperson - Kathryn Woodsum

Secretary

Officers are elected annually by the members at the first meeting of the fiscal year.

Meetings

Regular meetings held monthly, at the Readfield Town Office and on Zoom. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Select Board will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order and the Standards Of Conduct For Public Meetings adopted by the Select Board on May 31, 2016.

Solid Waste & Recycling Committee 10-2021

Mission Statement (or equivalent)

The Solid Waste and Recycling Committee (hereafter the "Committee") shall be a standing committee composed of the following voting members: one member from each participating Select Board, and at least three community members from participating municipalities; and the following non-voting members: the Transfer Station Manager and participating Town Managers. The Committee shall review and provide input and recommendations to the Transfer Station Manager and participating Select Boards regarding:

- I. All Transfer Station operations, including: the Manager's forecasts and plans for the generation, transmission and distribution of recyclables, Municipal Solid Waste (MSW) and other waste materials brought to the Transfer Station; customer service; public education and awareness; advocacy for increased recycling; implementation of guidelines established for site/facility design, operation and storage at the Transfer Station; and hours of operation (year-round and summer only).
- II. The Transfer Station's compliance with established policies, procedures and practices pertaining to the protection of the environment and health/safety of employees, contractors and general public; ensuring said are sufficient to achieve and maintain compliance with applicable laws and regulations.
- III. Environmental and/or health/safety related issues.
- IV. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

Authorization

The Solid Waste & Recycling Committee operates under the appointed authority of the Select Board of the Town of Readfield.

Membership

Solid Waste & Recycling Committee (SWRC) is a 12-member committee. Readfield members are appointed for 3-year terms. Members include the Town Managers from each town (Readfield & Wayne), 1 Select Board Member from each town, and 2 citizens at large from each town.

Officers

Chairperson, Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Regular meetings are held quarterly in the months of February, May, August and November, on a rotating basis in the towns of Fayette, Readfield and Wayne, and on Zoom and are always open to the public. Meetings are typically held from 5:30PM to 7PM. Interim meetings may be held at the request of the Readfield Town Manager. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the SWRC will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Trails Committee 10-2021

Mission Statement (or equivalent)

The Readfield Trails Committee will plan and coordinate the development of environmentally acceptable trails within the town of Readfield. The committee will promote safe, functional connections between the various activity centers of the town and provide linkage, where possible, between recreational trails within the town and with adjacent towns.

Authorization

The Readfield Trails Committee (RTC) was established by vote of the Readfield Select Board on May 29, 2007 and can be composed of up to 13 members each appointed by vote of the Select Board.

Membership

The Readfield Trails Committee is comprised of 13 members and 1 alternate serving 3-year terms.

Officers

Chair, Vice-Chair, Secretary, Treasurer

Officers are elected in July of each year (beginning of the Town's fiscal year) by the RTC membership present and voting unless there is a vacancy in an office of the RTC during the year. The officers of the RTC are a Chairman and a Secretary and are elected for one-year terms. In the event of a vacancy in an office, the RTC shall elect another member to the vacant position for the remainder of the term of office.

Meetings

The Trails Committee meets the 4th Wednesday of every month at the Town Office at 6:30 pm and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Readfield Age Friendly Committee will result upon three unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

DUTIES AND RESPONSIBILITIES FOR BOARDS, COMMITTEES AND COMMISSIONS (BCC)

CHAIRS DUTIES AND RESPONSIBILITIES:

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions (BCC), the Chair may have additional duties and responsibilities. These additional duties are discussed below. In the event that any of the following occurs: (a) the Chair is absent from a meeting; (b) the Chair has a conflict of interest, as defined by law, with the business being conducted by the BCC, or; (c) a circumstance arises at the reasonable discretion of the Chair when he/she feels it is inappropriate for him/her to preside as chair, then a vote of other members present shall determine who will preside over the meeting.

Duties of the Chair:

1. General

- a. The Chair should maintain an annual work plan for the BCC, including anticipated deliverables and deadlines.
- b. The Chair should routinely meet with the Town Manager to ensure that they stay current with Town issues.
- c. The Chair is considered to be the public spokesperson for the BCC although he/she can designate this responsibility freely.
- d. Chair, Secretary or designee is expected to attend the Annual Chairs Meeting.
- e. Annually, by February 1st, the Chair shall update the BCC Definitions page. Any revisions shall be submitted to the Select Board for review and considered for possible amendment/ possible adoption.

2. Membership

- a. All members of BCCs are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members. Chairs shall notify the Town Clerk of their election promptly. Chairs shall request a copy of this document for their reference.
- b. A vacancy in the position of Chair will be filled as soon as possible
- c. Each chair shall request a copy of the Procedures for Application for Appointment and Reappointment to BCC upon election as Chair. The Chair of each BCC shall notify the Town Clerk when a vacancy occurs on the BCC that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.
- d. The Chair will notify members of any changes to the Town's Procedure for Application for Appointment and Reappointment document along with a copy of these guidelines.
- e. The Chair will ensure that all members appointed for the first time to the Planning Board or Board of Appeals complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude Planning Board or Board of

Appeals members from serving on their respective committees prior to completing workshops.

- f. Written responsibilities for each BCC are developed by the Select Board or Town Manager and are available from the Town Clerk.
- g. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s). The Chair, in consultation with BCC members, may request a reconfiguration (such as changing the number of BCC members, or adjusting the job description) of any BCC.
- h. By May 1st of the expiring year of any member, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC chairs by April 1st of the roster of their BCC by name and dates of terms.

3. Meetings

- a. The Chair is expected to conduct all meetings.
- b. The Chair is expected to notify all members of meetings.
- c. All meetings must follow the Select Board's Remote Meeting Policy (attached in the Appendix.)
- d. All meetings must follow the Select Board's Standards of Conduct Policy. Please have conversations with the Town Manager regarding any challenges you have or anticipate with maintaining civil meetings.

4. Agendas, Minutes, Writing Articles

- a. The Chair, or designee is expected to prepare an agenda for each meeting using the following guide:

- Establish a quorum.
- Review and approval of minutes of previous meeting.
- Oral and Written Communications
- Opportunity for members of the public to address the BCC.
- Old (unfinished) business.
- New business.
- Adjournment.

Each agenda shall be sent to the Town Clerk for posting at least three days prior to the meeting. See below for sample agenda.

- b. Chair is responsible to see that the Secretary keeps minutes of meetings and submits them timely as noted below. The Chair may be the Secretary if elected and willing to do so.
 - i. Unapproved minutes shall be submitted to the Town Clerk within one week of meeting being held.
 - ii. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site within one week of approval.
 - iii. Minutes shall contain at a minimum:

1. Record of attending and absent members,
2. notation that each section of the agenda was addressed, and
3. all motions made including who moved, who seconded and the vote tally.
- iv. Including some discussion notes is appreciated but not required. The goal is to provide an official record of the meeting as well as information for the public.
- c. The Chair, or designee is responsible for writing an article for the Town Report each year and for the Readfield Messenger if meetings are held that month.

Note: This is the format listed in the Chairs Duty section. Italics need to be filled in; non-italics should be written as shown. This sets a standard format for all BCC and makes viewing by the public much easier.

Committee Name **Agenda**

Day, Date

From to Time at *Location* and via Zoom

Zoon link from Town Manager

Meeting ID: *Number* Passcode: *Number*

1. Roll call and determination of quorum (1 min.). (*add member names present*)
2. Review of minutes from *date*. (attached) Discussion and Approval. (*number mins.*)
3. Oral and written communications. (*number mins.*)
 - i. *First item*
 - ii. *Second item, etc.*
 - b. Other, if any.
4. Members of the public may address the *Committee Name* on issues pertinent to the agenda. (5 mins.)
5. Unfinished business. (*number mins.*)
 - a. *First item*
 - b. *Second item, etc.*
6. New business. (*number mins.*)
 - a. Elect Chair, Vice-Chair and Secretary for *fiscal year* (if first meeting of year)
 - b. *Item 1*
 - c. *Item 2, etc.*
7. Set next agenda. (*number mins.*)
 - a. *Day, Date at Location*
 - i. *Item 1*

ii. *Item 2, etc.*

8. Adjournment.

Attachments: Minutes from *date of last meeting* and *any others*

These Duties and Responsibilities were originally adopted by the Select Board on 10/21/2013 and amended by the Selected Board on 11/1/2021.

APPENDIX

TOWN OF READFIELD
APPOINTMENT APPLICATION

OFFICE USE
DATE RECEIVED

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission

are you applying for? Term:

Name: _____ Phone (H): _____

Street address: _____ Phone (C): _____

Mailing address: _____

E-Mail: _____

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

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

If you are currently employed, what is your position?

APPLICATION FOR APPOINTMENT FOR:

Name: Position: Term:

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

Check one!

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

Name: _____ Date: _____

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: 1st time Appointment Re-Appointment

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

Confirmation from Applicant of attendance at Select Board Meeting if required.

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__.

Dennis Price

Ralph F. Eno, Jr.

Sean Keegan

Carol Doorenbos

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:

STANDARDS OF CONDUCT FOR PUBLIC MEETINGS

- Be courteous, patient, and civil.
- Keep emotions in check.
- Respect others' points of view.
- Assume opponents have positive intentions.
- Don't take things personally.
- Identify problems, propose solutions
- Understand before disagreeing.
- Disagree without being disagreeable

Remember we are all neighbors and community members.



Town of Readfield
Remote Participation Policy
Adopted Pursuant to Title 1 MRSA § 403-B

Purpose

It is the policy of the Town of Readfield to allow elected and appointed members of all public bodies (municipal boards, committees, and commissions), municipal employees, volunteers, and members of the general public to participate in public meetings as defined by Title 1 M.R.S.A. § 403. by remote means including but not limited to telephonic and video conferencing capabilities.

Conditions and Requirements

Members of any public body (elected and appointed officials) are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to or attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and
3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel.

Members of the public will be provided the ability to participate by remote methods and the Town will provide conference call and/or video connection web links to any member of the public that wishes to participate by remote methods at any meeting where remote participation is allowed.

If public input is allowed at any meeting where remote participation is allowed, the Town will provide an effective means of communication between the members of the body and the public.

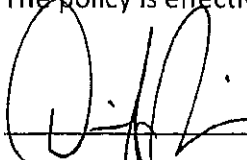
All notices of proceedings will be advertised by posting on the Town's website and bulletin boards. If applicable, the notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well.

All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public.

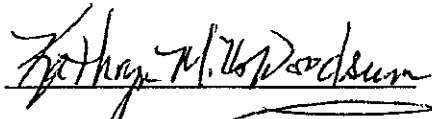
All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.

Effective Date and Amendments

The policy is effective on August 23, 2021 and may be amended by the Select Board.



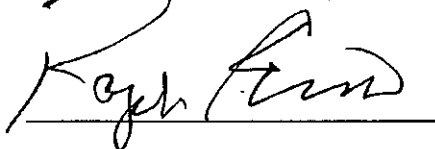
Dennis Price, Chairperson



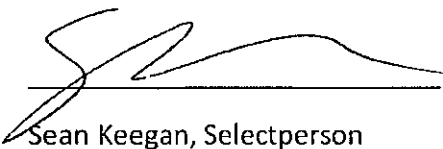
Kathryn Woodsum, Vice Chairperson



Carol Doorenbos, Selectperson



Ralph Eno, Selectperson



Sean Keegan, Selectperson

Attested as a true copy.



Sherene Gilman, Town Clerk

Date Aug. 24, 2021

**Conflict of Interest
and Recall Process
Ordinance**

Adopted 2013, revised & adopted 2016

CONFLICT OF INTEREST AND RECALL PROCESS ORDINANCE

10.1 CONFLICT OF INTEREST

10.1.1 In accordance with Title 30-A M.R.S.A. Section 2605, any municipal officer or official of the Town, elected or appointed, who himself or herself or any family member, close friend or business associate, has any financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the Town, or in the sale of any land, material, supplies, or services to the Town or who is a contractor supplying the Town with services or material shall make known the interest and shall refrain from voting upon or otherwise participating in his or her capacity as an officer or employee in making such sale or the making or performing of such contract.

10.1.2 Any municipal officer or official of the Town who willfully conceals such financial interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit such office or position immediately upon a determination of malfeasance by the Select Board as hereinafter provided under Section 10.2.2.

10.1.3 Any violation of this section, with the knowledge, expressed or implied, of the person or corporation contracting with or making a sale to the Town, shall render the contract or sale voidable by the Select Board.

10.2 FORFEITURE OF OFFICE

10.2.1 A municipal officer or official, elected or appointed, shall forfeit his or her office or be subject to a recall or forfeiture proceedings as hereinafter provided if such person:

- a. lacks, at any time during his or her tenure of office, any eligibility or other qualifications for the office prescribed by this ordinance or by law;
- b. intentionally violates any expressed prohibition of this ordinance;
- c. fails to fulfill the requirements of his or her office, including, but not necessarily limited to, failure to attend 3 or more consecutive regular meetings without being excused beforehand or actively participate in the functioning of the board or committee;
- d. is indicted or convicted of a felony or is indicted or convicted of any other offense which prevents him or her from fulfilling his or her obligation as a municipal officer or official;
- e. is banned by a court of law from attending meetings or carrying out their duties of office as prescribed herein.

10.2.2 Upon any allegation of charges of conflict of interest or violation of the provisions set forth under Section 10.1, the Select Board shall hold a hearing to determine if there is any malfeasance or violation of the provisions set forth under Section 10.1. Forfeiture and immediate removal of office shall require a majority vote of the Select Board. In the event that the Select Board fail to take any action or do not vote to remove the person from office, the Registered Voters of the Town may initiate recall proceedings in accordance with the provisions set forth under Section 10.3.

10.3 RECALL OF ELECTED OFFICERS AND OFFICIALS -- REMOVAL FROM OFFICE

10.3.1 Any elected officer or official of the Town may be recalled and removed from elective office by the Registered Voters of the Town as hereinafter provided. Recall may be used when an elected official has violated any of the conflict of interest or forfeiture of office provisions set forth under Sections 10.1 and 10.2.

10.3.2 Any twenty-five (25) Registered Voters of the Town may make and file with the Town Clerk an affidavit containing the name of the officer or official whose removal is sought and a general statement of the reasons why such removal is desired because of any violations of the provisions set forth under Sections 10.1 and 10.2.

a. The Town Clerk shall prepare and sign a petition for such removal, a copy of said affidavit and general statement either included thereon or attached thereto, which shall be impressed with the official Town Clerk's seal, dated, and addressed to the Select Board containing the name of the officer or official whose removal is sought.

b. The petition shall be signed only by registered voters of the Town. Every signature shall include the address of the registered voter, indicating the street and number or other description sufficient to identify such address, such as tax map and lot number.

10.3.3 The recall petition, to be effective, must be signed by a number of Registered Voters of the Town equal to at least twenty-five percent (25%) of the votes cast at the previous gubernatorial election.

10.3.4 At the expiration of the said thirty (30) days, the Town Clerk shall declare the petition closed and shall certify the petition as sufficient or insufficient within five (5) business days thereafter.

10.3.5 If the recall petition is determined to be insufficient, the filing official shall notify the person or organization sponsoring the recall of the insufficiency of the petition. It is not necessary to give notification unless the person or organization sponsoring the recall files with the filing official a written notice of sponsorship and a mailing address.

10.3.6 If the petition is sufficient, it and the certificate shall be submitted to the Select Board at their next regular meeting. The Select Board shall forthwith give written notice to said official of the receipt of said petition and certificate.

10.3.7 If the official sought to be removed does not resign within five (5) days of receiving such notice, the Select Board shall within ten (10) business days of the receipt of the Town Clerk's certificate order an election to be held within thirty (30) calendar days. The Select Board shall schedule a public hearing, upon public notice as provided for Town Meetings, to be held within seven (7) calendar days prior to the date of said election. At said hearing, which shall be presided over by a moderator, the petitioners and the officer or official whose recall is sought shall be provided opportunity to present reasons for or against recall.

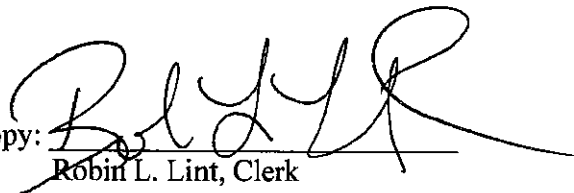
10.3.8 The official shall continue to perform the duties of the office until the results of the recall election are certified. If not recalled, the official shall continue in office for the remainder of the unexpired term, subject to subsequent recall only as provided in Section 10.3.9. If recalled by the voters, the official shall be deemed removed upon the certification of the voting results and may not seek election to any municipal office for a period of at least three (3) years from the date of such recall.

10.3.9 No recall petition shall be filed against an official within six (6) months after such official takes office, nor during the last six (6) months of the term of office, nor in the case of an official subjected to a recall vote and not removed thereby, until at least twelve (12) months after such vote.

10.4 HOLDING OTHER OFFICE

Neither the Select Board members, Town Clerk, nor Assessors' Agent shall hold appointed positions in the Town with the exception of members of the Fire Department, unless the law or ordinance creating the appointed office requires or allows it. During Budget Committee deliberations, if any member of the Budget Committee is also a member of another board or committee or Fire Department, such member shall make such fact known and refrain from any discussion or voting on matters relating to the Fire Department or such other board or committee unless allowed to do so by a majority vote of the Budget Committee.

Attested True Copy:


Robin L. Lint, Clerk

**TOWN OF READFIELD, MAINE
POLICY GOVERNING ACCESS TO PUBLIC RECORDS UNDER
THE MAINE FREEDOM OF ACCESS ACT M.R.S.A. Title 1 §408-A
(Amended: 02/09/2016)**

1. SUMMARY AND PURPOSE

This policy governing access to public records is established to implement the provisions of the Maine Freedom of Access Act, M.R.S.A. Title 1 Sections 400-414. The purpose of these rules is to support the policy of providing public access to the public records in the possession of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency.

2. DEFINITIONS

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Maine Freedom of Access Act.

3. PROCEDURES FOR REQUESTING PUBLIC RECORDS

Written requests are preferred but are not mandatory by State Law and to be submitted to the Public Access Officer or his/her designee in their absence. Please submit request at the following addresses or by phone at 207-685-4939:

Public Access Officer
Readfield Town Office
8 Old Kents Hill Rd.
Readfield, Maine 04355

OR: readfield.clerk@roadrunner.com

Written or oral requests submitted to Town Officials or Town employees will be referred to the Town's Public Access Officer or his/her designee for processing and response. The Public Access Officer will confer with the Town Manager as needed regarding any information requested. The Public Access Officer or his/her designee shall be responsible for ensuring that each record request is acknowledged and that an estimate of the response time and cost are provided.

4. FORM AND CONTENT OF REQUEST

Requests in accordance with the State FOAA Laws and the Town of Readfield Policy Governing Access to Public Records are requested to be made in writing but not mandatory. For the requestor's convenience, e-mail shall be considered a written request or they may use the "Request for Public Records" form provided by the Town Office.

The following information is helpful but not mandatory when submitting an FOAA request:

- A. The requestor's full name, address and phone number. If a requestor does not wish to provide this information, the requestor will be informed as to when the requested information, or an estimate, will be available.
- B. A specific description of the public records being sought, being as specific as possible. If you do not know what document you are seeking please state which specific information is being sought.
- C. Clarification of whether the request is for inspection of public records, copies of public records, or both.

5. ACKNOWLEDGMENT FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The FOAA or his/her designee shall:

- A. Acknowledge receipt of the request received within 5 working days of receipt of the request.

- B. Record the receipt date of the request when a “sufficient description” of the record is received by the FOAA Officer or his/her designee or official at the office responsible for maintaining the record.
- C. Forward a request made to a department or custodian to the official who maintains the record “without willful delay.”
- D. Notify the requester that the request was forwarded to the custodian of the records requested.
- E. Insure that the request is acknowledged by the custodian to whom the request was forwarded to within 5 working days of receipt of the request or record failure of the custodian to complete that action.
- F. Review any fee waiver request.

6. ESTIMATE FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The FOAA Officer or his/her designee shall:

- A. Provide an estimate of time within which the town will comply with the request within a reasonable amount of time of receiving the request. Factors defining “reasonable time” shall include administrative work load, complexity of request or amount of staff/custodial time required to fill request.
- B. Provide estimate of fees within a reasonable amount of time of receiving the request.
- C. Seek confirmation from requester before proceeding with response for estimate greater than \$30.

7. CLARIFICATION OF REQUEST IF NEEDED

The FOAA Officer or his/her designee may:

- A. Restate the language of the request in the acknowledgment to confirm scope and content.
- B. Confer with the requester to narrow a broad request to avoid denial in accordance with State Law M.R.S.A. Title 1 §408-A.

8. PROCEDURES FOR NOTICE OF A DENIAL

A request may be denied if the requested is too broad, confidential, privileged, or they do not exist. The FOAA Officer or his/her designee shall:

- A. Provide, if denying access to any public records, written notice to requester within 5 working days of receipt of the request. State the reason for denial.
- B. Provide written notice to the requester within 5 working days of receipt of the request explaining that some public records may require more time to review and may be denied after the review is complete if the records are found to be confidential or don’t exist.
- C. Provide, depending on the circumstances, a supplemental denial or further explanation of the grounds for denial.
- D. Inform the requestor whose FOAA request has been denied that they may appeal in accordance with the requirements of Maine Law.

9. SEARCH

The FOAA Officer or his/her designee shall:

- A. Identify who may have responsive records.
- B. Explain scope of the request such as period of time encompassed, types of public records requested and time frame for responding.
- C. Identify repositories where responsive records may be stored such as:
 - Paper files (in-office, home or records center if relevant)
 - Email in-box, drafts, deleted items, sent mail, archived emails
 - Documents on computer desktop
 - Documents in recycle bin
 - Documents in file server folder
 - Computer backup files/tapes/disk, if relevant
- D. Determine multiple key words to be used for searching, if the subject of an FOAA request may have been described in electronic records (emails, word documents, etc.) using various words, such as:
 - Names of individuals, business entities
 - Project names
 - Towns, cities, etc.
 - Common misspellings of names
 - Note: In some circumstances, it may be helpful to agree with requester on key words.

10. CONFIDENTIALITY REVIEW

The FOAA Officer or his/her designee

- A. Determine if any public records requested are confidential, privileged or otherwise protected from disclosure.
- B. Redact confidential or privileged material where reasonably possible rather than withholding entire public record.
- C. Provide a written notice of denial and state reason for denial if access is denied in whole or in part.
- D. Provide, depending on the circumstances, including the types and numbers of records requested, written notice may take the form of a letter summarizing the reasons for denial of access or of a more formal privilege log.

11. PROVIDE ACCESS

The FOAA Officer or his/her designee shall:

- A. Inform the requester that arrangement for inspection of records will be made during normal working hours of the Readfield Town Office unless otherwise arranged.
- B. Segregate documents during the course of the inspection which the requestor wishes to have copied.
- C. Be present throughout the inspection.
- D. Perform all copying.
- E. Prohibit a requestor from bringing bags, brief cases or other containers into the inspection room.

- F. Provide a record that does exist but is not required to create a record that does not already exist
- G. Provide access to electronically stored records either as a printed document or in an electronic medium in which the record is stored at the requestor's option, except that an agency **or** official is not required to provide access to a computer file if they have no ability to separate or prevent disclosure of confidential information in that file. The law does not require the Town to provide access to a computer terminal. Nor does it require that an electronically stored record be provided in a different electronic medium or format. If an electronically stored record must be converted into a comprehensible or usable format in order to provide access to it, the Town may charge for the actual cost of conversion.

12. TIME AND EXPENSE

The FOAA Officer or his/her designee shall:

- A. Charge for copies of public records assessed in accordance with the "fee schedule" as approved by the Select Board and State Law.
- B. Record and document staff and custodial time, actual costs and copying fees.
- C. Provide an invoice that will account for the recorded costs and any fee waiver that has been granted.
- D. Assess Fees:
 - Reasonable copying fee as set by the Select Board.
 - Actual cost of searching, retrieving & compiling (compiling includes reviewing and redacting confidential information) will be the dollar amount provided by State law per hour after the first hour of staff/custodian time.
 - Actual cost to convert into form susceptible of visual or aural comprehension or into usable format.
 - Actual mailing costs.
 - Copies of public records shall be provided to the requestor only upon payment of any charges which are due.
- E. Allow for inspection of public record at no charge unless the records cannot be inspected without being compiled or converted.
- F. Notify requester if fee cost is greater than \$30 (preferably in writing before proceeding).
- G. Notify requester if fee cost is greater than \$100.
 - If estimated total cost is greater than \$100, requester may be required to pay all or a portion of estimated costs before search, retrieval, compiling, conversion and copying.
 - Payment in advance may be required if requester has previously failed to pay properly assessed fee in a timely manner.
- E. Waive part or all of the fee if:
 - Requester is indigent, or
 - The Town determines release of public record requested to be in public interest because doing so is likely to contribute significantly to public understanding of operations or activities of government and is not primarily in commercial interest of requester.

13. CLOSE THE FOAA REQUEST

The FOAA Officer or his/her designee shall:

- A. Record and keep a record of all requests, dates acknowledged and dates filled.
- B. Copy the invoice to the Collection Clerk for record of payments.
- C. Confirm with the requestor when possible in writing or verbal that the request has been filled.

14. TRAINING

- A. As required by State Law a Public Access Officer, municipal officers, clerks, treasurers, assessors and budget committee members shall complete a course of training on the requirements relating to public records and proceedings. The official or Public Access officer shall complete the training not later than the 120th day after the date the elected official takes the oath of office to assume the person’s duties as an elected official or the person who is designated as a public access officer.
- B. Upon completion of the training course the elected official or public access officer shall make a written or an electronic record attesting to the fact that the training has been completed. The record must identify the training completed and the date of completion. Copies of all certifications shall be filed with the Town.
- C. It is preferred but not mandatory that all committee, board or commission members take an FOAA training.

15. TECHNOLOGY AND EFFIECIENCY

In an effort to be efficient and transparent the Town of Readfield will provide and work towards making all public documents accessible to the public using technology that will allow the public to access information as quickly and as easily as possible.

16. STATE PUBLIC ACCESS OMBUDSMAN

The new law funds an Assistant State Attorney General position to serve as a Public Access Ombudsman. The Ombudsmen’s duties include working to informally resolve complaints by the public and public officials concerning FOAA and, upon request, issuing advisory opinions on the interpretation of and compliance with the FOAA.

Link to FOAA information www.maine.gov/foaa www.readfield.govoffice.com

Policy Governing Access to Public Records Under the Maine Freedom of Access Act, adopted by the Select Board on 10/11/2011, amended 11/05/2012 and amended this 9th day of February 2016.

Select Board for the Town of Readfield:

SS
Valarie Pomerleau, Chair

SS
Tom Dunham, Vice Chair

SS
Bruce Bourgoine

SS
Allen Curtis

SS
Chris Sammons

OTHER BUSINESS

Future Agenda Items and Goals - Proposed DRAFT

Future Agenda Items

- 22-XX - Consider a revised rental policy for the 2nd floor of Gile Hall - 5 min.

Ongoing Select Board Goals:

- TBD