

Readfield Select Board
November 15, 2021, Meeting Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:00 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

22-054 - Minutes: Select Board meeting minutes of November 1, 2021.

22-055 - Warrants: #19-20

Communications - 25 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

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

Boards, Committees, Commissions & Departments - 5 min.

- Conservation Commission minutes of June 8, August 10, and September 14, 2021
- Library Board minutes of October 6, 2021
- Board of Assessors minutes of October 18, 2021

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

Appointments, Reappointments, & Resignations - 5 min

22-056 - Consider the resignation of Lisa Garside from the Conservation Commission

22-057 - Consider the resignation of Sherene Gilman as Town Clerk

22-058 - Consider the appointment of Kristin Parks as Town Clerk

22-059 - Consider the appointment of Eric Johnson as Animal Control Officer

22-060 - Consider the appointment of Alfred Parks Sr. to the Solid Waste and Recycling Committee

22-061 - Consider the appointment of Tom Labrie to the Recreation Board

Old Business - 20 min.

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

22-062 - Readfield Fairgrounds Workshop review and Ballfield update - 10 min.

New Business - 30 min.

22-063 - Consider accepting a \$10,000 donation to the Readfield Fire Department - 5 min.

22-064 - Consider revised bylaws for the Readfield Fire Department - 5 min.

22-065 - Consider a schedule for Emergency Operations Plan revision and tabletop exercise - 10 min.

22-066 - Develop Select Board Goals for the Fiscal Year 2022 - 2023 Budget - 5 min.

22-067 - Consider a revised Freedom of Access Policy - 5 min.

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

Adjournment

REGULAR MEETING

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

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

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

Others Attending: William Starrett (Channel 7), Eric Dyer (Town Manager), Grace Keene, Penny Eno

Excused Absence: Kristin Parks (Board Secretary)

Regular Meeting:

Dennis called the Select Board meeting to order at 7:46 pm

- **22-052 - Minutes: Select Board Meeting minutes of October 18, 2021**
 - **Motion** made by Kathryn to approve the Select Board meeting minutes of October 18, 2021 as presented, **second** by Carol. **Vote** 5-0 in favor.
- **22-053 – Warrants: #17-18 (FY22)**
 - Kathryn reviewed Warrants #17-18
 - **Motion** made by Kathryn to approve warrants #17-18 in the amount of \$104,809.51, **second** by Ralph. **Discussion:** Payroll amounts higher than normal & if due to overtime. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Select Board members agreed that this past weekend Halloween activities were fantastic and a big thank you to everyone that participated.
 - Kathryn: Thank you to Eric & Ralph for helping with the installation of the heat pumps.
 - Carol: Several local businesses displayed in the window at the Post Office.
 - Sean: Update of Transfer Station fees on the town website.
- **Public Communications - Members of the public may address the Select Board on any topic**
 - None

Old Business:

- **22-049 – Consider the revised FY23 Budget process**
 - Updated schedule in packet – reviewed
 - **Motion** made by Kathryn to approve the budget timeline schedule as submitted in the packet, **second** by Carol. **Vote** 5-0 in favor.
- **22-051 – Second reading of revised Board, Committee and Commission Guide**
 - Review by Eric of information in packet, not the full guide.
 - Discussion on the FOAA section.
 - **Motion** made by Kathryn to approve the amended FOAA as 1st reading, as submitted, and with discussed changes, **second** by Carol. **Vote** 5-0 in favor.

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

Minutes submitted by Kristin Parks, Board Secretary

Nov 8, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
19	208	\$ 399,422.66	Warrant	K. Woodsum	Three	11/9/2021
A	208	\$ 1,652.50	State Fees	K. Woodsum	One	10/28/2021
B	208	\$ 3,746.00	State Fees	K. Woodsum	One	11/5/2021
20	225	\$ 20,071.18	Payroll	K. Woodsum	One	11/9/2021

SUM \$ 419,493.84

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

Treasurer's Warrant

Warrant # 19 & 20

\$419,493.84

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 \$20,071.18	Check #'s 70583-70598 170583-170596
VARIOUS VENDORS	Accounts Payable	\$399,422.66	70544-70582
	Total	\$419,493.84	

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	57.71	11/10/21	19	0031 Central Maine Power Co
P	999	17.28	11/10/21	19	0031 Central Maine Power Co
P	999	16.86	11/10/21	19	0031 Central Maine Power Co
P	999	119.31	11/10/21	19	0031 Central Maine Power Co
P	999	322.60	11/10/21	19	0031 Central Maine Power Co
P	999	208.55	11/10/21	19	0031 Central Maine Power Co
P	999	104.60	11/10/21	19	0031 Central Maine Power Co
P	999	20.28	11/10/21	19	0031 Central Maine Power Co
P	70544	1,652.50	10/28/21	19	0086 SECRETARY OF STATE (MOTOR VEH)
P	70545	2,200.50	11/04/21	19	0086 SECRETARY OF STATE (MOTOR VEH)
P	70546	1,545.50	11/04/21	19	0098 TREAS., STATE OF MAINE (IFW)
R	70547	125.00	11/10/21	19	0643 A.A.A. PORTABLE TOILETS
R	70548	2,314.50	11/10/21	19	0599 Archie's Inc.
R	70549	61.13	11/10/21	19	0022 Audette's Hardware
R	70550	2,400.00	11/10/21	19	0447 Cartographic Associates, Inc
R	70551	54,858.00	11/10/21	19	0453 Cushing Construction, LLC
R	70552	6,865.27	11/10/21	19	0853 David Morrow
R	70553	29.98	11/10/21	19	0810 Eric Dyer
R	70554	1,065.66	11/10/21	19	0704 Fabian Oil
R	70555	146.86	11/10/21	19	0464 Fayette General Store
R	70556	1,995.00	11/10/21	19	0043 Fire Tech and Safety
R	70557	50.00	11/10/21	19	0123 Harris Computers, Inc
R	70558	5,187.50	11/10/21	19	0052 Hussey Communications, Inc
R	70559	28.00	11/10/21	19	0070 Jason Diamond
R	70560	1,000.00	11/10/21	19	0518 Kennebec Behavioral Health
R	70561	76.00	11/10/21	19	0083 Kennebec Cnty Registry Of Deeds
R	70562	425.00	11/10/21	19	0553 Lakes Region Mutual Aid
R	70563	126.00	11/10/21	19	0619 Lamey-Wellehan Shoes
R	70564	430.56	11/10/21	19	0152 Lowe's
R	70565	90.00	11/10/21	19	0066 Maine Municipal Association
R	70566	60.00	11/10/21	19	0303 MAINE TOWN & CITY CLERKS ASS'N
R	70567	723.00	11/10/21	19	0111 MaineToday Media
R	70568	1,031.25	11/10/21	19	0424 Main-Land Dev. Consultants, Inc
R	70569	36.35	11/10/21	19	0229 Melissa A Small
R	70570	520.00	11/10/21	19	0891 Mid Maine Generator
R	70571	11,046.50	11/10/21	19	0621 New England Salt Company, LLC
R	70572	75.80	11/10/21	19	0360 North Coast Services LLC
R	70573	53.54	11/10/21	19	0858 PETTY CASH
R	70574	91.04	11/10/21	19	0081 READFIELD FAMILY MARKET
R	70575	288,602.91	11/10/21	19	0069 Regional School Unit#38
R	70576	106.72	11/10/21	19	0406 SAM'S CLUB
R	70577	20.00	11/10/21	19	0561 Shredding on Site
R	70578	25.27	11/10/21	19	0021 Sonya Clark
R	70579	444.27	11/10/21	19	0313 Toshiba Financial Services
R	70580	950.00	11/10/21	19	0032 Troiano Waste Service, Inc
R	70581	15.85	11/10/21	19	0495 United AG & Turf NE
R	70582	12,080.01	11/10/21	19	0709 WASTE MANAGEMENT OF PORTLAND

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
Total		399,422.66			

Count	
Checks	47
Voids	0

Warrant Recap

Warrant 19

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	125.00	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00599 Archie's Inc.	2,314.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00022 Audette's Hardware	9.18	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00022 Audette's Hardware	27.97	REC,PARKS/AT / Town Propert - PUBLIC WAYS / SIGNS/SUPPLY
00022 Audette's Hardware	23.98	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00447 Cartographic Associates, Inc	2,400.00	GENERAL GOVT / Assessing - ADMIN / Publications
00031 Central Maine Power Co	57.71	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	17.28	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	16.86	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	119.31	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	322.60	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	208.55	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	104.60	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	20.28	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00453 Cushing Construction, LLC	54,858.00	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00853 David Morrow	6,865.27	CAPITAL IMPR / Gile Hall - PUBLIC WAYS / CONTRACT SVC
00810 Eric Dyer	29.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00704 Fabian Oil	55.87	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	1,009.79	Maintenance / Bldg Maint - UTILITIES / HEATING
00464 Fayette General Store	76.89	Maintenance / Veh/Eq Maint - EQUIP O,R & M / FUEL/OIL
00464 Fayette General Store	69.97	Maintenance / Veh/Eq Maint - EQUIP O,R & M / FUEL/OIL
00043 Fire Tech and Safety	1,995.00	PROTECTION / FIRE DEPART - EQUIP O,R & M / PPG
00123 Harris Computers, Inc	50.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00052 Hussey Communications, Inc	625.00	PROTECTION / Tower Sites - CONTRACT SVC / TOWER SITE
00052 Hussey Communications, Inc	3,925.00	PROTECTION / Tower Sites - CONTRACT SVC / TOWER SITE
00052 Hussey Communications, Inc	637.50	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00070 Jason Diamond	26.00	GENERAL FUND / Rec Veh Fees
00070 Jason Diamond	2.00	GENERAL GOVT - AGENT FEE
00518 Kennebec Behavioral Health	1,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00083 Kennebec Cnty Registry Of Deeds	19.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00083 Kennebec Cnty Registry Of Deeds	57.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00553 Lakes Region Mutual Aid	125.00	PROTECTION / FIRE DEPART - ADMIN / MEMBERSHIPS
00553 Lakes Region Mutual Aid	300.00	PROTECTION / FIRE DEPART - ADMIN / MEMBERSHIPS
00619 Lamey-Wellehan Shoes	126.00	SOLID WASTE / TRANSFER STA - PERSONNEL / CLOTHING
00152 Lowe's	430.56	COMM SERVICE / Age Friendly - COMMUNITY SV / Age Friendly
00066 Maine Municipal Association	90.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00303 MAINE TOWN & CITY CLERKS ASS'N	60.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00111 MaineToday Media	375.50	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00111 MaineToday Media	347.50	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00424 Main-Land Dev. Consultants, Inc	1,031.25	CAPITAL IMPR / Parks/Rec - CONTRACT SVC / ENGINEERING
00229 Melissa A Small	7.37	COMM SERVICE / Library - ADMIN / MISC.
00229 Melissa A Small	28.98	COMM SERVICE / Library - ADMIN / OFFICE SUP
00891 Mid Maine Generator	260.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00891 Mid Maine Generator	260.00	PROTECTION / FIRE DEPART - EQUIP O,R & M / FIRE EQUIP

Warrant Recap

Warrant 19

Vendor-----	Amount	Account-----
00621 New England Salt Company, LLC	11,046.50	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00360 North Coast Services LLC	75.80	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	46.88	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00858 PETTY CASH	6.66	GENERAL GOVT / Admin - ADMIN / POSTAGE
00081 READFIELD FAMILY MARKET	59.54	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00081 READFIELD FAMILY MARKET	31.50	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00069 Regional School Unit#38	288,602.91	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00406 SAM'S CLUB	12.98	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	37.94	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	18.96	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	13.96	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00406 SAM'S CLUB	22.88	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00086 SECRETARY OF STATE (MOTOR VEH)	1,652.50	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,200.50	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00021 Sonya Clark	25.27	COMM SERVICE / Library - ADMIN / MISC.
00313 Toshiba Financial Services	444.27	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00098 TREAS., STATE OF MAINE (IFW)	1,545.50	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	875.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00495 United AG & Turf NE	15.85	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Walker Mower
00709 WASTE MANAGEMENT OF PORTLAND	2,697.56	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	3,241.44	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	6,119.87	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
Prepaid Total--	6,265.69	
Current Total--	393,156.97	
Warrant Total--	399,422.66	

COMMUNICATIONS

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

Portfolio Appraisal by Asset Class

Town of Readfield
 Prepared By: Samuel Tippet
 One Year Trailing: 10/26/2020 - 10/26/2021



Account Summary

One Year Trailing

Institution	Account #	Name	Description	Starting Market Value	Market Value	Annualized Return (IRR)	Total Return (IRR)	Net Investment
LPL Financial	****-6107	Town of Readfield (TOWN OF READFIELD)	SAM II - Non-Retirement	313,225.99	352,404.25	--	12.51	183,698.31
1 Accounts Total				313,225.99	352,404.25	--	12.51	183,698.31

Past performance is no guarantee of future results.

[Large Cap U.S. Growth Equity]

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
EGFIX	EDGEWOOD GROWTH INSTL CL	385.711	64.59	10/26/2021	24,913.07	12,526.89	04/10/2018	12,386.18	7.07	--	34.45
GFFFX	GROWTH FUND OF AMERICA CL F2	236.757	80.77	10/26/2021	19,122.86	11,991.97	04/10/2018	7,130.89	5.43	--	37.22
2 Positions Total					44,035.94	24,518.86		19,517.08	12.50	--	35.64

[Large Cap U.S. Blend Equity]

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
MRFIX	MFS RESEARCH CL I	306.743	64.05	10/26/2021	19,646.89	13,380.74	04/10/2018	6,266.15	5.58	--	33.44
FINFX	FUNDAMENTAL INVESTORS CL F2	224.268	79.75	10/26/2021	17,885.37	13,835.85	04/10/2018	4,049.52	5.08	--	34.44
2 Positions Total					37,532.26	27,216.59		10,315.67	10.65	--	33.91

Not FDIC/NCUA Insured	Not Bank/Credit Union Guaranteed	May Lose Value
Not Guaranteed by any Federal Government Agency		Not a Bank Deposit

[Large Cap U.S. Value Equity] **Item 3 of 12**

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
MEIX	MFS VALUE CL I	608.902	54.71	10/26/2021	33,313.03	24,772.26	06/29/2020	8,540.77	9.45	--	35.63
1 Position Total					33,313.03	24,772.26		8,540.77	9.45	--	35.63

[Mid Cap U.S. Blend Equity] **Item 4 of 12**

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OPMSX	INVESCO MAIN STREET MID CAP CL A	257.545	32.92	10/26/2021	8,478.38	6,406.97	-	2,071.41	2.41	--	35.03
1 Position Total					8,478.38	6,406.97		2,071.41	2.41	--	35.03

[Small Cap U.S. Blend Equity] **Item 5 of 12**

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
OSCYX	INVESCO MAIN STREET SMALL CAP CL Y	597.120	22.78	10/26/2021	13,602.39	8,350.49	08/28/2019	5,251.90	3.86	--	46.29
1 Position Total					13,602.39	8,350.49		5,251.90	3.86	--	45.67

[Intermediate/Long-Term High-Quality U.S. Bond] **Item 6 of 12**

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
PBDPX	PIMCO INVESTMENT GRADE CREDIT BOND CL I2	2,770.291	10.81	10/26/2021	29,946.85	29,090.86	04/10/2018	855.99	8.50	--	1.17
PDBZX	PGIM TOTAL RETURN BOND CL Z	2,055.268	14.49	10/26/2021	29,780.83	29,665.16	04/10/2018	115.67	8.45	--	0.39
BFCGX	AMERICAN CORP BOND CL F2	2,526.575	11.26	10/26/2021	28,449.23	29,958.02	11/05/2020	(1,508.79)	8.07	--	(1.05)

Not FDIC/NCUA Insured	Not Bank/Credit Union Guaranteed	May Lose Value
Not Guaranteed by any Federal Government Agency		Not a Bank Deposit

[Emerging Markets Bond] Item 10 of 12

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
MEDIX	MFS EMERGING MARKETS DEBT CL I	656.339	14.61	10/26/2021	9,589.11	9,698.41	11/04/2020	(109.30)	2.72	--	2.45
1 Position Total					9,589.11	9,698.41		(109.30)	2.72	--	2.45

[Cash and Equivalents] Item 11 of 12

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
9999227	Insured Cash Account	2,264.480	1.00	10/26/2021	2,264.48	--	--	--	0.64	--	0.00
1 Position Total					2,264.48	--		--	0.64	--	0.00

[Emerging Markets Equity] Item 12 of 12

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
DEMIX	DELAWARE EMERGING MARKETS INSTL CL	576.535	25.50	10/26/2021	14,701.64	11,583.90	04/10/2018	3,117.74	4.17	--	13.75
ODVYX	INVESCO DEVELOPING MARKETS CL Y	63.971	53.86	10/26/2021	3,445.48	2,616.65	08/28/2019	828.83	0.98	--	15.89
2 Positions Total					18,147.12	14,200.55		3,946.57	5.15	--	14.15

All Investments Total:

One Year Trailing

Security Identifier	Description	Shares	Price	Price As Of Date	Market Value	Cost Basis	Initial Purchase Date	Gain/Loss	% of Port	Annualized Return (IRR)	Total Return (IRR)
20 Positions Total					352,404.25	298,654.24		51,485.53	100.00	--	12.51

Past performance is no guarantee of future results.

Not FDIC/NCUA Insured	Not Bank/Credit Union Guaranteed	May Lose Value
Not Guaranteed by any Federal Government Agency		Not a Bank Deposit

Portfolio Appraisal by Asset Class

Benchmark Comparison
One Year Trailing

Start Date	End Date	Asset Class	Asset Class Return % (IRR)	Asset Class Annual % (IRR)	Benchmark	Benchmark Return % (SRR)	Benchmark Annual % (SRR)
10/26/2020	11/30/2020	Bank loan	0.26	--	--	--	--
10/26/2020	10/26/2021	Cash and Equivalents	0.00	--	FTSE 3-Month Treasury Bill	0.05	--
11/03/2020	10/26/2021	Emerging Markets Bond	2.45	--	--	--	--
10/26/2020	10/26/2021	Emerging Markets Equity	14.15	--	--	--	--
10/26/2020	10/26/2021	Intermediate/Long-Term High-Quality U.S. Bond	0.42	--	Bloomberg Barclays U.S. Aggregate Bond Index	(0.98)	--
10/26/2020	10/26/2021	Intermediate/Long-Term High-Yield Bond	14.62	--	Bloomberg Barclays US Corporate High Yield Tot Return Index	9.56	--
10/26/2020	10/26/2021	Large Cap U.S. Blend Equity	33.91	--	Russell 1000 Index	37.12	--
10/26/2020	10/26/2021	Large Cap U.S. Growth Equity	35.64	--	Russell 1000 Growth Index	34.85	--
10/26/2020	10/26/2021	Large Cap U.S. Value Equity	35.63	--	Russell 1000 Value Index	39.59	--
10/26/2020	11/04/2020	Large Capitalization Global Stock	2.76	--	--	--	--
10/26/2020	10/26/2021	Mid Cap U.S. Blend Equity	35.03	--	Russell Mid-Cap Index	40.50	--
10/26/2020	10/26/2021	Mortgage Backed Security	0.07	--	Bloomberg Barclays Mortgage-Backed Securities Tot Return Idx	(0.64)	--
11/03/2020	10/26/2021	Short/Intermediate-Term High-Quality U.S. Bond	0.67	--	Bloomberg Barclays US Government 1-3 Year Tot Return Index	(0.23)	--
10/26/2020	10/26/2021	Small Cap U.S. Blend Equity	45.67	--	Russell 2000 Index	44.46	--

General Disclaimers

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Portfolio Appraisal by Asset Class

The combined total Market Value represents the combination of various sources and types of accounts. This combined total is subject to any error of any of the types of data sources that may be contributing to it, including manual entry errors and data reliability or completeness errors. Values shown should only be used as a general guide to portfolio value, and may vary from the actual liquidation values. Accounts held away from LPL are not covered by LPL's SIPC insurance. The LPL Financial SIPC Membership provides account protection only to those assets held at LPL. To the extent some of the other entities may be SIPC members, please contact your financial professional or the other entity or refer to the other entity's statement regarding SIPC membership. Position values, size of positions, and dates, may be estimates made by your financial professional based on information you have provided. The information contained in this report should not be relied upon for tax reporting purposes, accounting, or valuation purposes. The source of all price information for tracked positions is one or more third party vendors and may include the use of substitute prices where prices are not readily available.

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Purchase Date: Purchase date reflects the earliest purchase date for any portion of the position. Additional purchases may have been made after the initial purchase.

Fee-based Accounts: The figures for these accounts reflect the deduction of investment advisory fees. If the investment is being managed through a fee-based account or agreement, the returns are reduced by those applicable advisory fees. Refer to your Advisor's Form ADV, Part II for more information.

Performance Calculations: Performance return figures are expressed as a percentage and include the impact of the deduction of any advisory fees and transaction charges. Unless otherwise stated, performance returns are cumulative. Three different methods, time-weighted (TWR), money-weighted (IRR) and return-on-investment (ROI) are displayed on reports. The Advisory Performance Report, uses a time-weighted return. The remaining performance reports use a time-weighted return, money-weighted return or return-on-investment. The return method used on these reports is clearly labeled and can be configured by your financial professional. The time-weighted method is used to depict an account's relative rate of return, is not sensitive to contributions and withdrawals into and out of the account, and, as compared to the money-weighted method, allows clients to better compare performance against other money managers. The money-weighted return method is used to depict an account's personal rate of return, accounts for all contributions and withdrawals into and out of the account, and, as compared to the time-weighted method, better represents the client's actual investment experience during the evaluation period. When compared to the other options, return-on-investment is focused more on accounting and less on performance analysis. ROI is simply your net gain/loss (aka net change aka investment returns) expressed as a percentage of total money invested. Below is an example to clarify the difference of these three methods:

Example: Two investors begin by buying 100 shares at the end of the year's price (\$10), starting off with \$1,000. The first investor makes two subsequent purchases of 100 shares each, one at the end of May (\$14) and the other at the end of August (\$15). The second investor also makes two additional purchases of 100 shares each, but hers are at the end of April (\$8) and September (\$9). The price of the security at the end of the year is \$11, meaning the security is up 10%. The first investor shows a loss of \$600, while the second shows a gain of \$600. The time-weighted return for each investor is +10%. The money-weighted return for the first investor is -24.81% and the second investor is +35.04%. In this case, return-on-investment is -15.38% for the first investor and +22.22% for the second.

	Investor 1	Investor 2
	Dec: 100 Shares @ \$10/s	Dec: 100 Shares @ \$10/s
	May: 100 Shares @ \$14/s	Apr: 100 Shares @ \$8/s
	Aug: 100 Shares @ \$15/s	Sept: 100 Shares @ \$9/s
Net Invested	\$3,900.00	\$2,700.00
Ending Value	\$3,300.00	\$3,300.00
Net Change	-\$600.00	\$600.00
	Investor 1 Returns	Investor 2 Returns
Time Weighted (TWR)	10.00%	10.00%
Money Weighted (ROI)	-24.81%	35.04%

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Portfolio Appraisal by Asset Class

One Year Trailing: 10/26/2020 - 10/26/2021

Money Weighted (CMT) 33.144%
 Return on Investment (ROI) -24.01% 22.22%
 -15.38%

If performance cannot be calculated for a period within the report timeframe, graphs will display a flat line and returns will display "N/A" or "-". For third party advisory programs (TMP), and outside custodians (CST), the above-noted performance calculations may differ from the methodologies used at the current or prior firm or custodian.

Outside Positions: Outside positions are securities held directly by an outside sponsor rather than in an LPL account. They include positions identified in the "Location" column with a term other than "LPL." There may be differences in the way each outside position is reflected based on these various data sources used. If available, market value may be reflected for these outside positions. Performance may not be calculated for all outside positions. Information regarding outside positions may be limited because it is provided by a third party source.

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Holdings Sources: Positions held in your LPL account(s) are indicated with "LPL". The terms "Outside", "CST", "TMP" or a "sponsor's name" refer to securities held or by an investment sponsor or custodian that has agreed to electronically provide information to LPL about your holdings. The source of all price information for these tracked positions is one or more third party vendors and may include the use of substitute prices for prices that are not readily available. For certain securities such as illiquid securities, pink sheet stocks, bulletin board stocks, and fixed income positions, substitute prices used in calculating performance and displayed on the report maybe prices based on trades occurring prior to the date of the missing prices. The source of all quantity information for these holdings is LPL, the prior custodian or the investment sponsor carrying your account. "TMP" represents accounts managed by an investment firm other than LPL as part of a third party advisory program. TMP accounts are held away from LPL and are not covered by LPL's SIPC Insurance. For TMP accounts, LPL's role is limited to a referral to the third party investment firm and LPL do not serve as broker-dealer. TMP accounts have not been verified by LPL. The source of all price information is the third party investment firm, a custodian or a third party vendor. "CST" represents accounts held by an outside custodian and not held or a third party vendor. "CST" represents accounts held by an outside custodian and not held or a third party vendor. LPL is not an investment adviser or broker dealer to CST accounts and is not responsible for the holdings or management of the CST account. The source of all price information is the custodian or a third party vendor. In addition, data from "Outside", "CST" and "TMP" accounts may also display historical data. Please be aware that you have the obligation to verify the accuracy of third party advisory programs (TMP), outside custodians (CST) through reliable written documents from the custodian holding the assets. "U" represents "Unofficial Accounts" which may contain both "tracked" and "non-tracked" positions. Tracked positions are assets not held or verified by LPL nor covered by LPL's SIPC Insurance, for which you have supplied the quantity information to your financial professional, through the delivery of a statement or other record prepared by the investment sponsor or other source other than your financial professional. The source of all price information for these tracked positions is one or more third party vendors and may include the use of substitute prices as noted above. Non-tracked positions are assets not held or verified by LPL, for which you have supplied the price and quantity information to your financial professional, through the delivery of a statement or other record prepared by the investment sponsor or other source other than your financial professional. LPL makes no representation or warranty as to the accuracy of the information concerning these Unofficial Accounts and non-tracked and tracked positions. Performance is not calculated in Performance Reports for Unofficial Accounts (either tracked or non-tracked assets).

Pre-June 2000 Data Not Available for Performance: Performance for LPL accounts is not available at the account, position, asset class, or security level prior to June 2000. Generally, performance for assets held directly with the sponsor is not available prior to May of 2010.

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Readfield Conservation Commission Meeting Minutes
Tuesday, June 8, 2021, Town Office

Present: Bruce Hunter, Jerry Bley, Tim Sniffen, Marty Hanish, Greg Leimbach, Andy Walsh, Stephanie Donaldson, Lisa Garside
Excused: Brent West, Greg Durgin

RCC Meeting Minutes - A motion was made by Tim S. and seconded by Bruce H. to approve the May 11, 2021 meeting minutes as amended; unanimously approved by RCC members.

New Business

New Ballfield at Fairgrounds Property – Sean Keegan (Recreation Cmte.) provided the RCC with an overview and concept plan for a proposed softball field at the Fairgrounds property. The proposed ballfield site is located immediately south of the existing baseball field in an area of mixed shrubs and herbaceous vegetation. A shallow drainage swale (wetlands, 7,800 sq. ft.) extends through the proposed ballfield site. The project would require a significant amount of fill to bring the ballfield up to a proper surface grade and would require filling the wetlands. The new field, as shown on the plan, would terminate adjacent to the MacDougal Trail with a steep slope ranging from 6-16 feet above existing grade. Existing drainage across the site would be re-directed to the west of the new ballfield and into existing wetlands adjacent to the MacDougal Trail. An existing stand of trees would be removed. The project also includes a basketball court whose location on the concept plan is tentative. Mr. Keegan noted that most existing ballfields in town are designated for use by school sports or are in poor condition. An estimated \$50,000 will need to be raised to construct the field. The Recreation Committee is anticipating that construction will begin in the Fall of 2021 and that the field will be ready for use in 2022.

Bruce H. requested additional specifics regarding site drainage. Jerry B. asked if existing culverts are sufficient or need to be replaced. Tim S. raised concern about the visual impact of the large quantity of fill and tree cutting needed to build the new ballfield. Mr. Keegan indicated that the existing trees would be replaced with new plantings. Tim S. suggested that the RCC review the Fairgrounds Management Plan for recommendations and information relative to projects affecting the character of the property. Andy W. recommended that options to building a new ballfield be explored; i.e., can any existing fields in poor condition be restored? Greg L. suggested the group review the RCC's mission statement. Lisa G. would like to see and evaluate alternatives to the current proposal, including restoring older ballfields. Marty H. and Bruce H. suggested a site visit to observe current site conditions and to discuss the proposal.

Honeysuckle removal, Town Forest – A workday to remove invasive honeysuckle shrubs is scheduled for Sunday, June 13 at 9:00 a.m. Attendees to meet at the town office and then drive to the town forest.

Comprehensive Plan Revisions – Bruce H. updated the group regarding the CP update, indicating that the committee will begin working on the agriculture and conservation sections (Greg L. has made good progress on the agriculture section).

Farming and Agriculture in Readfield – Bruce H. dropped off a map showing existing farms, agricultural lands, and tree growth properties in town to Ben Slayton, owner of Farmer's Market Gate in Leeds.

Long Range Plan for Town Conservation Properties – discussion postponed until we talk about the Open Space Plan.

Thanks to Jerry B. Marty H., Greg D., Stephanie D., and Tim S. for completing the drainage improvements on the trail at Torsey Pond N. P.!

Meeting adjourned at 8:05 p.m.
Submitted by Andy Walsh on July 11, 2021

Readfield Conservation Commission Meeting Minutes
Tuesday, August 10, 2021, Readfield Town Beach

Present: Bruce Hunter, Jerry Bley, Tim Sniffen, Marty Hanish, Greg Durgin, Andy Walsh, Stephanie Donaldson

Guests: Harold Burnett (Town Forester) and Jessica Gorton (Comprehensive Plan Cmte.)

Excused: Brent West, Greg Leimbach, Lisa Garside

New Business

Overview of Timber Harvest Bid Summary – Harold Burnett (Town Forester) gave a detailed overview of the bid summary (handout) for the upcoming timber harvest and access road/trail (Center Lane) repairs at the Town Forest. Harold described how net income for the project is derived from contractor expenses (materials and equipment used) and income (stumpage) based on the estimated volume of sawlogs, pulpwood, and wood chips on the site. Five logging contractors bid on the project. Harold's overview was followed by lengthy discussion of the specifics related to the project and forest management in general.

Based on the bids, Harold recommended using Terry Hayford. A motion was made by Marty H. to recommend to the Select Board that the Hayford proposal be used. Greg D. seconded; approved unanimously.

New Ballfield at Fairgrounds Property – RCC discussed the how to assess the proposed ballfield plan based on the criteria outlined in Section VII of the Fairgrounds Management Plan (1995). The criteria include:

- (1) Need and/or advantages of locating the development in the village area and on the Fairgrounds property.
- (2) Availability of other sites that would be suitable for such development.
- (3) Potential conflicts with other existing or potential uses of the Fairgrounds property.

Adjustments to the current engineering plan were also mentioned to mitigate the visual effects to existing uses of the property, including lowering the grade of the ballfield and the slope adjacent to the existing MacDougal Trail.

Group discussion followed. Greg D. mentioned that the project proponents have not attended the meeting to discuss the project. Several members voiced concern about losing additional open field/meadow at the Fairgrounds. There was interest in having the proponent provide an analysis of alternative sites including restoration of any existing fields. It was also noted that the existing ballfield and parking lot have been built since the Fairgrounds Management Plan was written.

Jerry B. suggested that RCC prepare a letter to the Recreation Committee that says: "In our role as stewards of the Fairgrounds property, the RCC is not prepared to support the proposed ballfield at the Fairgrounds property until it is clearly

demonstrated to the RCC that there's no suitable alternatives in town." Jerry B. made a motion to approve the statement; Greg D. seconded. All were in favor (Tim S. abstained).

Jessica Gorton, Comprehensive Plan Sections – In an earlier email, Bruce H. provided an electronic copy of the Land and Water Resources section of the Comprehensive Plan from the current 2009 plan and a working draft of an updated Natural Resources Chapter that Jessica's been working on with KVCOG. Jessica gave a brief overview of the sections and asked for the RCC to review the documents to provide input concerning policies and goals for the new plan.

Meeting adjourned at 8:00 p.m.

Submitted by Andy Walsh on September 13, 2021

Readfield Conservation Commission Meeting Minutes
Tuesday, September 14, 2021, Readfield Town Beach

Present: Bruce Hunter, Jerry Bley, Greg Durgin, Greg Leimbach, Stephanie Donaldson, Andy Walsh

Guests: Hannah Flannery (Recreation Cmte. chair)

Excused: Brent West, Lisa Garside, Marty Hanish

RCC Meeting Minutes – Greg D. motioned to approve the August 10, 2021 RCC meeting minutes as written; seconded by Bruce H., and approved by all. Greg L. requested that the meeting minutes be made available for review within a few days following the meeting.

New Business

Fairgrounds Softball Field Proposal – Hannah Flannery, chair of the Recreation Committee, joined the RCC members to discuss the plan for the proposed softball field. Bruce H. provided an updated plan from Main-Land Development Consultants, dated 7/9/2021. Hannah F. then asked if RCC members had any questions. Bruce H. noted the new plan (version 2) layout showed a lower grade of the ballfield relative to the initial plan, a basketball court to be located just south of the existing parking lot, and a concession stand next to the access road to the existing ballfield. Greg D. and Jerry B. asked if there are other existing fields (e.g., Readfield elementary school) that could meet the need for an additional softball field. Hannah F. indicated that it's not certain that the school property is on town property and whether the Recreation Cmte. has any rights to restore the field. Hannah F. also mentioned that it would be best to have the ballfields in one place, and that ball games at Fairgrounds would likely be staggered with only one game ongoing at a time. The existing ballfield at the Fairgrounds is used by 6th graders (Little League) and the new ballfield will be used for girls softball up to the 6th grade level and possibly by an adult softball team.

Greg L. mentioned that the capacity of the existing parking lot is for 109 vehicles. Use of the current overflow parking area (mowed area next to access road beyond the metal gate) is deemed okay but only for handicapped access only. Hannah F. was not sure if the Recreation Cmte. will object to this limitation. Greg D. asked about the estimated cost of the new ballfield. Andy W. requested an analysis of alternative sites (i.e., existing recreational fields) in town that might meet the need for a new ballfield. Greg L. asked whether the original, larger scale ballfield project (i.e., the existing ballfield at the Fairgrounds) was approved by Town committees. Greg D. stated that the Planning Board approved the project and that Town Meeting voted to approve the project but no tax dollars could be used. Jerry B. indicated that RCC gave approval to a smaller ballfield and parking lot proposal, but didn't take a position on the larger ballfield proposal (they didn't have to). The project was ultimately scaled down due to the cost, which was paid for by donations only.

Old Business

Town Forest Update – Eric Dyer (Town Manager) approved the logging contractor selected by the RCC, although it hasn't been confirmed if the contract was signed (Jerry B. assumed that authorization is in process). The harvest is scheduled for winter but some work may happen if there's a dry period in the fall.

Conservation Tip of the Month – Greg L. is working on a map showing farm stand locations in town and conducting outreach for pollinator information. Greg L. will distribute the tip sheet to help pollinators for RCC review and will then send it to Town Office for inclusion in the next Messenger (due Sept. 22).

Open Space Plan discussion, 2021-22 Comprehensive Plan revision – discussion postponed.

Farming and Agriculture in Readfield, RCC Game Plan – Greg L. completed a summary of what's lacking in the current Comp and Open Space plans with respect to farming/agriculture. Greg L.'s focus is on agriculture and did not include any related natural resource issues (e.g., grassland birds, pollinators). Greg L. will send what he's completed to date to Jessica Gorton, who's working on the Comp Plan update. Bruce H. mentioned that work on the Comp Plan has slowed due to some member changes in CP update committee.

Age Friendly Committee Grant, Fairgrounds Trails – The crushed stone purchased through the grant and RCC monies will be used during the Oct. 7 workday. Work will entail repairing two sections of the trail network near the Rt. 17. Available tractors will be used to move stone on Oct. 6 and Maranacook students will assist on Oct. 7. Other RCC volunteers will work at Torsey Pond N.P. on Oct. 7 on erosion control (water bars and ditching) along the Orange Trail. Andy W. and Stephanie D. will schedule some time (date to be determined) to remove invasive glossy buckthorn at Torsey Pond N.P.

Long Range Planning (Town Conservation Properties) – Discussion postponed. Greg L. suggested surveying residents for input via the Messenger or Town Facebook page.

Pulling Stones, Fairgrounds Property – The pulling stones have been moved into place and the old stone sled is fastened to the stones. An interpretive sign will be erected as part of the exhibit. Jerry B. will send a thank you note to Brendan Fike for his assistance in this project. An interpretive brochure describing the importance of pollinators and the Fairgrounds' fields for pollinators was also mentioned.

Maranacook Student Workday, October 7, 2021 - Maranacook students will help on two projects on October 7. Crushed stone purchased through the Age Friendly Committee Grant and RCC monies will be used to repair the surface of Fairgrounds Trails. Work will entail repairing two sections of the trail network near the Rt. 17.

Available tractors will be used to move stone on Oct. 6 to be ready for the students to spread it on Oct. 7. Other students will work with RCC volunteers at Torsey Pond N.P. on Oct. 7 on erosion control (water bars and ditching) along the Orange Trail.

Andy W. and Stephanie D. will schedule some time (date to be determined) to remove invasive glossy buckthorn at Torsey Pond N.P.

RCC Member Changes - Bruce H. informed the group that Tim Sniffen's term on the RCC expired and he has chosen not to renew.

Meeting adjourned at 8:15 p.m.

Submitted by Andy Walsh on September 28, 2021

READFIELD COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 6, 2021

The meeting was called to order at 6:35 by Chair, Pam Mitchell. Meeting was held by Zoom. All Trustees were present as well as Melissa Small, Librarian.

Secretary's Report: September minutes were approved.

Treasurer's Report: Sonya presented a monthly and quarterly report. Treasurer's report was approved.

Old Business:

- COVID update: Masks are required in the Library as voted by the Trustees last month. No other changes.
- WiFi: We continue to have problems with the Library's WiFi access point. Melissa is checking into solutions. A motion was made by Sonya and seconded by Betty to purchase what she needs to fix this problem but to spend no more than \$500.00 on it. All approved.

New Business:

- Halloween Trunk or Treat: This event is being held on Saturday, October 30 from 5 to 6:30 at the Fairground. The Library committed to having a table at this event.
- Pumpkin Carving: The Library, in conjunction with the Readfield Union Meeting House, is hosting this event outside the Library on Saturday October 30 from 10am-2pm.
- Policy Review Committee: The Library Policies have not been reviewed for 5 years. Pam, Brenda and Deb volunteered to do this. Melissa suggested they look at the Diversity, Equity, and Inclusion policy as this is of concern at this time.
- Holiday Celebrations: The Board agreed that we could go ahead with the Library Tree Lighting as it is an outdoor event. The date for this is December 3. Cookies will be made by Board members and bagged for safety. We are also looking into how we can have a safe Chanukah event.
- Library newspaper articles and other memorabilia: There are envelopes with articles and other memorabilia upstairs at the Library that need to be organized. Betty has agreed to take this task on with the help of Pam, Brenda and Jackie.

Librarian's Report:

- Magazine Subscription Service: Melissa has changed our magazine service because she got a better rate.
- ARPA Grant: Funds have not been received yet.
- New England Small and Rural Libraries Grant: Melissa has submitted a grant application for \$4,965. Will be notified by December 1. She is also applying for other grants.
- Story Walk Updates: The picture book featured for October is "The Hike" by Alison Farrell, sponsored by Barbara and Bruce Bourgoine. It will be installed 10/7/21.

- Fall Intern from UMA: Marisha has been a fantastic addition to our team. She did a wonderful job organizing the Teen Fall Reading Challenge.
- Programming/Events Statistics for September:
 1. Story Time met 4 times averaging 9 attendees.
 2. Fix a Bike Workshop held at Readfield Library and Mt. Vernon Library had 10 attendees at each. Hope to host another Bike Workshop in the spring.
 3. September Book Club had 14 attendees.
 4. New Library Cards for September: 7
 5. Facebook Followers at the end of September 455 (an increase of 7)
 6. Curbside Service had 6.
 7. Food Rescue Maine Program: We have given out 22 countertop composting buckets.
- Upcoming Events:
 1. Pumpkin Carving – October 30 10-2
 2. Trunk or Treat – October 30 5:00 - 6:30
 3. Contest: Guess the pumpkin weight. We again have a pumpkin donated by Christianson Farm and we thank Jan Tarbuck for organizing this event.
 4. 75th Birthday Celebration for the Library: This event has been rescheduled until after the Holidays.
 5. Book Signing: A tentative date (Nov. 6, 10-2) has been scheduled for author, Barbara Walsh to be at the Library to sign and sell her new book.
- Ongoing programs:
 - Weekly Story Time continues.
 - October Book Group Discussion: October 25 at 6:30 – “Pachinko”.
 - November Book Group Discussion: November 29 at 6:30 – “Deacon King Kong”.

The meeting was adjourned at 8:00.

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

Respectfully submitted,
Betty Peterson, Secretary

Board of Assessors' Minutes (Draft)
Monday, October 18, 2021

Present: Dennis Price, Carol Doorenbos, Ralph Eno, Eric Dyer-Town Manager, David Ledew-Assessors' Agent

Chairman Price called the meeting to order at 6 P.M. and the minutes for the previous meeting were accepted.

Next, the board approved adoption of a Supplemental Tax Warrant for Fiscal Year 2021-2022 with a Valuation amount of \$659,300 and Tax liability of \$10,410. The Supplemental Warrant was generated to adjust for a number of Abatement actions presented to the board required due to assessments either invalid, void or omitted by mistake from the original invoice, valuation and list of assessments issued on July 29, 2021.

The board then approved the following abatement applications:

Green Hill Property Development-Account #584, Value-\$628,200, Tax-\$9,919.28

(Property was assessed to the wrong account)

Green Hill Property Development-Account #880, Valuation-\$628,200, Tax Amount-\$9,919.28

(Building was assessed to account #880 for Map 130-Lot 017 and should have been assed to account #584 for

Map 130, Lot 018)

Howard L. Hass, Jr. & Betty Lou Hass- Account #248, Value-\$31,100, Tax-\$491.07

(Land vale incorrectly calculated)

Isiah Stephan-Account #2207, Valuation-\$18,900, Tax Amount-\$298.43

(Lot was assessed for five acres and should have been 2.5 acres.)

Paul N, & Pearl C. Fecteau- Account #2042, Valuation-\$2,800, Tax Amount-\$44.21

(Overvaluation. Adjustments due to building value)

Kelly Williams-Chasse-Account #967, Valuation-\$25,000, Tax Amount-\$394.75

(Homestead Exemption inadvertently omitted)

Mary Beth Bayer-Account #1132, Valuation-\$25,000, Tax Amount-\$394.75

(Homestead Exemption inadvertently omitted)

Pitney Bowes-Personal Property Tax Account #40PP, Valuation-\$151.00, Tax Amount-\$2.38

(Property belongs to Pitney Bowes Global Finance, not Pitney Bowes, Inc.)

Sevigny Family Revocable Trust-Account #1412, Valuation-\$88,800.00, Tax Amount-\$1,323.02

(Overvaluation-Adjustments to building value including reduced barn value and 10% overall adjustment for Condition and desirability)

All abatement adjustments are calculated on a mil rate of .01579.

The meeting was adjourned at 6:30 P.M.

Respectfully submitted,
Ralph Eno
For the Board of assessors

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Readfield Town Clerk

From: Bruce Hunter <bruce.e.hunter@gmail.com>
Sent: Sunday, October 24, 2021 11:05 PM
To: Sherene Gilman
Subject: Fwd: ZOOM link for the meeting tonight, 6:30

Readfield Select Board
November 15, 2021
Item # 22-056

Hi Sherene,

I am forwarding Lisa Garside's resignation from the Conservation Commission.

It was nice to see you at the town office when I picked up the ballots.

Bruce Hunter
Conservation Commission

----- Forwarded message -----

From: Lisa Garside <lisagrds@gmail.com>
Date: Tue, Oct 12, 2021 at 1:00 PM
Subject: Re: ZOOM link for the meeting tonight, 6:30
To: Bruce Hunter <bruce.e.hunter@gmail.com>

Hi Bruce

I wanted to let you know I think at this time I can't be an alternative to the group as I am taking courses online at night and in groups that meet online with a full time job and family.

That said I would like to consider rejoining in the future when I have more time to donate to the Conservation group.

I appreciate all you do.

Kind Regards
Lisa

On Tue, Oct 12, 2021 at 10:36 AM Bruce Hunter <bruce.e.hunter@gmail.com> wrote:
RCC,

I am copying all the information for the link to our meeting at 6:30 tonight that Eric Dyer gave me. All you really need to use is the first line where it says Join Zoom Meeting.

Please let me know when you receive this email so I can send it again if somebody didn't get it.
See you tonight,
Bruce

Message and link from Eric:

Sherene Gilman
233 Pond Road
Mt. Vernon, ME 04352
(207) 293-2388
srtgilman@gmail.com

November 5, 2021

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

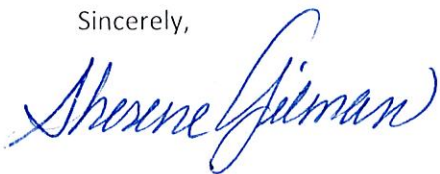
Dear Eric,

Please accept this letter as my official resignation from the Town of Readfield, effective two weeks from the date of this letter. My last day will be November 19, 2021.

This was not an easy decision for me. I truly appreciate the time, efforts and training afforded to me. I will truly miss the ease of the working relationship with the Staff, Select Board members and the Community I have worked with. While performing the job duties of the Town Clerk position I find that some of the responsibility areas are not a good fit for me. I wish you and all my co-workers the absolute best.

I will continue to do my job duties with proficiency and skill through my last day. I will gladly assist in any areas you see fit to insure a smooth transition.

Sincerely,





TOWN OF READFIELD

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

**Office of Town Clerk
Certificate of Appointment**

To: **Kristin Parks,**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned **Town Manager** of the municipality of Readfield, do hereby appoint you as **Town Clerk** to serve at my pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by me, your term of Office expires June 30, 2022, and in any event will cease upon the termination of my tenure in office as **Town Manager**.

Given under my hand this ____ day of _____, 2021.

Eric Dyer, Town Manager

Oath of Office
Municipality of Readfield, Maine

_____, 2021

I, **Kristin Parks**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Kristin Parks**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Town Clerk** of Readfield according to the Constitution and the law of the State.

Kristin Parks

State of Maine
County of Kennebec,ss

_____, 2021

Personally appeared before me the above-named **Kristin Parks**, who has been duly appointed as the Readfield **Town Clerk** in said municipality and took the oath necessary to qualify for Office and perform the duties thereof.

Before me, _____
Deputy Clerk



TOWN OF READFIELD

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

**Office of Animal Control Officer
Certificate of Appointment**

To: **Eric Johnson:**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], I, the undersigned Town Manager of the municipality of Readfield, do hereby appoint you as **Animal Control Officer** to serve at my pleasure, and to have duties as listed in your job description.

Unless earlier dismissed by me, your term of office expires June 30, 2022, and in any event will cease upon the termination of my tenure in office as Town Manager.

Given under my hand this _____ day of **November, 2021**.

Eric Dyer, Town Manager

**Oath of Office
Municipality of Readfield, Maine**

_____, 2021

I, **Eric Johnson**, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec.1.)

I, **Eric Johnson**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Animal Control Officer** of Readfield according to the Constitution and the law of the State.

Eric Johnson

State of Maine
County of Kennebec, ss

_____, 2021

Personally appeared before me the above-named **Eric Johnson**, who has been duly appointed as the Readfield **Animal Control Officer** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, _____
Clerk / Deputy Clerk

Readfield Select Board
November 15, 2021
Item # 22-060

TOWN OF READFIELD

OFFICE USE 10/27/2021 DATE RECEIVED

APPOINTMENT APPLICATION

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission

are you applying for?

Solid Waste Committee

Term:

Name: Al Parks

Phone (H): 685-3444 or 3445

Street address: 773 main St.

Phone (C): 441-3881

Mailing address: Same

E-Mail: _____

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

I am in the Re-cycle Business

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

I may be of USE

If you are currently employed, what is your position?

Self Employed.



Readfield MAINE

Readfield Select Board
November 15, 2021
Item # 22-061

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 - 7:46pm
2603:7080:9302:bb79:6912:c2a9:7667:1fac

Date

September 8, 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

Tom Labrie

Street Address

47 Ledgewood Dr

Mailing Address

47 Ledgewood Dr

Phone (Primary)

2072403774

Phone (Secondary)

E-Mail

labriethomas@gmail.com

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

I have 3 kids in the community. 2 play sports and the 3rd will once she learns how to walk...

I have been a youth basketball coach for about 12 years and I am currently the MS boys basketball coach at Maranacook.

If you are currently employed, what is your position?

Director of Finance at Gainwell Technologies

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

Like I said earlier, I have 3 kids of my own. I'd like to help steer the direction of our Rec program for the next 10 years or so until my kids age out :)

✓ Electronic Signature
Tom Labrie

Check one!

I DO I DO
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/6081>

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.

10/21/21 spoke with Tom - he plans on attending.

SELECT BOARD APPROVAL

To Tom Labrie 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:

11-15-2021 thru 10-30-2024. 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:

OLD BUSINESS

2nd DRAFT

TOWN OF READFIELD, MAINE

**BOARD, COMMITTEE and COMMISSION (BCC)
GUIDE**

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Introduction

This document and the attached appendices serve as a comprehensive guide for municipal Boards, Committees, and Commissions (BCCs) including procedures for application, appointment, and reappointment, definition and description of the respective BCCs, and the specific responsibilities of BCC Chairs. This document is effectively a policy of the Town of Readfield Select Board.

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 nor 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 unable to perform the duties of the appointment with reasonable accommodation. The Select Board shall have final authority over the appointments 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) Resident of the Town of Readfield.
 - 2) Exclusive of the Planning Board and Board of Appeals who may perform regulatory and quasi-judicial functions, the Select Board at its discretion may appoint members of certain BCC 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 required by state law to take a Freedom Of Access Act (FOAA) training and to provide a certificate of completion to the Town Clerk must do so within 30 days of their appointment.
- f) Select Board members and appointees to the Appeals Board and Planning Board must take an oath of office from the Town Clerk or his/her designee before assuming their duties.
- 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 local publications, and Town of Readfield 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.

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 Title 30-A, M.R.S.A., Section 2691.

Membership

The Appeals Board is a 7-member board. Each member is appointed to a 3-year term. Members must complete a required FOAA course within 30 days of appointment or reappointment.

Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Appeals Board.

All individuals appointed for the first time to the Board of Appeals are required to complete the Basic Workshop for 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 new member from serving on the Appeals Board prior to completing workshops.

Officers

Chairperson

Secretary

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

Meetings

The Appeals Board 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 Appeals Board will result upon three unexcused absences in any term.

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

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

Vice-Chairperson

Secretary

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 one-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

Vice-Chairperson

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.

Western Kennebec Lakes Community Broadband Association (WKLCBA)

Mission Statement (or equivalent)

Readfield is a member of the Western Kennebec Lakes Community Broadband Association along with five other towns: Fayette, Leeds, Mt. Vernon, Vienna, and Wayne. We are working together to find solutions for the affordable delivery of high speed, reliable broadband internet access to all locations in our towns that have electric service.

Authorization

The WKLCBA was formed in 2019 under an Interlocal Agreement with Fayette, Leeds, Mt. Vernon, Readfield, Vienna and Wayne as a regional committee. Readfield was a founding member as approved by the Readfield Select Board.

Membership

The WKLCBA is a 13-member board comprising members from six towns: Fayette, Leeds, Mt. Vernon, Readfield, Vienna and Wayne, with 2 members from each town and one at large member serving as facilitator. Only one member per town is a voting member. Each member is appointed by their town Select Board.

Officers

Chairperson
Vice Chair
Secretary

Meetings

Regular meetings are held twice monthly on Zoom and are always open to the public. All meetings are under the responsibility of the WKLCBA.

There is no attendance policy.

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

Duties and Responsibilities for Boards, Committees, and Commissions (BCCs)

Chair 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. Minutes shall also include summaries of agenda discussion topics which have a bearing on potential future board/committee action items.
- 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.
- d. Sample Agenda

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*

Amended and approved by the Select Board, _____
date

Select Board

Chair

Vice Chair

Member

Member

Member

APPENDIX

5-Week Meeting Schedule

	Monday	Tuesday	Wednesday	Thursday
1st	Select Board (reserved)	Recreation Board		Budget Comm. (Nov. to May)* Enterprise Committee*
2nd	Select Board (reserved)	Planning Board	Age Friendly SWRC (Quarterly 1,4,7,10)*	Budget Comm. (Nov. to May)*
3rd	Select Board (reserved)	Conservation Commission	Broadband Committee	Road Committee
	Cemetery Committee	Recreation Board	Comp. Plan Committee	Budget Comm. (Nov. to May)* WKLCA
4th	Select Board (reserved)	Planning Board	Trails Committee	Budget Comm. (Nov. to May)*
			Broadband Committee	Board of Appeals*
5th	Select Board (reserved)		Trails Committee	Budget Comm. (Nov. to May)*

Zoom Account Distribution

Account 1	Account 2
Age Friendly Committee Meeting ID: 886 6464 9307	Board of Appeals Meeting ID: 881 3021 9064
Budget Committee Meeting ID: 837 8064 8941	Broadband Committee Meeting ID: 837 0471 0650
Comp. Plan Committee Meeting ID: 898 1092 6281	Cemetery Committee Meeting ID: 858 4383 5036
Recreation Board Meeting ID: 827 0721 2783	Conservation Commission Meeting ID: 894 8291 6572
Planning Board Meeting ID: 863 2731 5730	Enterprise Committee Meeting ID: 880 3348 9379
Select Board Meeting ID: 881 4960 8367	Road Committee Meeting ID: 881 1679 1282
Solid Waste & Recy. Comm. Meeting ID: 881 9742 1195	WKLCA Meeting ID: 867 2598 6081
Trails Committee Meeting ID: 893 4758 6140	
Floating Meeting Slot Meeting ID: 865 3918 1309	Floating Meeting Slot Meeting ID: 865 0041 1170

ANNOTATION KEY:

Account 1
Account 2

Evening Meeting - Usually 6:30pm
Daytime Meeting
*indicates this group meets as needed

NOTES:
Meetings from the same account list can't take place at the same time.
All Monday evenings are reserved by the Select Board.
Changes in schedule or special meeting requests should be managed through the Town Office (Clerk or Town Manager) in order to prevent scheduling conflicts.
Floating slots are available for special circumstances only.
Trails meets the last Wednesday of the month.

RESERVED

Town of Readfield

Emergency Operations Plan

~~November 4, 2019~~ MONTH XX, 2021

~~11-4-2019~~ XX-XX-2021

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1. Scope and Acceptance

This plan will be used during disastrous situations where the Town's populace is affected and will need police, fire, emergency medical, transportation (if deemed necessary), feeding, and sheltering support. It will bring the user to the point of knowing what is to be done, and who will do it. It will not detail how these activities will be performed.

Signed:

Select Board Chair _____

Select Board Member _____

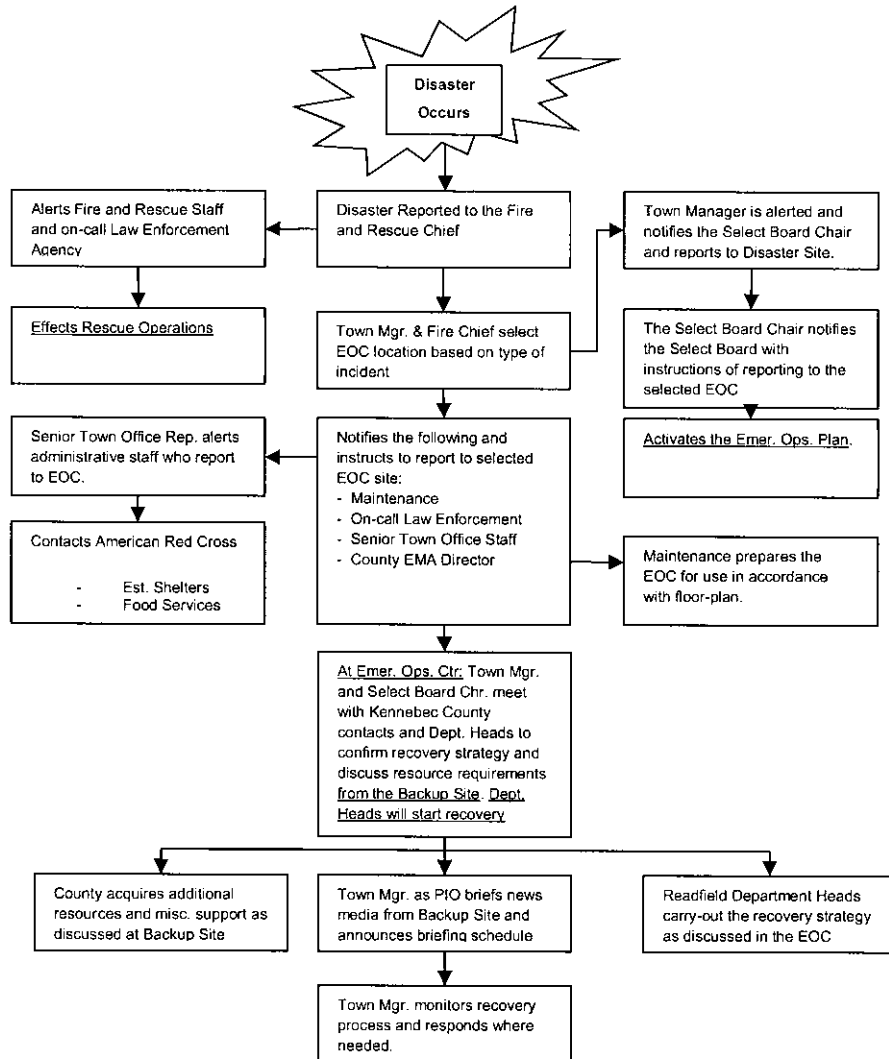
Select Board Member _____

Select Board Member _____

Select Board Member _____

Date: _____

3. Recovery Flowchart



4. Readfield's Emergency Organization and Response

It is the intent in developing the Town of Readfield's Emergency Operations Plan (the "Plan") that the Plan will fully comply with the standards and practices stated in the National Incident Management System (NIMS). In case of any conflict between this Plan and any NIMS policy, the NIMS policy should have priority and the Plan should be adjusted accordingly.

This Plan is intended to be an overview of functions to be performed during an emergency. The Plan does not give detail on how any particular function will be performed. It is presumed in this Plan that the emergency response providers named in this Plan will already have developed, and will be well practiced in, execution of their responsibilities during an emergency.

Implementation of this Plan must be as self-triggering as possible. This is accomplished through ongoing familiarization of the Plan by all Town employees and through periodic testing. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, or other non-governmental agency.

The following is a breakdown of responsibilities organized by groups and/or Emergency Titles.

4.1 Select Board:

Select Board members will be required to complete NIMS Incident Command System (ICS) courses 100 and 700.

1. The Select Board will assume a leadership role during emergency operations and will be responsible for:
 - The Select Board Chair is responsible for alerting other members of the Select Board
 - Activation of the Emergency Operations Plan
 - Activation of the Emergency Operations Center (Backup Site)
 - Monitoring progress of the Emergency Operations Plan through to completion
 - Coordinate support from the Kennebec County Emergency Management Agency.
 - Working with the designated Readfield Emergency Management Director and Town Manager to provide general support.
 - Chairing all Emergency Management ongoing internal status briefings.
 - Authorizing activation of shelters through the American Red Cross
 - Authorizing request for assistance with decontamination procedures to the County EMA Director.
 - Authorizing necessary emergency funding requests.

2. Activate and monitor progress of the Emergency Operations Plan which commences when the Readfield Select Board Chair and Emergency Management Director/Fire Chief determine that the severity or length of the situation warrants plan implementation to reduce the threat to life and property to a minimum.
3. Activate the Town Emergency Operations Center. This center will provide centralized control to direct rescue and recovery operations. The Emergency Operations Center could be located at either the Readfield Fire Station or the Town Office, depending on the situation.
4. Alert the Kennebec County Emergency Management Agency (KCEMA), and authorize its assistance during a Town emergency.

Other Responsibilities (when deemed appropriate):

1. Authorize the alert and order the mobilization of the Town through Emergency Management functions by arranging for the evacuation of threatened areas through the Emergency Management Director/Fire Chief.
2. Authorize the notification of local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

4.2 Emergency Management Director

The Emergency Management Director/Fire Chief, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the disaster site.

The Emergency Management Director/Fire Chief will have completed NIMS ICS courses 100, 700, 701, 702 and 704.

Specific responsibilities include:

1. Reports to the disaster site and determines the recovery strategy that should be used.
2. Determines the capability of the Town to respond to the situation and whether outside assistance is needed. This will be confirmed when the briefing is conducted at the Emergency Operations Center.
3. Develops and maintains a Town situation map identifying problem areas and deployment of responders at the Emergency Operations Center.
4. Reports to the Emergency Operations Center (Readfield Fire Station or Town Office) and conducts a briefing of the recovery strategy to be used and resource requirements

with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director.

5. Prepares for disaster briefings with the Select Board, Department Heads, and the Town Manager.
6. Ensures all Department Heads have communications capabilities, especially in the field.
7. Assigns duties to Town Departments that shall be the same or similar to their normal duties.
8. Monitors the rescue and recovery processes and responds where needed.

4.3 Town Manager

The Town Manager, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the Emergency Operations Center.

The Town Manager will complete NIMS ICS courses 100 and 700.

1. The Town Manager is alerted by the Emergency Management Director/Fire Chief and, in turn, alerts the following people:
 - The Kennebec County Emergency Management Director
 - Select Board Chair
 - On-call Law Enforcement Agency
 - Maintenance
 - Senior Town Office Administrative Staff Contact

Provides general support, such as:

- Completing emergency contact of the Select Board Chair, Readfield Dept. Heads, and Kennebec County EMA Director
- Alerts Maintenance with instructions to prepare the Emergency Operations Center (EOC) with pre-arranged floor plan for use.
- Alerts the Senior Town Office Administrative Staff Contact who will contact the Town Administration Staff with instructions of reporting to the EOC.

When the Town Manager performs these tasks, the Emergency Management Director/Fire Chief is free to concentrate on the rescue and recovery tasks.

2. Oversees the recruitment of volunteer personnel to augment the personnel and facilities of the Town for emergency management purposes. These volunteers will

be familiarized with the Emergency Information Database (as defined in the appendices) while completing the following types of tasks:

- Conducts disaster notifications to Town residents, other boards, and agencies (as directed).
 - Tracks equipment and materials resources utilizing forms in the Appendices.
 - Conducts telephone support by answering the telephones and recording messages at the Emergency Operations Center.
 - Serves as communication coordinator to the local populace.
 - Initiates the contact to local residents that need follow-up (i.e. "Are you OK?")
 - In general, provides support as needs arise.
3. Contacts the American Red Cross to arrange for sheltering and feeding support. It is understood that that the Red Cross may not be able to provide all the resources that may be requested, and the Town Manager will be expected to supplement Red Cross support using local volunteer forces.
4. Assists in acquiring and managing of emergency supplies that will be stored at the EOC/Readfield Fire Station.
5. Functions as the Public Information Officer:
- Attends all emergency internal status briefings held by the Select Board and prepares/conducts news briefings to the media.
 - Issues information and advice to the general public. Must be prepared to brief news media and answer questions. Prepares and announces a schedule for future briefings for the news media.
 - Notifies news media of time and site of any press conferences.
 - i. Includes school representative as needed in press conferences.
 - The Public Information Officer will have completed appropriate NIMS ICS training.

5. Emergency Support

5.1 Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the de facto Emergency Town Hall and serves as a central point where communications, command, and control for rescue and recovery efforts are planned and staged.

5.1.1. Maintenance:

- Prepares the Emergency Operations Center for use by following a pre-established floor-plan illustrating how the space will be utilized between the various groups who will occupy the site.
- Provides power, lighting, and other needs as directed by the Town Manager to the EOC and other locations as directed.

5.1.2 Town Office Administrative Staff

References the Readfield Emergency Information Database when completing the following functions:

- Alerts Town employees as directed.
- Reports to the EOC and contacts communications, office supply, and other vendors as directed.
- Ensures the EOC is equipped with the necessary office supplies, area maps, and easel.
- Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation.
- Tracks all expenses that relate to Town recovery efforts.
- Conducts disaster notifications to Town employees.

5.1.3 Town Manager

- Manages the recruitment and use of volunteers, though may delegate functions to the Fire Department Auxiliary due to logistics experience.
- Arranges for personal services to the Staff such as food, water, etc.
- Arranges for physical security of the EOC.
- Reserves space at the EOC for the American Red Cross representative(s).

5.2 Communications Among Emergency Agencies

5.2.1. Existing Communications Capability

- The EOC could be located in the Readfield Fire Station, the Town Office, or a school building and will use telephones for communications.
- One telephone line is available at the Fire Station. An additional telephone line could be added. The Fire Department, Maintenance, and Town Manager have 2-way radios. The Fire Department will provide additional radios to the EOC kits.
- The Fire Department, Maintenance, and Town Manager have cellular “smart” telephones. An additional smart phone will be available to the EOC.

5.2.2. Town Manager

- Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all Town departments and agencies is available to all groups.
- Ensures that all personnel are familiarized with the emergency communications arrangements.

6. Public Emergency Services

6.1. Emergency Public Information

The Public Information Officer (PIO) provides accurate and official information and instructions to the Town residents through all available media before, during, and after emergencies. The Town Manager, under direction of the Select Board, will function as the Public Information Officer.

Considerations/Assumptions:

- The local news media will be asked to cooperate with the Public Information Officer in providing information and instructions to the public in an emergency.
- No information releases will be made concerning bomb threats at the schools.

News Sources:

- FM station WMME (92 MOOSE) can provide information instructions to the public during an emergency.
- Maine State Police Dispatch will take requests to provide immediate information through the Emergency Alert System (EAS).
- The Kennebec Journal will be asked to publish informational and instructional material when the situation warrants.

6.1.1. Readfield Select Board

- Attends all disaster briefings and works with the Public Information Officer (Town Manager) and approves news releases.

6.1.2. Public Information Officer (Town Manager)

- Selects personnel to assist in providing fast accurate reporting during emergencies.
- Coordinates the collection and evaluation of information and instructions for the public.
- Maintains a list of local news media personnel and their phone numbers within the Town.
- Establishes an information center at the Emergency Operations Center for the media.
- Prepares news releases with Emergency Management Director and submits to Select Board for approval.

6.2. Evacuation

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Select Board for implementation and coordination from the Emergency Operations Center. Town Agencies have a responsibility to assist in the

warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

6.2.1. Emergency Management Director

- Develops an evacuation plan with the Select Board, Town Departments, Law Enforcement, and Kennebec County EMA.
- Coordinates with Schools (RSU #38 and Kents Hill) for access to buses.

6.2.2. Law Enforcement

- Determines traffic and crowd control.
- Maintains security of evacuated areas.
- Alerts the general public of evacuation arrangements (i.e.: locations and times).

6.2.3. Maintenance

- Conducts road damage assessments.
- Directs contractors in clearing of debris from Town roads.

6.2.4. Select Board

- Develops an evacuation plan with the Emergency Management Director, Town Departments, Law Enforcement, and Kennebec County EMA.

6.3 Alert and Warning

The Maine State Police or the Kennebec County Sheriff's Office has primary responsibility for initial reception of any warning disseminated by the County. The Fire Chief has the responsibility of Emergency Operations Center Staff notification. Public notice must be given if the method of protecting the public includes sheltering and/or evacuation.

The Town has agreed to make contact with "at-risk" individuals during certain emergency situations. Responsibility for implementing this contact process resides with the Fire Chief, who may delegate the contact process within his direct staff or to the Fire Department Auxiliary.

Town departments will use the municipal frequency for interface including a land-line to the Schools (RSU #38 or Kents Hill) to staff their bases if the situation so requires. Primary communications with the media, County, and other surrounding local governments will be by telephone. The Maine State Police/County Sheriff's Office radio and the Mutual Aid Fire radio systems can be utilized as back-up as necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, Town portable radios, Town mobile radio-equipped vehicles, or messengers will be used.

Considerations/Assumptions:

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- The Readfield Fire Chief is the Warning Officer.
- The Schools have viable alert notification systems.
- Readfield currently has no sirens.
- Any outdoor warning devices will be maintained.
- Provide a liaison with the American Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.

6.3.1. Readfield Fire Department

- Verify warnings before dissemination.
- Alert the Emergency Operations Center Staff when it is activated.
- Disseminate a warning to the public using sirens, public address systems, Town agencies, volunteers, and media as required.

6.3.2. On-call Law Enforcement Agency

- The on-call Law Enforcement Agency has the responsibility for alert notification and for contacting the Readfield Fire Chief.

6.3.3. Available Volunteers or Town Employees

- Verify warnings before dissemination.
- Assist the Fire Department in warning the public as directed.
- Conduct door-to-door warnings as necessary for part of the population.
- Verify that nursing homes, major industries and other key locations have been notified. (*Refer to the Readfield Emergency Information Database.*)

6.4. Sheltering

The Town of Readfield could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an indefinite period of time. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross. Activation of shelters will be determined by the Select Board and will be dependent on the magnitude of the disaster. The American Red Cross has both the expertise and experience in operating public shelters.

Considerations/Assumptions:

- Primary shelter communications will be by telephone. Radios and messengers may also be utilized when available. If additional radio communications are desired, requests will be coordinated through the Town Emergency Management Director/Fire Chief. The use of Amateur Radio Operators will be considered according to availability (and could be pre-identified).

6.4.1. Red Cross

- Special needs of the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be addressed.

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- The American Red Cross will recruit necessary volunteers to complement the Shelter Operations Staff.
- The American Red Cross will coordinate with the Town Emergency Management Director and the Town Manager for any additional support that can be provided by local government agencies or by local volunteers.
- Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.
- Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.
- An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.
- The American Red Cross will be the Manager of the emergency shelters. Assistance in feeding may be provided by volunteers.
- Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.

These tasks will be reviewed with the American Red Cross to verify that they are realistic.

6.4.2. Town Manager

- Will notify the American Red Cross Shelter Service of the need for shelter services.
- Will be liaison between the Town and the American Red Cross Shelter Coordinator.
- Will coordinate outside shelter assistance requested from Town Departments and/or agencies.
- Will prepare status charts at the Emergency Operations Center to indicate the location of shelters, available spaces, etc.
- Coordinates public information concerning shelters.
- Requests, through the Select Board, assistance of the County EMA Director when the nature of the disaster requires that decontamination procedures are necessary.
- If deemed appropriate, the Town Manager will be consulted prior to shelter occupants returning to their homes. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

6.4.3. Fire Department

- Fire inspections will be continually performed by the Fire Department in designated shelters. The department will develop and use a protocol or check list or sheet for fire inspections for buildings/shelters.

6.4.4. Available Volunteers or Town Employees

- A log of incoming and outgoing messages concerning shelter operations will be maintained.

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6.4.5. Law Enforcement

- Will provide security at these shelters for public safety.

6.5 Maintenance

Arranges for manpower, equipment, and vehicles to maintain roadways as directed by the Town Manager and assists other Town agencies, when requested, with personnel, material and equipment, before, during, and after disasters and emergencies. Coordinates activities of contractors who will provide equipment and manpower as needed.

Considerations/Assumptions:

- Limited emergency supplies are maintained at the Readfield Fire Station.
- Emergency funding will be requested through the Select Board before, during, and after disaster/emergencies.
- Maintenance will maintain records of purchases and disbursements, and of hours worked, applicable to the disaster/emergency that will be kept for later reimbursement.
- Maintenance will receive warning of a disaster or emergency through communications by telephone, Fire Department Radio, or messenger.
- Maintenance has a radio for communicating with the Fire Department and Town Manager on the municipal frequency.

6.5.1. Maintenance

Preparations for Maintenance:

- Notifies contractors when needed.
 - Coordinates and prioritizes the actions of the contractors.
 - Maintains records of contractor activities for use in cost accounting.
 - Checks all appropriate Town equipment and vehicles.
 - Provides some services with Town equipment in addition to contractors.
- If necessary to restore or maintain essential services:
 - Makes use of local contractors.
 - Maintenance is responsible for:
 - Day-to-day Emergency operations of the Maintenance department and coordination with other Town agencies.
 - Clearing of debris from Town roads.
 - Supplying emergency power, if needed, to emergency shelters.
 - Coordinating transportation through the Select Board, Town Manager or the Town Emergency Management Director.
 - Training for Emergency Operations Preparation (in accordance with floor-plan) for other Town personnel.
 - Maintaining and repairing of Town vehicles.
 - Reporting to the Emergency Operations Center, if opened, and recommending its opening if the situation warrants.

7. Public Safety

7.1 Law Enforcement

Assistance will be available from the Maine State Police or the Kennebec County Sheriff's Office.

Considerations/Assumptions:

- Mission:
 - Protecting life and property.
 - Assisting in warning of residents.
 - Maintaining law and order.
 - Emergency traffic control.
 - Crowd Control.
 - Assisting residents when evacuating their homes or businesses.

- Emergency communications equipment is maintained and operated through the Town's Fire Department Headquarters by a Dispatcher.
- Twenty-four hour dispatch is covered by the Maine State Police or the Kennebec County Sheriff's Office.
- The Maine State Police and the Kennebec County Sheriff's Office have radio communications capability with Readfield's Fire Department, Maintenance, and Town Manager.

7.1.1. Law Enforcement (for KSO and State Police only)

- Normal channels will be used for day-to-day operations.
- In the event a warning is received or a disaster or emergency occurs, the following will be instituted:
 - All off-duty personnel who are residents will be called-in.
 - All personnel will be placed on stand-by.
 - All equipment will be checked and prepared for use.
 - Feeding and lodging of emergency personnel will be instituted.
 - Security and protection of departmental personnel will be maintained by the department or by calling in other area law enforcement agencies.
- Area Police assistance is provided and coordinated through the Maine State Regional Communication Center in Augusta.

7.1.2. Town Manager

- Emergency funding will be requested through the Select Board before, during, or after disasters or emergencies.
- Evacuation of endangered areas will be accomplished using a mobile public address system (provided by Fire Department or Maintenance) followed by a door-to-door check, with transportation to shelters coordinated with the Town Manager and Volunteer Pool.

7.1.3. Town Attorney

- Legal questions will be referred by the Town Manager to the Town Attorney.

7.2. Fire and Rescue

The Fire Department has the primary responsibility of responding to emergencies in the Town when a fire or threat of fire may exist. It has a responsibility of responding to fire emergencies in neighboring towns through mutual aid compacts. The Fire Department can expect assistance from other Town agencies upon request. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by Public Safety Dispatch or the Fire Chief if a response by the Department is required.

Considerations/Assumptions:

- Telephone fan-out can be used as a back-up.
- A command post shall be established at the scene with responding agencies reporting on arrival.
- On-scene communications frequency is **154.145**.
- Fire apparatus is radio equipped with this frequency.
- The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
- The Fire Chief, or Officer-in-Charge if the Fire Chief is not available, has the responsibility as Town Warning Officer for disseminating severe weather warnings.

7.2.1. Fire Department

- The Fire Chief has the responsibility of assisting in warning the population in an area recommended for evacuation.
- If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Town Emergency Management Director/Fire Chief.

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7.3. Hazardous Materials

The regional HAZMAT Team will provide support to Readfield as needed. The analysis includes fixed facilities as well as hazards on railways and highways.

Public warning of a hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System.

Considerations/Assumptions:

- Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used.
- The Maine State Police or the Kennebec County Sheriff's Office will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.
- Kennebec County Emergency Management Agency or Maine State Police Dispatch can be contacted to request the HAZMAT team, Department of Environmental Protection, and other necessary resources.

7.3.1 Incident Commander (Incident Control System)

- The Emergency Management Director/Fire Chief or the Public Information Officer/Town Manager will disseminate official information and instructions to the public when it is judged a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a shelter will be designated.

*A sample emergency message would be "At 00.00, emergency personnel were notified that an incident had occurred at the rail crossing Route 17 in Readfield Depot, resulting in the release of toxic chemicals. Residents of **Readfield** living within 1 mile of this rail crossing are advised to leave the area immediately. All efforts are being made to control the chemical release. Local and County officials have been notified. Additional details will be released as they become available."*

- If there is an immediate life-threatening situation, the Incident Commander may order a precautionary evacuation of affected areas.
- The Town of Readfield receives ambulance service from Winthrop Ambulance. Medical services are provided by the Maine General Hospital in Augusta. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading hazardous materials contamination is present. The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed, if known.

7.3.2. Readfield Fire Department

- Hazardous Materials incidents are often accompanied by fire or injured persons. The Fire Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure.
- Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposure. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Incident Commander.
- As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department and the Town Maintenance Department. Missing or damaged items or equipment shall be repaired or replaced.

7.4. Emergency Medical Services

Any agency or department receiving information of an incident where potential mass casualties exists shall immediately notify the Maine State Police and relay the information they have received to Kennebec County Emergency Management Agency, who will then notify the Maine Emergency Management Agency Duty Officer.

7.4.1. Law Enforcement

- The State Police will, without further confirmation, notify MEMA there is a potential of a Mass Casualty Incident under direction of the Kennebec Emergency Management Agency.

7.4.2. Emergency Medical Services

- The first arriving unit: state or local police, sheriff, fire officer, or EMS crew chief, will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, or report, the information to the State Police.
- Based on the information received from the scene, a Mass Casualty Incident may be declared.
- The basic criteria for the declaration shall be any incident that will overload capabilities and resources of the local medical community.
- Readfield's Fire Department will provide a secondary dispatch center to handle non-emergency dispatch for notification of back-up crews, additional equipment, etc.
- All emergency responders shall follow their department's standard operating procedures for a mass casualty incident.

7.5. Disaster Assessment Considerations

7.5.1. Situations and Assumptions

The Town of Readfield, located in Kennebec County, in the south central section of the State of Maine, has an area of 32 square miles and a population of ~~2,596~~2597 (~~2010~~2020 census).

State highways; Routes 17, 41, and 135 provide major highway access to the Town.

The Town of Readfield has railroad traffic.

The Town has a paid part-time Fire Department.

Mutual Aid System: The Town of Readfield has mutual aid agreements with Manchester, Fayette, Mount Vernon, Wayne, and Vienna.

The Town has a limited Maintenance Department (two full-time employees).

Buses from the RSU #38 School District and Kents Hill School could provide passenger service in an emergency.

Law enforcement is handled by the Maine State Police (MSP) alternatively with the Kennebec County Sheriff's Office.

Maine State Regional Dispatch Center will provide dispatching services.

The RSU #38's school bus garage is located in Readfield. A Maine DOT Highway Maintenance garage is located in Winthrop.

There are four (4) schools located in Readfield: Kents Hill School, Maranacook High School, Maranacook Middle School, and Readfield Elementary School.

The types of industries in Town include manufacturing, auto repair, restaurants, a small grocery store, a convenience store, post offices, agriculture, building contractors, many home-based businesses, and summer camps.

There is a Transfer Station on the North Road that serves both Readfield and Wayne.

Maranacook Family Healthcare is located on South Road. Winthrop Family Practice is on Main Street in Winthrop village to the south of Readfield via Route 41/Route 133. The Maine General Medical Center in Augusta is the closest major medical facility which is approximately 10 miles away.

7.5.2. Vulnerability:

Flood plains exist mostly in areas that surround Maranacook Lake and Torsey Pond. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in Town that are located above or near designated flood plains. The frequency of extreme weather events fluctuates from year to year.

7.5.3. Assumptions:

FLOODS: Floods are the most probable natural cause of emergencies or disasters in the Town of Readfield. Spring thaws and ice breakups may cause some lowland flooding. Summer and fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in Readfield, Maine. The Town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Readfield, Maine. Hurricanes hit Maine in 1938, 1954, 1960, 1963, 1985, 1991, and 2011. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the national drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested areas of Town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreation and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt on the state's coastal areas in the past and remain a geological possibility. Readfield is situated in an unlikely earthquake zone though it experienced a small quake in October 2012. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

NATIONAL EMERGENCIES: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Readfield is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the Town's population.

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TECHNOLOGICAL HAZARDS: Hazardous Materials lead the list of potential hazards which could impact the Town of Readfield. Fuels are the most widespread materials likely to create problems. Chemicals used in manufacturing, auto repair shops, and agriculture businesses are sources of possible HAZMAT incidents. Small quantities of Hazardous Materials are stored at the Transfer Station.

RADIOLOGICAL EMERGENCIES are possible from vehicles traveling on state highways 135, 17, and 41.

AIRCRAFT CRASHES can happen anywhere in Maine. Small private planes and military aircraft are more common in Kennebec County air space. A commercial airliner, off course in bad weather, could become involved with CMP high altitude power lines and pose a threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Readfield. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

PANDEMIC FLU: Readfield has previously developed a response plan in the event of a widespread (regional) influenza outbreak. The response plan is detailed in the “Kennebec County Pandemic Flu Plan” available at the Town Office.

7.6. Plan Maintenance and Testing

7.6.1. Annual EOP Maintenance:

The Readfield Select Board will be responsible for keeping this plan up-to-date by an annual review.

Changes happen throughout the year that may involve personnel, operating procedures, and equipment used by all Town departments. These changes may require updates to the Emergency Operations Plan (EOP) in order to maintain its effectiveness.

It is recommended that a walk-through of the EOP be conducted annually by all Town department heads (collectively) to identify where updates to the EOP are required.

7.6.2. Annual EOP Testing (Drills):

Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of Town response. Also updating the EOP with this resulting information will assist in maintaining its effectiveness.

7.6.3. Establish an EOP Maintenance and Testing Process:

The following is a list of recommended tasks to ensure the Emergency Operations Plan (EOP) maintains ongoing effectiveness from year-to-year by legislatively requiring the processes to be updated and to test the EOP annually as a required annual business function:

- Pass a Town Meeting article requiring that the annual updating and testing of the EOP takes place. (This article was passed at the June 13, 2013 Town Meeting.)
- Establish an annual schedule for these events to take place. Example: August the EOP is updated, September the EOP is tested, and in October the test results are evaluated which may result in further updates to the EOP.
- Identify the costs involved with conducting these tests.
- Add the cost of conducting this test of the EOP to the annual Town budget. (This has been done in both 2013 and 2014.)

Completing these steps will ensure the effectiveness of the Town Emergency Operations Plan is always well maintained and effective.

Appendix 1: Personnel Contact Information by function

Town Manager	Eric Dyer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine Dennis	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons Kathryn Woodsum	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Dennis Price Carol	8 Old Kents Hill Road, Readfield	577-4919	
Select Board member	Kathryn Mills Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Ralph Eno	8 Old Kents Hill Road, Readfield	685-3177	
Maintenance	Anna Carl Ben Rodriguez	8 Old Kents Hill Road, Readfield	685-4939	622-6404
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contacts	Deb Nichols Kristin Parks Teresa Shaw	8 Old Kents Hill Road, Readfield	685-4939	
Public Information Officer	Eric Dyer	8 Old Kents Hill Road, Readfield	above	above
Readfield Fire Chief	Lee Mank	8 Old Kents Hill Road, Readfield	above	above
Amateur Radio Operator	Eric Dyer	8 Old Kents Hill Road, Readfield	Call Sign - KC1KDB	above
Readfield Town Health Officer	Oscar Thomas Feagin Chip Stephens	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

Appendix 2: Personnel Contact Information (alphabetic listing)

Bourgoine, BrucePrice, Dennis	Select Board Chair	8 Old Kents Hill Road, Readfield	624-1977	
Caill, AnnaBen Rodriguez	Maintenance	8 Old Kents Hill Road, Readfield	685-4939	622-6404
Dyer, Eric	Town Manager & Public Information Officer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Eno, Ralph	Select Board member	8 Old Kents Hill Road, Readfield	685-3177	
Fedgin, Osear ThomasChip Stephens	Readfield Local Health Officer	365 Winthrop Road, Readfield	685-4042	459-9597
Goodwin, Sean	Kennebec County Emergency Management Director	125 State Street, Augusta	623-8407	441-6260
Mank, Lee	Readfield Fire Chief & Emergency Management Director, Fire Chief	1288 Main Street, Readfield	685-8187	458-9495
Nichols, DebParks, Kristin	Senior Town Hall Administrative Staff Contact	8 Old Kents Hill Road, Readfield	685-4939	
Nolette, Mike	Deputy Readfield Fire Chief & Emergency Management Director	Sturtevant Hill Road, Readfield		
Perry, John	Volunteer coordinator	Route 41, Kents Hill	685- 3531	
Price, DennisKeegan, Sean	Select Board member	8 Old Kents Hill Road, Readfield	577-4919	
Sammons, Dobrenbos, CarolChristine	Select Board member	8 Old Kents Hill Road, Readfield	412-779-4368	
Shaw, Teresa	Finance Officer	8 Old Kents Hill Road, Readfield	685-4939	
Woodsum, Kathryn Mills	Select Board member	8 Old Kents Hill Road, Readfield	685-9094	441-2712

Appendix 3: Plan Participants (Identifies personnel named in the Plan)

Plan Participant	Individual assigned	Address	Phone (land line)	Phone (cell)
Town Manager	Eric Dyer	8 Old Kents Hill Rd, Readfield	685-4939	242-5437
Select Board Chair	Bruce Bourgoine Dennis Price	8 Old Kents Hill Road, Readfield	624-1977	
Select Board Vice Chair	Christine Sammons Kathryn Woodsum	8 Old Kents Hill Road, Readfield	412-779-4368	
Select Board member	Dennis Price Carol Doorenbos	8 Old Kents Hill Road, Readfield	577-4919	
Select Board member	Kathryn Mills Woodsum Sean Keegan	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Ralph Eno	8 Old Kents Hill Road, Readfield	685-3177	
Maintenance	Anna Carl Ben Rodriguez	8 Old Kents Hill Road, Readfield	685-4939	622-6404
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contact	Deb Nichols Kristin Parks	8 Old Kents Hill Rd, Readfield	685-4939	
Public Information Officer	Eric Dyer	8 Old Kents Hill Rd, Readfield	685-4939	242-5437
Readfield Fire Chief	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Amateur Radio Operator	Eric Dyer	8 Old Kents Hill Rd, Readfield	Sign - KCIKDB	242-5437
Readfield Town Health Officer	Oscar Thomas Feagin Chip Stephens	365 Winthrop Road, Readfield	685-4042	459-9597
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

11-4-2019 XX-XX-2021

Appendix 4: Emergency Operations Center and Backup Emergency Operations Center

Locations in order of preference or depending on emergency location:

- Fire Station,
- Town Office,
- Readfield Elementary School,
- Maranacook Middle School or High School,
- Kents Hill School

Tables, chairs, computers will be available in each location. EOC kits will be located in at least three locations, currently the Town office, RES, Middle School, and Kents Hill School.

Separate areas for general operations and briefings will be established at any EOC.

Appendix 5: Contact Information for “At-Risk” individuals

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

Appendix 6: Matrix of Duties and Responsibilities

	Developing and maintaining the Plan	Organizational arrangements in support of the Plan	Providing support during an emergency	Providing direct service during an emergency	Providing Public Safety during an emergency
Town Manager	<ul style="list-style-type: none"> • Participates in annual testing or review of the Plan. • Makes arrangement for annual testing or review of the Plan. • Completes ICS courses 100 and 700. 	<ul style="list-style-type: none"> • Activates and administers Town volunteer force • Arranges for contact of the American Red Cross to arrange for sheltering and feeding support • Assists in acquiring and managing of emergency supplies will be stored at the Readfield Fire Station. • Funnels requests for emergency funding to the Select Board. • 	<ul style="list-style-type: none"> • Manages the recruitment and use of volunteers • Arranges for personal services to the Staff such as food, water, etc. • Arranges for physical security of the EOC • Reserves space, at the EOC, for the American Red Cross representative(s) • Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all town departments and agencies is available to all groups • Ensures that all personnel are familiarized with the emergency communications arrangements. • Notifies the American Red Cross Shelter Service of the need for shelter services. • Serves as liaison between the Town and the American Red Cross Shelter • Coordinates outside shelter assistance requested from Town Departments and/or agencies. • Coordinates resources for evacuation of citizens. • Refers legal issues to Town Attorney 	<ul style="list-style-type: none"> • If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Select Board to the County EMA Director. • If deemed appropriate, the Town Manager will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection. 	

Public Information Officer	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Notifies the following personnel when an emergency has occurred: <ul style="list-style-type: none"> • The Kennebec County Emergency Management Director • Select Board Chair • Kennebec County EMA Director • On-call Law Enforcement Agency • Maintenance , with instruction to prepare the EOC • Senior Town Hall Administrative Staff Contact, with instruction to contact remainder of Town staff, • 		<ul style="list-style-type: none"> • Selects personnel to assist in providing fast accurate reporting during emergencies. • Coordinates the collection and evaluation of information instructions for the public. • Maintains a list of local news media personnel within the town together with their telephone numbers. • Establishes an information center at the Emergency Operations Center for the media. • Prepares news releases with Select Board and Emergency Management Director. Coordinates public information concerning shelters 	
Select Board Chair	<ul style="list-style-type: none"> • Participates in annual testing or review of the Plan. • Will perform (or cause to be performed) an "after-the-emergency" debriefing of all participants. 	<ul style="list-style-type: none"> • Alerts other members of the Select Board • Meets with EMD to determine if Emergency Op Plan needs to be activated. 			
Select Board	<ul style="list-style-type: none"> • Approves changes to the Plan • Participates in annual testing or review of the Plan. • Assures that cost of conducting annual testing or review is included in Town budget. • Assures that the Plan is fully 	<ul style="list-style-type: none"> • Activates the Emergency Operations Plan • Activates the Emergency Operations Center (Backup Site) • Monitors progress of the Emergency Operations Plan through to completion • Coordinates support from the Kennebec County Emergency Management Agency. • Works with the 		<ul style="list-style-type: none"> • Attends all disaster briefings and works with the Public Information Officer (Town Mgr.) and approves news releases. • 	

	<p>staffed at all times, and that the Plan personnel shown in Appendix 3 are identified.</p> <ul style="list-style-type: none"> All Select Board members will complete ICS courses 100 and 700. 	<p>designated Readfield Emergency Management Director/Fire Chief and Town Manager to provide general support.</p> <ul style="list-style-type: none"> Chairs all Emergency Management ongoing status meetings. Authorizes activation of shelters through American Red Cross Authorizes assistance of County EMA Director for decontamination procedures. Authorizes necessary emergency funding requests. Authorizes evacuation of Town areas upon recommendation of Emergency Management Director Authorizes notification of Town businesses during an emergency. 			
Maintenance	<ul style="list-style-type: none"> Participates in annual testing or review of the Plan. Receives training in Emergency Operations Preparation (in accordance with floor-plan) for department personnel. Maintains local contractor in state of readiness to provide emergency services 	<ul style="list-style-type: none"> Calls in local contractors as needed to supplement staff. 	<ul style="list-style-type: none"> Prepares EOC for use by emergency providers, according to prearranged layout. Provides other support services at direction of Town Manager. 	<ul style="list-style-type: none"> Conducts road damage assessments Reports to the Emergency Operations Center, if opened, and recommends its opening if the situation warrants. Assumes responsibility for: <ul style="list-style-type: none"> Day-to-day emergency operations of contractors, and coordination with other Town agencies. Approving and maintaining records of contractor activities. Clearing debris from Town roads. Supplying emergency power as needed to emergency shelters. Coordinating emergency transportation services through the Town Leaders and Town 	

				<p>Emergency Management Director.</p> <ul style="list-style-type: none"> Maintaining/repairing Town equipment and vehicles. 	
<p>Readfield Emergency Management Director/Fire Chief</p>	<ul style="list-style-type: none"> Participates in annual testing or review of the Plan. Completes ICS courses 100, 700, 701, 702, 704. 	<ul style="list-style-type: none"> Assures elements of the Plan are compliant with National Incident Management System (NIMS). Assures that any changes to the Plan are recommended to Select Board for approval. Assures that a Deputy Emergency Management Director is appointed by the Town. 	<ul style="list-style-type: none"> Reports to the disaster site and determines the recovery strategy that should be used Determines the capability of the Town to respond to the situation and whether outside assistance is needed. Develops and maintains a town situation map identifying problem areas and deployment of responders at the Emergency Operations Center Reports to the Emergency Operations Center (Readfield Fire Station) and conducts a briefing of the recovery strategy to be used and resource requirements with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director. Prepares for disaster briefings with the Select Board, department heads, and the Town Manager Ensures all department heads have communication capabilities. Assigns duties to Town Departments that shall be the same or similar to their normal duties. Monitors the rescue and recovery processes and responds where 	<ul style="list-style-type: none"> Develops an evacuation plan with the Select Board, Town departments, Law Enforcement, and County EMA Coordinates with Schools for access to buses 	<ul style="list-style-type: none"> Requests Public Safety assistance as necessary from Maine State Police or from Kennebec County Sheriff's Office.

			needed.		
Readfield Fire Chief and Readfield Fire Department	<ul style="list-style-type: none"> Participates in annual testing or review of the Plan. 		<ul style="list-style-type: none"> Performs fire inspections in designated shelters 	<ul style="list-style-type: none"> Provides direct emergency services as directed by the Emergency Management Director. Verifies warnings before dissemination Alerts the Emergency Operations Center Staff when it is activated Disseminates a warning to the public using sirens, public address systems, town agencies, volunteers, and media as required. 	
Readfield Admin. Staff	<ul style="list-style-type: none"> Participates in annual testing or review of the Plan. 		<ul style="list-style-type: none"> Reports to the EOC and contacts communications, office supply, and other vendors as directed. Ensures the EOC is equipped with the necessary office supplies, area maps, and easel Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation Tracks all expenses that relate to Town recovery efforts Provides disaster notifications to Town employees 		

Volunteer personnel				<ul style="list-style-type: none"> • Verifies warnings before dissemination • Assist the Fire Department in warning the public, as directed • Conducts door-to-door warnings necessary for part of the population. • Verifies that nursing homes, major industries and other key locations have been notified. • Provides support under the direction of the Red Cross at shelters. • Maintains a log of incoming and outgoing messages concerning shelter operations. 	
American Red Cross		<ul style="list-style-type: none"> • Recruits necessary volunteers to compliment the Shelter Operations Staff. • Manages the emergency shelters. Provides assistance in feeding with any volunteers. • Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization. 	<ul style="list-style-type: none"> • An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations. 	<ul style="list-style-type: none"> • Coordinates with the Town Emergency Management Director for any additional support that can be provided by local government agencies. • Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible. • Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary. 	

Class
KCEMA

Required ICS Training for Maine NIMS Compliance FY 2018

Discipline	IS 800	IS 700/100	IS 200	ICS 300	ICS 400	IS 702	IS 703	Notes
Senior Local/County Appointed/Elected Officials (note 1)								G402/191
Local Emergency Management Director	X	X	X				X	8
County Emergency Management Director	X	X	X				X	8
Public Works Director		X	X					
Public Works/Road Commissioner		X						
School/Campus Emergency Team Leaders	X	X	X					2
School/Campus Emergency Team		X						7
Public Utilities Management		X	X					3
Public Utilities Worker		X						
Hospital Emergency Response Team HERT		X	X					4
EMS Dept Heads/Deputies		X	X	X	X		X	8
EMS Supervisors		X	X					
EMS Technicians/Operators		X						
State/County/Local Law Enforcement Dept Heads/Deputies		X	X	X	X		X	8
State/County/Local Law Enforcement Supervisors		X	X					
State/County/Local Law Enforcement Officers		X						
Fire Service Dept Heads/Deputies		X	X	X	X		X	8
Fire Service Supervisors		X	X					
Fire Service Firefighters		X						
DST/RRT HAZMAT Technicians		X	X	X				5
DST/RRT HAZMAT Operations/ Responders		X	X					
MACC/EOC Management	X	X						706/775/191
MACC/EOC Staff		X						
IMAT Level III/IV	X	X	X	X	X		X	Position Specific
Public Information Officers/Designees		X	X	X	X			6
Communication Center Supervisor and Deputy Supervisor		X	X				X	

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7-11

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~~805~~

771

Note 1: All elected/appointed officials charged with general policy development

Note 2: Includes at a minimum the Principal and Assistant Principal

Note 3: Includes water and sewer districts

Note 4: Recommended by the Regional Resource Centers

Note 5: Technicians not expected to fill a Command Staff or General Staff position are not required to take ICS 300

Note 6: IMAT personnel are required to take additional courses (ICS all hazard position specific) depending on their Type and level of Incident Management responsibility

Note 7: School/Campus EM personnel with a **critical/leadership role** in facility emergency response although it is recommended **leadership personnel that may act in absence of first responders** should additionally complete ICS 300 & ICS 400.

Note 8: EMA Directors, MACC/EOC Management and Staff, IMAT Level III/IV Staff, Public Works Directors, Chiefs/Deputies of full-time Fire Departments, Chiefs/Deputies of County level law enforcement agencies of full-time police departments with **15 or more full-time officers, EMS Agencies with more than 15 full-time personnel.**

The information provided below, comes directly from the National Integration Center (NIC) and is included to provide additional clarification for the requirements outlined above and to assist in making any training related decisions that have not been addressed.

Target Audience Guidance from the NIMS Five-Year Training Plan

IS-700: National Incident Management System (NIMS), An Introduction

Audience

All personnel with a direct role in emergency management/response must complete NIMS IS-700, including:

Executive level – political and government leaders; agency and organization administrators and department heads; personnel that fill ICS roles as unified commanders, Command Staff, or General Staff in either area command or single incidents; senior MACS personnel; senior emergency managers; and emergency operations center Command or General Staff.

Managerial level – agency and organization management between the executive level and first-level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders, and field supervisors; midlevel MACS personnel; EOC Section Chiefs, Branch Directors, Unit Leaders, and other emergency management/response personnel who require a higher level of ICS/NIMS training.

Responder level – emergency response providers and disaster workers, entry level to managerial level, including emergency medical service personnel; firefighters; medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.

IS-800: National Response Framework (NRF), An Introduction

Audience

All Federal, State, Tribal and local emergency management/response personnel whose primary responsibility is emergency management must complete this training. Specifically, officials who must take the course include:

Personnel in Federal departments and agencies with emergency management and incident response responsibilities under the NRF.

Officials in State and Territorial governments with emergency management and incident response responsibilities, personnel from emergency management agencies, and personnel from agencies who support and interact with the NRF's 15 Emergency Support Functions and Support Annexes.

Officials in tribal entities and local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance, officials with overall emergency management responsibilities through delegation, and officials primarily involved in emergency planning.

ICS-100: Introduction to the Incident Command System

Audience

It is incumbent upon Federal, State, tribal, and local emergency management/response personnel who within their organizations requires ICS-100 training, based on local incident management organizational planning.

Responder level – emergency response providers and disaster workers, entry level to managerial level, including emergency medical service personnel; firefighters; medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.

Typically, all Federal, State, tribal, local, private-sector, and non-governmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

ICS-200: ICS for Single Resources and Initial Action Incidents

Audience

It is incumbent upon Federal, State, tribal, and local emergency management/response personnel to determine who within their organization requires ICS-200 training, based on local incident management organizational planning.

Typically, all Federal, State, tribal, local, private-sector, and non-governmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

ICS-300: Intermediate ICS

Audience

Federal, State, tribal and local emergency management/response personnel determine who within their organizations requires ICS-300 training, based on local incident management organizational planning.

Typically, required personnel include all mid-level management, Federal, State, tribal, local, private-sector, and non-governmental personnel including persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.

It is recommended that ICS-300 participants utilize their skills in an operational environment before taking ICS-400. This will provide necessary context and understanding of the skills they will develop when they take ICS-400.

ICS-400: Advanced ICS

Audience

Federal, State, tribal and local emergency management/response personnel determine who within their organizations requires ICS-400 training, based on local incident management organizational planning.

Typically, required personnel include all Federal, State, tribal, local, private-sector, and non-governmental personnel including persons serving as Command and General Staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area managers, emergency managers, and multi-agency coordination system/emergency operations center managers.

It is recommended that ICS-300 participants utilize their skills in an operational environment before taking ICS-400. This will provide necessary context and understanding of the skills they will develop when they take ICS-400.

Appendix 7 Forms to be used in materials procurement during an emergency

See separate attached FEMA sheet examples.

Appendix 8: Acronyms used in this document

“Town” = Town of Readfield

“Plan” = Town of Readfield’s Emergency Operations Plan

“EOP” = Emergency Operations Plan

“NIMS” = National Incident Management System

“EMA”, “County EMA” = Kennebec County Emergency Management Agency

“EOC” = Emergency Operations Center

“PIO” = Public Information Officer

“ARC” = American Red Cross

“HAZMAT” = Hazardous Materials

“DEP” = Maine Department of Environmental Protection

“EMS” = Emergency Management Services

“MEMA” = Maine Emergency Management Agency

“KSO or KCSO” = Kennebec County Sheriff’s Office

Appendix 9: Town businesses

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

Fiscal Year 2022-2023 (FY23) Budget Goals & Warrant Work

Identify three budget goals you have for the Town as a whole, and how they might be accomplished:

1. Goal:

How to accomplish the goal:

2. Goal:

How to accomplish the goal:

3. Goal:

How to accomplish the goal:

Identify three budget goals you have for specific areas or departments, and how they might be accomplished:

1. Goal:

How to accomplish the goal:

2. Goal:

How to accomplish the goal:

3. Goal:

How to accomplish the goal:

Identify any considerations you have for the Warrant or Warrant development process:

- 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 exists.
- 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 30th 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~~

NEW BUSINESS

Eric Dyer

Subject: FW: ADT Contribution

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

From: Tucker, Bob <BTucker@adt.com>
To: Lee Mank <mank125@aol.com>
Cc: Allen, Katie <klallen@adt.com>
Sent: Mon, Nov 1, 2021 8:20 am
Subject: ADT Contribution

Thanks Chief – For us to process the \$10,000 check, Katie from our team will send a few forms to complete and send back. I will also contact you in a few weeks to schedule a day in Dec when I can travel to Readfield to present the check to you. Also, our customers, The Bouley's would like to attend to show their appreciation for the quick response to their C/O incident last March.

Thanks, Bob

Bob Tucker

Chief Storyteller
1501 YAMATO RD | BOCA RATON, FL 33431-4438
(o) 561.988.3619 (m) 561.289.0436

From: Lee Mank <mank125@aol.com>
Sent: Sunday, October 31, 2021 8:14 PM
To: Tucker, Bob <BTucker@adt.com>
Subject: ATD Contribution

Hi Bob,

The town office forwarded your e-mail to me. A contribution would be much appreciated and be used for proper office space and a radio room in the fire station.

Lee Mank, Chief
Readfield Fire Department
(207) 685-8187 or (207) 458-9495

This email, including attachments, may contain information that is private or confidential. If you received this communication in error, please delete it from your system without copying it and notify sender by reply communication. ADT Security Services and its affiliates reserve the right to monitor communications handled by its data communications systems to help ensure compliance with ADT's policies, confidentiality obligations, and applicable laws.

Readfield Fire Department
1154 Main Street
Readfield, Maine 04355

BYLAWS
OF
READFIELD FIRE DEPARTMENT

Contents

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SECTION VII	- COMMITTEES
SECTION VIII	- PROVISIONS

APPROVED
NOVEMBER 2021

SECTION I

PURPOSE

- A. Vision Statement – To be leaders in Community and Humanitarian Service.
- B. Mission Statement - The Mission of this Department shall be to provide the citizens of the Town of Readfield and to assist, upon request, the surrounding communities with fire suppression and rescue services; and public information and education programs in order to assure the least possible chance of loss of life or property resulting from fire or other emergency situations.

SECTION II

ORGANIZATIONAL STRUCTURE

- A. The Department shall consist of a Fire Chief, a Deputy Fire Chief, an Assistant Fire Chief, one Captain per Emergency Vehicle, one Safety Officer, one Training Officer, one Lieutenant per Engine Company as needed and firefighters.
- B. The Department shall have a maximum active membership total of approximately thirty (30) senior members involved in the fire suppression and fire rescue needs of the community.
- C. The Department shall have a maximum of ten (10) junior members.
- D. Auxiliary Members

SECTION III

MEMBERSHIP*

Members of this Department shall be subject to the following subsections of these bylaws regarding membership responsibilities:

- A. All senior members shall be at least 18 years of age and shall respond to alarms, when available to do so, remain on duty until equipment is back in service and are to report to an officer in charge for dismissal.
- B. For the purpose of creating interest for the young people in town, there shall be a Junior Membership.
- C. All junior members shall be at least fourteen (14) years of age and shall provide the Department with a written school permission form/contract when applying for membership. Junior members shall abide by the same Bylaws as the senior members. Junior Members shall not be allowed to operate any truck, nor shall they be allowed to climb any ladder or enter a burning building during a structure fire. Junior Members shall be assigned such duties as are allowed by department rules while participating in training sessions and at fire scenes.
- D. Department meetings shall be held on the first Tuesday of each month. These meetings may include a drill (Training Session). A second training session will be held each month as scheduled. Drill dates shall be announced at each monthly meeting, and announced over the monitor during the nightly tone test prior to each drill. A special meeting of the Department may be called by the Fire Chief or Chief Officers G. Letters of resignation of active members of the Department shall be read aloud at the regular

monthly meeting following receipt of the letter. The reading of the letter shall be part of the meeting's minutes, with no action taken, and the letter shall be turned over to the Membership Committee for review and recommendation of action to be taken at the next regular meeting. This procedure may be waived by a majority vote of the active members present at the meeting.

- E. Any active member not attending at least fifty percent (50%) of the combined total of emergency calls, meetings, and monthly training sessions, or have excused absences, at the recommendation of the Membership Committee disciplinary action may be taken up to and including dismissal from the Department at the discretion of the Fire Chief.
- F. Any member willfully neglecting or refusing to do his/her duty, being guilty of dishonorable conduct, or being disobedient to the officers, may be terminated or face other disciplinary actions at the discretion of the Fire Chief and in accordance with the policies and procedures established by the Town of Readfield Fire Department.
- G. Payment for services shall be at the rate established by the Chief in his/her annual budget which is presented at the regular Town Meeting each year, for the ensuing year, and the Fire Chief shall be responsible for time keeping. The Fire Chief may delegate the timekeeping responsibility to any other Department Officer if he/she so desires.
- H. No firefighter may belong to two (2) different departments of the Lakes Region Mutual Aide Company, Inc. at the same time. In order to become a member of this Department, the firefighter must have tendered his/her written letter of resignation to his/her former Department prior to submitting an application for membership in this Department.
- I. Firefighters will be issued appropriate gear to perform the duties for the scope of work their training ' said gear is property of the Town of Readfield Fire department. Upon a firefighter leaving the department the gear shall be returned to the Fire Chief.
- J. Firefighters will only perform duties that the firefighter has been trained to perform.
- K. Members shall be physically able to safely perform the responsibilities of their respective positions and comply with all health and safety measures required by the Chief or by general policy of the Town of Readfield or imposed by the State of Maine or the United States Federal Government

SECTION IV

POSITIONS / QUALIFICATIONS

Officers

Fire Chief – Duties of the Fire Chief shall have charge of all fire and rescue equipment belonging to the Town and be responsible for its condition at all times. He/She shall be in command of the Department at all times and it shall be his/her duty to preside at all meetings of the Department. The Fire Chief is responsible for the health and safety of the departments members at all times when engaged in any Readfield Fire Department event. The Fire Chief shall hold Firefighter 1-2 training, being state of Maine certified. The Fire Chief must have all NIMS certifications required to hold the position of Fire Chief and The towns Emergency Management Director. The Fire Chief shall also be able to operate all Readfield Fire Department equipment. The Fire

Chief shall ensure that the Department is in compliance with Maine Bureau of Labor Standards, NFPA and ISO standards. The Fire Chief is responsible for preparing the budget and submitting it to the town's budget committee for town vote.

The Fire Chief is responsible for life safety concerns of the town of Readfield. The Fire Chief is responsible for acquiring apparatus and equipment that meets the Fire Departments specific specifications. The Fire Chief is also required to have repaired or replace any piece of fire department equipment that is needed to provide fire protection and safety of the firefighters. The Fire Chief may expend any amount of funds in the approved annual budget to maintain the department's equipment. In the event that there is not enough funds in the annual budget for a major repair or replacement of piece of capital equipment. The town manager will be notified of the situation and determine if the funds can be pulled from the capital equipment carry forward account to cover the cost or if other arrangements need to be made.

The Fire Chief is responsible for setting the policies and procedures of the fire department to be compliant to state laws regarding municipal fire departments and best practices available at the time.

At his/her discretion or during his/her absence, his/her duty shall pass down to the Deputy Fire Chief.

In order to have the Readfield Fire Department represented at meetings or functions that the Fire Chief is unable to attend, he/she may appoint any active member as his/her representative. The member appointed will present to the Fire Chief a written or oral summary as requested within one week following the event.

Deputy Fire Chief – Duties of the Deputy Fire Chief shall be to give assistance to the Fire Chief at all times. The Deputy Chief shall hold Firefighter 1-2 training, being State of Maine certified. The Deputy Fire Chief will have all NIMS certifications required to hold the position of Deputy Fire Chief and the towns Assistant Emergency Management Director. The Deputy Fire Chief shall also be able to operate all Readfield Fire Department equipment

Assistant Fire Chief – Duties of the Assistant Fire Chief shall be to give assistance to the Fire Chief and Deputy Fire Chief at all times. The Assistant Fire Chief shall hold Firefighter 1-2 training, being State of Maine certified. The Assistant Fire Chief must have all NIMS certifications required to hold the position of Assistant Fire Chief. The Assistant Fire Chief shall also be able to operate all Readfield Fire Department equipment.

Chief Officers shall be residents of the town of Readfield. The Fire Chief shall respond to no less than 80% (eighty percent) of the department's emergency calls, meetings and trainings.

The terms "Fire Chief Officers" and "Chief Officers" shall mean the Fire Chief, Deputy Fire Chief and Assistant Fire Chief.

Safety Officer – Rank Captain - Duties of the Safety Officer are to assist the Fire Chief to ensure that the Department is in compliance with Maine Bureau of Labor

Standards, NFPA and ISO standards and perform other duties as called upon by the Fire Chief. The Safety Officer shall be trained to Firefighter 1, 2 standards. The Safety officer will have all NIMS certifications required to hold the position of Safety Officer.

Training Officer – Rank Captain - Duties of the training officer are to develop and present firefighter training and perform other duties as called upon by the Fire Chief. The Training Officer shall hold Firefighter 1, 2 training being State of Maine certified. The Training Officer must also have all required NIMS certifications to hold the position

Captains – Duties of the truck Captains shall be to be responsible for truck maintenance, operation equipment inventory, training and supervision of the Firefighters assigned to their company. Captains shall be trained to Firefighter 1-2 standards and shall be trained in pump operations. Captains must have all required NIMS certifications required to hold the position of Captain

Lieutenants – Duties of the Lieutenants shall be to assist the Captains in truck maintenance, operation and equipment inventory and to provide supervision of the Firefighters assigned to their Company in the absence of the Captain. Lieutenants shall be trained to Firefighter 1,2 standards and shall be trained in pump operations. Lieutenants must have all required NIMS certifications required to hold the position of Lieutenant

Firefighters

Firefighters – Duties of Firefighters shall be, following orders from higher ranking officers, and but not limited to responding to emergency calls, this includes Structure fires, brush fires, automobile accidents etc. Firefighters shall be trained for the duties they perform. Interior structural Firefighters shall be trained to State of Maine Firefighter 1,2 standards, exterior Firefighters shall have SCBA training and training on use hose lines. Firefighters shall have the required NIMS training to hold the position of Firefighter.

Auxiliary

Auxiliary – The Readfield Fire Department utilizes Volunteers to assist in providing assistance to the department at emergency calls and non-emergency functions. The Auxiliary members are strictly volunteers. Auxiliary members are recognized as members of the Readfield Fire Department and as such shall follow the policies of the Readfield Fire Department.

SECTION V

ELECTIONS

All elections within this Department shall be subject to the following sub-sections of these bylaws:

- A. Election procedure for new members is as follows:
 1. The Membership Committee will present the names of qualified applicants to the Department membership at a regular business meeting.

2. A hand vote will be taken on each applicant individually, with the applicant out of the room, to determine if selected for membership. A secret ballot may be used if requested by a majority of the membership present.
3. Upon election to membership, the candidate shall serve as a probationary member for a six month period.
4. The Fire Chief is responsible for background checks and driver's license checks. The Fire Chief has the authority to accept or deny any new members application for position of firefighter.

B. Election procedure for the Chief Fire Officers of the Department is as follows:

1. To start the election procedure, a blank nomination list covering all positions to be filled by the election will be posted at the Fire Station one month in advance of the election. All qualified interested members shall place their name in the open position that they desire to fill.
2. At the next regular meeting the names for each position will be read. Members will then be given a chance to present nominations from the floor.
3. Votes will be on a written ballot by name for any contested office. In the event that the position is not contested the current Association Secretary may cast one ballot to complete the election process.
4. The first vote will select the successful candidate providing that one candidate receives a simple majority of the votes cast for the office.
5. If no candidate receives a majority of the votes cast, a second vote will then be taken involving the two candidates receiving the largest number of votes cast on the first ballot. In case of a tie between two candidates receiving the second largest number of votes cast on the first ballot, a new vote will be taken to break the tie only and a third vote will be taken to determine the successful candidate.
6. The above procedure shall be followed for each position and in the following order: (1) Chief, (2) Deputy Chief, (3) Assistant Chief.

C. The election of the Chief Fire Officers shall take place at the June Business Meeting of the Department each year or at the first meeting following a vacancy. The newly elected Chief Fire officers shall take office on July 1 following the Regular Election or immediately upon completion of a Special Election.

D. Terms of Officers shall be as follows:

1. Fire Chief – The Fire Chief shall be elected from the active membership on the basis of merit, ability and qualifications needed to hold the position. The Fire Chief is appointed by the Select Board upon recommendation of the Department, for a term of one (1) year, removable only for cause.
2. Deputy Fire Chief – The Deputy Fire Chief shall be elected from the active membership on the basis of merit, ability and qualifications needed to hold the position. The Deputy fire Chief is appointed by the Fire Chief upon recommendation of the Department for a term of one (1) year, removable only for cause.
3. Assistant Fire Chief – The Assistant Fire Chief shall be elected from the active membership on the basis of merit, ability and qualifications needed to hold the position. The Assistant Fire Chief is appointed by the Fire Chief upon recommendation of the Department for a term of one (1) year, removable only for cause.

SECTION VI

STAFF APPOINTMENTS

The Fire Chief, in consultation with the Deputy Fire Chief and Assistant Fire Chief, shall make staff appointments as set forth in these bylaws at the July Business Meeting each year, or as needed, as follows:

1. Safety and Training Officer,
2. The Captains of the Emergency Vehicles,
3. The Lieutenants of the Emergency Vehicles, and
4. Other positions at the rank of Captain or lower as necessary.

SECTION VII

COMMITTEES

The Fire Chief shall make Committee Appointments as set forth in these bylaws at the July Business Meeting each year as needed.

1. Membership* – The Membership Committee shall be appointed by the Chief Fire Officers, consisting of three (3) members.
 - A. After being accepted for probationary membership by the members of the Department, the new member will be reviewed by the Membership Committee and apprised of their progress no later than four (4) months after being accepted as a probationary member. At the end of six (6) months probation, the Committee shall report the following to the membership, before a vote for active membership is taken:
 1. The number of fires attended.
 2. The number of trainings attended.
 3. The number of regular meetings attended.The newly elected member and the Department Officers will insure that an orderly transition into the Department is made, including:
 1. Introduction to members.
 2. Issuing of Equipment.
 3. All required B.L.S required training, Readfield Fire Department S.O.G's and Readfield Fire Department policies and Town of Readfield employee forms.
 - B. All members of the Readfield Fire Department shall be responsible for promoting membership, including proper advertising, good communications with other members, keeping applications current and continually searching for good potential firefighters.
 - C. Applications shall be readily available, and reviewed by the Committee before being presented to the membership for a vote. Written acknowledgement of an application being received by the Membership Committee shall be made to the applicant as soon as possible after receipt of such application.
2. Bylaws – The Bylaws Committee shall consist of three (3) members appointed by the Chief. Their duties shall be to review the bylaws of the Department on an annual basis and to report to the membership any changes that are needed and/or recommended.
3. Uniform – The Uniform Committee shall consist of three (3) members appointed by the Chief Fire Officers. Their duties shall consist of reviewing the establishment of the

usage of dress uniforms. If found desirable, the Committee shall recommend a design of uniform, set standards for correct pin and patch location and set dress code standards for set functions. (Parades, Funerals, Dinner Meetings, Etc.)

4. Ad-Hoc – These Committees shall be appointed by the Chief Fire Officers from time to time to cover specific events or projects and shall consist of the number of members deemed necessary to carry out the work. The Ad-Hoc Committee will be dissolved upon completion of their work.

SECTION VIII

PROVISIONS

- A. All previous bylaws of the Readfield Fire Department are hereby rescinded by these bylaws.
- B. These bylaws may be amended or added to by a two-thirds vote of the Department active membership present at a regular or special meeting. This action shall be published at least thirty (30) days prior to such vote.
- C. The terms, conditions, and nomenclature throughout these bylaws are applicable to all members covered hereunder without regard to religion, marital status, race, color, ancestry, national origin, sexual orientation, physical or mental handicap, age or sex.
- D. Except as otherwise specifically provided in these bylaws, all questions of order or procedure with respect to any meeting or action of this Department, its Officers, or any Committee appointed hereunder shall be determined in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.

These bylaws are adopted by vote of the general membership at a Regular Business Meeting of the Readfield Fire Department on this 2nd Day of November 2021. These Bylaws are hereby ratified by the Town of Readfield, Select Board, on the 15th Day of November, 2021.

OTHER BUSINESS

FYI



TOWN OF READFIELD

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-4939 • Fax (207) 685-3420

Website: www.readfieldmaine.org

Town of Readfield Planning Board

FINDINGS OF FACT AND DECISION

Safe Space Meeting House
Application for Community Center / Club
26 Mill Stream Road, Map 120, Lot 13

I. History of Application

The above referenced application for a Community Center or Club was filed by Safe Space Meeting House (“SSMH”) on August 25, 2020. The applicant engaged with the Town’s Code Enforcement Officer (“CEO”) through September and October of 2020 regarding information and materials needed to complete the application prior to its placement on the Planning Board’s agenda. On October 21, 2020, SSMH appealed the CEO’s completeness determination to the Board of Appeals. The Board of Appeals informed SSMH that it lacked jurisdiction to review the matter and did not hear the appeal.

On March 20, 2021, SSMH resubmitted its application through agent/attorney Mitchell & Davis. SSMH engaged in further discussion with the CEO regarding completeness of the application and provided supplemental materials upon request. SSMH submitted the application fee on May 3, 2021. The Planning Board considered the application at a meeting on May 25, 2021 and again at a regular meeting on June 2, 2021 at which time the application was found to have met the basic submission requirements of the Readfield Land Use Ordinance. Supplemental information was submitted by SSMH in July and the Planning Board initially reviewed that information at its July 27, 2021 meeting. A site visit was held on August 24, 2021 and a public hearing was held on August 25, 2021. A final hearing was held to complete deliberations on September 28, 2021. Chair Paula Clark, Vice Chair Jack Comart, and Members Donald Witherill, William Godfrey, Jan Gould and Henry Clauson were in attendance. Member Bill Buck was also in attendance but, due to technical troubles, was unable to participate in deliberations. These Findings of Fact were made at a meeting held on November 3, 2021. All meetings were held via Zoom or hybrid Zoom/in person in accordance with PL ch. 617 (129th Legislature), effective prior to August 1, 2021, and in accordance with the Town’s remote meeting policy and 1 M.R.S. § 403-A thereafter.

II. Summary of Project

The property at 26 Mill Stream Road is located in the Rural Residential District and partially within the Resource Protection District. It was last lawfully used as a single-family residence.

This property has a significant history that is relevant to the uses proposed by the current tenants. In 2015, the property owner, Robert Bittar, received a permit for expansion of the nonconforming single-family structure. In 2016, Mr. Bittar applied to the Planning Board for a change of use to an event and community center, which permit was denied. Mr. Bittar subsequently entered into a consent agreement with the Town in 2017, which required that the property be used only as a single-family dwelling with any change of use to be reviewed and approved by the Readfield Planning Board. Mr. Bittar applied for a change of use to a Community Center/Club/Association in 2018, which was denied, finding that the proposed use was not consistent with the definition of “community center, club.” Mr. Bittar then sought a zoning change to allow his proposed use, which was found by the Planning Board to not be consistent with the Town’s Comprehensive Plan. Due to Mr. Bittar’s repeated holding and advertising of concerts, the Town revoked his occupancy permit. The Kennebec County Superior Court upheld both the Code Enforcement Officer’s revocation of Mr. Bittar’s occupancy permit and the Planning Board’s decision that the proposed rezoning violated the Comprehensive Plan by an order entered February 28, 2020.

The present application was submitted by SSMH, which holds a lease for the property from owner Robert Bittar. SSMH is a registered Maine nonprofit corporation. The initial SSMH application describes the intended use as “a historic venue for cultural events and meeting place for residents, their relatives and friends. The member’s only access will provide the necessary ‘safe quality of association’. It will help create a community among those people who share common interests. The historic venue will be an ideal setting for cultural events.” In addition to these events, the application describes use of the space for “member meetings and activities.” SSMH’s Addendum to its application dated April 28, 2021 characterizes its proposed use as a “community center that will provide nonprofit, non-commercial activities and recreational opportunities for Readfield’s diverse population of LGBTQ residents and other residents of diverse genders, religious affiliations, nationalities and ethnic groups, to be physically active, interact with, and support other LGBTQ residents.”

During the hearings, members of the Planning Board inquired about the expected maximum occupancy for the planned uses and the applicant did not provide any specific number. The applicant proposed in application materials that parking would primarily be achieved through off-site parking located between Rte. 17 and Mill Stream Road which the applicant says would serve 35 vehicles, with additional parking to be provided on site. Materials filed just prior to the September 28 meeting depict 54 spaces in an off-site lot and 19 spaces in the on-site lot, for a total of 73 proposed parking spaces.

III. Jurisdiction

The Planning Board concludes that it has jurisdiction to hear this request for change of use to a Community Center/Club by virtue of Article 6, Section 3(A) of the Land Use Ordinance (“LUO”), which requires site review of all land use activities that require Planning Board review. Article 7, Section 5 requires Planning Board review for a Community Center / Club in the Rural Residential District. This application also seeks a change of use of a nonconforming structure from single-family residence to Community Center / Club, which the Planning Board has jurisdiction to review pursuant to Article 3, Section 4.

IV. Standing

The Planning Board concludes that the applicant, SSMH, has standing to apply for the requested permits pursuant to its lease with owner Robert Bittar.

V. Findings and Conclusions

At its meeting held on September 28, 2021, the Planning Board discussed each of the relevant approval standards and came to preliminary conclusions regarding whether each had been met. This discussion is summarized and formalized in the following Findings and Conclusions, which were officially approved by vote of the Planning Board on November 3, 2021.

A. Requested Use

1. SSMH requests approval as a Community Center/Club. That use is defined as: “A building that houses any voluntary association of persons organized for social, religious, benevolent, literary, scientific, or political purposes; whose facilities, especially a clubhouse, are open to members and guests only, and not the general public; and are not engaged in activities customarily carried on by a business for pecuniary gain.”
2. The uses of “Civic, Convention Center” and “Indoor Theater” are prohibited in the Rural Residential District.
3. The uses of “Community Center/Club,” “Civic, Convention Center” and “Indoor Theater” are prohibited in the Resource Protection District. SSMH leases the entire structure, including the portion which falls within the Resource Protection¹, and has not suggested that its activities could or would be constrained to areas of the building or property that fall outside of the Resource Protection District. The on-site parking proposed by SSMH is located within the Resource Protection District, as are portions of the property on which SSMH indicated it would be holding outdoor events.
4. SSMH intends to offer concerts, dances and similar events to an unspecified number of people. It was unable to articulate during the hearings any way in which it would constrain these events to members and bona fide guests in a way that was commensurate with the scale of the targeted membership for Readfield’s LGBTQ residents. Public comments from the property owner indicate that the intent is to serve and entertain all Readfield residents.
5. The Planning Board cannot ignore the fact that the owner of the property has throughout the application process been sending town-wide mailers promoting approval of the present application so that weddings, music festivals and concerts, dances and food events could be held at the property. Given the long history of attempts to use this property as an event center and concert hall, these statements seem indicative of the true intended use of the property, and appear to elaborate upon the types of “cultural events” alluded to in the application. Such events more closely fall under the terms “Civic Center” or “Indoor Theater,” which are not permitted in the Rural Residential Zone. It is noted that Article 7, Section 5 provides that uses similar to prohibited uses are prohibited.
6. While there may be intended use of the property that is more in keeping with the definition of “Community Center/Club,” the Board finds it impossible given the applicant’s lack of clarity as to the day-to-day functioning of the club to distinguish which types of planned activities would appropriately fall under this definition and which would not. As such, it is impossible to grant partial or conditional approval for the application in a way that would give adequate clarity to the applicant and the Town.

¹ Ref. “26 Mill Stream Zoning Map,” included in record.

Conclusion: The Planning Board therefore finds and concludes that the application seeks approval for uses that are not permitted in the Resource Protection District, and that its proposed uses within the Rural Residential District do not fall within the definition of a permitted “Community Center/Club.” The application must therefore be denied on these grounds.

B. Change of Use of Nonconforming Structure (LUO Article 3, Section 4)

1. Article 3, Section 4(D) allows a change of use of a non-conforming structure to another use only if the Planning Board “determines that the new use shall not have a greater adverse impact on the water body, tributary stream or wetland, or on the subject or adjacent properties and resources than the existing use.”
2. The subject structure is legally nonconforming due to its failure to meet the required setback from Mill Stream and its associated wetland, and from Mill Stream Road. These facts were conceded to by the property owner, Robert Bittar, in 2015 when he requested and received approval for expansion of the nonconforming single-family structure.
3. The application proposes substantial vehicle and foot traffic to the property, with parking to occur within the required setback from Mill Stream and the associated wetland, and within the setback from Mill Stream Road. The proposed use of this area for parking would, with reasonable certainty, have a greater adverse impact on Mill Stream than the existing use through soil compaction, additional runoff and potential pollution from vehicle fluids. It would also increase the intensity of use within the setback from Mill Stream Road. Even with noise mitigation in place, the noise caused by the proposed events, and noise and nuisance caused by vehicles and traffic going to those events, will cause greater impacts to the abutting residential properties than the existing use. Direct abutters as well as other property owners in the vicinity, credibly testified that noise from prior events was disruptive and expressed reasonable concern about traffic, trash and other nuisances.

Conclusion: For the foregoing reasons, the application fails to meet the approval standards under Article 3, Section 4(D).

C. Site Plan Review Criteria (Art. 6, Sec. 3(C))

As to the site plan approval criteria in Article 6, Section 3(C)), the Planning Board finds and concludes as follows:

1. Aesthetic, Cultural and Natural Values. Although there was some discussion in the hearings regarding how this proposal might impact plans to designate Factory Square as a historic location, this designation has not been made. The Board concludes that this criterion is met.
2. Conformity with Local Ordinances and Plans. As found above, the proposal requests uses that are not permitted in the Rural Residential District or Resource Protection District. It also does not comply with Article 3, Section 4(D). The Board concludes that this criterion is not met.
3. Erosion. No issues were raised regarding the potential for soil erosion or a reduction in the land’s capacity to hold water so that a dangerous or unhealthy condition results. The proposal does not call for significant earth moving. The Board concludes that this criterion is met.

4. Financial Burden on Town. The Fire Chief recommended that a sidewalk be installed at least 10 feet from the traveled edge of the road in order to provide safe pedestrian access from the off-site parking to the building. Whereas the owner and tenant do not have rights to the property on which this work would be required, the financial burden of installing the sidewalk would fall on the Town. The proposal would also cause excessive wear and tear on Mill Stream Road, a gravel/dirt road, for which the maintenance responsibility and therefore financial burden would fall on the Town. The Board concludes that this criterion is not met.

5. Financial and Technical Capacity. Because of the nuance in what uses might be permitted as a Community Center/Club and what uses would not be permitted in this District, it would take a high level of planning, oversight and control to ensure that no violations of the Ordinance occur. The applicant has not demonstrated the existence of a management structure, particularly for events, that would help ensure that they are kept strictly to members and bona fide guests. Further, the applicant has not provided the estimated cost of this project nor evidence of financial resources to ensure its ability to build out the required parking areas. The applicant submitted proof of \$3,000 in its checking account which does not meet the reasonable expectation of what that work may cost. The Board concludes that this criterion is not met.

6. Flood Areas. The property is not in a designated flood zone. The Board concludes that this criterion is not applicable.

7. Wetlands. The Board notes that portions of the property in which parking and a portion of the structure are located are within the setback from Mill Stream and the associated wetland. The activities, particularly in the parking area, are reasonably likely to cause additional soil compaction and associated runoff and potential for pollution of Mill Stream and the wetland. The Board concludes that this criterion is not met.

8. Groundwater. There is no reason to believe that this proposed use will cause adverse effects on the quality or quantity of groundwater. The Board concludes that this criterion is met.

9. Municipal Solid Waste Disposal. No evidence was provided that the proposed use would generate an unusual quantity or quality of waste. The municipal transfer station will be used. The Board concludes that this criterion is met.

10. Water Supply. The proposed use is adequately served by an existing private well. The Board concludes that this criterion is not applicable.

11. Adjacent Land Uses. Although the applicant states that it has installed soundproofing, the types of concerts, dances and other events proposed by the applicants would undoubtedly cause noise to travel to the closely abutting residence on Mill Stream Road as well as to other adjacent properties. Testimony from these owners demonstrated that prior events had caused nuisance noise. There will also be noise and annoyance caused by substantial foot and vehicle traffic going by the closest abutting residence, none of which was previously a concern for this abutter due to its location on a quiet road with only two residences. The Board notes the stated purposes of the Rural Residential District as being "more restrictive in terms of allowable uses, and primarily seeks to accommodate low density residential use, agriculture and forestry operations which are compatible with the preservation of Readfield's rural character and which are protective of sensitive natural resources and scenic/visual quality." (Art. 7, Sec. 4(A)(4)). The applicant proposed no constraints on the type or frequency of events, or on the number of attendees, that would assure the Planning Board that those events would be of a scope or scale in keeping with the District and the neighborhood. The proposed use and its off-site parking would surround the closest abutting residence with higher

impact uses and have an adverse impact on other adjacent properties. The Board concludes that this criterion is not met.

12. Pollution. No evidence was presented as to the application's inability to meet the standards of this section. The proposed use does not involve activities that would reasonably be expected to cause pollution. The Board concludes that this criterion is met.

13. Waterbodies. As found related to standard #7, portions of the property in which parking and a portion of the structure are located are within the setback from Mill Stream and the associated wetland. The activities particularly in the parking area are reasonably likely to cause additional soil compaction and associated runoff and potential for pollution of Mill Stream and the wetland. The Board concludes that this criterion is not met.

14. Wastewater Disposal. The applicant submitted that it would be installing a new subsurface wastewater disposal system which would be in conformance with the standards for "dance barns." The system was designed for a maximum capacity of 351 people, which the applicant states it would never have on the property at one time. The Board concludes that this criterion is met.

15. Stormwater. The applicant provided no specific construction plans for the off-site parking and no plan for stormwater management. The Board concludes that this criterion is not met.

16. Sufficient Water. Based upon a statement from the well driller, the existing well provides ample water for the proposed use. The Board concludes that this criterion is met.

17. Traffic. While the specific number of vehicle trips is impossible to calculate given the lack of specificity as to the scope and scale of the planned uses, it is not unreasonable to expect dozens of vehicle trips during events. The Fire Chief indicated that without an installed sidewalk, access for pedestrians would be unsafe. Further, the number of vehicles on Mill Stream Road would be unreasonable given the residential location and the fact that the dirt/gravel construction is not suited for heavy use. The Road Commissioner also indicated that having a large volume of vehicles entering a five-way intersection from Mill Stream Road was hazardous. The Board concludes that this criterion is not met.

18. Legal Access. The property is served by a town road, which provides legal access to the property. The Board concludes that this criterion is met.

19. Impact on Adjoining Municipality. The property is solely within Readfield. The Board concludes that this criterion is met/not applicable.

20. Life and Fire Safety. The Fire Chief commented on the proposed application and stated that Mill Stream Road is really a carriageway that is insufficient for emergency vehicles. He commented (as stated above in #17) that safe pedestrian passage would require installation of a sidewalk at least 10 feet off the edge of the traveled way, to allow for safe passage of emergency vehicles. Because the applicant does not have the required legal interest in the land where such a sidewalk would be installed, the Board concludes that the Fire Chief's recommendations cannot be met and that this criterion is therefore not met.

21. Violations. While the property has been the subject of a Stop Work Order and rescinded occupancy permit, the violations that led to these actions are not presently occurring. The Board concludes that this criterion is met.

22. Compliance with Timber Harvesting Standards. The Board concludes that this criterion is met/not applicable.

23. Road Construction. The proposal does not include road construction. As such the Board concludes that this criterion is not applicable.

D. Article 8 Applicable Criteria

Section 15. The applicant presented no lighting plan to demonstrate that there would be adequate exterior lighting to provide for its safe use during nighttime hours. There was no discussion of whether or how the off-site parking would be lighted for safety. The Board concludes that this criterion is not met.

Section 16(B)(1). While there was no information submitted during the hearing, the applicant clarified during the findings process that solid waste would be stored in an enclosure to be built. The Board concludes that this criterion is met.

Section 17. Section 17(B)(1) requires parking areas to meet setback requirements to the greatest practical extent. Despite several requests from the Planning Board for additional information, the parking plan is not sufficiently clear to allow the Board to determine if the parking area(s) comply with Town standards. Section 17(B)(2) requires parking areas to be adequately sized for the proposed use. Without knowing the anticipated maximum size of events, the Board cannot determine whether the proposed parking is adequately sized for the proposed use. The parking plan also does not legibly depict where individual spaces or aisles would be located. The Board concludes that this criterion is not met.

Section 18. This section pertains to new development (physical changes to the land). The proposal does not involve new construction of driveways. As such, the Board concludes that Section 18(C) is met/not applicable.

Section 19. Resource Protection Standards. The applicant proposes a new/expanded parking area at the structure which appears to stretch into the Resource Protection District and within 75 feet of the normal high-water mark of Mill Stream and the associated wetland. That parking area therefore cannot be constructed without obtaining a State Natural Resources Protection Act ("NRPA") permit. The submitted parking plan does not demonstrate conformance with the cutting and clearing requirements of Section 19. The Board concludes that Section 19 is not met.

DECISION

Based on the above findings of fact and conclusions of law, the Planning Board finds that the relevant approval standards have not each been satisfied, and hereby DENIES the application by motion and vote of 7 to 0.

NOTICE OF APPEAL RIGHTS

This denial may be appealed pursuant to Section 7(A) of the Town of Readfield Board of Appeals Ordinance by filing a written notice meeting the criteria of Section 11 of said Ordinance within 45 days of the date of this written decision. The applicant or other interested party seeking to file an appeal is strongly advised to consult the Board of Appeals Ordinance for further guidance in making an appeal.

Duly authorized by vote of the Planning Board taken on November 3, 2021, at which the Chair was directed to sign and transmit the above as the official Findings and Conclusions of the Planning Board on this matter.

Dated: November 3, 2021

Paula M. Clark, Chair



Maine Municipal
Association

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September 13, 2021

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

Dear Eric:

On behalf of the Executive Committee of the Maine Municipal Association, I am pleased to present the Town of Readfield with the enclosed \$2,000 award for hiring a municipal intern through the Margaret Chase Smith Policy Center's (MCSPC) Maine Government Summer Internship Program. It is our understanding that your intern, Megan Lemieux, successfully completed the summer work assignments and MCSPC program requirements.

You will recall that MMA, through its HoMEtown Careers municipal workforce support and development initiative, randomly selected three municipalities that made the commitment to hire a summer intern through the MCSPC program for an award. One of MMA's HoMEtown Careers goals is to promote local government jobs and career opportunities, particularly to young people. MMA believes supporting municipal internships is an important way to develop interest in working in Maine's cities and towns and our future municipal workforce.

We commend the Town of Readfield for hiring a summer intern and hope the experience for both was a positive one. MMA is pleased to support the Town of Readfield's efforts to promote municipal government and municipal jobs through this award.

Best regards,

Catherine M. Conlow
Executive Director

Cc: Mr. Dennis Price, Chair Selectboard