

Readfield Select Board
January 10, 2022, Meeting Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:30 PM

Pledge of Allegiance (6:30pm)

Regular Meeting Items - 5 min.

22-081 - Minutes: Select Board meeting minutes of December 13, 2021.

22-082 - Warrants: #25-28

Communications - 30 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

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

Boards, Committees, Commissions & Departments - 10 min.

- Comprehensive Plan Update
- Comprehensive Plan Committee minutes of September 22 and November 17, 2021
- Conservation Commission minutes of November 9, 2021
- Planning Board minutes of November 9, 2021

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

Appointments, Reappointments, & Resignations - 5 min

22-083 - Consider the resignation of William Godfrey from the Planning Board

22-084 - Consider the appointment of Noel Madore to the Planning Board as a full member

Old Business - 20 min.

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

22-051 - Consider final approval of the revised Board, Committee, and Commission Guide and a process for distribution - 5 min.

22-076 - Hear an update on the Winthrop Ambulance Service from EMS Director Dovinsky - 10 min.

New Business - 55 min.

22-085 - Review the Emergency Operations Plan - 15 min.

22-086 - Consider a revised Policy on Electronic Devices, Documents, and Communications - 5 min.

22-087 - Consider approval of Commercial Hauler permits for the Transfer Station - 5 min.

22-088 - Consider acceptance of a \$1,000 Maine Community Foundation Lifelong Community Fellows Program Grant - 5 min.

22-089 - Discuss Fiscal Year 2023 Budget - 10 min.

22-090 - Consider legal representation for the Town of Readfield Board of Appeals - 5 min.

22-091 - Consider engagement with Main-Land Development for design services at Readfield Corner - 5 min.

22-092 - Town Manager review and Contract renewal process - 5 min

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

Adjournment

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

Participate via Zoom at: <https://us02web.zoom.us/j/88149608367> or

Call-in at +1 (929) 436-2866 and enter meeting ID: 881 4960 8367 and passcode: 781405

REGULAR MEETING

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

Readfield Select Board
Regular Meeting Minutes – Monday, December 13, 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), Pam Mitchell, Lee Mank, Hannah Flannery, Matt Lajoie

Regular Meeting:

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

- **22-070 - Minutes: Select Board Meeting minutes of November 15, 2021 & December 6, 2021**
 - Amendment to November 15th minutes: Add the comments from the Town Manager report regarding SSMH and that the Town Office is open to any and all groups; including SSMH.
 - **Motion** made by Kathryn to approve the Select Board meeting minutes of November 15, 2021 as amended and December 6, 2021 as presented, **second** by Sean. **Vote** 5-0 in favor.

- **22-071 – Warrants: #21-24 (FY22)**
 - Kathryn reviewed Warrants #21-24
 - **Motion** made by Kathryn to approve warrants #21-22 in the amount of \$88,321.11 and warrants #23-24 in the amount of \$383,007.36, **second** by Ralph. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Sean: Thank you to the Readfield Library for the tree lighting ceremony. Great job.
 - Ralph: As the Age Friendly Liaison; at this time the group has no requests but concerned with the budget as their needs are yet to be determined but would like to have a place holder in the budget process.
 - Dennis: Thank you to all for the holiday spirit around town.
 - Carol: Veterans Day Event was phenomenal, had a great turn out and fabulous job done.

- **Town Staff Reports**
 - **Treasurers Report**
 - Review of the November Treasurers Report by Eric
 - **Town Managers Report**
 - Review of the Town Managers Report by Eric

- **Board, Committees, Commissions & Departments**
 - Conservation Commission minutes of October 12, 2021
 - Comprehensive Plan Committee minutes of October 20, 2021
 - Broadband Internet Committee minutes of September 1, 2021

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

Readfield Select Board
Regular Meeting Minutes – Monday, December 13, 2021 – *Unapproved*

Appointments, Reappointments & Resignations:

- **22-072 – Consider the appointment of Eric Dyer as Freedom of Access Act (FOAA) Officer**
 - **Motion** made by Kathryn to appoint Eric Dyer as the Freedom of Access Act Officer effective tonight and ending June 30, 3022, **second** by Sean. **Vote** 5-0 in favor.

- **22-073 – Consider the resignation of Sandra Rourke from the Cemetery Committee**
 - **Motion** made by Kathryn to approve the resignation of Sandra Rourke from the Cemetery Committee, **second** by Carol. **Vote** 5-0 in favor.

- **22-074 – Consider the resignation of Lindsey Morin from the Recreation Committee**
 - **Motion** made by Kathryn to accept the resignation of Lindsey Morin from the Recreation Committee with regrets, **second** by Sean. **Vote** 5-0 in favor.

New Business: *(Taken out of order)*

- **22-078 – Consider approval and acceptance of a \$4,965 Library grant through Association for Rural and Small Libraries**
 - Pam Mitchell went over the grant through the grant and the three areas that the funds will be used: Library Meeting/Program Space, Library Outreach and Teens/Children Programming.
 - Carol asked about use of ARPA Funds to help with the space issues at the library. ARPA Funds are restricted for certain used.
 - Admin note: Procedure for grants is that the Select Board approve before applying and then accept when funds are granted/received.
 - Make the Library RFP a priority so work can be booked in a timely manner.
 - **Motion** made by Kathryn to approve the grant and accept the funding from the grant from the Association for Rural and Small Libraries New England Grant in the amount of \$4,965.00, **second** by Carol. **Vote** 5-0 in favor.

Old Business:

- **22-068 – Consider next steps for investigating broadband internet**
 - Update from Kathryn: The RFP has gone out with 4 towns involved; Fayette, Readfield, Vienna and Wayne. There were 12 companies that responded with 5 that intend to submit bids. Fayette may go with Red Zone and not the fiber to the home. The RFP will have each town separately and then one of all towns together.

- **22-051 – Final reading of the revised Board, Committee, and Commission Guide**
 - Review of the revised draft included in the packet and discussed by the Select Board. Changes to be made and brought back for review/reading once updated.

- **22-067 – Final reading of the revised Freedom of Access Policy**
 - **Motion** made by Sean to approve the revised Freedom of Access Policy, **second** by Kathryn. **Vote** 5-0 in favor.

Readfield Select Board
Regular Meeting Minutes – Monday, December 13, 2021 – Unapproved

New Business:

- **22-075 – Review the Emergency Operations Plan and consider a schedule for revision and holding a tabletop exercise**
 - Brief review by Eric; updated annually except for last year due to COVID. Table Top Exercise as part of a Select Board meeting to be held in January at the Fire Station.
 - The Select Board and Lee Mank, Fire Chief would like to make sure that contracts are updated constantly to keep the plan the best up to date as it can be.

- **22-076 – Hear an update on the Winthrop Ambulance Services from EMS Director Dovinsky**
 - Kathryn gave a brief review of the letter from EMS Director Dovinsky of the Winthrop Ambulance Services as he couldn't be present tonight. This is a statewide issue and not just Winthrop Ambulance. Winthrop is doing everything that they can and ask for patience and understanding during this difficult time,

- **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**
 - Eric gave an update on the proposal to provide a \$2.00/hour premium pay to Volunteer Firefighters with use of ARPA funds. Proposing \$12.15 to \$14.15. Discussion amongst the Select Board on pay and time frame.
 - **Motion** made by Kathryn to pay the Readfield Fire Department responders a \$2.00/hour premium pay retroactive from June 1, 2021 through November 30, 2021 coming from the ARPA funds; to continue the bonus pay from the ARPA funds of \$2.25/hour for the time period of December 1, 2021 to May 31, 2022 and request the budget committee to try and appropriate funding in the future, **second** by Sean. **Discussion:** The \$2.25 brings the premium pay to an even \$15.00/hour for the second half of the year. **Vote** 5-0 in favor.

- **22-079 – 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**
 - Cash McClure wanted to donate the money he received from being Maine Gatorade Boys Basketball Player of the Year to the Recreation Department for use of Basketball needs so had to go through this process to do so.
 - **Motion** made by Sean to approve and accept the \$1,000.00 funds to the Recreation Department from the Schwab Charitable Organization in recognition of Cash McClure, **second** by Carol. **Vote** 5-0 in favor.

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

- **22-080 – Hear an update from the Recreation Board on the proposed ballfield project at the Fairgrounds and consider the used Contingency funds for additional planning and design work**
 - Matt Lajoie of the Recreation Committee went over the information in the packet from the combination meeting that was held last week. They are looking at the addition of a softball field and a basketball court. There were concerns on the environmental impact.
 - Recommendation of Eric to have the funds up to \$6,000 to cover the costs of design and planning work. The money would come from the Select Board Contingency Funds.

Readfield Select Board
Regular Meeting Minutes – Monday, December 13, 2021 – *Unapproved*

- **Motion** made by Ralph to approve up to \$6,000 from the Select Board Contingency Fund to move forward with the recreation plan for the ballfield and basketball court, **second** by Kathryn. **Amended motion** made by Kathryn to set a date of February 1, 2022 for planning and design work to be submitted and April 1, 2022 for plan to be submitted to the Planning Board, **second** by Ralph. **Discussion:** Eric went over why the amount of \$6,000 was being requested. Dennis feels there is no reason to have the ballfield at the school and is all for the new field at the fairgrounds. **Vote on amended motion** 5-0 in favor. **Vote on original motion** 5-0 in favor.

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

Other Business:

- **Upcoming Select Board meeting schedule:**
 - January 10th and 31st; Table Top Exercise on the 31st
 - February 15th & 28th
 - March 14th
 - April 11th & 25th

Motion made by Kathryn to adjourn the meeting at 8:35 pm, **second** by Sean. **Vote** 5-0 in favor.

Minutes submitted by Kristin Parks, Board Secretary

Dec 20, 2021 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
25	273	\$ 41,110.99	Warrant	K. Woodsum	Three	12/20/2021
A	273	\$ 4,131.00	State Fees	K. Woodsum	One	12/10/2021
B	273	\$ 2,250.81	State Fees	K. Woodsum	One	12/16/2021
26	285	\$ 34,087.70	Payroll	K. Woodsum	One	12/20/2021

SUM \$ 75,198.69

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

Treasurer's Warrant

Warrant # 25 & 26

\$58,872.70

Dates: 12/23/2021

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 \$17,761.71	Check #'s 70717-70756 170717-170731
VARIOUS VENDORS	Accounts Payable	\$41,110.99	70686-70716
	Total	\$58,872.70	

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	224.90	12/23/21	25	0031 Central Maine Power Co
P	999	389.43	12/23/21	25	0031 Central Maine Power Co
P	999	242.25	12/23/21	25	0031 Central Maine Power Co
P	999	20.56	12/23/21	25	0031 Central Maine Power Co
P	999	39.61	12/23/21	25	0031 Central Maine Power Co
P	70686	4,131.00	12/09/21	25	0086 SECRETARY OF STATE (MOTOR VEH)
P	70687	2,250.81	12/16/21	25	0086 SECRETARY OF STATE (MOTOR VEH)
R	70688	209.22	12/23/21	25	0024 Baker & Taylor, Inc
R	70689	130.00	12/23/21	25	0035 Community Advertiser
R	70690	168.18	12/23/21	25	0072 Consolidated Communications
R	70691	1,500.00	12/23/21	25	0591 David Ledew
R	70692	1,404.00	12/23/21	25	0860 DR Designs
R	70693	25.82	12/23/21	25	0763 Eunice Bowler
R	70694	1,767.93	12/23/21	25	0704 Fabian Oil
R	70695	625.87	12/23/21	25	0833 Fielding's Oil & Propane Co., Inc
R	70696	24.00	12/23/21	25	0791 Group Dynamic Inc
R	70697	452.52	12/23/21	25	0818 Hannah Flannery
R	70698	198.99	12/23/21	25	0385 Hygrade Business Group, Inc
R	70699	38.00	12/23/21	25	0083 Kennebec Cnty Registry Of Deeds
R	70700	375.00	12/23/21	25	0789 Maine Audubon
R	70701	10,311.80	12/23/21	25	0066 Maine Municipal Association
R	70702	60.00	12/23/21	25	0303 MAINE TOWN & CITY CLERKS ASS'N
R	70703	99.99	12/23/21	25	0229 Melissa A Small
R	70704	90.00	12/23/21	25	0139 MMTCTA
R	70705	192.90	12/23/21	25	0360 North Coast Services LLC
R	70706	3,000.00	12/23/21	25	0063 OBP Trailworks, LLC
R	70707	349.53	12/23/21	25	0823 OTELCO
R	70708	39.40	12/23/21	25	0075 PARIS FARMERS UNION
R	70709	15.08	12/23/21	25	0858 PETTY CASH
R	70710	867.10	12/23/21	25	0841 PretiFlaherty
R	70711	24.62	12/23/21	25	0406 SAM'S CLUB
R	70712	40.00	12/23/21	25	0021 Sonya Clark
R	70713	79.07	12/23/21	25	0462 STAPLES CREDIT PLAN
R	70714	29.48	12/23/21	25	0765 W.B. Mason Co., Inc
R	70715	11,625.13	12/23/21	25	0709 WASTE MANAGEMENT OF PORTLAND
R	70716	68.80	12/23/21	25	0273 WINTHROP AUTO SUPPLY
Total		41,110.99			

Count

Checks	36
Voids	0

Warrant 25

Vendor-----	Amount	Account-----
00024 Baker & Taylor, Inc	188.83	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	224.90	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	389.43	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	242.25	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	20.56	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	39.61	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00035 Community Advertiser	130.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00072 Consolidated Communications	52.89	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	54.64	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	60.65	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00591 David Ledew	1,500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00860 DR Designs	988.00	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00860 DR Designs	416.00	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00763 Eunice Bowler	25.82	Maintenance / Gen Maint - PERSONNEL / MILEAGE
00704 Fabian Oil	896.95	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	870.98	Maintenance / Bldg Maint - UTILITIES / HEATING
00833 Fielding's Oil & Propane Co., Inc	625.87	GENERAL GOVT / Heating Ast - UTILITIES / HEATING
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00818 Hannah Flannery	452.52	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00385 Hygrade Business Group, Inc	198.99	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00083 Kennebec Cnty Registry Of Deeds	38.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00789 Maine Audubon	375.00	COMM SERVICE / Library - ADMIN / MISC.
00066 Maine Municipal Association	35.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00066 Maine Municipal Association	90.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00066 Maine Municipal Association	10,186.80	GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP
00303 MAINE TOWN & CITY CLERKS ASS'N	60.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00229 Melissa A Small	99.99	COMM SERVICE / Library - EQUIP REPLAC / CAPITAL EQP
00139 MMTCTA	90.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00360 North Coast Services LLC	192.90	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00063 OBP Trailworks, LLC	1,315.00	COMM SERVICE / Age Friendly - COMMUNITY SV / Age Friendly
00063 OBP Trailworks, LLC	1,685.00	REC,PARKS/AT / Conservation - ADMIN / MISC.
00823 OTELCO	328.61	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 OTELCO	20.92	COMM SERVICE / Library - UTILITIES / TELEPHONE
00075 PARIS FARMERS UNION	39.40	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00858 PETTY CASH	3.63	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	11.45	GENERAL GOVT / Admin - ADMIN / POSTAGE
00841 PretiFlaherty	867.10	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00406 SAM'S CLUB	16.06	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00406 SAM'S CLUB	8.56	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00086 SECRETARY OF STATE (MOTOR VEH)	4,131.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,250.81	GENERAL FUND / Motor Veh Fe
00021 Sonya Clark	40.00	COMM SERVICE / Library - ADMIN / MISC.

Warrant Recap

Warrant 25

Vendor-----	Amount	Account-----
00462 STAPLES CREDIT PLAN	23.47	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	38.24	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	17.36	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00765 W.B. Mason Co., Inc	29.48	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00709 WASTE MANAGEMENT OF PORTLAND	2,372.78	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	3,038.85	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	6,192.36	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00273 WINTHROP AUTO SUPPLY	25.82	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Dump Truck
00273 WINTHROP AUTO SUPPLY	42.98	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR

Prepaid Total--	7,298.56
Current Total--	33,812.43
Warrant Total--	41,110.99

Jan 3, 2022 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
27	293	\$ 344,229.80	Warrant		Three	
A	293	\$ 3,822.75	State Fees	K. Woodsum	One	12/23/2021
B	293	\$ 5,377.36	State Fees	K. Woodsum	One	12/30/2021
28	306	\$ 17,356.93	Payroll		One	

SUM \$ 361,586.73

Indicates public review is required following prior approval

Indicates public review and approval are both required

Treasurer's Warrant

Warrant # 27 & 28

\$361,586.73

Dates: 1/3/2022

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 \$17,356.93	Check #'s 70777-70786 170777-170789
VARIOUS VENDORS	Accounts Payable	\$344,229.80	70757-70776
	Total	\$361,586.73	

Date Signed: _____

_____ Dennis Price

_____ Carol Doorenbos

_____ Ralph Eno

_____ Sean Keegan

_____ Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wmnt	Payee
P	999	58.35	01/06/22	27	0031 Central Maine Power Co
P	70757	3,822.75	12/23/21	27	0086 SECRETARY OF STATE (MOTOR VEH)
P	70758	1,040.06	12/30/21	27	0086 SECRETARY OF STATE (MOTOR VEH)
P	70759	4,337.30	12/30/21	27	0098 TREAS., STATE OF MAINE (IFW)
R	70760	31.69	01/06/22	27	0022 Audette's Hardware
R	70761	473.48	01/06/22	27	0024 Baker & Taylor, Inc
R	70762	957.38	01/06/22	27	0475 Cates Electric, LLC
R	70763	32,000.50	01/06/22	27	0453 Cushing Construction, LLC
R	70764	94.73	01/06/22	27	0810 Eric Dyer
R	70765	90.39	01/06/22	27	0704 Fabian Oil
R	70766	4,060.00	01/06/22	27	0043 Fire Tech and Safety
R	70767	123.99	01/06/22	27	0629 Irving Oil Marketing, Inc
R	70768	514.41	01/06/22	27	0760 KVCOG
R	70769	25.33	01/06/22	27	0858 PETTY CASH
R	70770	288,602.91	01/06/22	27	0069 Regional School Unit#38
R	70771	5,910.65	01/06/22	27	0156 RELIANCE EQUIPMENT
R	70772	2,000.00	01/06/22	27	0605 RHR Smith & Company
R	70773	1.56	01/06/22	27	0794 SBA Towers III LLC
R	70774	20.00	01/06/22	27	0561 Shredding on Site
R	70775	26.34	01/06/22	27	0696 Spectrum
R	70776	37.98	01/06/22	27	0462 STAPLES CREDIT PLAN
Total		344,229.80			

Count

Checks	21
Voids	0

Warrant Recap

Warrant 27

Vendor-----	Amount	Account-----
00022 Audette's Hardware	14.35	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00022 Audette's Hardware	17.34	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00024 Baker & Taylor, Inc	249.61	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	223.87	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00475 Cates Electric, LLC	957.38	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00031 Central Maine Power Co	58.35	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00453 Cushing Construction, LLC	32,000.50	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00810 Eric Dyer	64.75	GENERAL GOVT / Admin - ADMIN / MISC.
00810 Eric Dyer	29.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00704 Fabian Oil	90.39	SOLID WASTE / TRANSFER STA - UTILITIES / HEATING
00043 Fire Tech and Safety	4,060.00	CAPITAL IMPR / Fire Dept - EQUIP REPLAC / CAPITAL EQP
00629 Irving Oil Marketing, Inc	123.99	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00760 KVCOG	514.41	BOARDS & COM / Comp Planng - CONTRACT SVC / Contract Ser
00858 PETTY CASH	3.03	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	22.30	GENERAL GOVT / Admin - ADMIN / POSTAGE
00069 Regional School Unit#38	288,602.91	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00156 RELIANCE EQUIPMENT	1,832.72	PROTECTION / FIRE DEPART - CONTRACT SVC / PUMP TEST
00156 RELIANCE EQUIPMENT	2,041.29	PROTECTION / FIRE DEPART - CONTRACT SVC / PUMP TEST
00156 RELIANCE EQUIPMENT	2,036.64	PROTECTION / FIRE DEPART - CONTRACT SVC / PUMP TEST
00605 RHR Smith & Company	2,000.00	GENERAL GOVT / Admin - CONTRACT SVC / AUDIT SERV
00794 SBA Towers III LLC	1.56	PROTECTION / Tower Sites - CONTRACT SVC / TOWER SITE
00086 SECRETARY OF STATE (MOTOR VEH)	3,822.75	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	1,040.06	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00696 Spectrum	26.34	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	37.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00098 TREAS., STATE OF MAINE (IFW)	0.80	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00098 TREAS., STATE OF MAINE (IFW)	4,336.50	GENERAL FUND / Rec Veh Fees

Prepaid Total--	9,258.46
Current Total--	334,971.34
Warrant Total--	344,229.80

COMMUNICATIONS

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

Comprehensive Planning Committee Minutes

September 22, 2021

Present: Jeffrey Carlson, Chris Cheney, Paula Clark, Eric Dyer, Jessica Gorton, Sean Keegan (for Dennis Price), Joel Greenwood (CVCOG), David Trunnell

Absent: Henry Clauson, Greg Leimbach, Matt Nazar

Eric called the meeting to order at 7:01 p.m. in person at the Town Office and via Zoom.

Announcements

The committee did not meet in August, and the following changes in membership took place via email:

Henry Clauson resigned as chair, although he will stay on the committee.

Romaine Turyn and Bruce Hunter resigned from the committee

Charles Tetelman resigned from KVCOG.

Minutes

Jessica moved we approve the July minutes. David seconded. Sean, Jessica, Jeff and David voted yes; others abstained as they were absent.

David moved the June minutes be approved. Jessica seconded. Paula, Jessica, Sean and David voted yes. The others, who were not at that meeting, abstained

New Business

Jessica volunteered to be the interim chair. David moved she be nominated, Paula seconded. Roll call vote was unanimous except for Jessica who abstained.

New members were introduced: Chris Cheney, the head of Kents Hill School; Jeff Carlson from the Recreation Committee, and Greg Leimbach, representative from Trails and Conservation Commission.

Eric discussed the meeting format and the struggles presented by COVID-19 restrictions, and said the Selectboard had approved the hybrid mode of meeting that the CPC is using tonight. David said that he thought it worked well meeting in the room with the big computer display and speakers. Jessica and Paula agreed that this format is working for them.

Joel Greenwood, planning director for KVCOG, spoke about KVCOG's contract with the town and his efforts to hire someone to replace Charles. He asked that the committee provide some direction as to what it needs from KVCOG to expedite its efforts during this transition period.

Jessica asked what KVCOG might have in its offices showing what Charles had done so far. She asked if we might set up a drop box to keep track of things. Jeff suggested we use Google Docs, which allows everyone to track the progress of documents and assign tasks as well. Joel said KVCOG usually uses Teams, but Jeff noted that with Google Docs you don't need access to Microsoft products such as Word, which he doesn't have.

Paula asked if Joel had met with Charles before he left and had any working documents. She and Matt were working with Charles on the Land Use chapter and were left rather at sea. Joel said he would set something up and put those documents out with the others.

Eric asked if work had actually begun on the maps for Land Use. Paula said they were still at the talking stage.

He also asked at what stage the Recreation chapter was. Sean said he met with Charles once, but there were few changes needed in that section.

David asked that Joel provide some information on best practices to guide the committee. He said that he'd been talking to someone about state efforts to track arsenic in private wells and would like to know best practices regarding the geology of the area, which is bedrock rather than sand and gravel. He would like to know about the aquifers in the area and how the town could assist residents and farmers with their water quality.

Paula said that the state has done work on this issue but determined that wells are a matter of personal responsibility. David said that he thinks the town is best suited to know how the land is used, and he would like to see Jessica as point person determine how we might proceed.

Eric sent out a memo discussing the Selectboard's support for the committee and the importance of its task.

Eric displayed the chapter assignment document and went over the progress so far and who is leading what chapter. He said that Henry was originally assigned to the demographics section, but in light of Henry's lack of availability, Eric said that he might work on it with KVCOG, which will be providing much of the information.

In light of Romaine's departure, David agreed to step up with Housing Opportunities and Chris agreed to help as well.

Eric noted that the committee is behind schedule. Outdoor Recreation/Culture was originally scheduled for August but now will have to be pushed back to October.

Eric discussed how each chapter will be presented to affiliated/interested groups. The committee discussed how that process might be most effectively managed. Chapter lead assignments are now as follows:

Agriculture and Forestry

Greg Leimbach

Capital Investment Plan

Dennis Price

Demographic Profile	Eric Dyer
Future Land Use	Matt Nazar, Paula Clark
Historical and Archaeological Resources	David Trunnell
Housing Opportunities	David Trunnell, Chris Cheney
Implementation of Goals and Policies	All
Land Use, Built Environment	Matt Nazar, Paula Clark
Land Use Maps	Paula Clark, Matt Nazar
Local Economy	David Trunnell, Jessica Gorton
Natural Resources	Jessica Gorton
Outdoor Recreation	Jeffrey Carlson, Greg Leimbach
Public Facilities and Services	Dennis Price
Transportation	Eric Dyer

David asked that the minutes for the previous meetings be sent to new members to provide examples of how to obtain feedback from groups and how helpful that can be in assembling a chapter. He also suggested that when Holly sends out the minutes to the new members, that she include the vision and mission statements.

Eric said that he'd like to cover more than one chapter in a meeting to make up some time. Joel made some suggestions about what might be combined based on the topic and how much information is included. Some chapters are much larger and denser than others, while some actually fit together more easily.

The next meeting will be Wednesday, October 20, which is the third Wednesday of the month. Dennis had asked about looking at another day. Eric said he likes the schedule, which works around the other 14 town committees. No one else expressed any interest in changing the day.

David said he thinks we should look back on how Charles' led us to this point and how we need to focus on best practices rather than just rewriting the 2009 plan. He suggests that for each hour of presentation there should be two hours of preparation.

Jessica said we should look at what has popped up in other comp plans in the last 12 years that wasn't there. For example, in the natural resources section in 2009 there was no message of climate change.

Chris suggested we look at what we are trying to accomplish. What are our goals? Is the town looking to make major changes or are we just looking to tweak things a little and carry on as we have been doing?

Joel noted that even if we want to stay the same, we still have to work to keep up with changes that are taking place.

Chris suggested that it might be helpful to have a young person, such as a teen or college student, on the committee to give us a different perspective. Eric asked Chris if he might be able to find someone to fill that role.

Next Meeting Action Items

The Outdoor Recreation Chapter will be presented at the October meeting.

KVCOG will be creating a place for everyone to view and review documents, as well as compiling the work Charles did before he left.

Chris will look into finding a young person to join the committee.

Everyone will do their homework as suggested by David

Eric will be updating the planning documents.

Jessica and Eric will work on future meeting plans.

Holly will send out previous minutes, vision plan and statement to new members.

David moved we adjourn, Jessica seconded. All agreed. Meeting adjourned at 8:18 p.m.

Minutes prepared and submitted by Holly Rahmlow

Comprehensive Planning Committee Minutes

November 17, 2021

Present: Alanna Bachelder, Jeffrey Carlson, Paula Clark, Eric Dyer, Jessica Gorton, Joel Greenwood (KVCOG), Greg Leimbach, , Matt Nazar, Dennis Price, David Trunnell

Absent: Chris Cheney, Henry Clauson

Jessica called the meeting to order at 6:01 p.m. in person at the Town Office and via Zoom.

MINUTES

Without a quorum in October, the minutes for September could not be approved. However, they were not included in the packet for tonight, so that approval will be held over for the next meeting.

Matt moved the October minutes be approved; Dennis seconded. Joel noted one spelling correction, that CVCOG should be KVCOG. Minutes approved unanimously except for abstentions by those absent at the last meeting, including Paula, Greg, Dennis and David.

David asked about following up on action items, such as the potential for using an informal or nonqualified TIF for the upcoming Local Economy Chapter's policies/goals, and whether Eric had found out anything more from the town of Monmouth on such a device. Eric said that Monmouth used a Farmland Trust TIF and that he would follow up with them and how that was done. David also asked about the mention of the Lions Club no longer being a going concern and whether those facilities will be available to the town. He also inquired about carrying over action items from one set of minutes to the next. A discussion ensued. It was ultimately determined that action items should be reported in both the minutes and the agendas, but the minutes are limited to recording what happened at a specific meeting and not for carrying over action items from previous minutes unless they are discussed at that meeting.

NEW BUSINESS

David introduced the chapter on Housing Opportunities. His presentation focused on the goals and policies of plans going back to 1988. He noted that overall efforts to improve the housing situation had failed and that many of the same problems remain. He noted that there are residents in town living without basic amenities, in overcrowded conditions, and with very limited incomes.

He listed three main points:

1. Town plans for accessible housing have grown increasingly detailed and even formulaic, yet no success has ever resulted.

2. A year 2000 Housing Conditions evaluation reported a number of housing problems, including about four homes that have incomplete plumbing, about six homes with no telephone, and about nine homes found to be overcrowded.

3. Next steps to Readfield finally succeeding in providing accessible housing must include:

- A new committee with professional expertise, including an attorney, a contractor, a finance person or CPA, and possibly an architect; and
- Use of action-oriented mission with the avoidance of passive words of the past such as “consider,” “strive for,” etc.

David suggested that this group of professionals be formed to really put a big push on housing opportunities.

Greg asked Joel about the availability of the 2020 Census data. Joel said that he doesn't know for sure, but official estimates put the release, including housing data, at May or June 2022.

David asked about other options for information since the Census data is running so late. Eric said there is no real substitute for Census, but there are some other general sources such as the Kennebec Land Trust for other chapters in the plan. He said the best place to start is the 2010 data.

The committee discussed several options for useful statistics and concluded that Joel's offer to provide 2010 census data is the best way forward.

Joel said Maine State Housing statistics can also tell us a bit about who lives in town, income levels, age, etc., and what housing might best suit those groups. He also notified the committee that KVCOG is currently working with several other member towns on accessible housing.

Paula suggested a comp plan implementation committee as a way to achieve certain pieces of the plan. She said that after the 2009 plan the Planning Board made changes to implement those goals and that there was an implementation committee that met for several years afterward.

Eric said he could look for implementation committee minutes and other products of those meetings and distribute them to the committee.

Paula said there is some overlap between land use and housing opportunities and some of these topics might fit into land use. She and Matt will complete their draft of land use updates and bring that to the committee.

Eric suggested that we might want to look at partnering with a nonprofit housing organization or set up a housing nonprofit for the town. Eric said that a housing authority, rather than a town committee would be the best approach for an accessible housing project. Dennis noted that it is easy to say the Selectboard should do something about housing but practically there is little they can do.

Greg asked about getting in an expert to advise the town on how we might proceed.

David suggested he circle back with Joel, Matt and Paula to nail down the land use issues relating to the Housing Chapter, and then work with Eric to consider how the town could proceed with a relationship with a housing authority to provide accessible housing.

Matt said based on 2020 Census data that has been released that there is not much change in the town's population since the last census, as we went from 2,591 people to 2,597.

David asked about poverty in town and providing housing for those in need. Eric said low-income and substandard housing do exist in town; we are especially low in rental or transient housing. He said that in a survey for the broadband project, Readfield has less than six multi-unit buildings. We also lack appropriate housing for seniors. Eric said putting our efforts into continuing to adjust our policies in land use and regulations might be the best way to encourage more housing options.

The group explored reasons for why multi-unit housing might not be the only reason for why people choose a different town, especially the fact that Readfield's location makes transportation a challenge for seniors and those who can't drive (disabilities) or who can't afford a vehicle.

Greg noted that big low-income projects often fail because they isolate those people from others, breaking people into groups rather than mingling those with higher aspirations. He said his studies of accessible housing recommended mixed income units be built in order to avoid segregation.

Paula asked if there is a need or a desire for apartment buildings and how we might approach a needs assessment.

OLD BUSINESS

Jeff revisited the Outdoor Recreation chapter, which has been updated on SharePoint.

Some issues discussed included the old Lions Club property, which is rather cluttered. Eric said that there is a possibility it might be turned into a licensed automobile junkyard.

Greg said he sees a big lack in the goals section and suggested some wording.

Jeff said there are still some data points he needs to explore. Greg offered to help. And Joel can provide some information as well.

There was discussion about goals and policies and how they are set up in the final document.

NEXT MEETING ACTION ITEMS

The next meeting will be December 15 at 6 p.m. Eric suggested discussing Public Facilities and Services and bring back Housing Opportunities.

Joel will provide 2010 census data for use by the committee.

Joel said he could provide some maps. Eric said he'd like to see those in the chapters online.

Eric said he'd send out the public folder info to the committee.

David will work with Joel on Maine State Housing data, with Matt and Paula to nail down their land use issues relating to the Housing Chapter, and then work with Eric to outline how the town's accessible housing interests could be better served through a relationship with a housing authority in the lead.

David to provide a first draft of the new Housing Chapter.

Greg moved for adjournment; Dennis seconded. Meeting adjourned at 7:26 p.m.

Minutes prepared and submitted by Holly Rahmlow

Readfield Conservation Commission Meeting Minutes

Tuesday November 9, 2021, 6:30 pm via Readfield Town Zoom

Approved at RCC meeting, December 14, 2021

Present: Jerry Bley, Stephanie Donaldson, Greg Durgin, Marty Hanish, Bruce Hunter

Excused: Andy Walsh, Brent West

Guest: Tim Sniffen

Meeting began about 6:35 pm

Agenda was reviewed.

Minutes of the October 12, 2021 meeting were reviewed and approved with no changes.

New Business:

Financing Trail Repairs at Fairgrounds –

Maranacook C. School students and Trails Comm. volunteers started trail resurfacing this fall. It would be timely to complete work before winter. Cost to date (Cushing delivery) is \$110. Additional delivery will be over \$400. Expense of labor and equipment will be in addition.

Jerry B reported that OBT Trail Co may be available during November. They have the experience and equipment to do the work well. Cost would be around \$1000/day. The RCC budgeted for its share of this work but will not have funds available until after the upcoming Town Forest timber harvest. Trails Committee may have limited funds to contribute.

Jerry B will discuss with Eric Dyer Town Manager. It is hoped the Town may be able to assist.

Old Business:

Meeting Procedures –

New Town policy is for minutes to be submitted more quickly to improve communication. After discussion, we agreed to do our best.

Agendas will be sent to Town Manager before meetings.

Bruce H will make sure Town Calendar is up to date for RCC meetings.

Protection of Grassland Habitat on School and Town Property –

We would like to encourage growth and management of pollinator plants such as milkweed and goldenrod wherever possible. Greg D has talked with Shaun Drinkwater (school building and grounds manager). Currently school-owned grass fields are cut once a year by a local mower. Greg will try to give Bruce H the mower's name so that we can request late season cutting to benefit pollinators. The Town landfill (now closed) was also discussed as a potential grassland site.

Review of Fairgrounds Workshop held Nov. 1 -

In summary, it was felt the RCC presented the Fairgrounds Management Plan objectively. It appeared that general Town consensus is to move forward on the girls' softball field. The exact process to be followed was not discussed at the workshop.

RCC had various questions looking back at the workshop:

Will entire Fairgrounds field be developed as a sports complex? Will part of the field area be preserved?

Will the Management Plan be followed with due diligence?

Can the Town develop other fields as substitute pollinator habitats, especially for monarch butterflies? (Note: Monarch butterflies were not endangered when the Management Plan was written.)

Shall we ask Laura Lecker of the Somerset County Soil and Water Conservation District to evaluate other potential parcels?

Could we plant border areas of the Fairgrounds with pollinator plants?

Will the construction of the ball field(s) be a Town Warrant item?

Ongoing discussion of the Fairgrounds seems important. Jerry B suggested the different interests in the Fairgrounds meet and discuss their ideas. It was noted that planning is needed to minimize collateral damage, such as to the trail system.

Who should organize this meeting? It was felt the RCC should let others take the lead here. The issue may benefit from time, allowing the questions to settle and develop gradually.

Town Forest -

Hunting blind/stand issue: Bruce H had a report of an unregistered tree stand in the Town Forest. Jerry B will check on Sunday. If stand is still there, he will leave a note for the owner to either remove the stand or register it with the Town.

Timber harvest: Jerry will check with forester Harold Burnett re status.

Fairgrounds Trail Weed Removal -

Steve Hayes has sprayed the trails and around the parking lot with bio-friendly eradicator. Our appreciation goes to Steve.

Other Agenda Items -

Referred to future meetings

Meeting adjourned around 8:15 pm.

Submitted by Tim Sniffen, Dec. 15, 2021

READFIELD PLANNING BOARD

Minutes of Tuesday, November 9, 2021

Planning Board Members: Paula Clark (Chair), Jack Comart, William “Bill” Godfrey, Don Witherill, Noel Madore

Excused: Jan Gould, Henry Clauson, William “Bill” Buck

Others Attending: Ron “Chip” Stephens (CEO), Kristin Parks (Board Secretary), Quinton Johnson, Brittany Johnson

Meeting called to order at 6:31 pm by Paula.

Public Meeting:

1. 455 Sturtevant Hill Road; Quinton and Brittany Johnson

- Recap by Paula; Looking for completeness of application tonight and then scheduled the Public Hearing.
- Brittany Johnson gave a summarization; property owners want to purchase a 1.07 parcel of property directly behind their current 2.18 acre property and merge them as a single lot.
- Planning Board needs list of abutters, copies of the deed(s) and a purchase and sale written contract between the buyer(s) and seller(s).
- **Motion** made by Jack to find the application complete with the condition that the CEO/Chip and applicant will provide the required missing documents prior to the Public Hearing, schedule the public hearing, notify abutters/subdivision landowners and waive the site visit. **Second** by Bill G. **Vote** 5-0 in favor.

2. 866 Main Street; Cushing Storage and Rentals, LLC

- Applicant not able to attend tonight’s meeting due to family emergency. Consensus of Planning Board to table until next meeting.
- Discussion of the need for storm water/erosion control plan, details of new or existing driveway construction and proof of ownership.

Old Business:

Review of meeting minutes of 5/11, 5/25, 6/2, 7/27, 8/25, 9/28 and 10/26 for approval

- **Motion** made by Bill G to approve the minutes from May 11, May 25, June 2, July 27, August 25 and October 26, 2021 as discussed and amended, **second** by Jack. **Vote** 5-0 in favor.

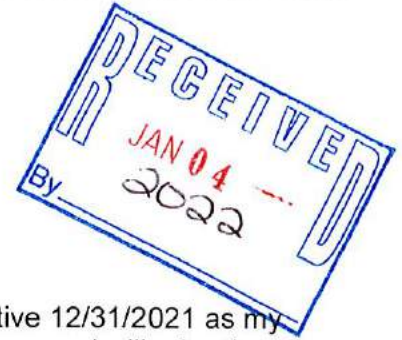
Meeting adjourned at 8:06 pm by Paula.

Next meeting scheduled for Tuesday, December 14, 2021

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Readfield Town Clerk

From: Godfrey, William C <William.C.Godfrey@guycarp.com>
Sent: Tuesday, January 04, 2022 1:52 PM
To: clerk@readfieldmaine.org
Subject: Bill Godfrey Planning Board Resignation



Hi Kristen,

As discussed, I am officially submitting my resignation from the Planning Board effective 12/31/2021 as my legal residence is now in Florida. I have enjoyed working with Planning Board members and will miss the opportunity to "give back" to the Town of Readfield.

Bill

William C. Godfrey
Managing Director
M +1 917 821 7903

99 High Street Boston, MA 02110
www.guycarp.com

 **Guy Carpenter**
A business of Marsh McLennan

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RESERVED

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 municipal appointees are expected to complete Freedom of Access Act (FOAA) training. Appointees required by statute to complete a training course must do so within 30 days of appointment or reappointment and provide certification to the Town Clerk. BCCs required to complete the course include:
 1. Budget Committee
 2. Planning Board
 3. School Board
 4. Select Board
- 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 consecutive 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.

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 consecutive 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 consecutive 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 5-member committee. Members serve 3-year terms.

Officers

Chairperson

Vice-Chairperson

Secretary

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

Meetings

The Road Committee does not have a regular meeting schedule, but tends to meet as needed through the year - mostly for planning purposes and to review road work underway or completed. Please look for postings as they are scheduled.

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

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

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

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 consecutive 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

Winthrop Ambulance Service

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

November 1, 2021

Hello community partners,

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.

Thank you for your understanding, and your continued partnership.

Regards,

John Dovinsky
EMS Director

NEW BUSINESS

Town of Readfield

Emergency Operations Plan

January 10, 2022

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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 ~~Vice-chair-Member~~ _____

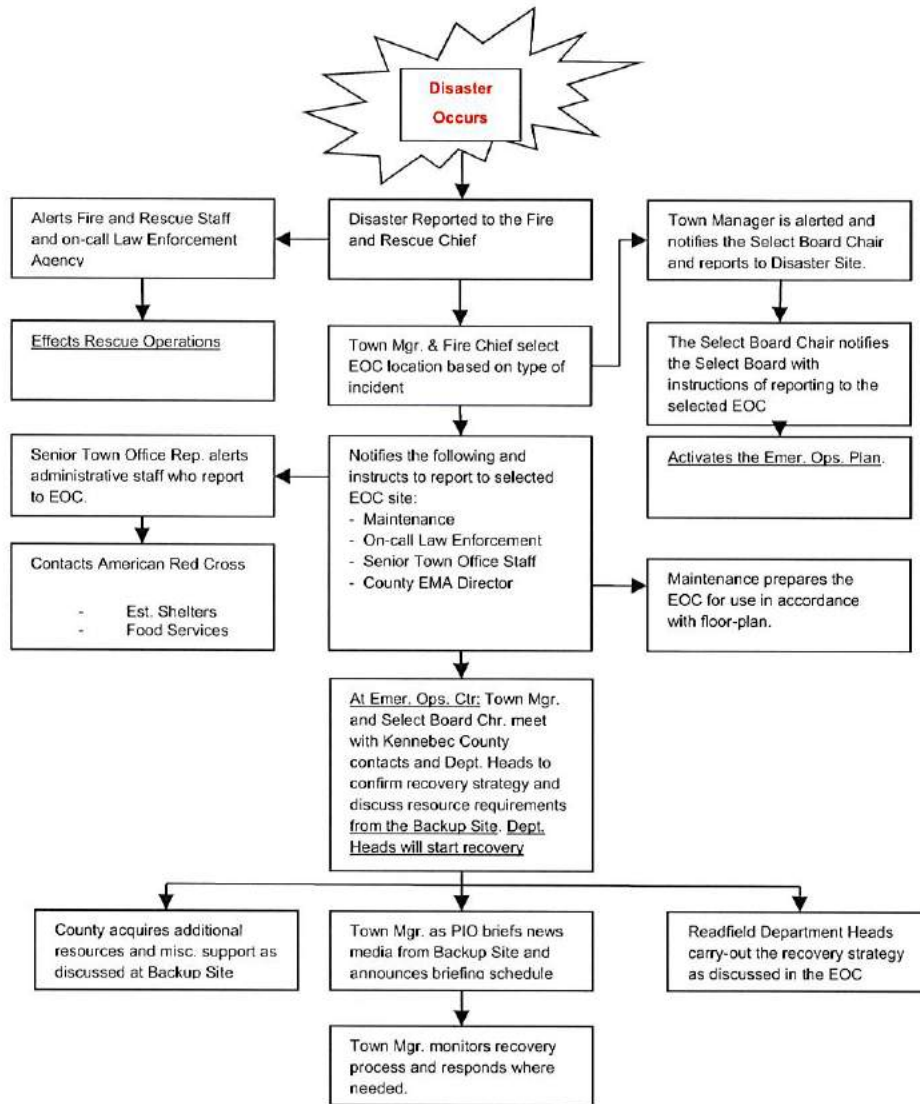
Select Board Member _____

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 and provide certification to the Town Clerk within 90 days of Election.

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
2. 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.
3. When the Town Manager performs these tasks, the Emergency Management Director/Fire Chief is free to concentrate on the rescue and recovery tasks.
4. 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.
5. 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.
6. Assists in acquiring and managing of emergency supplies that will be stored at the EOC/Readfield Fire Station.
7. 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.
 - 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:

- 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.

- 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 and checked annually in January by Fire Department or Maintenance staff.
- 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.

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 2,596,259 (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, Fayette 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.

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. Experience with COVID-19 has resulted in the development of detailed response strategies and resources.

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 during or close to January of each year. This should be preceded by review and update of EOP Appendices by the Town Manager or designee.

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. Changes should be incorporated by the Town Manager and recorded for consideration at the next annual review.

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.

Testing should happen within three months of the annual EOP review.

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~~on an ongoing basis.)

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

Plan Participant	Individual Assigned	Address	Phone (Primary)	Phone (Secondary)
Town Manager	Eric Dyer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Select Board Chair	Dennis Price	8 Old Kents Hill Road, Readfield	577-4919	
Select Board Vice Chair	Kathryn Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Carol Doorenbos	8 Old Kents Hill Road, Readfield	446-7535	
Select Board member	Sean Keegan	8 Old Kents Hill Road, Readfield	446-8725	
Select Board member	Ralph Eno	8 Old Kents Hill Road, Readfield	685-3177	
Maintenance	Matt Seems	8 Old Kents Hill Road, Readfield	685-4939	931-7681
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	Teresa Shaw Kristin Parks	8 Old Kents Hill Road, Readfield	685-4939	
Public Information Officer	Eric Dyer	above	above	above
Readfield Fire Chief	Lee Mank	above	above	above
Amateur Radio Operator	Eric Dyer	above	Call Sign - KC1KDB	above
Readfield Town Health Officer	Chip Stephens	8 Old Kents Hill Road, Readfield	931-7689	
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)

Plan Participant	Individual Assigned	Address	Phone (Primary)	Phone (Secondary)
Carol Doorenbos	Select Board member	8 Old Kents Hill Road, Readfield	446-7535	
Chip Stephens	Readfield Town Health Officer	8 Old Kents Hill Road, Readfield	931-7689	
Dennis Price	Select Board Chair	8 Old Kents Hill Road, Readfield	577-4919	
Eric Dyer	Town Manager	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Eric Dyer	Public Information Officer	above	above	above
Eric Dyer	Amateur Radio Operator	above	Call Sign - KC1KDB	above
John Perry	Volunteer coordinator	Route 41, Kents Hill	685-3531	
Kathryn Woodsum	Select Board Vice Chair	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Lee Mank	Readfield Emergency Management Director	1288 Main Street, Readfield	685-8187	458-9495
Lee Mank	Readfield Fire Chief	above	above	above
Matt Seems	Maintenance	8 Old Kents Hill Road, Readfield	685-4939	931-7681
Mike Nolette	Deputy Readfield Emergency Management Director	Sturtevant Hill Road, Readfield		
Ralph Eno	Select Board member	8 Old Kents Hill Road, Readfield	685-3177	
Teresa Shaw, Kristin Parks	Senior Town Hall Administrative Staff Contacts	8 Old Kents Hill Road, Readfield	685-4939	

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

Plan Participant	Individual Assigned	Address	Phone (Primary)	Phone (Secondary)
Amateur Radio Operator	Eric Dyer	above	Call Sign - KC1KDB	above
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
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
Maintenance	Matt Seems	8 Old Kents Hill Road, Readfield	685-4939	931-7681
Public Information Officer	Eric Dyer	above	above	above
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Readfield Fire Chief	Lee Mank	above	above	above
Readfield Town Health Officer	Chip Stephens	8 Old Kents Hill Road, Readfield	931-7689	
Select Board Chair	Dennis Price	8 Old Kents Hill Road, Readfield	577-4919	
Select Board Vice Chair	Kathryn Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Carol Doorenbos	8 Old Kents Hill Road, Readfield	446-7535	
Select Board member	Ralph Eno	8 Old Kents Hill Road, Readfield	685-3177	
Select Board member	Sean Keegan	8 Old Kents Hill Road, Readfield	446-8725	

Appendix 4: Emergency Operations Center and Backup Emergency Operations Center

Locations in order of preference or depending on emergency location:

- Fire Station / Heavy Rescue (Mobile);
- Town Office,
- Transfer Station
- ~~—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 Fire Station, Town office, ~~RES, Middle School, and Kents Hill School~~ and Transfer Station. EOC kits shall be inspected and replenished annually by the Town Manager or designee in conjunction with the annual EOP review.

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

Plan Participant	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. • Funnel 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"> • 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 		<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>Agency.</p> <ul style="list-style-type: none"> • Works with the designated Readfield Emergency Management Director/Fire Chief and Town Manager to provide general support. • 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 	<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 	

	emergency services			<ul style="list-style-type: none"> Town roads. Supplying emergency power as needed to emergency shelters. Coordinating emergency transportation services through the Town Leaders and Town Emergency Management Director. Maintaining/repairing Town equipment and vehicles. 	
Readfield Emergency Management Director/Fire Chief	<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 	<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.

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

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.

Appendix 10: Annual Review, Testing, and Training Checklist

The checklist below should be used to ensure annual review and testing requirements are completed.

<u>Training</u>			
<u>Courses</u>	<u>Trainee</u>	<u>Date(s)</u>	
<u>100, 700, 701, 702 and 704</u>	<u>Emergency Management Director</u>		
<u>100, 700</u>	<u>Town Manager</u>		
	<u>Select Board</u>		
<u>100, 700</u>	<u>1</u>		
<u>100, 700</u>	<u>2</u>		
<u>100, 700</u>	<u>3</u>		
<u>100, 700</u>	<u>4</u>		
<u>100, 700</u>	<u>5</u>		
<u>Review</u>			
<u>Review Item</u>	<u>Reviewed By</u>	<u>Date(s)</u>	
<u>Department Head Review</u>			
<u>Town Manager Review</u>			
<u>Fire Dept. Emergency Supplies</u>			
<u>Gile Hall Emergency Supplies</u>			
<u>EOC Kits</u>			
<u>Select Board Review</u>			
<u>Testing</u>			
<u>Testing Item</u>	<u>Participants</u>	<u>Date(s)</u>	
<u>Tabletop Exercise</u>			
<u>Full Test</u>			



TOWN OF READFIELD

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

TOWN OF READFIELD

POLICY ON ELECTRONIC DEVICES, DOCUMENTS, AND COMMUNICATIONS:

Objective

To provide guidance on appropriate use and maintenance of electronic devices, documents, and communications including email, Internet, telephones, cell phones (voice and text), computer workstations, electronic work products, and all other resources made available to users of the Town's electronic systems, documents, and devices to communicate with each other, other governmental entities, companies and individuals for the benefit of the Town of Readfield.

Policy

This policy applies to all employees, contractors, part-time employees, volunteers and other individuals (referred to collectively as "users") who are provided access to the Town's electronic systems, documents, and devices.

The Town of Readfield's computer network, phone systems, e-mail, and Internet connections are designed to facilitate Town business, and to provide for communications among users and other business associates for messages or memoranda. Since no electronic system is completely secure, the e-mail/Internet/phone system is not intended to transmit sensitive materials, such as personnel decisions, and other similar information which may be more appropriately communicated by written memorandum or personal conversation.

All electronic devices and communication systems provided to users are property of the Town of Readfield and intended for Town business exclusively. This includes workstations and other resources that may be provided for remote work. **Incidental personal use is prohibited.** No electronic device or communication is to be used for personal gain or to support or advocate for non-business related activities or purposes. **All data and electronic documents and messages within any device or system are the property of the Town of Readfield.** As such, no electronic files or communications of any type can be considered private.

Electronic communications and documents have been found to be public records and may be subject to the Maine Freedom of Access Act (FOAA) and other laws, depending on their content. **Electronic messages, communications, and documents should never be deleted unless they are clearly duplicative or transitory.** Any questions about document retention should be submitted to the Town Clerk or FOAA Officer. Please note that messages may be subject to network security procedures and spam filters, which may inadvertently isolate or delete valid e-mails or other electronic communications. Users are expected to check for inadvertently transferred or deleted communications periodically. **No device, use, document, or communication is private.**

While you may have confidential passwords, users should be aware that this does not mean that the system is for personal confidential communication, nor does it suggest that any device or

communication is the property right of the user. Users should not share their passwords with anyone else, except as the Town Manager may require.

In addition, consistent with any confidential relationships or obligations that may exist, **the Town Manager or designee may review the contents of any electronic device and any electronic communication at any time.** Users may not intentionally intercept, eavesdrop, record, read, alter, or receive other person's e-mail messages, phone messages, or computer files, without proper authorization. Passwords should be periodically changed by the Town Manager or designee to ensure security of the system.

Users are prohibited from installing or modifying any software or "app" on any electronic device without prior approval from the Town Manager or designee, and may be held responsible for any damages caused by unauthorized software, spy ware or viruses they introduce into any device or system. Users may not provide or use unauthorized alternative software to access electronic devices or communication systems.

Electronic devices, documents, and communications provide the Town of Readfield with significant access and dissemination of information to individuals outside of the municipality. The use of these resources is intended to serve Town business. Electronic documents and communications are capable of being forwarded without the express permission of the original author and are also routinely passed through routers before they reach their final destination. Electronic documents and communications may be "touched" many times before they get to their intended recipient or destination, and users should be aware of this. Users must use caution in the transmission and dissemination of messages outside of the Town, and must comply with all State and Federal laws.

General Prohibitions:

The Town of Readfield's electronic devices and communication systems may be used only for lawful purposes. The transmission, distribution, or storage of any information, data, or material in violation of any applicable law or regulation or this policy is prohibited. Without limitation of the foregoing, it is prohibited to create, transmit, distribute or store any information, data, communication, or material which:

- Is libelous, defamatory, hateful, or constitutes an illegal threat or abuse, or contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious beliefs.
- Is obscene or constitutes child pornography, contains sexually explicit images or messages, or may be construed as offensive, abusive, or threatening.
- Infringes any copyright, trademark, trade secret, or other intellectual property right.
- Is solicitation for commercial ventures, religious or political causes, outside organization or other non-job-related solicitation.
- Is or encourages conduct that would constitute a criminal offense or give rise to civil liability.

Electronic Device, Document, and Communication Rules:

Users are expected to abide by the following rules. This includes (but is not limited to) the following:

A. General:

- Be polite.

- Electronic documents and communications are similar to printed communication and should be written with the same care.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal address or phone numbers of others. Providing both internal and your own personal address or phone number is personal choice but be aware that Internet transmissions can be monitored by others.
- Note that electronic communications are not private. Both internal and external transmissions can be easily intercepted by others and can be altered.
- Do not use devices, computers, or networks in such a way that you would disrupt their use by others. Do not send large files needlessly.
- Use only services you have authorization to access.
- Always represent yourself as yourself – never someone else.
- Do not send un-encrypted confidential or proprietary information over the Internet. If you are uncertain whether material is confidential or proprietary, consult your supervisor. If you need to utilize encryption, please contact the Town Manager for directions.
- Material that would be considered inappropriate, offensive or disrespectful to others should not be accessed or stored.
- Respect copyrights and licenses.

B. Security Responsibilities:

- Do not download or install any software or apps without permission.
- If you identify a security problem, notify the Town Manager immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Do not open suspicious emails or attachments.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

C. Vandalism/Harassment:

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet or other networks. This includes, but is not limited to, creating and/or knowingly unloading computer viruses.
- Vandalism and/or harassment will result in the cancellation of the offending user's account and/or further disciplinary action.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail, calls, or text messages.

D. Electronic Documents:

"Electronic Documents" includes any communications, documents, digital photos, spreadsheets, scanned images, text messages, call records, or any other data stored in a digital or electronic format. "Electronic Documents" include electronic data stored on local or remote servers, phones, hard drives or computers, and storage media such as CDs, flash memory chips or cards, digital cameras, or any other storage media capable of storing Electronic Documents.

E. Electronic Document Retention:

Generally speaking, no electronic communication or document relating to the conduct of Town business or communication with Town Officials should ever be deleted. Exceptions include spam, junk mail, solicitations, and duplicate records in some cases.

F. Litigation Hold Letters:

An Electronic Document retention policy may be suspended if the Town of Readfield is served a "litigation hold letter" by a court. In the event, management will advise the retention protocol to be followed.

Users whose position at the Town of Readfield exposes them to HIPAA protected information should comply with this policy and the HIPAA Acceptable use Agreement.

Users should be aware that when they have deleted electronic documents from their electronic devices they might not be permanently deleted. The message may be residing in the recipient's mailbox or be forwarded to other recipients. Furthermore, the message may be stored on the system's backups for an indefinite period. Users should delete transitory communications as soon as possible after reading. An accumulation of files will degrade system performance and response times. Third parties should only be provided access to the system as necessary for their business purpose with the Town and only if they abide by all applicable rules.

Employees who leave employment with the Town of Readfield and other users who may become unaffiliated with the Town have no right to the contents of any electronic devices, workstations, network drives, or e-mail messages and are not allowed access to the e-mail system. The Town Manager or his/ her designee may, if deemed necessary at their discretion, access any user's electronic devices, documents, or communications.

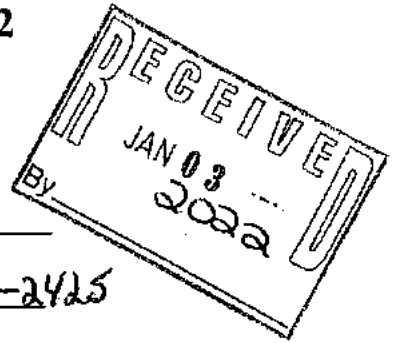
Intentional violation of this policy may be considered sufficient cause for discipline in accordance with the Personnel Policy and Procedures, and/or other applicable rules or laws. In addition, in the event of suspected, alleged or actual illegal activity, the Town of Readfield may notify or cooperate with applicable law enforcement authorities for potential civil or criminal investigation or prosecution.

Signature

Date

**Readfield Transfer Station
Commercial Haulers Annual Permit - 2022**

PERMIT APPLICATION



Company Name: Archie's Inc.

Owner/Representative: Alan Archibald Tel. # 207-364-2425

Mailing Address: PO Box 367 Mexico, Me. 04257

Street Address, if different: 360 River Rd Mexico

1.) List of vehicles that will be used to haul materials to the Transfer Station.

MAKE	MODEL	YEAR	PLATE #
<u>Volvo</u>	<u>WG</u>	<u>2001</u>	<u>8A-6926</u>
<u>Ford</u>	<u>550</u>	<u>2011</u>	<u>3A-4597</u>

2.) As a separate attachment, provide a listing of commercial customers including their name, address, seasonal status, number of dumpsters / cans, their size, their service frequency, and an estimate of the volume of waste collected weekly. A sample form is attached. For both commercial and residential customers, provide the information requested below:

Identify the number of customers you currently service from each Town

	Fayette	Readfield	Wayne
Residential Year-Round Customers	<u>212</u>	<u>7</u>	<u>31</u>
Residential Summer Customers	<u>20</u>	<u>2</u>	<u>3</u>
Commercial Customers	<u>7</u>	<u>1</u>	<u>9</u>

Identify the number of customers you expect to service from each Town as of July 1, ²⁰²²~~2019~~

	Fayette	Readfield	Wayne
Residential Year-Round Customers	<u>212</u>	<u>7</u>	<u>31</u>
Residential Summer Customers	<u>20</u>	<u>2</u>	<u>3</u>
Commercial Customers	<u>7</u>	<u>1</u>	<u>9</u>

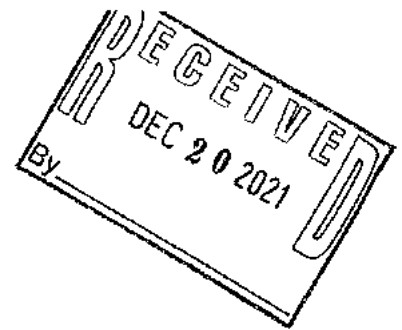
3.) List all other municipalities where you are permitted to haul main stream waste:

1. Rumford 2. Temple Nexto
 3. Farmington 4. Chesterville New Sharon

Hauler's Signature: Date: 12-20-21



Readfield Select Board
January 10, 2022
Item # 22-088



December 15, 2021

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

Dear Mr. Dyer:

It is a pleasure to inform you that the Directors of the Maine Community Foundation have approved a \$1,000.00 grant to the Town of Readfield to support work related to participation in the Lifelong Communities Fellows Program. This grant is made from the Thriving Older Adults Strategic Goal Fund of the Maine Community Foundation at the recommendation of the advisors.

Enclosed is check # 83762 in the amount of \$1,000.00. By accepting, endorsing, or depositing this check, your organization agrees to and accepts the terms outlined below:

- The grantee must be either a Section 501(c)(3) nonprofit or a public organization.
- This grant may only be used for the purpose stated in this letter.
- This grant may not be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study and research.
- No portion of the award may be granted to a secondary grantee through a competitive process
- Unexpended balances must be returned if the grantee loses its exemption from federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.
- Grant funds should be expended within 12 months after payment is issued. At the end of this period any unexpended grant funds should be returned or a written request for an extension of time should be submitted to grants@mainecf.org
- No tangible benefit, goods, or services are received by any individuals or entities connected with the above-mentioned fund.

We encourage you to publicize your grant by submitting a press release and appreciate you highlighting the support in your publications and/or on your website. Media tips can be found here:
<https://www.mainecf.org/apply-for-a-grant/grant-recipient-faq/>

If you have any questions, please contact me in the Portland office. Congratulations!

Sincerely,

Laura K. Lee
Director of Grantmaking

Enclosure

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

Date	Task	Meeting Time
10/18/21	Select Board Meeting - Budget process review	6:30 PM
11/15/21	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/18/21	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/19/21	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/31/21	Preliminary Dept., Board & Committee budget #s due	N/A
01/10/22	Select Board Meeting - First Budget Draft (if available)	6:30 PM
01/13/22	Budget Committee Meeting - Departments I	6:30 PM
01/27/22	Budget Committee Meeting - Departments II	6:30 PM
01/31/22	Select Board Meeting - Second Budget Draft	6:30 PM
02/03/22	Budget Committee Meeting - Departments III	6:30 PM
02/15/22	Select Board Meeting - Third Budget Draft	6:30 PM
02/25/22	100 days before vote - Nomination Papers available (actually 101 days as the 26th is a Sunday)	N/A
03/03/22	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
03/04/22	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/09/22	School Committee meeting with Select Boards - school budget	6:30 PM
03/10/22	Budget Committee Meeting - Budget review	6:30 PM
03/14/22	Select Board Meeting - Budget & Warrant review	6:30 PM
03/18/22	Deadline for legal review of the proposed warrant	N/A
03/24/22	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
04/11/22	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/14/22	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/15/22	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/29/22	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/13/22	30 days before voting - Absentee Ballots available (actually 31 as the 14th is a Saturday)	3:30 PM
06/02/22	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
06/04/22	10 days before voting - Last day to hold referendum question hearings (Saturday)	N/A
06/07/22	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/14/22	Town Meeting - State Primary	8:00 AM

Statutory Deadlines

Select Board Meetings ^

Budget Committee Meetings ^

Joint Select Board and Budget Committee Meetings ^

Formal Public Hearings ^

Notes:

^ Involvement - The Select Board, Budget Committee, Other Boards & Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.

Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have members of the Select Board in attendance.

^ Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget, budget process, and final budget in conjunction with budget presentations / information.

Departments I - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), **Maintenance** (General, Buildings, Vehicle / Equipment, Interlocal) **Boards & Committees** (Appeals Board, Planning Board), **Regional Assessments** (Cobbossee Watershed, First Park), **Kennebec County Tax** (County Tax)

Departments II - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), **Protection** (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), **Cemeteries** (Cemeteries), **Solid Waste** (Transfer Station, Backhoe), **Unclassified** (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation)

Departments III - Includes the following: **Recreation and Open Space** (Beach, Conservation, Recreation Board, Heritage Days, Town Properties, Trails), **Roads & Drainage** (Roads & Drainage, Winter Maintenance), **Capital Improvements** (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), **Debt Service** (Debt Service), **General Assistance** (General Assist.)

* As Amended 11/16/2021

Readfield Select Board
January 10, 2022
Item # 22-090

PERKINS THOMPSON
ATTORNEYS & COUNSELORS AT LAW

ESTABLISHED 1871

ONE CANAL PLAZA
PO BOX 426
PORTLAND ME 04112
TEL 207.774.2635
FAX 207.871.8026

www.perkinsthompson.com

James N. Katsiaficas
jkatsiaficas@perkinsthompson.com
Direct Dial (207) 400-8108

January 5, 2022

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

manager@readfieldmaine.org

Re: Engagement Letter

Dear Eric:

Following up on my correspondence with Kristin Collins, this letter will serve to confirm our agreement that Perkins Thompson, P.A. (the "Firm") will act as counsel to the Town of Readfield ("the Town") to advise and represent the Zoning Board of Appeals in the matter of an appeal by Safe Space Meeting House/Robert Bittar. Thank you for asking us to represent the Town; we appreciate this opportunity and are pleased to provide legal services to the Town.

As you requested, enclosed are W-9 with our taxpayer ID number and a copy of our certificate of insurance coverage.

Please understand that this letter is prompted by ethical considerations as well as our desire to have a clear understanding with you regarding the legal services to be performed and the cost of those services. We understand that the Town is not engaging us for business advice; our professional services are limited to legal matters. By signing this letter you acknowledge that we are counsel to the Town only, and we are not agreeing to act as counsel to any individual officer, agent or employee, or to undertake any duties or responsibilities to any such person.

I will be acting as the primary attorney and contact for this engagement, and may be assisted by my associate Brandon J. Mazer. Although my current hourly rate is \$365, we are pleased to offer our services to the Town at the specially discounted rate for single-matter representation of governmental entities of \$225; this rate may increase periodically, and when more specialized legal issues arise (such as real estate, bankruptcy, litigation that is not a routine Rule 80B appeal or Rule 80K enforcement matter, or environmental matters), we would charge the normal hourly rate of the attorney performing that work.

Town of Readfield
January 5, 2022
Page 2

I have attached to this letter a copy of the Firm's Statement of Billing Policies which is part of the terms of our engagement. We will not be requiring a retainer for our legal services, but we expect that the Town will honor our Billing Policies.

If you disagree with the amount of our fees or charges, please raise the matter with your primary attorney contact for discussion. It is our hope that any questions may be addressed satisfactorily and any disagreement resolved directly. If the matter cannot be resolved directly, any dispute between you and the firm with respect to legal fees, shall, at the election of either party, be subject to arbitration in Maine under the procedures adopted by the Maine Board of Overseers of the Bar or such other arbitration procedure as to which you and the firm may subsequently agree. Any other dispute between you and the firm that arises out of or relates to this agreement or the services provided by the firm shall also, at the election of either party, be subject to binding arbitration in Maine under the commercial arbitration rules of the American Arbitration Association.

E-mail communication has proven to be a great benefit to most clients. However, we recognize that it is technologically possible to intercept unencrypted e-mail and that there is no guarantee that unencrypted e-mail will remain private. Although we routinely communicate with many clients using unencrypted e-mail, we do not do so if the client has any concerns or instructs us not to do so. Therefore, we ask that you consider this issue carefully and advise us promptly if you do not wish to communicate by unencrypted e-mail. If you do communicate with us by e-mail, you should know that the Firm utilizes a "spam filter" to eliminate unwanted or unsolicited e-mail. While we try to ensure that no legitimate messages are removed, the technology will occasionally remove messages that should not have been quarantined. Accordingly, if you send an e-mail message to us and do not hear back from the recipient within the expected time frame, call to confirm that the message has been received.

Also, please be aware that under Maine's Freedom of Access Act and the Maine Rules of Evidence, any communications, whether by email, posted U.S. Mail or fax, generally are considered public records unless protected by statute, attorney-client privilege or work product doctrine, and that there is only a limited attorney-client privilege for attorney communication with a public officer or agency.

The firm has a policy of retaining client files for eight years after the matter is completed, after which time we will destroy the file unless otherwise required by the Rules of Professional Responsibility or you have made a written request for return of the file at the conclusion of the engagement. We always reserve the right to retain some or all of the information in your file for archival purposes, but we do not guarantee that we will preserve copies of any part of your file beyond eight years.

We have performed a conflict check on the name(s) which you provided, and believe the Firm is free to undertake this matter. We agree that the Firm representing a bank or lending institution in a foreclosure action, or serving as a trustee in a bankruptcy matter, in which the Town is a party-in-interest because there are outstanding Town liens does not represent a conflict of interest so long as the validity or amount of the liens are not contested. If we discover a conflict after work has begun, the Town agrees to use reasonable efforts to help us resolve the conflict to the satisfaction of all

parties. We do not check to determine whether other clients of the Firm may take positions on certain issues that may be adverse to or inconsistent with positions you may favor respecting that subject matter.

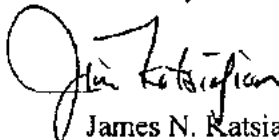
As we are not general counsel to the Town, our representation of the Town is limited to the matter described in this letter. We reserve the right to represent persons and entities before the Town and its boards and commissions on matters not substantially related to the above-referenced matter. Your signature below acknowledges that this Firm may continue to represent or may undertake in the future to represent other clients in any matter that is not substantially related to the matter that is the subject of this engagement, even if the interests of such clients in those matters are directly adverse to the Town, and even if such representations would be concurrent, and constitutes informed consent to such representation.

Either of us may terminate this engagement at any time for any reason by written notice, subject on our part to our professional obligations to you under the applicable rules of professional conduct. Unless previously terminated, our representation of you will terminate on our sending you our final statement for services rendered in this matter. Unless the Town engages us after termination of this matter, we will have no continuing obligation to represent the Town or advise it with respect to future legal developments.

I believe that this letter summarizes the terms of our engagement. If you have any questions, please let me know. So that we may have a record of our understanding, please sign and date a copy of this letter and return it to me by mail or email. Any amendments or modifications to this letter must be in writing and signed by all parties hereto.

We look forward to working with you.

Sincerely,


James N. Katsiaficas

Agreed to and Accepted:

TOWN OF READFIELD

By: 
Eric Dyer, Town Manager

Date: January 6, 2022

Statement of Billing Policies

The following policies regarding fees and other charges apply to our performance of legal services on behalf of our clients, unless other arrangements are made in writing.

(1) Consistent with ethical standards applicable to our lawyers, we charge reasonable fees for our legal services. Numerous factors go into the establishment of a reasonable fee, and the primary factors will normally be our hourly rates and the number of hours expended. Our hourly rates vary in accordance with the experience and expertise of the lawyer performing a particular service. The hourly rates of our lawyers will be supplied upon request.

(2) We normally review and, if appropriate, revise our hourly rates on an annual basis. Adjustments are usually effective January 1.

(3) Attorneys and paralegals maintain contemporaneous time records to record their time expended.

(4) Although hourly rates and hours spent are the primary factors used in computing a reasonable fee, additional factors may be considered, which include the following:

- Difficulty of a particular project and expertise required;
- Result obtained;
- Efficiency with which it is obtained; and
- Extent to which a project requires special or expedited attention or precludes other legal work.

(5) We also charge for out-of-pocket disbursements which we incur in connection with a particular matter, including:

- International phone or fax charges;
- Extensive photocopying;
- Travel expenses;
- Parking and mileage;
- Special delivery, courier, express delivery, and extraordinary mailing costs;
- Service of process fees;
- Staff overtime (as necessary under the circumstances);
- Expert witness costs and expenses;
- Court costs and deposition charges; and
- Filing and recording fees.

For disbursement items that exceed \$100, we will generally transmit invoices to a client for direct payment. If you prefer, we can establish a separate expense retainer that will be held by us and

applied against these expenses. For lesser disbursements, we will generally advance the amount and include a charge for reimbursement in our statement. You agree to be fully responsible for all such costs incurred, regardless of whether or not these costs are advanced by the Firm.

(6) We will normally submit monthly statements to a client for our fees for services and disbursements. These statements will contain a description of the services performed and disbursements paid by us. If a client's special needs require a particular form of statement, or different timing other than monthly statements, we will make every reasonable effort to fill those needs. Similarly, if you have any special policies with respect to the information you want us to include in our monthly statements, please advise us promptly. If you have not provided us with a written notice regarding an item on your monthly statement within thirty (30) days from receipt of your monthly statement, the charges on that particular monthly statement will be deemed reasonable, necessary, due and payable. It is important to us that the fees and expenses charged be fair and reasonable in relation to the services rendered and that you understand our billing procedures thoroughly. We welcome any questions you may have concerning your monthly statements or otherwise, at any time.

(7) We are proud of the promptness with which we attend to our clients' legal needs and ask that our clients reciprocate by promptly remitting payment of our statements. We ask that all statements be paid in full within 30 days of their receipt. A late charge of 1.5% per month will be assessed upon all balances which remain unpaid for more than 30 days from the date of an invoice. In addition, if an account remains unpaid, we reserve the right, consistent with ethical requirements, to terminate work until the account is brought current.

(8) For new clients, as well as special projects for existing clients, we customarily request an appropriate retainer as a deposit against fees and other charges and that the client grant to us a present and continuing security interest in all retainer funds to secure all payment and performance obligations to us, however arising. Any balance remaining from the retainer deposit at the conclusion of a project will be promptly refunded.

We appreciate the opportunity to represent you, and we look forward to working with you.



MAIN-LAND

DEVELOPMENT
CONSULTANTS, INC.

ENGINEERS, SURVEYORS, SCIENTISTS

P.O. BOX Q, LIVERMORE FALLS, ME 04254

TEL: (207) 897-6752/FAX: (207) 897-5404

WWW.MAIN-LANDDCI.COM

January 6, 2022

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

SUBJECT: Proposal Agreement for Professional Services
Post Office Sidewalk Design

PROJECT SITE:

The project site is located at the front of the Readfield Post Office and Masonic Lodge.

PROJECT GOALS:

MAIN-LAND understands that you intend to expand the bituminous sidewalk in front of the post office and Masonic Hall to prevent parallel parking along the Route 17 road frontage. The parking is currently causing congestion, site distance issues for vehicles pulling out of the proper parking, and generally an increased risk of accidents.

MAIN-LAND understands that an equally as important goal of the project is the creation of a suitable safe and accessible route conforming to Americans with Disabilities Act (ADA) standards, from the sidewalk across the street, to the Readfield Family Market, and to the Post Office. The route is not intended to extend beyond the Post Office to the east.

SCOPE OF SERVICES:

MAIN-LAND will perform an existing conditions (site features and topography) survey of the site suitable for use in engineered site plans. No boundary or right of way surveying is proposed with this work as Main-Land understands that all parties – Town, Maine DOT, U.S. Postal Service, and Masonic Hall – consent to and are working cooperatively toward the stated outcome.

MAIN-LAND will prepare a site plan set with proposed site improvements, grading, drainage, erosion controls, and details. The plans will be suitable for bidding, performed by the Town.

MAIN-LAND will prepare light technical specifications paired with the site plans and details for the Town's use in bidding and construction. No contractual or front-end specifications are proposed.

PROPOSAL FOR PROFESSIONAL SERVICES
TOWN OF READFIELD, MAINE

MAIN-LAND will provide an opinion of probable cost for the designed improvements.

Meetings: One client review meeting and one site visit (already performed) are proposed.

Deliverables: Plans and specifications will be provided in PDF format by email.

Any other service not detailed in the Scope of Services is excluded.

SUB-CONTRACTED SERVICES:

Main-Land proposes no sub-contracted services for the above work scope.

ASSUMPTIONS

MAIN-LAND has made assumptions in the preparation of this proposal. The Client will notify Main-Land if assumptions are in error prior to the start of our work. An incorrect assumption may change the project scope and cost.

- The Project Goals outlined above. Significant changes to the project goals and/or work scope will change our costs and the terms of this proposal. Changes to the design will necessitate extra work on our part which will in turn affect our cost.
- Others. Assumptions include other assumptions stated elsewhere in this proposal.

OPINION OF PROBABLE COST:

The fixed fee cost for Main-Land to complete the project as defined in the Scope of Services, above, is \$7,900.

SCHEDULE:

MAIN-LAND anticipates providing the site plan set and incorporated specifications within 4 weeks of signed proposal agreement. This pace is intended to allow the Town to bid the work and be ready for spring construction start.



CONCLUSION OF PROPOSAL AGREEMENT:

This agreement, with attachments, constitutes the entire agreement between parties pertaining to the subject project and it supersedes all prior or contemporaneous agreements, representations, and understandings.

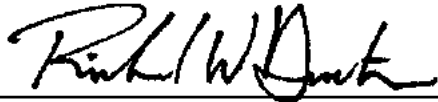
CLIENT has read and agrees to the Standard Conditions sheet attached to this proposal. If that sheet is missing, please do not sign this proposal and contact Main-Land.

MAIN-LAND generally requires a 10% retainer pre-payment prior to the start of work. Due to our working history, we opt to waive a retainer for this project.

If this proposal meets with your satisfaction, please sign in the space provided and return a copy to Main-Land. If you have any questions, comments or concerns with this proposal please do not hesitate to call or email at any time. We appreciate the opportunity and look forward to working with you on this project.

Sincerely,

Main-Land Development Consultants, Inc.



Richard W. Dunton, PE
Director of Engineering

By signing below, the Client states that:

1. Client understands Main-Land's proposal agreement,
2. Client agrees to the statements and stipulations therein and in the Standard Conditions sheet,
3. Client agrees to pay Main-Land's fees in a timely manner.

Client: _____ Date: _____



Readfield Town Manager Evaluation
Select Board Form, 2020

The goal of this review is to provide an annual evaluative communication between the Select Board and Town Manager on a formal basis. The features of this particular evaluation are as follows:

- This review is timed to coincide with annual contract renewal
- The Select Board form is a part of the process that provides 360° informative direction and helpful feedback to the Town Manager
- The process provides the Select Board with useful feedback from Town Manager regarding work direction management and challenges

The evaluation format of the annual review is as follows:

- This annual evaluation primarily consists of an oral and written feedback exchange

The process for annual reviews observes the following guidelines:

- Reviews are made in the best interest of the larger community with both openness and confidentiality as appropriate
- The community is aware of how the evaluation process is implemented
- The Board speaks with one voice to the Manager striving for consensus feedback but informing the Manager of ranges of feedback if necessary
- Written reviews are appropriately filed

Town of Readfield
Annual Town Manager Review

Process: Select Board will complete this form in Executive Session together and present it confidentially to the Town Manager in an Executive Session which includes the Manager to discuss and engage in two-way feedback. The other 360^o components with employees, boards, committees commissions, and major vendors are designed to be informative in relation to completing this process. The Board may revise its evaluation based on this discussion. The community is informed that the annual review has been completed and a general characterization of the review is shared.

Each of the following areas are rated with the following indicators and characterized with examples and/or observations.

Indicators:

1. Additional Focus Needed
2. Direction Supports Expectations
3. Expectations Achieved
4. Expectations Exceeded

- Public Service – citizen relations, communications
- Personnel – hiring, managing, staff relations
- Financial – fiscal management, budgeting, budget execution,
communication
- Physical Assets – maintenance, planning
- External Relations – contractors, community engagement, resource
development
- Professional – conduct, policy development and observation

- Governance – Board/Committee relations and support;
technical/professional advice
- Flexibility – reactivity and pro-activity
- Vision – long term planning, resource development, community
betterment, innovation
- Personal – work habits, communication, inclusiveness, initiative,
relationship building

Additional Feedback

OTHER BUSINESS



MAIN-LAND

DEVELOPMENT
CONSULTANTS, INC.

ENGINEERS, SURVEYORS, SCIENTISTS

P.O. BOX Q, LIVERMORE FALLS, ME 04254
TEL: (207) 897-6752/FAX: (207) 897-5404
WWW.MAIN-LANDDCI.COM

January 7, 2022

Town of Readfield
Attn: Eric Dyer, Town Manager
Cc: Hannah Flannery, Recreation Committee Chair
8 Old Kents Hill Road
Readfield, ME 04355

SUBJECT: Proposal Agreement for Professional Services
Church Street Ballfields Redesign

PROJECT SITE:

The project site is defined as the "Fairgrounds" ballfields and community trails complex on Church Street in Readfield, Maine.

PROJECT GOALS:

MAIN-LAND understands that the Town is seeking to invite more stakeholder input into the above defined project and utilizing the services of a Licensed Landscape Architect for conceptual input. Main-Land's role is limited coordination in the process to guide process and stay apprised of decisions made.

SCOPE OF SERVICES:

Public Input Process Additional Work Scope

Main-Land will perform the following:

- Attend site visit with Landscape Architect (Co-Consultant), Town staff, and select committee members for initial stakeholder input;
- Attend "working group" meeting at the Town office to review the concept prepared by the Landscape Architect and hear additional feedback from stakeholders; and
- Update project site plan based on Landscape Architect concept and stakeholder feedback.

OPINION OF PROBABLE COST:

The cost for Main-Land to complete the project as defined in the Scope of Services, above, is \$1,200 on a time and expense basis. These costs do not include work by co-consultants.

Main-Land works on a Time & Expense basis on tasks that we cannot adequately predict, as outlined above. The opinion of probable cost provided is not a contract price, but an opinion of the costs based upon jobs of similar size and scope. If these project tasks go better than expected, then you will realize these savings, and vice versa. If we run into any problems that may cause us to exceed the estimate, then we will notify you as soon as possible.

PROPOSAL FOR PROFESSIONAL SERVICES
TOWN OF READFIELD, MAINE

SCHEDULE:

Main-Land stands ready to attend the site visit upon receipt of the signed proposal agreement. Main-Land will coordinate meeting schedules among team members and stakeholders.

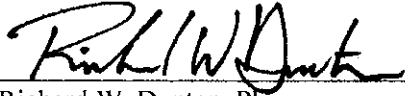
CONCLUSION OF PROPOSAL AGREEMENT:

This agreement, with attachments, is intended to amend and expand the scope of work currently contracted with Client for the Church Street Ballfields Project, utilizing the agreed upon terms and conditions.

If this proposal meets with your satisfaction, please sign in the space provided and return a copy to Main-Land. If you have any questions, comments or concerns with this proposal please do not hesitate to call or email at any time. We appreciate the opportunity and look forward to working with you on this project.

Sincerely,

Main-Land Development Consultants, Inc.



Richard W. Dunton, PE
Director of Engineering

By signing below, the Client states that:

1. Client understands Main-Land's proposal agreement,
2. Client agrees to the statements and stipulations therein and in the Standard Conditions sheet,
3. Client agrees to pay Main-Land's fees in a timely manner.

Client: _____ Date: _____



January 7, 2022

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

**RE: Church Street Ballfields Project
Proposal of Services**

Dear Mr. Dyer,

Thank you for contacting RSLLA regarding the Readfield Fairgrounds project. It was great to chat with you about the project and strategize about how best to assist the Town and Main-Land Development Consultants in preparing for and moving through public outreach and design process. The proposal outlines a streamlined approach given the budget constraints of the project.

PROJECT UNDERSTANDING

Based on my conversations with the you and Main-Land Development Consultants, I understand the project and background information as follows:

ACQUISITION & PLANNING (1990-1995)

- The Town acquired the Fairgrounds property, a 36-acre parcel off Church Road, from the Trust for Public Lands in late 1994 with voter approval. At that time, the Town also received a recreational trail easement across adjacent lands located on Old Fairgrounds Road. According to the Fairgrounds Management Plan, a deed restriction on the property prohibits the development of roads or motorized trails along the southern portion of the eastern boundary to preserve privacy for abutting residential properties.
- An Ad-Hoc committee established in connection with the Conservation Commission developed a management plan for the property the following year. The plan is referenced in this background summary. The plan considered potential low and higher impact uses and provided criteria for evaluating developed uses as well as a process for reaching town consensus, which culminates in a town vote.
- Prior to the Town's acquisition, Eco-Analysts, Inc. conducted an environmental evaluation of the property. The evaluation determined that the property, at that time, possessed a diversity of wildlife habitat with no rare plant or animal species nor deer overwintering areas noted.

PROJECT BACKGROUND

- Main-Land Development Consultants prepared the Readfield Recreation Area concept plan in 2007. The concept plan included parking and facility improvements as well as two baseball fields oriented to share outfields as flexible, multiuse field space.
- The Town implemented a portion of the plan in 2015 when it built the first of the ballfields and other infrastructure improvements. Land associated with the second (proposed) baseball field, has been cleared and maintained by the town as open space.
- The Town engaged Main-Land in 2021 to prepare plans for the construction of the remaining recreation area features focused on a roughly 6-acre area. The current scope of improvements includes a basketball court, snack shack, and softball field. Approximately 35 acres are proposed to remain as woodland.
- After input from various stakeholders, the Town has determined the need to expand the design and outreach process. The Town Manager has suggested the following steps:
 - An expanded design focus to consider habitat and conservation priorities, recreation facilities and programming, as well as historical assets and priorities. This would include the exploration of potential layout options and/or design iterations.
 - Coordination with the Recreation Board, Trails Committee, and Conservation Committees to define their expectations and programming needs, preferences, and requirements. (Stakeholder Committees)
 - Direct stakeholder meetings in small group settings between the engineering team and representatives from trails, conservation, recreation, Historical Society to consider the focused feedback. (Working Group)
 - An expanded design focus to consider habitat and conservation priorities, recreation facilities and programming, as well as historical assets and priorities. This would include the exploration of potential layout options and/or design iterations.
 - Broader public input / feedback after a consensus plan has been developed. The process and format for this outreach is yet to be defined. (General Public)

Considering my understanding of the project to date, I have prepared the following scope of services related to the expanded design and outreach process, as defined above.

WORK PLAN

TASK 1. SITE ASSESSMENT

1. REVIEW. Review relevant information to be provided by the Town, including the 1990 environmental evaluation by Eco-Analysts (if available) and data such as wetlands and habitat maps, zoning, and soils to supplement our understanding of the site.
2. SITE VISIT. Perform a site visit to observe / evaluate existing conditions, including potential development constraints, special features, and/or other factors that inform potential layout

refinements. Invite representatives of the Working Group (as defined herein) to participate and directly engage in the on-site discussion.

3. **DESIGN OBJECTIVES.** Review the identified priorities for habitat conservation and historic assets and recreation facilities and programming objectives. It is assumed that the Town will summarize the input provided by the Stakeholder Committees and provide that to the design team for consideration.

TASK 2. CONCEPTUAL DESIGN

1. **PRELIMINARY LAYOUT CONCEPT.** Develop a draft concept plan for review and discussion within the project team and Working Group members. It is assumed that the Working Group will include representatives of all identified Stakeholder Committees and any other direct stakeholders that have been identified by the town for participation in the process.
2. **FINAL LAYOUT CONCEPT.** Finalize the proposed layout and design program based on the input and feedback from the Working Group. The plan will be to-scale, hand rendered, and colorized for presentation purposes. It is assumed that the final layout concept will be shared with the General Public prior to the town vote in June. The latter is not included in this scope of services.

TASK 3. COORDINATION & MEETINGS

1. **COORDINATION & COMMUNICATIONS.** Coordinate / communicate with the Town and project team members to advance the project. A budget has been identified to cover coordination, including emails, phone calls, and administrative tasks required to advance the project.
2. **MEETINGS.** The following meetings are anticipated as part of the expanded design and outreach process for the project:
 - a. **PROJECT TEAM.** It is assumed that project team meetings will be arranged via phone or video calls. This scope anticipates two meetings, which will be billed on a time & materials basis.
 - b. **WORKING GROUP.** Attend one meeting with the Town-appointed Working Group at a time a place to be determined. For efficiency, it is anticipated that the meeting will be via Zoom. This task includes the preparation of meeting materials. It is assumed that the meeting duration will not exceed two hours. If an in person meeting is preferred, RSLLA will work with the Town to identify any additional costs associated with travel.
 - c. **GENERAL PUBLIC.** A meeting with the General Public is anticipated prior to the Town Meeting in Spring 2022, although this meeting is not included in the scope of services at this time. RSLLA can provide additional services, such as the preparation of presentation materials and/or participation / facilitation of this meeting, if needed, on a time and materials basis, as needed.

ACCEPTANCE

Thank you for consideration of this proposal. If the Town of Readfield agrees with the scope and fees described herein, please sign in the space provided and return a copy to RSLLA. This agreement is subject to the attached standard Terms and Conditions.

Sincerely,



Regina Leonard
Landscape Architect

Accepted By:

Signature
Eric Dyer, Town Manager
Town of Readfield, Maine

Date _____

Terms and Conditions of Agreement between Municipal Client and RSLLA, LLC

RSLLA's Services. RSLLA's services consist of those services performed by RSLLA, RSLLA's employees and RSLLA's consultants as enumerated in this Agreement. RSLLA agrees to provide its professional services in accordance with generally accepted standards of its profession for similar services performed under similar conditions. RSLLA agrees to put forth reasonable efforts consistent with the foregoing standard to comply with applicable codes, laws and regulations in effect as of the date of this agreement.

Client's Responsibilities. The Client shall provide full information, surveys and reports at the Client's expense, and RSLLA shall be entitled to rely upon the accuracy and completeness thereof. Client agrees to provide the required information and to render decisions in a timely manner so as not to delay the orderly and sequential progress of RSLLA's services.

Estimated Schedule and Project Budget. RSLLA shall render its services as expeditiously as is consistent with professional skill and care. Client acknowledges that during the Project, anticipated and unanticipated events may impact any Project schedule. Client agrees to promptly notify RSLLA if Client's schedule or budget changes from that noted within the signed agreement. Client acknowledges that changes to the Project schedule, budget or the Project's scope may require Additional Services of RSLLA.

Responsibility for Construction Cost. Client and RSLLA agree that neither RSLLA nor the Client has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, RSLLA cannot and does not warrant or represent that bids or negotiated prices will not vary from any estimate of Construction Cost or evaluation prepared or agreed to by RSLLA.

Use of RSLLA's Drawings and Other Documents. The Drawings and other documents prepared by RSLLA for this Project are instruments of RSLLA's service for use solely with respect to this Project, and RSLLA shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall be permitted to retain copies, including reproducible copies, of RSLLA's Drawings, Specifications and other documents for information and reference in connection with the Client's use and occupancy of the Project. RSLLA reserves the right to include representations of the Project in its promotional and professional materials.

Dispute Resolution. Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to nonbinding mediation as a condition precedent to the institution of legal proceedings. Such mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association then in effect or as may be otherwise agreed by the Parties. In the event that mediation fails to bring about a resolution, then claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof may be resolved by litigation in a state or federal court of competent jurisdiction in Cumberland County, Maine..

Termination, Suspension or Abandonment. This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. RSLLA shall be compensated for services performed prior to notice of termination, suspension, or abandonment.

Miscellaneous Provisions. Unless otherwise provided, this Agreement shall be governed by the laws of the State of Maine. The Client and RSLLA, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal

January 7, 2022

representatives of such other party with respect to all covenants of this Agreement. Neither Client nor RSLLA shall assign this Agreement without the written consent of the other.

This Agreement represents the entire and integrated agreement between the Client and RSLLA and supersedes all prior negotiations, representation or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and RSLLA.

Indemnification. Client agrees to indemnify, defend and hold RSLLA harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred on appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injury or death, or economic losses, arising out of the Project and/or the performance or non-performance of obligations under this Agreement, except to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by RSLLA's negligent errors or omissions.

To the fullest extent permitted by law, RSLLA's total aggregate liability for Client's damages arising out of or related to this Agreement or RSLLA's services shall be limited to the amount of RSLLA's Basic Compensation that has been paid to RSLLA.

RSLLA agrees to indemnify and hold the Client harmless from and against damages, costs, liabilities, and expenses incurred by the Client to the extent such damages, costs, liabilities, and expenses are caused by RSLLA's negligence in the performance of its services under this Agreement.

Attorneys' Fees. Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce any of its provisions, including, but not limited to, fee provisions, each party shall bear its own expenses and attorneys' fees in connection with such proceedings.

Waivers of Consequential Damages and Subrogation. Client and RSLLA waive all claims to consequential damages for any claims or disputes arising out of or relating to this agreement. In addition, Client and RSLLA waive all claims against each other to the extent covered by any applicable insurance during design or construction, including but not limited to claims for and rights of subrogation.

Payments to RSLLA. Direct Personnel Expense is defined as the direct salaries of RSLLA's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits. Reimbursable Expenses include all reasonable expenses incurred by RSLLA in the interest of the Project.

Payments on Account of Basic Services. Payments for Basic Services, as described in the Agreement, shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service. Payments on account of RSLLA's Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of RSLLA's statement of services rendered or expenses incurred. Payments are due and payable 30 days from the date of RSLLA's invoice.

FYI



**Waterville
Administrative
Offices & Clinic**

67 Eustis Parkway
Waterville, ME
04901-5173
207-873-2136
1-888-322-2136
207-872-4522 Fax

11/23/2021

Augusta Clinic

66 Stone Street
Augusta, ME
04330-5227
207-626-3455
207-626-3612 Fax

Town of Readfield
8 Old Kents Hill Rd
Readfield, ME 04355-4126

Dear Mr. Pakulski,

Medication Clinic

11 Caldwell Road
Augusta, ME
04330-5227
207-626-3554

Thank you so much! On behalf of the clients, staff and Board of Kennebec Behavioral Health, we sincerely appreciate your thoughtful donation of \$1,000.00 which we received on 11/17/2021. You are making a difference in the lives of people right here in our communities. We know that this last year has been so challenging for everyone, and it's been particularly hard for people who live with mental illness and/or substance use disorder. Your gift, now more than ever, is greatly appreciated during this difficult time.

Skowhegan Clinic

5 Commerce Drive
Skowhegan, ME
04976-1828
207-474-8368
207-474-7794 Fax

Your gift by check #70560, dated 11/10/2021, will be used to support agency programs and services for children, families, and adults. Please keep this written acknowledgment of your donation for your personal records.

Winthrop Clinic

736 Old Lewiston Rd.
Winthrop, ME
04364-4121
207-377-8122
207-377-8564 Fax

Every gift is someone's next step toward recovery. Thank you for being part of their journey.

Farmington Clinic

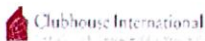
115 Mt Blue Circle
Suite 3
Farmington, ME
04938
207-860-3026
207-860-3027 Fax

Sincerely,

Thank you so much!

Thomas Kenny
Development & Grant Coordinator
tkenny@kbhmaine.org

www.kbhmaine.org



Because this agency has provided no goods or services in exchange for your support, your gift is tax-deductible to the extent allowed by law. For your records, please note that KMHA Foundation's tax identification number is 61-1419904, and KBH's number is 01-0265559.