

Readfield Select Board
November 1, 2021, Meeting & Workshop Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:30 PM

Pledge of Allegiance (6:30pm)

Readfield Fairgrounds Workshop - 90 min.

The Readfield Select Board is holding a workshop to consider the future use of the 36 acre Readfield Fairgrounds property. The Board wishes to hear from various groups and discuss the shared use of the property.

Stakeholder Group Presentations (40 min.)

Each of the following groups are invited to present their vision for future use of the property:

1. Conservation Commission
2. Trails Committee
3. Recreation Board
4. Cemetery Committee
5. Other Boards and Committees (Age Friendly, Heritage Days, etc.)

Public Comment (25 min.)

Members of the public are encouraged to share their thoughts on the use of the property.

Select Board Discussion (25 min.)

Members of the Select Board will discuss the perspectives and information presented, consider their own views, and discuss potential next steps.

Regular Meeting Items - 5 min.

22-052 - Minutes: Select Board meeting minutes of October 18, 2021.

22-053 - Warrants: #17-18

Communications - 10 min.

Select Board communications. - 5 min.

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

Old Business - 10 min.

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

22-051 - Second reading of revised Board, Committee, and Commission Guide - 5 min.

Other Business - 5 min.

Adjournment

WORKSHOP

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, October 18, 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), Grace Keene, Hannah Flannery, Pam Osborne, Penny Eno, Catherine Lewis, R. Chip Stephens (CEO), Alanna Bachelder, Amy Therrien, Bruce Hunter, Aaron Neily, Brandon Sandler

Regular Meeting:

Dennis called the Select Board meeting to order at 6:34 pm followed by the Pledge of Allegiance

- **22-039- Minutes: Select Board Meeting minutes of September 20, 2021**
 - **Motion** made by Kathryn to approve the Select Board meeting minutes of September 20, 2021 as presented, **second** by Sean. **Vote** 5-0 in favor.

- **22-040 – Warrants: #13-16 (FY22)**
 - Ralph reviewed Warrants #13-14
 - **Motion** made by Ralph to approve warrants #13-14 in the amount of \$53,379.55, **second** by Kathryn. **Vote** 5-0 in favor.
 - Kathryn reviewed Warrants #15-16
 - **Motion** made by Kathryn to approve warrants #15-16 in the amount of \$688,479.80, **second** by Ralph. **Vote** 5-0 in favor.

Appointments, Reappointments and Resignations:

- **22-043 – Consider the appointment of Amy Therrien to the Recreation Committee**
 - Amy was present for her appointment and gave a brief introduction.
 - **Motion** made by Kathryn to appoint Amy Therrien to the Recreation Committee with a term beginning tonight and ending 06/30/2024, **second** by Sean. **Vote** 5-0 in favor.

- **22-044 – Consider the appointment of Alanna Bachelder to the Comprehensive Plan Committee**
 - Alanna was present for her appointment and gave a brief introduction.
 - **Motion** made by Sean to appoint Alanna Bachelder to the Comprehensive Plan Committee with a term beginning tonight and ending 06/30/2022, **second** by Carol. **Vote** 5-0 in favor.

New Business:

- **22-046 – Consider Automobile Graveyard Permit Renewal Applications**
 - **Motion** made by Kathryn to approve Automobile Graveyard Permits for Ken's Drag In, Antique Auto and Lucas Auto Pats & Salvage as presented in the packet, **second** by Ralph. **Vote** 5-0 in favor.
 - There are four places that the CEO will be keeping an eye on in town.
 - Tire disposal is an issue and will work on finding a way to dispose of them.

Readfield Select Board
Regular Meeting Minutes – Monday, October 18, 2021 – *Unapproved*

Communications

- **Select Board Communications**
 - Dennis: Trunk or Treat is Saturday, October 30 starting at 5:00 pm at the Fairgrounds
 - Sean: Readfield Recreation Food Drive now scheduled for this Saturday the 23rd from 8:30 to 12:00 due to the rain last weekend.

- **Town Staff Reports**
 - Treasurer's Report: Review of September 2021 Treasurer's Report
 - Town Manager Report: (Oral Report)
 - Installation of heat pumps on the second floor will begin soon. The first floor will be at a later date.
 - Town of Readfield is still looking for maintenance employees.

- **Boards, Committees, Commissions & Departments**
 - Age Friendly Committee minutes of September 8, 2021
 - Library Board minutes of September 1, 2021
 - Comprehensive Plan Committee minutes of June 16 & July 21 , 2021
 - Trails Committee minutes of August 25, 2021
 - Cemetery Committee minutes of July 19 & August 14, 2021

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

Appointments, Reappointments and Resignations:

- **22-041 – Consider the appointment of Sonya Clark as Warden/Moderator for Nov 2, 2021 voting**
 - **Motion** made by Kathryn to appointment Sonya Clark as Warden/Moderator for the November 2, 2021 election, **second** by Carol. **Vote** 5-0 in favor.

- **22-042 – Consider the appointment of slate of Ballot & Election Clerks for the Nov.2, 2021 voting**
 - **Motion** made by Kathryn to appoint the slate of Ballot & Election Clerks for the November 2, 2021 election as stated in the packet, **second** by Sean. **Vote** 5-0 in favor.

- **22-045 – Consider the resignation of Greg Leimbach from the Conservation Commission**
 - **Motion** made by Kathryn to accept the resignation of Greg Leimbach from the Conservation Commission with deep regrets, **second** by Carol. **Vote** 5-0 in favor.

Old Business:

- **22-007 – Consider the issuance of a Marijuana Establishment License for Aaron Neily of Readfield Apothecary LLC/Moonglow Cannabis at 1146 Main Street, Readfield**
 - A lot of the issues and concerns addressed from before were taken care of.
 - Security System is in compliance with the State requirements.
 - Catherine Lewis: Arron is up to date with trainings and classes needed to run this kind of establishment.

Readfield Select Board
Regular Meeting Minutes – Monday, October 18, 2021 – *Unapproved*

- **Motion** made by Carol to approve the Establishment License for Aaron Neily/Moonglow Cannabis in the Town of Readfield, **second** by Kathryn. **Vote** 5-0 in favor.

New Business:

- **22-047 – Consider proposals and select municipal auditor**
 - **Motion** made by Kathryn to accept the audit proposal from RHR Smith & Company for 3 years at \$7,000 with an option of 2 more years at \$7,500 for each of those years, **second** by Sean. **Vote** 5-0 in favor.

- **22-048 – Consider the use of ARPA funds**
 - Town was awarded \$271,538 in ARPA funds. First half was received last week.
 - Review of potential uses as included in the packet. Big area and topic of discussion is staff pay increase for all employees.
 - **Motion** made by Kathryn to accept the premium pay of \$2.00 per hour for hourly employees funded by the ARPA funds as stated in the packet until June 2022, **second** by Ralph. **Amended motion** by Sean to speak with the budget committee regarding staff pay, **second** by Kathryn. **Vote on amended motion** 4-1, opposed by Carol. **Vote on original motion** 4-1, opposed by Carol.

- **22-049 – Consider FY23 Budget process**
 - Review of the 2022-2023 (FY23) schedule in packet.

- **22-050 – Consider Readfield Fairgrounds Workshop on November 1**
 - Workshop will be in November 1st
 - Suggested by Bruce Hunter to have each group/committee write down their future ideas for the fairgrounds property.

Motion made by Sean to extend the meeting by 10 minutes, **second** by Dennis. **Vote** 5-0 in favor.

- **22-051 – First reading of revised Board, Committee and Commission Guide**
 - Review by Eric of the first reading of information in the packet. Second reading will be done at the next meeting.

Motion made by Sean to adjourn the meeting at 8:40 pm, **second** by Dennis. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Oct 25, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
17	177	\$ 85,102.68	Warrant	K. Woodsum	Three	10/26/2021
A	177	\$ 1,857.50	State Fees	K. Woodsum	One	10/14/2021
B			State Fees	K. Woodsum	One	
18	193	\$ 19,706.83	Payroll	K. Woodsum	One	10/26/2021

SUM \$ 104,809.51

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

Treasurer's Warrant

Warrant # 17 & 18

\$104,809.51

Dates: 10/28/2021

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 EMPLOYEES	Account Payroll	Amount \$19,706.83	Check #'s 70526-70543 170526-170537
VARIOUS VENDORS	Accounts Payable	\$85,102.68	70488-70525
	Total	\$104,809.51	

Date Signed: _____

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	104.88	10/28/21	17	0031 Central Maine Power Co
P	999	227.47	10/28/21	17	0031 Central Maine Power Co
P	999	333.84	10/28/21	17	0031 Central Maine Power Co
P	999	43.59	10/28/21	17	0031 Central Maine Power Co
P	70488	1,713.50	10/14/21	17	0086 SECRETARY OF STATE (MOTOR VEH)
P	70489	144.00	10/14/21	17	0143 Treas., State of Maine (DHHS)
R	70490	125.00	10/28/21	17	0643 A.A.A. PORTABLE TOILETS
R	70491	6,176.51	10/28/21	17	0045 Androscoggin Bank
R	70492	2,895.75	10/28/21	17	0599 Archie's Inc.
R	70493	881.41	10/28/21	17	0500 B&H Photo-Video
R	70494	529.28	10/28/21	17	0024 Baker & Taylor, Inc
R	70495	1,653.75	10/28/21	17	0623 Civic Plus
R	70496	340.00	10/28/21	17	0035 Community Advertiser
R	70497	168.86	10/28/21	17	0072 Consolidated Communications
R	70498	110.88	10/28/21	17	0453 Cushing Construction, LLC
R	70499	1,500.00	10/28/21	17	0591 David Ledew
R	70500	39.00	10/28/21	17	0860 DR Designs
R	70501	400.68	10/28/21	17	0900 Election Systems & Software
R	70502	6,625.00	10/28/21	17	0043 Fire Tech and Safety
R	70503	550.00	10/28/21	17	0791 Group Dynamic Inc
R	70504	16,637.00	10/28/21	17	0908 Kennebec Regional Dev Authority
R	70505	350.44	10/28/21	17	0676 Kramer's Inc.
R	70506	25.00	10/28/21	17	0612 Lisa Johnson
R	70507	5,895.58	10/28/21	17	0065 MAINE MUNICIPAL EMP. HEALTH
R	70508	26.88	10/28/21	17	0229 Melissa A Small
R	70509	125.00	10/28/21	17	0251 Occupational Health Centers of SW
R	70510	350.05	10/28/21	17	0823 OTELCO
R	70511	400.00	10/28/21	17	0316 Pat Jackson/ Tri-City, Inc
R	70512	8.70	10/28/21	17	0858 PETTY CASH
R	70513	360.00	10/28/21	17	0686 Pine Tree Veterinary Hospital
R	70514	4,160.00	10/28/21	17	0841 PretiFlaherty
R	70515	2,409.68	10/28/21	17	0086 SECRETARY OF STATE (MOTOR VEH)
R	70516	22.91	10/28/21	17	0021 Sonya Clark
R	70517	82.78	10/28/21	17	0647 Soule's Auto Supply
R	70518	13.17	10/28/21	17	0696 Spectrum
R	70519	525.00	10/28/21	17	0076 Staples
R	70520	444.27	10/28/21	17	0313 Toshiba Financial Services
R	70521	5,442.34	10/28/21	17	0681 Treas,State Maine (Pub Safety)
R	70522	5,000.00	10/28/21	17	0871 Union Meeting House
R	70523	17,715.20	10/28/21	17	0664 US BANK CORPORATE TRUST BOSTON
R	70524	72.86	10/28/21	17	0765 W.B. Mason Co., Inc
R	70525	472.42	10/28/21	17	0087 WT Cox Information Services

Total 85,102.68

Count

Checks	42
Voids	0

Warrant Recap

Warrant 17

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	125.00	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00045 Androscoggin Bank	6,176.51	CAPITAL IMPR / Leases - EQUIP O,R &M / Pickup Truck
00599 Archie's Inc.	2,895.75	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPING
00500 B&H Photo-Video	881.41	COMM SERVICE / Readfield TV - EQUIP REPLAC / CAPITAL EQP
00024 Baker & Taylor, Inc	381.78	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	94.49	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	12.23	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	40.78	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	104.88	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	227.47	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	333.84	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	43.59	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00623 Civic Plus	1,488.37	GENERAL GOVT / Admin - CONTRACT SVC / WEB HOSTING
00623 Civic Plus	165.38	SOLID WASTE / TRANSFER STA - CONTRACT SVC / WEB HOSTING
00035 Community Advertiser	60.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00035 Community Advertiser	150.00	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00035 Community Advertiser	130.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00072 Consolidated Communications	53.60	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	54.64	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	60.62	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00453 Cushing Construction, LLC	110.88	REC,PARKS/AT / Trails - PUBLIC WAYS / CONTRACT SVC
00591 David Ledew	1,500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00860 DR Designs	39.00	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00900 Election Systems & Software	400.68	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00043 Fire Tech and Safety	6,625.00	CAPITAL IMPR / Fire Dept - EQUIP REPLAC / CAPITAL EQP
00791 Group Dynamic Inc	366.67	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	183.33	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00908 Kennebec Regional Dev Authority	16,637.00	REGIONAL ORG / First Park - FINANCIAL / FIRSTPARK IN
00676 Kramer's Inc.	350.44	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00612 Lisa Johnson	25.00	GENERAL FUND / Gile Hall
00065 MAINE MUNICIPAL EMP. HEALTH	2,339.09	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	3,273.53	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	130.99	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	132.89	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00229 Melissa A Small	26.88	COMM SERVICE / Library - ADMIN / MISC.
00251 Occupational Health Centers of SW	125.00	SOLID WASTE / TRANSFER STA - ADMIN / MISC.
00823 OTELCO	21.50	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	328.55	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00316 Pat Jackson/ Tri-City, Inc	400.00	SOLID WASTE / TRANSFER STA - UTILITIES / LAVATORY
00858 PETTY CASH	8.70	GENERAL GOVT / Admin - ADMIN / POSTAGE
00686 Pine Tree Veterinary Hospital	360.00	COMM SERVICE / Animal Cntrl - CONTRACT SVC / Rabies Clini
00841 PretiFlaherty	4,160.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00086 SECRETARY OF STATE (MOTOR VEH)	1,713.50	GENERAL FUND / Motor Veh Fe

Warrant Recap

Warrant 17

Vendor-----	Amount	Account-----
00086 SECRETARY OF STATE (MOTOR VEH)	2,409.68	GENERAL FUND / Motor Veh Fe
00021 Sonya Clark	22.91	COMM SERVICE / Library - BUILDING O&M / MAINTENANCE
00647 Soule's Auto Supply	82.78	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00076 Staples	525.00	GENERAL ASST / GENERAL ASST - ADMIN / MISC.
00313 Toshiba Financial Services	444.27	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00681 Treas,State Maine (Pub Safety)	5,442.34	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00143 Treas., State of Maine (DHHS)	144.00	GENERAL FUND / VOL DEDUCTS
00871 Union Meeting House	5,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00664 US BANK CORPORATE TRUST BOSTON	16,000.00	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND PRIN
00664 US BANK CORPORATE TRUST BOSTON	1,715.20	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND INT
00765 W.B. Mason Co., Inc	24.88	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00765 W.B. Mason Co., Inc	47.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00087 WT Cox Information Services	472.42	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
Prepaid Total--	2,567.28	
Current Total--	82,535.40	
Warrant Total--	85,102.68	

COMMUNICATIONS

- **SELECT BOARD**
- **PUBLIC COMMUNICATIONS**

OLD BUSINESS

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
02/15/22	Select Board Meeting - Third Budget Draft	6:30 PM
02/25/22	100 days before vote - Nomination Papers available (actually 101 days as the 26th is a Sunday)	N/A
03/03/22	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
03/04/22	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/09/22	School Committee meeting with Select Boards - school budget	6:30 PM
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
05/13/22	30 days before voting - Absentee Ballots available (actually 31 as the 14th is a Saturday)	3:30 PM
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

Statutory Deadlines

Select Board Meetings ^

Budget Committee Meetings ^

Joint Select Board and Budget Committee Meetings ^

Formal Public Hearings ^

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** (Cobossee 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 10/28/2021

Road Committee Revised 10-28-21

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. Members must complete a required FOAA course within 30 days of appointment or reappointment.

Officers

Chairperson

Vice-Chairperson

Secretary

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

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.

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.

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 Road Committee will result upon three unexcused absences in any term.

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

Age Friendly Committee

Mission Statement (or equivalent)

Create an inclusive 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

Established by the Select Board as a standing committee of the Town.

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. Not allowed??*

Officers

Chairperson

Secretary

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 consecutive unexcused absences in any term.

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

**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: ~~02/09/2016XXXXXXXXXX~~)**

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 OR:
readfield.clerk@roadrunner.com
info@readfieldmaine.org
8 Old Kents Hill Rd.
Readfield, Maine 04355

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** **two hours** 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~~ and other specified municipal officials 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 ~~p~~Public ~~a~~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~~Public Access Officer.
- 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~~www.readfieldmaine.org

16. SEVERABILITY

The.....

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- as amended amended this 9XXth day of ~~February 2016~~XXXX XXXXXX.

Select Board for the Town of Readfield:

SS _____

~~Valarie Pomerleau~~Dennis Price, Chair

SS _____

~~Tom Dunham~~Kathryn Woodsum,

Vice Chair

SS

~~Bruce Bourgoine~~ Carol Doorenbos

SS

~~Allen Curtis~~ Ralph

Eno

SS

~~Chris Sammons~~ Sean Keegan

OTHER BUSINESS