

Readfield Select Board
December 13, 2021, Meeting Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:20 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

22-070 - Minutes: Select Board meeting minutes of November 15 and December 6, 2021.

22-071 - Warrants: #21-24

Communications - 25 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

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

Boards, Committees, Commissions & Departments - 5 min.

- Conservation Commission minutes of October 12, 2021
- Comprehensive Plan Committee minutes of October 20, 2021
- Broadband Internet Committee minutes of September 1, 2021

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

Appointments, Reappointments, & Resignations - 5 min

22-072 - Consider the appointment of Eric Dyer as Freedom of Access Act (FOAA) Officer

22-073 - Consider the resignation of Sandra Rourke from the Cemetery Committee

22-074 - Consider the resignation of Lindsey Morin from the Recreation Board

Old Business - 15 min.

21-068 - Consider next steps for investigating broadband internet - 5 min.

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

22-067 - Final reading of the revised Freedom of Access Policy - 5 min.

New Business - 55 min.

22-075 - Review the Emergency Operations Plan and Consider a schedule for revision and holding a tabletop exercise - 15 min.

22-076 - Hear an update on the Winthrop Ambulance Service from EMS Director Dovinsky - 15 min.

22-077 - Consider the Use of ARPA funds to provide \$2/hr premium pay for volunteer Firefighters retroactive to June 1, 2021 and forward through June 30, 2022 - 5 min.

22-078 - Consider approval and acceptance of a \$4,965 Library grant through the Association for Rural and Small Libraries - 5 min.

21-079 - Consider approval and acceptance of a \$1,000 Recreation grant through a Charles Schwab donor advised fund in recognition of Cash McClure - Maine Gatorade Boys Basketball Player of the Year- 5 min.

21-080 - Hear an update from the Recreation Board on the proposed ballfield project at the Fairgrounds and consider the use of Contingency funds for additional planning and design work - 10 min.

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

Adjournment

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, November 15, 2021 – Unapproved

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

Others Attending: William Starrett (Channel 7), Eric Dyer (Town Manager), Kristin Parks (Board Secretary), Alfred Parks Sr. Lee Mank, Joel Parker, Travor Robinson, Travis Magnusson, Pam Osborn, Karen Magnusson, Grace Keene, Bruce Hunter, Tom Labrie, Multiple other ZOOM Participants

Regular Meeting:

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

- **22-054 - Minutes: Select Board Meeting minutes of November 1, 2021**
 - **Motion** made by Kathryn to approve the Select Board meeting minutes of November 1, 2021 as presented, **second** by Sean. **Vote** 5-0 in favor.
- **22-055 – Warrants: #19-20 (FY22)**
 - Kathryn reviewed Warrants #19-20
 - **Motion** made by Kathryn to approve warrants #19-20 in the amount of \$419,493.84, **second** by Ralph. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Kathryn: Town Election was on November 2, all articles passed and can move forward with Broadband.
- **Town Staff Reports**
 - **Treasurers Report:** Review of October 2021 Treasurers Report & Kennebec Wealth Management Report
 - **Town Managers Report:** Review of Town Manager Report dated 11-15-2021
- **Board, Committees, Commissions & Departments**
 - Conservation Commission minutes of June 8, August 10 & September 14, 2021
 - Library Board minutes of October 16, 2021
 - Board of Assessors minutes of October 18, 2021
- **Public Communications - Members of the public may address the Select Board on any topic**
 - Travis Magnusson; Maranacook High School Soccer Coach shared that they won the 2021 State Championship this year and wanted to thank everyone for their support.

Appointments, Reappointments & Resignations:

- **22-056 – Consider the resignation of Lisa Garside from the Conservation Commission**
 - **Motion** made by Kathryn to accept the resignation of Lisa Garside from the Conservation Commission immediately, **second** by Sean. **Vote** 5-0 in favor.

Readfield Select Board
Regular Meeting Minutes – Monday, November 15, 2021 – *Unapproved*

- **22-057 – Consider the resignation of Sherene Gilman as Town Clerk**
 - **Motion** made by Kathryn to accept the resignation of Sherene Gilman as Town Clerk effective November 19, 2021, **second** by Carol. **Vote** 5-0 in favor.

- **22-058 – Consider the appointment of Kristin Parks as Town Clerk**
 - **Motion** made by Kathryn to appoint Kristin Parks as Town Clerk and Registrar effective November 20, 2021, **second** by Carol. **Vote** 5-0 in favor.

- **22-059 – Consider the appointment of Eric Johnson as Animal Control Officer**
 - **Motion** made by Carol to appointment Eric Johnson as Animal Control Officer effective November 15, 2021 to June 30, 2022, **second** by Kathryn. **Vote** 5-0 in favor.

- **22-060 – Consider the appointment of Alfred Parks Sr. to the Solid Waste & Recycling Committee**
 - Alfred was present for his appointment and gave a brief introduction.
 - **Motion** made by Kathryn to appoint Alfred Parks Sr. to the Solid Waste & Recycling Committee with a term beginning tonight & ending June 30, 2024, **second** by Carol. **Vote** 5-0 in favor.

- **22-061 – Consider the appointment of Tom Labrie to the Recreation Board**
 - Tom was present via ZOOM for his appointment and gave a brief introduction.
 - **Motion** made by Sean to appoint Tom Labrie to the Recreation Board with a term beginning tonight and ending June 30, 2024, **second** by Dennis. **Vote** 5-0 in favor.

Old Business:

- **22-051 – Second full reading of revised Board, Committee and Commission Guide**
 - Review of information in packet with Select Board input and feedback. Changes from previous update discussed and did receive MMA Legal consult. Review of clarification on committee qualifications. Requested to have date added once approved for future reference.

- **22-062 – Readfield Fairgrounds Workshop review and Ballfield update**
 - Update by Eric on the workshop that was held on November 1, 2021.

New Business:

- **22-063 – Consider accepting a \$10,000 donation to the Readfield Fire Department**
 - **Motion** made by Kathryn to accept the \$10,000.00 check from ADT that was presented to the Readfield Fire Department for building project expenses, **second** by Sean. **Vote** 5-0 in favor.

- **22-064 - Consider revised bylaws for the Readfield Fire Department**
 - Review by Fire Chief, Lee Mank of the updated Bylaws of the Readfield Fire Department.
 - Discussion amongst Select Board and Fire Chief on the revised bylaws.
 - Travor Robinson and Joel Parker, Readfield Fire Fighters voiced their concerns on the COVID-19 vaccination requirements.
 - **Motion** made by Kathryn to accept the revised Bylaws for the Readfield Fire Department as presented that were approved November 2021, **second** by Sean. **Vote** 4-1, Carol opposed.

Readfield Select Board
Regular Meeting Minutes – Monday, November 15, 2021 – *Unapproved*

- **22-065 – Consider a schedule for Emergency Operations Plan revision and tabletop exercise**
 - **Motion** made by Kathryn to postpone agenda item 22-065 to next meeting, **second** by Sean. **Vote** 5-0 in favor.
- **22-066 – Develop Select Board Goals for the Fiscal Year 2022 – 2023 Budget**
 - Discussion amongst Select Board on goals for the FY 2022-2023
- **22-067 – Consider a revised Freedom of Access Policy**
 - Review and discussion by Select Board of the revised Freedom of Access Policy.

Motion made by Kathryn to adjourn the meeting at 8:30 pm, **second** by Sean. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

DRAFT

Readfield Select Board
Regular Meeting Minutes – Monday, December 6, 2021 – *Unapproved*

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

Excused: Kathryn Woodsum, Kristin Parks

Others Attending: William Starrett (Channel 7), Eric Dyer (Town Manager), Emily Belivea, June Cotnoir, John Cotnoir

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

New Business:

- **22-068 – Consider a Catered Event Liquor License Application for Barn & Table DBA The Bar Association LLC, to provide service at Kents Hill School**
 - This is for the Kents Hill School Annaul Holiday Party from 6 to 8 pm on Thursday, December 9, 2021. No students in attendance, this is for parents, alumni, faculty and staff. At this time they have 82 RSVP's.
 - **Motion** made by Carol to accept the liquor license for Kents Hill School/Bar and Table, **second** by Ralph. **Discussion:** No public hearing required. **Vote** 4-0 in favor.

- **22-069 – Consider a new On-Premise Liquor License application for the North Shore Restaurant Corp., DBA the Weathervane Restaurant**
 - June and John Cotnoir are purchasing the Weathervane Restaurant from Jeff & Gloria Mrazik and switching the liquor license into their name.
 - **Motion** made by Ralph to approve the Northshore Restaurant Corp/Weathervane Restaurant liquor license under new ownership, **second** by Sean. **Vote** 4-0 in favor.

Motion made by Sean to adjourn the meeting at 6:40 pm, **second** by Carol. **Vote** 4-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Nov 22, 2021 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
21	228	\$ 67,226.98	Warrant	K. Woodsum	Three	11/22/2021
A	228	\$ 4,769.01	State Fees	K. Woodsum	One	11/15/2021
B	228	\$ 2,898.50	State Fees	K. Woodsum	One	11/18/2021
22	244	\$ 21,094.13	Payroll	K. Woodsum	One	11/22/2021

SUM \$ 88,321.11

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

Treasurer's Warrant

Warrant # 21 & 22

\$88,321.11

Dates: 11/24/2021

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 \$21,094.13	Check #'s 70631-70643 170631-170650
VARIOUS VENDORS	Accounts Payable	\$67,226.98	70599-70630
	Total	\$88,321.11	

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	70599	4,380.51	11/12/21	21	0086 SECRETARY OF STATE (MOTOR VEH)
P	70600	161.00	11/12/21	21	0100 TREAS., STATE OF MAINE (DOGS)
P	70601	30.00	11/12/21	21	0509 TREAS., STATE OF MAINE (DEP)
P	70602	197.50	11/12/21	21	0103 TREAS.,STATE OF MAINE (PLUMB)
P	70603	2,898.50	11/18/21	21	0086 SECRETARY OF STATE (MOTOR VEH)
R	70604	99.59	11/24/21	21	0024 Baker & Taylor, Inc
R	70605	45.00	11/24/21	21	0782 By The Board Lumber Company
R	70606	800.00	11/24/21	21	0002 Casco Bay Advisors, LLC
R	70607	7,979.00	11/24/21	21	0034 Cobbossee Watershed District
R	70608	168.17	11/24/21	21	0072 Consolidated Communications
R	70609	33,958.00	11/24/21	21	0453 Cushing Construction, LLC
R	70610	1,500.00	11/24/21	21	0591 David Ledew
R	70611	136.99	11/24/21	21	0810 Eric Dyer
R	70612	438.60	11/24/21	21	0833 Fielding's Oil & Propane Co., Inc
R	70613	85.00	11/24/21	21	0043 Fire Tech and Safety
R	70614	24.00	11/24/21	21	0791 Group Dynamic Inc
R	70615	25.00	11/24/21	21	0162 Lauren Hewett
R	70616	35.00	11/24/21	21	0066 Maine Municipal Association
R	70617	7,009.43	11/24/21	21	0065 MAINE MUNICIPAL EMP. HEALTH
R	70618	472.50	11/24/21	21	0218 MAINE RESOURCE RECOVERY ASSOC
R	70619	140.00	11/24/21	21	0303 MAINE TOWN & CITY CLERKS ASS'N
R	70620	350.31	11/24/21	21	0823 OTELCO
R	70621	13.34	11/24/21	21	0858 PETTY CASH
R	70622	77.37	11/24/21	21	0640 Pitney Bowes, Inc
R	70623	3,548.00	11/24/21	21	0067 Poly-Wood, LLC
R	70624	1,940.00	11/24/21	21	0841 PretiFlaherty
R	70625	93.00	11/24/21	21	0192 SEACOAST SECURITY & TELE.,INC
R	70626	13.17	11/24/21	21	0696 Spectrum
R	70627	130.21	11/24/21	21	0462 STAPLES CREDIT PLAN
R	70628	50.00	11/24/21	21	0100 TREAS., STATE OF MAINE (DOGS)
R	70629	297.36	11/24/21	21	0200 VER-TRAN INC
R	70630	130.43	11/24/21	21	0094 WHITE SIGN

Total 67,226.98

Count

Checks	32
Voids	0

Warrant Recap

Warrant 21

Vendor-----	Amount	Account-----
00024 Baker & Taylor, Inc	99.59	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00782 By The Board Lumber Company	45.00	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00002 Casco Bay Advisors, LLC	800.00	COMM SERVICE / Broadband - CONTRACT SVC / Planning
00034 Cobbossee Watershed District	7,979.00	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00072 Consolidated Communications	52.92	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	54.61	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	60.64	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00453 Cushing Construction, LLC	32,000.50	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00453 Cushing Construction, LLC	1,957.50	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00591 David Ledew	1,500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00810 Eric Dyer	136.99	COMM SERVICE / Library - EQUIP O,R &M / OFFICE EQUIP
00833 Fielding's Oil & Propane Co., Inc	438.60	GENERAL ASST / GENERAL ASST - UTILITIES / HEATING
00043 Fire Tech and Safety	85.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00162 Lauren Hewett	25.00	GENERAL FUND / Gile Hall
00066 Maine Municipal Association	35.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00065 MAINE MUNICIPAL EMP. HEALTH	2,339.09	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	4,387.38	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	130.99	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	132.89	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00218 MAINE RESOURCE RECOVERY ASSOC	472.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00303 MAINE TOWN & CITY CLERKS ASS'N	140.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00823 OTELCO	21.17	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	329.14	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00858 PETTY CASH	1.49	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00858 PETTY CASH	11.85	GENERAL GOVT / Admin - ADMIN / POSTAGE
00640 Pitney Bowes, Inc	77.37	GENERAL GOVT / Office Equip - ADMIN / POSTAGE
00067 Poly-Wood, LLC	3,548.00	COMM SERVICE / Age Friendly - COMMUNITY SV / Age Friendly
00841 PretiFlaherty	1,940.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00192 SEACOAST SECURITY & TELE.,INC	93.00	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00086 SECRETARY OF STATE (MOTOR VEH)	4,380.51	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,898.50	GENERAL FUND / Motor Veh Fe
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	76.99	COMM SERVICE / Library - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	38.03	COMM SERVICE / Library - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	15.19	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00509 TREAS., STATE OF MAINE (DEP)	30.00	GENERAL FUND / Plmg-DEP SUR
00100 TREAS., STATE OF MAINE (DOGS)	161.00	GENERAL FUND / Dog Fees Sta
00100 TREAS., STATE OF MAINE (DOGS)	50.00	COMM SERVICE / Animal Cntrl - ADMIN / TRAIN & CONF
00103 TREAS.,STATE OF MAINE (PLUMB)	197.50	GENERAL FUND / PLUMB-STATE
00200 VER-TRAN INC	297.36	Maintenance / Bldg Maint - BUILDING O&M / ELEVATOR
00094 WHITE SIGN	130.43	SOLID WASTE / TRANSFER STA - PUBLIC WAYS / SIGNS/SUPPLY

Warrant Recap

Warrant 21

Vendor-----

Amount Account-----

Prepaid Total--	7,667.51
Current Total--	59,559.47
Warrant Total--	67,226.98

Dec 6, 2021 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
23	255	\$ 365,245.65	Warrant	K. Woodsum	Three	12/6/2021
A	255	\$ 3,387.50	State Fees	K. Woodsum	One	11/29/2021
B	255	\$ 2,116.56	State Fees	K. Woodsum	One	12/2/2021
24	266	\$ 17,761.71	Payroll	K. Woodsum	One	12/6/2021

SUM \$ 383,007.36

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

Treasurer's Warrant

Warrant # 23 & 24

\$383,007.36

Dates: 12/09/2021

To the Treasurer of Readfield:

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

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$17,761.71	70674-70684 170674-170685
VARIOUS VENDORS	Accounts Payable	\$365,245.65	70599-70630
	Total	\$383,007.36	

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	39.47	12/09/21	23	0031 Central Maine Power Co
P	999	60.87	12/09/21	23	0031 Central Maine Power Co
P	999	30.80	12/09/21	23	0031 Central Maine Power Co
P	999	16.86	12/09/21	23	0031 Central Maine Power Co
P	999	231.65	12/09/21	23	0031 Central Maine Power Co
P	70644	3,387.50	11/29/21	23	0086 SECRETARY OF STATE (MOTOR VEH)
P	70645	1,334.56	12/02/21	23	0086 SECRETARY OF STATE (MOTOR VEH)
P	70646	67.00	12/02/21	23	0100 TREAS., STATE OF MAINE (DOGS)
P	70647	715.00	12/02/21	23	0098 TREAS., STATE OF MAINE (IFW)
R	70648	50.00	12/09/21	23	0643 A.A.A. PORTABLE TOILETS
R	70649	2,257.50	12/09/21	23	0599 Archie's Inc.
R	70650	24.98	12/09/21	23	0022 Audette's Hardware
R	70651	153.56	12/09/21	23	0024 Baker & Taylor, Inc
R	70652	500.00	12/09/21	23	0384 BDS Waste Disposal, Inc
R	70653	310.83	12/09/21	23	0567 Berry Oil Company
R	70654	1,437.50	12/09/21	23	0002 Casco Bay Advisors, LLC
R	70655	33,632.50	12/09/21	23	0453 Cushing Construction, LLC
R	70656	29.98	12/09/21	23	0810 Eric Dyer
R	70657	82.93	12/09/21	23	0464 Fayette General Store
R	70658	72.11	12/09/21	23	0629 Irving Oil Marketing, Inc
R	70659	116.00	12/09/21	23	0064 Joseph L Potter
R	70660	230.78	12/09/21	23	0223 Longfellow's Greenhouses
R	70661	6.00	12/09/21	23	0657 Maine Information Network
R	70662	11,088.50	12/09/21	23	0066 Maine Municipal Association
R	70663	22.81	12/09/21	23	0229 Melissa A Small
R	70664	46.30	12/09/21	23	0940 Ralph Eno
R	70665	288,602.91	12/09/21	23	0069 Regional School Unit#38
R	70666	68.42	12/09/21	23	0406 SAM'S CLUB
R	70667	20.00	12/09/21	23	0561 Shredding on Site
R	70668	11.50	12/09/21	23	0021 Sonya Clark
R	70669	444.27	12/09/21	23	0313 Toshiba Financial Services
R	70670	775.00	12/09/21	23	0032 Troiano Waste Service, Inc
R	70671	35.98	12/09/21	23	0765 W.B. Mason Co., Inc
R	70672	286.58	12/09/21	23	0094 WHITE SIGN
R	70673	19,055.00	12/09/21	23	0097 Winthrop, Town of
Total		365,245.65			

Count

Checks	35
Voids	0

Warrant Recap

Warrant 23

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	50.00	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00599 Archie's Inc.	2,257.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00022 Audette's Hardware	24.98	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00024 Baker & Taylor, Inc	40.78	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	25.18	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	67.21	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00384 BDS Waste Disposal, Inc	500.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / Tires
00567 Berry Oil Company	310.83	GENERAL GOVT / Heating Ast - UTILITIES / HEATING
00002 Casco Bay Advisors, LLC	1,437.50	COMM SERVICE / Broadband - CONTRACT SVC / Planning
00031 Central Maine Power Co	39.47	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	60.87	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	30.80	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	16.86	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	231.65	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00453 Cushing Construction, LLC	32,000.50	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00453 Cushing Construction, LLC	1,632.00	REC,PARKS/AT / Trails - PUBLIC WAYS / Gravel/Sand
00810 Eric Dyer	29.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00464 Fayette General Store	64.03	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00464 Fayette General Store	18.90	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	72.11	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00064 Joseph L Potter	116.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00223 Longfellow's Greenhouses	230.78	CEMETERIES / CEMETERIES - COMMUNITY SV / Vet Memorial
00657 Maine Information Network	6.00	GENERAL GOVT / Admin - ADMIN / MISC.
00066 Maine Municipal Association	11,088.50	GENERAL GOVT / Insurance - INSURANCE / PROP & LIAB
00229 Melissa A Small	22.81	COMM SERVICE / Library - ADMIN / MISC.
00940 Ralph Eno	46.30	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00069 Regional School Unit#38	288,602.91	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00406 SAM'S CLUB	33.92	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	34.50	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00086 SECRETARY OF STATE (MOTOR VEH)	3,387.50	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	1,334.56	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00021 Sonya Clark	11.50	COMM SERVICE / Library - ADMIN / MISC.
00313 Toshiba Financial Services	444.27	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00100 TREAS., STATE OF MAINE (DOGS)	67.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	715.00	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	700.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00765 W.B. Mason Co., Inc	35.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00094 WHITE SIGN	286.58	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00097 Winthrop, Town of	19,055.00	PROTECTION / AMBULANCE - COMMUNITY SV / AMBULANCE

Prepaid Total-- 5,883.71

Warrant Recap

Warrant 23

Vendor----- Amount Account-----

Current Total-- 359,361.94

Warrant Total-- 365,245.65

COMMUNICATIONS

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

Readfield Conservation Commission Meeting Minutes (final amended minutes)
Tuesday, October 12, 2021, Readfield

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

RCC Meeting Minutes – Greg D. motioned to approve the September 14, 2021 RCC meeting minutes as amended; seconded by Marty H. and approved unanimously.

New Business

Committee Chairs Meeting – Bruce H. gave an overview of the Cmte. Chairs meeting. Eric D. (Town Manager) wants more public involvement in the town's boards, commissions, and committees. Among the issues pertinent to the RCC is the timely receipt of monthly meeting minutes to the Town clerk. Unapproved minutes shall be submitted to the Town Clerk within one week of the meeting being held. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site within one week of approval.

Weed mitigation, Fairgrounds Property – Greg D. informed the RCC that Steve Hayes of the Trail Cmte. wants to control weeds along trails at the Fairgrounds Property. Steve will use a solution of vinegar (20%), sodium chloride (table salt), and Dawn detergent to kill weedy overgrowth on the trail edges. A pump sprayer will likely be used and the spray will be applied close to the ground to avoid drift, which could kill nearby, desired plant cover. The section of trail between Rte. 17 and the kiosk will be targeted first. The solution will kill weeds in approximately one week. No pesticides will be used. Shawn Drinkwater (Director, RSU#38) approved the weed control plan as long as pesticides are not used.

Old Business

Maranacook Student Workday – Bruce H. informed the RCC that the student workday was productive although insufficient bluestone was available to complete some of the proposed work.

Town Forest Update – Jerry B. stated that no date is yet available for road repairs at the Town Forest. Harold Burnett (Readfield Town Forester) sent the timber contracts to Eric Dyer for signature. Coupling the road repairs with the tree harvesting would be optimal.

Town Conservation Properties, Long Range Plan – deferred

Softball Field Proposal, Fairgrounds Property – Jerry B. noted that the current ballfield proposal fits with the overall intent of the Fairgrounds Management Plan (FMP), the intent of which is to meet public needs as the town grows. "Developed

recreation” is among the potential uses of the property. However, the RCC is concerned that the Town and the Recreation Cmte. may be taking the Fairgrounds Property (FP) in a direction different from what’s in the FMP. RCC members agreed that holding a workshop will be a good forum to discuss the ballfield proposal. Marty H. stated that the process must adhere to that outlined in the FMP (VII. Criteria for Developed Uses of the Property) and that the FMP should be followed unless amended. Andy W. recommended that RCC press the ballfield proponent for a thorough examination of alternatives (as stated in the FMP) and that the town consider the development at the FP that has happened since the FMP was written in 1995, including the existing baseball field, parking lot, and addition to the existing cemetery. Greg D. reminded members that RCC manages and protects the FP in accordance with the FMP. Jerry B. recommended that no Select Board hearing take place on the ballfield proposal until a workshop is held (Eric D. agreed during a prior meeting with Jerry B. and Bruce H.).

RCC members agreed to ask Laura Lecker, Technical Director of Somerset County Soil and Water Conservation District, to attend the workshop and speak on the ecological and conservation values of the field in the footprint of the proposed softball field and the FP as a whole. Jerry B. suggested that each party at the workshop (RCC, Recr. Cmte., Trail Cmte.) prepare a written document outlining their goals for the FP and view on the softball field proposal. Marty H. would like to have copies of the FMP available for whoever wants one.

RCC briefly discussed the mowing regime for the large field abutting the FP (on school property) and the other school fields adjacent to the trail leading to Millard Harrison Way. Jerry B. believes that the field is hayed annually in late August, baled and taken by the farmer who mows it. It’s not clear how productive the field is for quality hay. Andy W. requested that the mowing schedule be confirmed and to see how management might be changed (if necessary) to benefit wildlife and pollinators. Greg D. will contact Shawn Drinkwater (Operations & Transportation Director, Maranacook School) for confirmation.

Readfield Town Forest – Tim S. recommended that caution signs be posted at RTF before deer hunting season begins (recommending blaze orange outerwear).

Conservation Tip of the Month – Andy W. suggested that RCC re-commit to submitting articles to the Messenger; the group agreed to submit an article quarterly (every 3 months). Tim S. will write an article on the recent student workday.

Farming and Agriculture in Readfield – Bruce H. said he will continue with the work Greg Leimbach was doing for the Comp Plan concerning farming and agriculture in town. Manchester and Monmouth have prepared a report summarizing their work on bringing farming back into their communities.

Readfield Conservation Commission Charter – In-depth discussion is postponed to allow everyone to review the charter. Marty H. thought RCC should consider outreach to Maranacook H.S. students as an opportunity to immerse them in how a conservation commission works and the conservation issues in a small town.

Meeting adjourned at 8:15 p.m.

Submitted by Andy Walsh on October 18, 2021

Comprehensive Planning Committee Minutes

October 20, 2021

Present: Alanna Bachelder, Jeffrey Carlson, Chris Cheney, Jessica Gorton, Matt Nazar

Absent: Paula Clark, Henry Clauson, Eric Dyer, Greg Leimbach, Dennis Price, Joel Greenwood (KVCOG), David Trunnell

Jessica called the meeting to order at 6:17 p.m. in person at the Town Office and via Zoom. There was not a quorum.

Minutes

Without a quorum, the minutes could not be approved.

New Business

Jessica introduced the SharePoint site that KVCOG set up and explained it to new member Alanna Bachelder, who attends Kents Hill School.

Even without a quorum, the decision was made to review the chapter on Outdoor Recreation, as the section lead Jeff was present via Zoom. He did note that information he was supposed to receive from a couple of people did not come through.

Outdoor Recreation begins with water recreation. Jeff noted that there have been changes in the fees charged to users. Matt noted that the section about concerns in the 1980s are probably no longer relevant and should be deleted or updated, such as the information about acquiring a second beach, as the town beach seems to be adequate.

The public boat access at Maranacook and Torsey were discussed. Is the boat access at Torsey a ramp? It was unclear as to what defines a ramp. Personal watercraft is prohibited on Torsey, but the legal channel that allowed that restriction is no longer available and jet skis are allowed on Maranacook. Chris noted that the statement about there being no concern about public access at Lovejoy Pond is not correct.

Chris noted that we seem to be focusing on the past when we should be focusing more on the future. It was agreed that the final document should be forward looking, as it needs to hold up for the next ten years.

Regarding the snowmobile trail network, Jeff said he will contact the Blizzard Busters for the updated maps. Matt asked about the viability of the groups maintaining the trails, both regular and snowmobile. Are there enough volunteers, as many groups are aging? Students from Kents Hill and Maranacook do volunteer a couple of times a year to help with trail maintenance.

The topic of utilizing Kents Hill School trails was also discussed, as were the Kennebec Land Trust trails. Minute-taker Holly, who is the secretary for Trails, volunteered the information that there is an updated map of Readfield Trails, which includes all the trails except the new Morrill Road trail, which is not quite completed. Jeff said he will follow up and perhaps add the map to the appendix.

Discussion moved to fishing management and land management, which falls to the Conservation Commission. No representative of that committee was present.

Jeff said the town is currently dependent on the school for baseball fields and basketball courts, which does not always work out, so the Recreation Committee is trying to set up facilities for the town, working with the Conservation Commission.

The Lions Club is no longer a going concern, so it can be deleted.

The next section was about the schools. The question was raised as to whether all the available sport programs should be included or just the ones managed by the Recreation Committee. Matt noted that there is value to the residents to be informed about these programs. Jessica suggested we include them all but note which ones are sponsored by the Recreation Committee.

It was unclear whether the connection to Lost Valley still exists. Jeff said he did not think so.

Alanna asked if there is anything new that should be included. The library now sponsors a story walk for children that should be included.

The goals and policy sections currently fall at the end. Committee members agreed that those should be moved to the top.

Chris asked if we have any data to back up the accomplishments and ideas we have been discussing. Matt noted that KVCOG is supposed to be doing that, going through the records and making sure that the information is correct and complies with state rules. He further explained how the system was supposed to work, with the section leaders collaborating with KVCOG and Eric to identify the community stakeholders and obtain necessary information.

Chris noted that in looking at the goals and policies we don't really have any knowledge about whether they have been achieved and how we can measure progress going forward.

Jessica said that there is no legal requirement for the Selectboard to follow the Comprehensive Plan, but perhaps we should be following up.

Chris pointed out that most strategic plans, which are similar to the comp plan, end up on the shelf. Matt agreed that we need a way to implement any established goals. Jessica wondered if other towns have an implementation plan. Matt said some do, but that's really up to the Selectboard to follow through.

Jeff said that there have been lawsuits where the Comprehensive Plan has been used to defend or attack a town's action. Matt said the plan is the legal basis for zoning and that without a comp plan there is no zoning.

As for goals, the chapter currently lists only two but then has a whole list of policies, although many of them sound like goals.

The committee discussed some of the topics included in the policies. Many of them are rather vague. Jessica asked how granular do we want to get? Do we want to list specific or sweeping suggestions?

One big priority is to get KVCOG to do the work on what has been achieved since the last plan.

Many of the policies refer to expanding opportunities for outdoor recreation, such as implementing a Factory Square walking tour and adding to trails. With the Giles Road bridge closed, access to Mill Stream Dam trail will soon be increased by a new trail that crosses Route 17 over to Morrill Road. The Trails Committee is also working on a trail around Carleton Pond.

Jeff noted that the Recreation Committee is already working on revitalizing the Fairgrounds area. Jessica said we don't need to rewrite what the Recreation Committee is outlining in its plan but rather can simply refer to implementing that committee's goals. Some key events for that committee include Heritage Days and an ice-fishing derby that raised \$1,000.

Do we have a list of discontinued roads? It seems likely the town office could provide that information.

Chris pointed out that biking is missing from the document, including both road and mountain. Matt suggested making connections with New England Mountain Biking Association (NEMBA).

Jeff updated the document on the new SharePoint site if other committee members want to review what was discussed.

Next Meeting Action Items

Jeff will follow up with suggestions made tonight, connecting with other groups and KVCOG.

Next meeting will be November 17 at 6 p.m. Jessica will send out an email reminding members of the meeting and the next chapter to be discussed.

Chris said we need to be committed to reading the chapters before the meeting.

Matt said we need to get a notice out to members about a week before the meeting so they will be there and prepared.

Meeting adjourned at 8:06 p.m.

Minutes prepared and submitted by Holly Rahmlow

Broadband committee meeting

Wells called meeting to order at 18:30

Attendees: Keegan, Falconer, Wells, Woodsum, McCormick, Dyer

Guest: Marlana Walker (representing Spectrum Communications via Zoom)

Meeting started at 18:30

Tarback joined at 18:43 via Zoom

The subcommittee listened to a presentation from Marlana Walker representing Charter / Spectrum (cable internet company that provides service to Readfield).

The subcommittee asked Marlana a series of questions as follows.

The monthly fee per customer for internet for all in Readfield is \$29.95 per customer for a 10 year term.

The standard term is a 6 year term; Spectrum will make the upgrade. Spectrum will go in and look at the work that needs to be done, do the work that needs to be done at no cost to Readfield. At this point Marlana doesn't see 2 GB happening w/in the next year; saying you have 1 GB (GB = gigabits per second for the purpose of the minutes) or 2 GB etc is more marketing speak than it is practical. There is a concern that 10 years from now 1 GB isn't going to be very fast according to Marlana.

Spectrum wants to do the upgrades for 1 GB; now the top speed is really 400 Mbps (megabits per second). In our service area what is the fastest speed we can get?

Marlana: whenever they take a whole neighborhood or community up they want to make sure that all customers could take advantage of that max speed.

What does the \$29.95 include? The fee includes a wireless internet modem installed in each home. This means that each customer would have both a hard wired connection and a wireless connection.

Will Spectrum need to do node splits, upgrade backbone? This will take Spectrum some time to complete. What's our migration plan so we can manage the community's expectations?

Marlana: Normally it would be at least 3 months out; even if it was just an apartment complex it would take 60 days. Spectrum would do something called 'ramp up' it might be more considered a 'door ramp'. Once you get set with one neighborhood, you'd go to billing (?).

The committee asked if Marlana could ask Spectrum's engineering folks if they would need twice as many nodes compared to today. How long would that buildout take? Is that a 6 month / 12 month / 18 month project? This would give us a starting point. Marlana will ask about this. She said they introduced a new modem which is thin / tall. They've been doing a lot of upgrades.

Will Spectrum upgrade to a mid split or a subsplit as part of this upgrade? Marlana will check w/ engineering to get an answer to that question.

The committee asked which households / subscribers exist. Would we be billed on potential customers or just the existing customers? Marlana: They will bill for everything. If there's an area to leave out for now they might be able to

exclude it. Spectrum bills for say, all 13,000 houses, they'll bill the town for all 13,000 houses, not just the people that are connected.

Marlena: Normally Spectrum uses e911 addresses to identify subscribers. You only pay for the internet services.

Committee: How do you add new homes to the contract? Over the course of 10 years, let's say we add 150 homes. Typically Charter would just do an amendment to the contract for those. Marlena will verify this for us. In today's world, they'd just do an amendment. Actually if within the contract and you're adding on 10% then you can add that with a simple email. Anything greater than that would require an amendment to capture the increase above 10% in a one page contract.

Committee: When do we start paying for a new home? How do we notify Spectrum that yes, the new home is now serviceable and not just a foundation? Marlena: If we were a homeowners' association (HOA) and they added another house, Spectrum will already service that house. Spectrum absorbs the cost of construction; you don't pay Spectrum to extend service to your house apart from a one time connection fee of about \$50.

Committee: This is not an urban environment; some individual homes have 1,000' driveways as well as homes that are not serviced today.

Committee: 10% of Readfield is currently unserved by Spectrum because cable doesn't go by their house. If we go into a bulk agreement (bulk agreement is where Readfield pays Spectrum directly for service to the whole town), would those unserved homes be included? Marlena: yes, they'd be added but it could take more than 3 months to connect them. Spectrum is looking to include all of the capital costs to make these connections. Spectrum wants to expand its reach.

Committee: Will this cover business service too? Marlena: Businesses would be covered by something else - they're not generally in the 'bulk' department; they would be in business class department as they might require a static IP (a "static IP" is an internet protocol address that doesn't change is typically required for business with firewalls and advanced networks not typically needed for residential users) and so on. Marlena will double check.

Committee: Could Readfield get a static IP? Would this change the level of service provided to the town office?

Marlena: You can set up something called a common area - e.g. a conference room or community center - that could be included as what is called a 'unit'. You might not use this in your office where you'd want business class but this is a different solution.

Committee: Can Spectrum provide public wifi? Marlena: Spectrum doesn't necessarily manage access points; it's just the reach of their services which is about 3,000 square feet. You could, say, have a library with multiple common areas within the library. You can kind of create your own community wifi off of that.

Committee: So the limitation is the reach of the modem? Marlena: Yes this is just a residential modem designed to be inside a structure. It's not designed to be a commercial grade wireless access point. Spectrum does have a managed wifi but that's not part of the residential structure. Spectrum doesn't do the access points.

Committee: Is there a way to provide outdoor wifi access point might have say, a 2,500' reach for a ballfield etc. Not as part of the bulk proposal being discussed now.

Committee: How many subscribers are there in Readfield now? Marlana: 1,308 serviceable homes according to their best estimates. Subscriber penetration is 76.5% and internet penetration is 74%. The average monthly cost of internet access via Spectrum in Readfield is about \$68.70. Video is about 35%. Voice is 26%.

Committee: Would Spectrum do the billing for Readfield? Marlana: Spectrum has a 3rd party that could possibly do the billing for Readfield. With the proposed bulk service, the town of Readfield would get a single bill. How the town pays it and recoups that cost is up to the town. If Readfield wanted to send bills directly to residents it would require a third party to provide that solution.

Marlana: Is the town looking to recoup the cost from residents? Did Readfield get any \$\$ to help? Dyer: No one knows if we got any grant money yet... We may or may not do it as a bill to the residents. It hasn't been an option before.

Committee: Is there anything in the bulk proposal that provides consideration for seasonal customers? Marlana: No, there's no good option for that.

Committee: How does it work if the Town executes a bulk contract but some resident says they don't want to do it. Marlana: Generally no, that's not done. The town is either all in or it isn't. Spectrum is looking to gain subscribers. The best way for them to do this is to increase penetration. Hopefully people would recognize the savings. Maybe some people would make the jump to Spectrum at \$30 / month instead of \$70 / month. Covid has shown people that reliable fast internet connectivity is essential.

Committee: How could Readfield market the bulk agreement to its residents? What kind of support can Spectrum provide for this? Marlana: Spectrum will send out a welcome postcard. Spectrum can also provide letters and mailings but generally, it's the yellow postcard that says you're now eligible for this service. If you have service you don't have to change a thing. If a resident didn't have service, the resident would just call the Spectrum call center.

Committee: What's the solution for customers who currently have bundled services (e.g. internet plus phone plus cable TV)? Marlana: Once you're a bulk customer, you have a number to call. You just have to call one Spectrum number that specializes in bulk customer care. Whoever is authorized on the account or the residents call.

Committee: How are trouble calls dealt with? Marlana: All the fees are the same. Trouble calls are at no cost. If you don't have a Spectrum modem they'd mail you one and you install it on your own. If you need a technician to come to your house you'd pay a tech. It's about \$60 for that particular service.

Committee: If I already have bundled service with Spectrum, how does that work? Marlana: Once you go to bulk, the internet piece is just recoded and tied to an address. If you're a bulk customer, you'd get voice for \$9.99 per month if you wanted to take that option. TV does not work the same way. Your TV costs would not change to start; you'd have to call on your own and negotiate a different fee. They have a Spectrum App available. Let's say you had a cable box in each bedroom, you could download the app and watch Spectrum TV on your app. Marlana doesn't know the TV costs because there is such a wide variety of promotions.

Committee: Really talking about a structured package. Marlana: In the bulk scenario there are no packages. It's just promotions like double play or triple play.

Committee: Say you're a new resident and call Spectrum, how does Spectrum know we're in the bulk? Marlana: They'd just transfer the new resident to the bulk customer service department.

Committee: What about repair rates? Storm rates / time to restore service? Marlana: Spectrum is liable to provide services 100% of the time. It's not in the contract per se. If there is a planned outage for an upgrade they always happen in the middle of the night to minimize impact of the outage. You'd get an email or a text etc. There's no change from what they do now.

Committee: There are residents who have complained that Spectrum customer service is not that great. Marlana: She hears that too. That's been something Spectrum and Time Warner have had a reputation for. They are making some significant changes. Readfield will have someone from Spectrum they can talk with to help navigate issues. Supervisors, team leads, managers, directors, all at the call center.

Committee: Knowing it is a different call center is something we could tell people... Marlana: Internally, there is a different leadership group. Bulk is NOT residential and NOT business class. Bulk is its own thing.

Committee: What becomes of the existing franchise agreement and town TV station? Marlana: Will check on it. Nothing should change on the agreement. Also, internet access is not taxed currently. She will check so don't hold her to it. She's 99% sure.

Committee: Do the universal charges from FCC apply? Marlana: This applies to only video services from the FCC through to Spectrum through to the customer. If you have TV services, you pay 15% as well as taxes on top of that - just for video.

Marlena will get back to the Committee with answers to questions within a couple of days. Marlana will email Eric Dyer so he has her contact information. This will be a pretty typical bulk agreement.

At 1942 Marlana left the meeting.

Board discussion. Readfield pays for the agreement. What if we just incorporate it into the existing mill rate?

Mccormick: One advantage to adding the fee for internet access to town expenses paid via taxes is taking on individual billing is not something easy to do. Individual billing could cost about \$7 to \$10 / month per bill. We would also have to pay a third party service to bill fiber for the home (FTTH) FTTH customers if we went with that option.

If this service was part of what people paid for in their taxes, what would \$500k do to the mill rate? Dyer will take a look. How do you figure out how to take care of people that are taxed with a woodlot that doesn't have an ability to consume internet service?

The upside of billing to the mill rate is that you're not running a billing operation.

The other advantage to the cable internet bulk rate agreement is that the town doesn't have capital assets it has to manage.

The long range goal is 1 gb down and 40 mbps up at \$29.95 per month. \$29.95 is a sales estimate that is not firm until Spectrum completes additional analysis on its end. Currently, they'd provide 100 down / 10 up for typical customers.

Mccormick: The Spectrum proposal is worth further investigation because under this option the town is not carrying the capital and billing risk.

\$500k (1,300 homes x \$30 / month) is a 10% tax increase for Readfield. Anyone paying for 100 mb internet now is at about \$65 / month so you'd save money under this plan (assuming \$29.95 per month compared to \$65 / month). Customers who have sketchy internal modems or wifi would also get a new wifi modem which could result in dramatic improvement in their speed at home.

\$340 would be the increase. Internet speed will initially be 200 mbps down and 10 mbps up. There would be no billing from Readfield to its residents involved in this solution. The mill rate would be assessed to every property, even businesses that aren't eligible for internet access via the bulk scenario.

FTTH might cost about \$5M and would require a 20 year loan. And along the way you'd need to update continually to update the fiber equipment periodically at an additional cost.

Woodsum: If we can get a deal from Spectrum it's about half the term (10 years versus 20). The driving force is the equity issue. More people will be doing more at home / more online, we can potentially do this faster with Spectrum, perhaps as early as this winter. Fiber to the home would be about 2 years away.

Mccormick: Going it alone is very expensive. Our all-in cost was more than \$60 / month and included a lot of complexity with third party fees for providing a connection to the internet, pole and fiber maintenance and billing.

There is some concern about holding Spectrum accountable to reach the promised 1 GB speeds.

Dyer: There is a narrow window to get an article together for getting this Spectrum option in front of the voters. Dyer will put an article together tomorrow. The Spectrum article would be pretty easy to give the selectboard authority to negotiate with a third party service provider. The secret ballot means that you need to have the articles done 60 to 90 days in advance.

2030 Back to the agenda.

Woodsum moved to approve minutes from the prior meeting. The motion was seconded by Falconer. The vote to approve the motion was unanimous.

The \$40k pole survey is ongoing by Sewall company now.

We can't get our attorney to negotiate with Spectrum because she also represents WKLCBA so she has to get permission from them to negotiate for Readfield specifically.

County commissioners gave Readfield \$0 for broadband development. There's other money for broadband so they're not spending Kennebec county ARPA money on broadband.

If we don't build our own network there is \$10k available for consulting and legal fees. This could be used instead for Spectrum negotiations if we need / want to go that direction.

Wayne also dropped out of the WKLCBA.

Dyer reviewed the three warrant articles. We would need a public definition of what "broadband" means. You could give authorization to the Selectboard to negotiate the contract, or present it to the June 2022 meeting. The cost also needs to be authorized to enter into a contract with Spectrum. You could say, enter into a 10 year contract not to exceed \$600k per year. We don't really know what the final cost per month from Spectrum will be yet. The timeframe is pretty tight, so we may not be able to get the financial commitment to Spectrum until voters approve the funding by July 1, 2022.

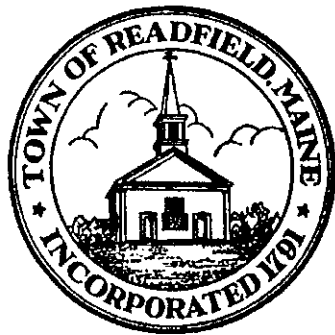
Readfield has spent over \$7.2M over a 20 year period on roads.

The budget committee needs to know that this committee supports these two articles. McCormick made a motion to support the two broadband articles. Seconded by Falconer. The motion was unanimously approved.

At 2100 McCormick made a motion to adjourn, seconded by Falconer, the motion to approve was unanimous.

Next meeting was scheduled for November 10.

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS



TOWN OF READFIELD

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

**Office of Public Access Officer
Certificate of Appointment**

To: **Eric Dyer,**

Pursuant to 30-A M.R.S.A. ss2603 [30-A M.R.S.A. ss2654], the undersigned **Select Board** of the municipality of Readfield, does hereby appoint you as **Public Access Officer** to serve at our pleasure, and to have duties as listed in your job description and our Public Records Access Policy.

Unless earlier dismissed, your term of Office expires June 30, 2022.

Given under our hand this 13th day of December, 2021.

Carol Doorenbos

Ralph F. Eno, Jr.

Sean Keegan

Dennis Price

Kathryn Mills Woodsum

Oath of Office
Municipality of Readfield, Maine

_____, 2021

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

Eric Dyer

State of Maine
County of Kennebec,

December ____, 2021

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

Before me, _____
Town Clerk

Eric Dyer

From: Dennis Price <dprice@readfieldmaine.org>
Sent: Thursday, November 18, 2021 10:17 AM
To: Eric Dyer
Subject: Fwd: [Readfield ME] Cemetery Committee meetings (Sent by Andrews L Tolman, andyinme@gmail.com)

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

From: **Contact form at Readfield ME** <cmsmailer@civicplus.com>
Date: Mon, Nov 15, 2021 at 12:54 PM
Subject: [Readfield ME] Cemetery Committee meetings (Sent by Andrews L Tolman, andyinme@gmail.com)
To: dprice <dprice@readfieldmaine.org>

Hello dprice,

Andrews L Tolman (andyinme@gmail.com) has sent you a message via your contact form (<https://www.readfieldmaine.org/user/61/contact>) at Readfield ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.readfieldmaine.org/user/61/edit>.

Message:

At our meeting today, the Cemetery Committee noted that the Selectboard is reinforcing its policy for attendance at meetings. After reviewing that policy, we voted to recommend to the Selectboard that Sandra Rourke, who has not attended a meeting in more than a year, be removed from the Cemetery Committee so that we may recruit an more active member.

Readfield Town Clerk

From: Lindsey Morin <linzeehall@yahoo.com>
Sent: Tuesday, November 16, 2021 6:29 AM
To: Readfield Town Clerk
Subject: Rescind Position

To whom it may concern,

After much debate and looking at my personal schedule I have unfortunately decided that I must rescind my position on the Readfield recreation committee. I have reached out to the board and Hannah to let them know as well. My hope is still to be an active member in the community and offer support to the committee when available.

Sincerely,
Lindsey Morin

[Sent from Yahoo Mail for iPhone](#)

OLD BUSINESS

RESERVED

Final 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. Applicants are expected to be able to perform the duties of their 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.

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 Capital Investment Plan (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. Alternate members shall participate in meetings in lieu of regular members who are absent based upon seniority.

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

- A. Acknowledge receipt of the request received within 5 working days of receipt of the request.
- B. Record the receipt date of the request when a “sufficient description” of the record is received by the FOAA Officer or his/her designee or official at the office responsible for maintaining the record.
- C. Forward a request made to a department or custodian to the official who maintains the record “without willful delay.”
- D. Notify the requester that the request was forwarded to the custodian of the records requested.
- E. Insure that the request is acknowledged by the custodian to whom the request was forwarded to within 5 working days of receipt of the request or record failure of the custodian to complete that action.
- F. Review any fee waiver request.

6. ESTIMATE FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The FOAA Officer or his/her designee shall:

- A. Provide an estimate of time within which the town will comply with the request within a reasonable amount of time of receiving the request. Factors defining “reasonable time” shall include administrative work load, complexity of request or amount of staff/custodial time required to fill request.
- B. Provide estimate of fees within a reasonable amount of time of receiving the request.
- C. Seek confirmation from requester before proceeding with response for estimate greater than \$30.

7. CLARIFICATION OF REQUEST IF NEEDED

The FOAA Officer or his/her designee may:

- A. Restate the language of the request in the acknowledgment to confirm scope and content.
- B. Confer with the requester to narrow a broad request to avoid denial in accordance with State Law M.R.S.A. Title 1 §408-A.

8. PROCEDURES FOR NOTICE OF A DENIAL

A request may be denied if the requested is too broad, confidential, privileged, or they do not exist.

The FOAA Officer or his/her designee shall:

- A. Provide, if denying access to any public records, written notice to requester within 5 working days of receipt of the request. State the reason for denial.
- B. Provide written notice to the requester within 5 working days of receipt of the request explaining that some public records may require more time to review and may be denied after the review is complete if the records are found to be confidential or don't exist.
- C. Provide, depending on the circumstances, a supplemental denial or further explanation of the grounds for denial.
- D. Inform the requestor whose FOAA request has been denied that they may appeal in accordance with the requirements of Maine Law.

9. SEARCH

The FOAA Officer or his/her designee shall:

- A. Identify who may have responsive records.
- B. Explain scope of the request such as period of time encompassed, types of public records requested and time frame for responding.
- C. Identify repositories where responsive records may be stored such as:
 - Paper files (in-office, home or records center if relevant)
 - Email in-box, drafts, deleted items, sent mail, archived emails
 - Documents on computer desktop
 - Documents in recycle bin
 - Documents in file server folder
 - Computer backup files/tapes/disk, if relevant
- D. Determine multiple key words to be used for searching, if the subject of an FOAA request may have been described in electronic records (emails, word documents, etc.) using various words, such as:
 - Names of individuals, business entities
 - Project names
 - Towns, cities, etc.
 - Common misspellings of names
 - Note: In some circumstances, it may be helpful to agree with requester on key words.

10. CONFIDENTIALITY REVIEW

The FOAA Officer or his/her designee

- A. Determine if any public records requested are confidential, privileged or otherwise protected from disclosure.
- B. Redact confidential or privileged material where reasonably possible rather than withholding entire public record.
- C. Provide a written notice of denial and state reason for denial if access is denied in whole or in part.
- D. Provide, depending on the circumstances, including the types and numbers of records requested, written notice may take the form of a letter summarizing the reasons for denial of access or of a more formal privilege log.

11. PROVIDE ACCESS

The FOAA Officer or his/her designee shall:

- A. Inform the requester that arrangement for inspection of records will be made during normal working hours of the Readfield Town Office unless otherwise arranged.
- B. Segregate documents during the course of the inspection which the requestor wishes to have copied.
- C. Be present throughout the inspection.
- D. Perform all copying.
- E. Prohibit a requestor from bringing bags, brief cases or other containers into the inspection room.

- F. Provide a record that does exist but is not required to create a record that does not already exist
- G. Provide access to electronically stored records either as a printed document or in an electronic medium in which the record is stored at the requestor's option, except that an agency **or** official is not required to provide access to a computer file if they have no ability to separate or prevent disclosure of confidential information in that file. The law does not require the Town to provide access to a computer terminal. Nor does it require that an electronically stored record be provided in a different electronic medium or format. If an electronically stored record must be converted into a comprehensible or usable format in order to provide access to it, the Town may charge for the actual cost of conversion.

12. TIME AND EXPENSE

The FOAA Officer or his/her designee shall:

- A. Charge for copies of public records assessed in accordance with the "fee schedule" as approved by the Select Board and State Law.
- B. Record and document staff and custodial time, actual costs and copying fees.
- C. Provide an invoice that will account for the recorded costs and any fee waiver that has been granted.
- D. Assess Fees:
- Reasonable copying fee as set by the Select Board.
 - Actual cost of searching, retrieving & compiling (compiling includes reviewing and redacting confidential information) will be the dollar amount provided by State law per hour after the first ~~hour~~ **two hours** of staff/custodian time.
 - Actual cost to convert into form susceptible of visual or aural comprehension or into usable format.
 - Actual mailing costs.
 - Copies of public records shall be provided to the requestor only upon payment of any charges which are due.
- E. Allow for inspection of public record at no charge unless the records cannot be inspected without being compiled or converted.
- F. Notify requester if fee cost is greater than \$30 (preferably in writing before proceeding).
- G. Notify requester if fee cost is greater than \$100.
- If estimated total cost is greater than \$100, requester may be required to pay all or a portion of estimated costs before search, retrieval, compiling, conversion and copying.
 - Payment in advance may be required if requester has previously failed to pay properly assessed fee in a timely manner.
- E. Waive part or all of the fee if:
- Requester is indigent, or
 - The Town determines release of public record requested to be in public interest because doing so is likely to contribute significantly to public understanding of operations or activities of government and is not primarily in commercial interest of requester.

13. CLOSE THE FOAA REQUEST

The FOAA Officer or his/her designee shall:

- A. Record and keep a record of all requests, dates acknowledged and dates filled.
- B. Copy the invoice to the Collection Clerk for record of payments.
- C. Confirm with the requestor when possible in writing or verbal that the request has been filled.

14. TRAINING

- A. As required by State Law a Public Access Officer; ~~municipal officers, clerks, treasurers, assessors and budget committee members~~ and other specified elected and appointed municipal officials shall complete a course of training on the requirements relating to public records and proceedings. The official or Public Access officer shall complete the training not later than the 120th day after the date the elected official takes the oath of office to assume the person’s duties as an elected official or the person who is designated as a public access officer.
- B. Upon completion of the training course the elected official or ~~Public~~ Access officer shall make a written or an electronic record attesting to the fact that the training has been completed. The record must identify the training completed and the date of completion. Copies of all certifications shall be filed with the ~~Town~~ 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

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 this 913th day of ~~February 2016~~ December, 2021.

Select Board for the Town of Readfield:

SS
~~Valarie Pomerleau~~ Dennis Price, Chair
Vice Chair

SS
~~Tom Dunham~~ Kathryn Woodsum,

SS
~~Bruce Bourgoine~~ Carol Doorenbos

SS
~~Allen Curtis~~ Ralph

| Eno

|

SS

~~Chris Sammons~~ Sean Keegan

TOWN OF READFIELD, MAINE
POLICY GOVERNING ACCESS TO PUBLIC RECORDS UNDER
THE MAINE FREEDOM OF ACCESS ACT M.R.S. Title 1 §408-A
(Amended: 12/13/2021)

1. SUMMARY AND PURPOSE

This policy governing access to public records is established to implement the provisions of the Maine Freedom of Access Act, M.R.S. Title 1 Sections 400-414. The purpose of these rules is to support the policy of providing public access to the public records in the possession of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency.

2. DEFINITIONS

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Maine Freedom of Access Act.

3. PROCEDURES FOR REQUESTING PUBLIC RECORDS

Written requests are preferred but are not mandatory by State Law and are to be submitted to the Public Access Officer or his/her designee in their absence. Please submit request at the following addresses or by phone at 207-685-4939:

Public Access Officer
Readfield Town Office
8 Old Kents Hill Rd.
Readfield, Maine 04355

OR: info@readfieldmaine.org

Written or oral requests submitted to Town Officials or Town employees will be referred to the Town's Public Access Officer or his/her designee for processing and response. The Public Access Officer will confer with the Town Manager as needed regarding any information requested. The Public Access Officer or his/her designee shall be responsible for ensuring that each record request is acknowledged and that an estimate of the response time and cost are provided.

4. FORM AND CONTENT OF REQUEST

Requests in accordance with the State FOAA Laws and the Town of Readfield Policy Governing Access to Public Records are requested to be made in writing but not mandatory. For the requestor's convenience, e-mail shall be considered a written request or they may use the "Request for Public Records" form provided by the Town Office.

The following information is helpful but not mandatory when submitting an FOAA request:

- A. The requestor's full name, address and phone number. If a requestor does not wish to provide this information, the requestor will be informed as to when the requested information, or an estimate, will be available.
- B. A specific description of the public records being sought, being as specific as possible. If you do not know what document you are seeking please state which specific information is being sought.
- C. Clarification of whether the request is for inspection of public records, copies of public records, or both.

5. ACKNOWLEDGMENT FOR TOWN RESPONSE TO REQUEST FOR PUBLIC RECORDS

The FOAA or his/her designee shall:

- A. Acknowledge receipt of the request received within 5 working days of receipt of the request.

- 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.

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 and other specified elected and appointed municipal officials shall complete a course of training on the requirements relating to public records and proceedings. The official or Public Access officer shall complete the training not later than the 120th day after the date the elected official takes the oath of office to assume the person’s duties as an elected official or the person who is designated as a public access officer.
- B. Upon completion of the training course the elected official or Public Access officer shall make a written or an electronic record attesting to the fact that the training has been completed. The record must identify the training completed and the date of completion. Copies of all certifications shall be filed with the 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.readfieldmaine.org

Policy Governing Access to Public Records Under the Maine Freedom of Access Act, adopted by the Select Board as amended this 13th day of December, 2021.

Select Board for the Town of Readfield:

Dennis Price, Chair

Kathryn Woodsum, Vice Chair

Carol Doorenbos

Ralph Eno

Sean Keegan

NEW BUSINESS

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 _____

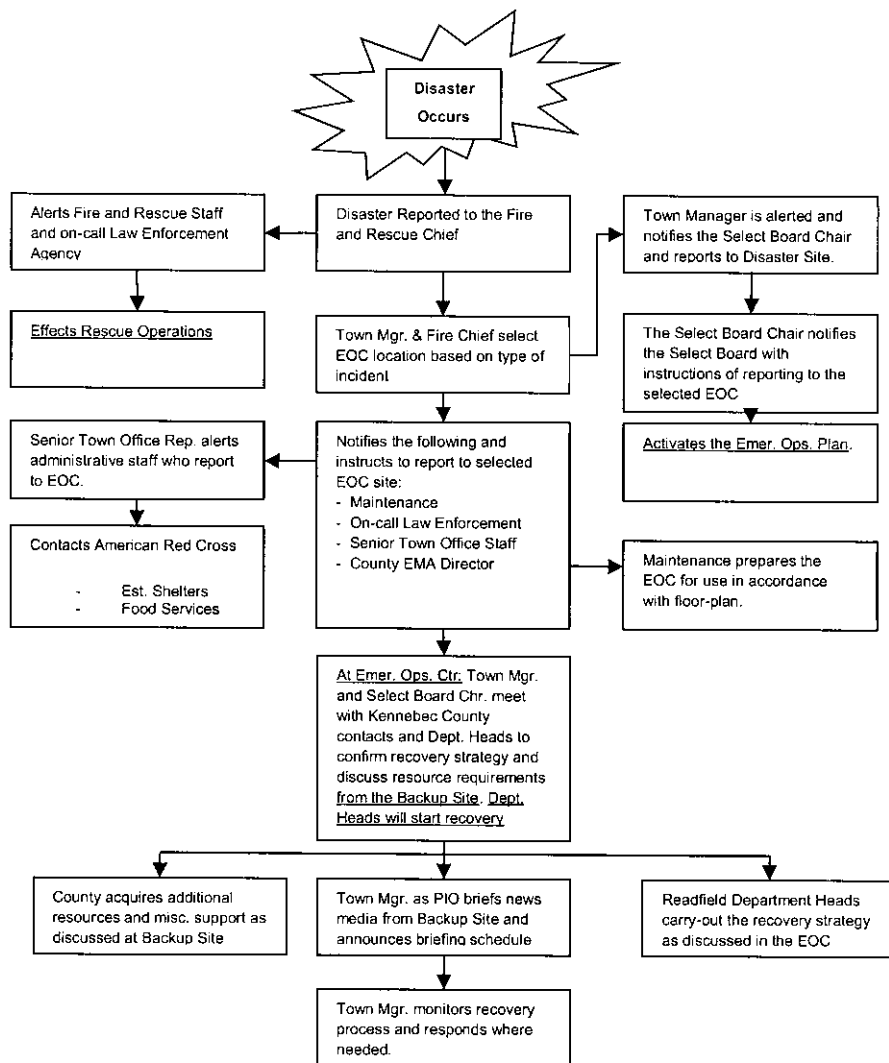
Select Board Member _____

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.

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	<u>8 Old Kents Hill Road, Readfield</u> above	above	above
Readfield Fire Chief	Lee Mank	<u>8 Old Kents Hill Road, Readfield</u> above	above	above
Amateur Radio Operator	Eric Dyer	<u>8 Old Kents Hill Road, Readfield</u> above	Call Sign - KC1KDB	above
Readfield Town Health Officer	Osear 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)

<u>Bourgoine, Bruce</u> <u>Price, Dennis</u>	Select Board Chair	8 Old Kents Hill Road, Readfield	624-1977	
<u>Caff, Anna</u> <u>Rodriguez</u>	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	
<u>Fedgin, Oscar</u> <u>Thomas</u> <u>Chip Stephens</u>	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
<u>Nichols, Deb</u> <u>Kristin Parks</u>	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	
<u>Price, Dennis</u> <u>Keegan, Sean</u>	Select Board member	8 Old Kents Hill Road, Readfield	577-4919	
<u>Sammons, Dorenbos,</u> <u>Carol</u> <u>Christine</u>	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 - KC1KDB	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	

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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. • 	<ul style="list-style-type: none"> •

	<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	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			Position Specific
Public Information Officers/Designees		X					X	6
Communication Center Supervisor and Deputy Supervisor		X						

BOJ

7M

BOJ

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7M

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.

Winthrop Ambulance Service

"Serving Winthrop, Wayne, Readfield, Mount Vernon, Fayette, Manchester, and Monmouth"

November 1, 2021

Good afternoon,

I am reaching out to you to give you an update on your EMS service, and the effects of the Pandemic and staffing shortage that is affecting the State. As you know we are approaching nearly two years since the start of the Pandemic. This has presented a wide range of challenges for EMS, from procuring personal protective equipment (PPE) that was scarce during the first year of the Pandemic, to the physical effects on personnel from such a prolonged event.

I am happy to say that Winthrop Ambulance has been able to continue to respond to calls, while keeping our staff and patients safe during this time. The service is well stocked with PPE, has a robust disinfection policy, and has been fortunate that nearly 100% of our staff is vaccinated. This is not to say that there have not been challenges, as there have been. Covid patient numbers have spiked the last two months, stretching the entire health care system to its limit. Calls for non-Covid related calls have spiked as a result of delayed primary care for patients as a result of the Pandemic and concern among the elderly to delay seeking medical attention. As a result, hospital emergency departments are overwhelmed, and hospital admission beds are scarce. This has caused much longer turnaround times for ambulances delivering patients to the emergency department, or delivery of some patients to the waiting room. To decrease exposure potential we have eliminated staffing at the Readfield Fire Station for now. Additionally, we are starting to see breakthrough cases of Covid among EMS providers.

All of this has had a direct effect on EMS staff throughout the State, and here at Winthrop. As I am sure you have read or seen on the local news, staffing levels in healthcare are under extreme duress and EMS is no exception. Stress, career changes, overwork, and repeated mandatory overtime at some departments has affected the staffing levels at every EMS agency in the State. As a result, full-time and per-diem staffing levels are at their lowest point that I have ever seen in 36 years of working in EMS.

As you might expect, staffing levels at Winthrop Ambulance have been challenged as well. We estimate that we have seen a 35% decrease in availability of per-diem personnel, and Full-time slots continue to go unfilled. We have needed to change scheduling matrixes, incur additional overtime, move management to staff trucks, and increase reliance on mutual aid when there are more calls than units available.

Because of this, there may be times where patients will wait longer for the arrival of an EMS unit as we have needed to clear them from the hospital to respond, or are dispatching mutual aid to respond if we are unavailable. While not ideal, these are extraordinary times that will challenge the system for the foreseeable future. Our goal is to maintain two on-duty ambulances at all times, but there will be times when only one is available for short periods. We are working with our mutual aid partners to guarantee continued smooth handover of these types of calls.

In the short-term we will need to work on retention of staff through increased wages in an effort to "stop the bleeding" within the industry. We are working on a strategy now to accomplish this, and there will of course be an effect on the upcoming year's budget. The use of a tiered type of EMS response may also be needed for the most effective use of on-duty Paramedic resources. The long term strategy for the entire EMS system is less clear, much like many industries in Maine. It will take a multi-layered approach to rebuild staffing numbers over a period of time.

I wanted to reach out to you and keep you abreast of the situation, and make myself available to meet with you or your boards to discuss the topic in more detail. Please feel free to reach out to me at any time with questions or concerns. I can be reached at 446-3322 almost anytime.

Thank you for your understanding, and your continued partnership.

Regards,

John Dovinsky
EMS Director

12.15/kr

Town of Readfield - Fire Department Payroll Summary 2021

Call # Name	June	July	Aug	Sept	Oct	Nov	Total Hours	Total Pay
625 Black, John	11	12	7	8	11	4	53.00	\$ 643.95
64C Black, Joshua	14	11	5	6	9		45.00	\$ 546.75
612 Black, Shellie	2	2					4.00	\$ 48.60
65C Cates, Alex	10	6	5	6	4	7	38.00	\$ 461.70
694 Foster, Cam	13	4	8	2	9	5	41.00	\$ 498.15
69 Foster, Jason	13	6	8	9	11	9	56.00	\$ 680.40
693 Foster, Nate	12	3	8	2	8	7	40.00	\$ 486.00
63C Grover, Ben	3	2	2	2			9.00	\$ 109.35
633 Johnson, PJ	10	4	2				16.00	\$ 194.40
621 Labonte, Matt	6	2	2	2			12.00	\$ 145.80
619 Leimbach, Greg	2				7		9.00	\$ 109.35
60 Mank, Lee	18	14	8	11	12	11	74.00	\$ 899.10
617 Mank, Samantha	3	2	2	2	7	9	25.00	\$ 303.75
609 McMaster, Ken	12	6	6	4	3	5	36.00	\$ 437.40
623 McPhedran, Alex	2						2.00	\$ 24.30
613 Newton, Maxwell	2	2	2	2	2	4	14.00	\$ 170.10
68 Nolette, Mike	10	2	5	2	9	7	35.00	\$ 425.25
629 Parker, Joel	6	4	5				15.00	\$ 182.25
628 Parker, Virginia	9						9.00	\$ 109.35
698 Plum, Ashael	3	4	2	2	2	4	17.00	\$ 206.55
630 Plum, Jennifer	5	2				7	14.00	\$ 170.10
67C Quinn, Kyle	4	5	6	6			21.00	\$ 255.15
616 Robinson, Robin	2						2.00	\$ 24.30
610 Robinson, Trevor	11	10	3	2			26.00	\$ 315.90
615 Stratton, Matthew	3	2	2	2	7	7	23.00	\$ 279.45
Totals	186	105	88	70	101	86	636.00	\$ 7,727.40

714.15/hr

Town of Readfield - Fire Department Payroll Summary 2021

Call # Name	June	July	Aug	Sept	Oct	Nov	Total Hours	Total Pay
625 Black, John	11	12	7	8	11	4	53.00	\$ 749.95
64C Black, Joshua	14	11	5	6	9		45.00	\$ 636.75
612 Black, Shellie	2	2					4.00	\$ 56.60
65C Cates, Alex	10	6	5	6	4	7	38.00	\$ 537.70
694 Foster, Cam	13	4	8	2	9	5	41.00	\$ 580.15
69 Foster, Jason	13	6	8	9	11	9	56.00	\$ 792.40
693 Foster, Nate	12	3	8	2	8	7	40.00	\$ 566.00
63C Grover, Ben	3	2	2	2			9.00	\$ 127.35
633 Johnson, PJ	10	4	2				16.00	\$ 226.40
621 Labonte, Matt	6	2	2	2			12.00	\$ 169.80
619 Leimbach, Greg	2				7		9.00	\$ 127.35
60 Mank, Lee	18	14	8	11	12	11	74.00	\$ 1,047.10
617 Mank, Samantha	3	2	2	2	7	9	25.00	\$ 353.75
609 McMaster, Ken	12	6	6	4	3	5	36.00	\$ 509.40
623 McPhedran, Alex	2						2.00	\$ 28.30
613 Newton, Maxwell	2	2	2	2	2	4	14.00	\$ 198.10
68 Nolette, Mike	10	2	5	2	9	7	35.00	\$ 495.25
629 Parker, Joel	6	4	5				15.00	\$ 212.25
628 Parker, Virginia	9						9.00	\$ 127.35
698 Plum, Ashael	3	4	2	2	2	4	17.00	\$ 240.55
630 Plum, Jennifer	5	2				7	14.00	\$ 198.10
67C Quinn, Kyle	4	5	6	6			21.00	\$ 297.15
616 Robinson, Robin	2						2.00	\$ 28.30
610 Robinson, Trevor	11	10	3	2			26.00	\$ 367.90
615 Stratton, Matthew	3	2	2	2	7	7	23.00	\$ 325.45
Totals	186	105	88	70	101	86	636.00	\$ 8,999.40

Association for Rural and Small Libraries New England Grant 2021

Submitted by: Melissa Small

Grant Funding Notification Received: December 2, 2021

Amount Funded: \$4,965.00

Please tell us about: your library's service area; operating budget; main sources of revenue/income; and community demographics such as age, ethnicity, socioeconomic status, etc. *

Word limit: 300 words

The Readfield Community Library serves the small, rural town of Readfield, Maine, located west of Augusta, ME in the central part of the state. Most library users are residents of the town, with a small handful (approximately 15) of non-resident library card holders.

According to the most recent Census data, Readfield is a town of 2,597 people. With regards to race, 2,433 of Readfield residents are white (94%), with 96% speaking English-only at home. Readfield residents have a median age of 46.5 years, and approximately 16% of residents are 65 and older. The median household income is \$81,000 with most families falling in the "middle income" range. Approximately 7% of residents are considered to be living below the poverty level.

The Readfield Community Library is a municipal department of the Town of Readfield, with the bulk of the operating expenses coming from the Town's budgeted funds. The annual Town budgeted expenses for the Library for 2020-2021 were \$36,405. The Library also receives outside income (approximately \$3,000-\$3,500 per year) from donations, annual book sale proceeds, overdue donations, and non-resident patron fees. Additionally in 2020, we received a \$300 grant to diversify our picture book collection, and an \$800 grant (in partnership with the local school district) to create 2 Story Walk installations for our town (one behind the Library and one at the local elementary school).

If applicable, describe specific service and/or outreach challenges that your library may be facing and that may be helped by the proposed grant. *

Word limit: 200 words

Our main service/outreach challenges fall into 3 categories:

Space: We are in a beautiful old building (formerly a home) in the center of town. However, it is quite small and we do not have a space conducive to holding meetings, book groups, or even small author events. This was true even prior to the pandemic. We are moving towards renovating half of our upstairs for patron use, and hope this grant might help us in this regard.

Time: Another barrier is time, particularly staff time. We have 1 paid staff member and a dedicated group of regular circulation desk volunteers. However, programs, services, and

outreach take time, as does the promotional/marketing work which is essential to the success of new programs and services. Although we can't ask for more hours in a day (!!), we are requesting funds for several items related to outreach efforts.

Teens: Simply put, our teen numbers are low—low numbers of Teen/Young Adult materials circulating, low number of teens coming into the library, and low number of teens attending programs. Some of the funds requested would specifically target programs for this age group.

How will the funding be used? Please be as specific as possible on the item(s) and/or service(s) that you intend to purchase. If the item or service requires ongoing maintenance and/or support, please indicate how that will be covered in the long term. *

Word limit: 200 words

Library Meeting/Program Space—The Town plans to add a fire escape and repair ceilings/walls so that our upstairs space becomes usable for book groups, author events, meetings, and computer workstations.

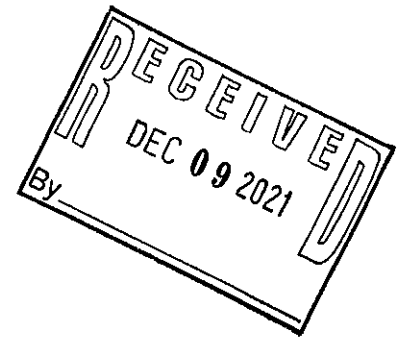
- 2 desk workstations = \$500
- 2 chairs = \$250
- Electrical/lighting for upstairs space = \$1,000
- 2 Chromebooks, external keyboards, mice for patrons = \$700
- Shades, 7 upstairs windows = \$875

Library Outreach—We are interested in setting up a Library table at school Open House or Literacy nights, local festivals/events, local transfer station, etc. to reach out to those who do not yet make use of the library.

- Library banner for outreach events = \$100
- Bookmarks/magnets with library contact info/hours to distribute at events = \$150
- Portable 4' table = \$40

Teen/Children's Programming—We currently have a \$300 programming budget and are creative about designing quality, yet low cost, programs. We would like to offer a few higher budget programs that may attract larger audiences, particularly for children/teens.

- 1 or 2 special author events for teens—perhaps Maine YA author Anne Sibley O'Brien, Betty Culley, etc. = \$750
- Children's event—Maine author Chris Van Dusen = \$600



SP 01 006626 61873 H 12 ASNGLP
READFIELD RECREATION ASSOCIATION
GIFT PROCESSING
C/O HANNAH FLANNERY
8 OLD KENTS HILL ROAD
READFIELD, ME 04355



December 3, 2021

GRANT ENCLOSED *We are pleased to present Readfield Recreation Association with the enclosed grant in the amount of \$1,000.00 made on behalf of a donor-advised fund account at Schwab Charitable™.*

Grant Amount	\$1,000.00
Acknowledgment	Cash McClure-Maine Gatorade Boys Basketball Player of the Year
Address	The donor selected not to include their address with this grant.
Grant Designation	This grant is for Maranacook Youth Rec Basketball Program at the Readfield Recreation Association.

If you have any questions regarding this grant, please visit www.schwabcharitable.org/charities. We wish you success with your charitable goals.

NOTE TO THE CHARITY:

- **By accepting this grant, your organization certifies to Schwab Charitable that:**
 - No donor or individual related to the donor will receive any goods, services or other more than incidental private benefits. Examples may include but are not limited to: If the grant is for an event or gala, it does not pay for tickets or any goods purchased at auction. If the grant is for a membership, the membership must be considered 100% tax deductible. If the grant is to support missionary work, your organization will have full control and discretion regarding its use and application. If the grant is for a scholarship, the donor does not have control over the distribution of funds. If the grant is to a school or educational fund, it does not pay for the tuition of the donor or any related individual nor for preferential tickets, seating or access to events.
 - The grant will not be used to fulfill a pre-existing legally binding pledge.
 - If grantee is a government entity, the grant funds can be used solely for public purposes as that term is used in Section 170(c)(1) of the Internal Revenue Code.
- Your organization should not provide the donor a tax receipt for this grant, as Schwab Charitable has already provided the donor with a tax receipt at the time of contribution. Please do not send thank you notes or marketing materials to Schwab Charitable.
- Grants and account names are recommendations of the donor and do not reflect the views of Schwab Charitable, Charles Schwab & Co. Inc. or any of its affiliates.

Schwab Charitable is the name used for the combined programs and services of Schwab Charitable Fund, an independent nonprofit organization. Schwab Charitable Fund is recognized as a tax-exempt public charity as defined in Internal Revenue Code ("IRC") Sections 501(c)(3), 509(a)(1), and 170(b)(1)(A)(vi). Schwab Charitable Fund has entered into service agreements with certain affiliates of The Charles Schwab Corporation.

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Tuesday December 7th 2021 Readfield Trails Committee used their meeting time to host Readfield Recreation and Conservation Commission to have a joint discussion and bring everyone up to date on what has been discussed and presented thus far.

Hannah Flannery, Chair of the Recreation board was asked to give a rough overview of the proposed development and need for the softball field and basketball court as many on Trails did not have all the information.

Next all folks present in person and on Zoom had the opportunity to ask clarifying questions. In a round table way everyone was able to ask questions. Questions included why RES was not a viable option. Although this is not a town property it was suggested we enter a superintendent agreement to use. Program size to warrant the development was questioned as well.

Rick Dunton from Main Land Development was also present to help with any questions about the two plans that had been drawn up. He was helpful and also in the end expressed that each committee could work on 1-3 priorities in the development. Then we could all come to the table to help make it a plan to satisfy all involved as best we can.

Greg Leimbach pointed out that Rec did adjust the original plan after Rec attended Conservation meeting this fall and that should be noted. Some discussion was made about sinking the existing field to minimize fill on the new development and level fields to match and have more use out of outfields.

Conservation agreed they could evaluate or look into evaluating the other properties they oversee for development of pollinator and bird habitat they feel is being disturbed by this development.

Jerry Bley, Conservation, had asked prior to the meeting if there were a list of must haves from all 3 representing committees to be able to move the project forward. Conversation started moving toward this focus. Trails doesn't want to lose the existing trails so if the development displaced them they would like them replaced and the cost of this to be included. It was noted this was already included in the plan. Cost analysis was a part of the discussion. The larger of the estimates from Main Land is over \$400,000. Question was asked about fundraising and how this cost would be covered.

Discussion moved to developing a complete plan for all 6 acres of open space at the Fairgrounds property so that all issues are addressed now and put out in a plan. This is not an overhaul of the Fairgrounds Maintenance Plan but rather a plan looking forward to include the whole picture of this development and include Trails and Conservation objectives as well. Funding questions were asked about "Dream Fields" grants and also Alford Grants. Hannah had scanned a few of these but not delved into so agreed to research a little more to see what we can get funding for.

No decisions were made but good discussion was had and everyone felt better informed and on a better path moving forward.

Hannah Flannery
Readfield Rec Chair

Eric Dyer

From: Rick <rick@main-landdci.com>
Sent: Wednesday, December 8, 2021 3:38 PM
To: Eric Dyer
Subject: RE: Joint Committee Meeting Follow-up 21-098

Hi Eric,

I'm anticipating an additional \$4k roughly for this work, based on projected hours effort. Includes:

- pre-planning time to consider committee written feedback
- redraft conceptual plan for meeting
- Design charette meeting
- Revisions based on charette feedback
- Permit level plan submittal

You know your board. If you want to add some conservativeness to that for contingency, it's your call. T&E as we discussed. If approved, I'll add that in as a phase you can see in the invoicing.

Thanks!

Main-Land Development Consultants, Inc.

Main-Land Camp Solutions

Rick Dunton, P.E.

Director of Engineering

Tel: 207-897-6752

Cel: 207-931-9909

www.main-landdci.com

Main-Land: PEOPLE. PROPERTY. PROSPERITY.

From: Eric Dyer <manager@readfieldmaine.org>
Sent: Wednesday, December 08, 2021 11:32 AM
To: bruce.e.hunter@gmail.com; Robert Peale <rnpreadfieldgov@gmail.com>; Hannah <hhinckley@roadrunner.com>
Cc: Dennis Price <dprice@readfieldmaine.org>; Rick <rick@main-landdci.com>
Subject: Joint Committee Meeting Follow-up

Good morning.

Thank you Bruce, Hannah, and Rob, and thanks to your members who participated in the meeting last night. Besides discussing an important topic it was the biggest hybrid meeting we've ever had that didn't involve a full broadcast setup. We had 12 people around the table and at least eight on the Zoom. We are always trying to improve and increase engagement and getting better at these kinds of meetings is key to that. I know there were some concerns about audio (some may have been on our side of the technology and some may have been on their side) that I will look into, but please provide me with any feedback you have on the format and function of the meeting.

More important in many respects is taking action to continue to gather constructive input and refine the proposal. We discussed a few key steps at the meeting that I want to put in print:

1. I requested a cost estimate for expanded services from Main-Land Development at the meeting and confirmed with them this morning (when we met to discuss parking at Readfield Corner) that I wanted their estimate by this Friday. I am anticipating a "time and materials" approach and expect them to provide an estimate for:
 - a. An expanded design focus and scope to cover the approximately six acres of the open filed area and to further consider the following design factors:
 - i. Habitat and conservation priorities
 - ii. Recreation facilities and programming
 - iii. Historical assets and priorities
 - b. A few additional plan layout options/iterations
 - c. A few additional facilitated meetings with stakeholders
2. We will discuss the joint meeting at the upcoming Select Board meeting – this will include a report-out from Recreation and a Town Manager summary of action steps.
3. I will request funds from the Select Board to cover the cost of the additional design and planning work mentioned above.
4. The Recreation Board, Trails Committee, and Conservation Committee were asked to digest the discussion from the joint meeting and then prepare focused feedback on the proposed development at the Fairgrounds with an emphasis on:
 - a. Their expectations and programming needs
 - b. Their preferences
 - c. Their "must have's"We did not set a deadline for this feedback but I'll suggest January 6th as a starting point.
5. As noted above, additional stakeholder meetings will need to be scheduled and held (likely with a smaller group of representatives from trails, conservation, recreation, the Historical Society, and the engineer) to consider the focused feedback.
6. We acknowledged that broader public input and feedback (specifically abutters and the general public) was being planned and was essential to the process. My expectation is that those stakeholder meetings will be most effective and happen only after a consensus plan is arrived at, if possible. It is recognized that all of our meetings are public and anyone can attend at any time.

I want to thank you as Chairs for demonstrating leadership in your participation and engagement in this discussion. I also want to emphasize that no commitments were made at the joint meeting. This is an ongoing process. Please do let me know if I've missed anything consequential with the action steps I've outlined.

Thank you again,

Eric

Eric Dyer, MURP
Readfield Town Manager
Town Office – 207-685-4939
Direct Office Line – 207-685-1818
Mobile Voice/Text – 207-242-5437
Website - www.readfieldmaine.org



REGINA LEONARD, PLA

Senior Landscape Architect,
Principal

Regina has 20 years of experience in landscape architecture with a primary focus on public landscapes. Her background as a municipal landscape architect lends a unique perspective to her work. She understands the inherent complexities of civic-scale projects and has demonstrated experience working with communities and interest groups toward common goals. Over the years, she has forged strong alliances with officials, regulatory agencies, neighborhood, and advocacy groups to advance a variety of civic-scale projects, including public parks, streetscapes and plazas, natural areas, trails, and downtowns.



OTHER BUSINESS