

**Readfield Select Board**  
**January 31, 2022, Meeting Agenda**  
Select Board Meeting starts: 6:30 PM

Select Board Meeting ends (unless extended) at 8:00 PM

**This Meeting is being held at the Readfield Fire Station - Masks Required**

**Pledge of Allegiance (6:30pm)**

**Regular Meeting Items - 5 min.**

22-093 - Minutes: Select Board meeting minutes of January 10, 2022.

22-094 - Warrants: #29-32

**Communications - 20 min.**

Select Board communications. - 5 min.

Boards, Committees, Commissions & Departments - 10 min.

- Comprehensive Plan Committee Update
- Board of Appeals minutes of October 28, 2021
- Library Board minutes of November 3, 2021
- Cemetery Committee minutes of November 15, 2021

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

**Appointments, Reappointments, & Resignations - 5 min**

22-095 - Consider the reappointment of Warren Norris to the Cemetery Committee

**New Business - 60 min.**

22-096 - Conduct a brief tour of the Fire Station addition and new apparatus bay - 10 min.

22-097 - Hold a "Tabletop Exercise" and discussion to become more familiar with the Emergency Operations Plan - 45 min.

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

**Adjournment**

*This meeting will be held in-person at the Fire Station*

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, January 10, 2022 – *Unapproved***

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**Select Board Members:** Carol Doorenbos, Ralph Eno, Sean Keegan, Dennis Price and Kathryn Woodsum  
**Others Attending:** William Starrett (Channel 7), Eric Dyer (Town Manager), Kristin Parks (Board Secretary), Grace Keene, Matthew Seems, EMS Director Dovinsky, Lee Mank, Tom Molokie

**Regular Meeting:**

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

- **22-081 - Minutes: Select Board Meeting minutes of December 13, 2021**
  - **Motion** made by Kathryn to approve the Select Board meeting minutes of December 13, 2021 as mentioned with the three grammar corrections, **second** by Sean. **Vote** 5-0 in favor.
  
- **22-082 – Warrants: #25-28 (FY22)**
  - Kathryn reviewed Warrants #25-26
  - **Motion** made by Kathryn to approve warrants #25A&B-26 in the amount of \$75,198.69, **second** by Carol. **Vote** 5-0 in favor.
  - Carol reviewed Warrants #27-28
  - **Motion** made by Kathryn to approve warrants #27A&B-28 in the amount of \$361,586.73, **second** by Carol. **Vote** 5-0 in favor.

**Communications**

- **Select Board Communications**
  - None
  
- **Town Staff Reports**
  - **Treasurers Report:** Review of December 2021 Report
  - **Town Managers Report:** Review of Town Manager Report dated 01/10/2022; Matt Seems, new Maintenance person was in attendance and gave a brief introduction.
  
- **Board, Committees, Commissions & Departments**
  - Comprehensive Plan Update: Eric gave an update in his Town Managers report; the committee is full and they are back to regular meetings.
  - Comprehensive Plan Committee minutes of September 22 & November 17, 2021
  - Conservation Commission minutes of November 9, 2021
  - Planning Board minutes of November 9, 2021
  
- **Public Communications - *Members of the public may address the Select Board on any topic***
  - None

**Old Business:**

- **22-076 – Hear an update on the Winthrop Ambulance Services from EMS Director Dovinsky**
  - Update by EMS Director Dovinsky; the Winthrop EMS is made up of Full Time and Per Diem staff. With being 2 years plus into the pandemic it has been a strain on everyone. The vaccine

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mandate didn't affect them as everyone was fully cooperative. Discussion with the Select Board on ways for people to get involved.

**New Business:**

- **22-085 – Review the Emergency Operations Plan**
  - Brief review and updates by Eric and Chief Mank. A few more updates need to be completed.
  - **Motion** made by Kathryn to accept the updated Emergency Operations Plan as presented and with the needed updates that need to be made by the Table Top exercise, **second** by Carol. **Vote** 5-0 in favor.

**Appointments, Reappointments & Resignations:**

- **22-083 – Consider the resignation of William Godfrey from the Planning Board**
  - **Motion** made by Kathryn to accept the resignation of William Godfrey from the Planning Board with regrets effective immediately, **second** by Carol. **Vote** 5-0 in favor.
- **22-084 – Consider the appointment of Noel Madore to the Planning Board as a full member**
  - **Motion** made by Kathryn to appoint Noel Madore to the Planning Board as a full member to finish out the vacated position of William Godfrey, **second** by Carol. **Vote** 5-0 in favor.

**Old Business:**

- **22-068 – Consider next steps for investigating broadband internet**
  - Expecting several meetings to be happening and have a good report after the next meeting.
- **22-051 – Consider final approval of the revised Board, Committee, and Commission Guide and a process for distribution**
  - Review of the final changes amongst the Select Board.
  - **Motion** made by Kathryn to accept the draft copy of the revised Board, Committee and Commission Guide and include that municipal appointees (Budget Committee, Planning Board, School Board and Select Board) are expected to complete FOAA training within 30 days of being appointed or reappointed and provide certification to the Town Clerk and the Road Committee to go from a 7 Committee Group to a 5, **second** by Carol. **Vote** 5-0 in favor.

**New Business:**

- **22-086 – Consider a revised Policy on Electronic Devices, Documents and Communications**
  - Review by Eric; Policy is not just for email, it is a multi-purpose policy.
  - **Motion** made by Kathryn to accept the revised policy on Electronic Devices, Documents and Communications as presented in the Select Board packet, **second** by Carol. **Vote** 5-0 in favor.
- **22-087 – Consider approval of Commercial Hauler permits for the Transfer Station**
  - **Motion** made by Kathryn to approve the Commercial Hauler permits for Simmons Trucking and Archie's Inc. for 2022, **second** by Sean. **Vote** 5-0 in favor.

**Readfield Select Board**  
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- **Motion** made by Kathryn to approve Galouch’s Waste Commercial Hauler permit for 2022, **second** by Sean. **Vote** 5-0 in favor.
  
- **22-088 – Consider acceptance of a \$1,000 Maine Community Foundation Lifelong Community Fellows Program Grant**
  - **Motion** made by Sean to accept the \$1,000.00 Maine Community Foundation Lifelong Community Fellows Program Grant for the Age Friendly Committee, **second** by Carol. **Vote** 5-0 in favor.
  
- **22-089 – Discuss Fiscal Year 2023 Budget**
  - 2022-2023 (FY23) Budget & Warrant Schedule included in the packet. January 13, 2022 is the first meeting for first set of departments.
  
- **22-090 – Consider legal representation for the Town of Readfield Board of Appeals**
  - Separate Attorney to represent the Board of Appeals from the Planning Board.
  - **Motion** made by Sean to approve legal representation of Perkins/Thompson for the Town of Readfield Board of Appeals, **second** by Kathryn. **Discussion:** Retainer not expected. **Vote** 5-0 in favor.

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

- **22-091 – Consider engagement with Main-Land Development for design services at Readfield Corner**
  - Review of information included in the Select Board packet. Work would be completed out front of the Readfield Post Office/Masonic Lodge.
  - **Motion** made by Kathryn to accept the Proposal Agreement for Professional Services Post Office Sidewalk Design and authorize the Town Manager to sign, **second** by Sean. **Vote** 5-0 in favor.
  
- **22-092 – Town Manager review and Contract renewal process**
  - Change Annual review process from October to July. This time looking at doing a limited scope review with just the Executive Session and set a new schedule for next time.
  - Executive Session set for Tuesday, February 15 at 6:00 PM

**Other Business:**

- **Proposal Agreement for Professional Services at Church Street Ballfields**
  - **Motion** made by Kathryn to accept the RS Leonard Proposal and authorize the Town Manager to sign, **second** by Sean. **Vote** 5-0 in favor.

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

*Minutes submitted by Kristin Parks, Board Secretary*

Jan 18, 2022 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
29	310	\$ 53,717.86	Warrant	C.Doorenbos	Three	
A	310	\$ 1,881.92	State Fees	C.Doorenbos	One	1/10/2022
B	310	\$ 1,790.05	State Fees	C.Doorenbos	One	
30	329	\$ 18,697.07	Payroll	C.Doorenbos	One	

**SUM** \$ 72,414.93

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

# Treasurer's Warrant

Warrant # 29 & 30

\$72,414.93

Dates: 1/20/2022

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	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$18,697.07	70818-70827 170830-170842
VARIOUS VENDORS	Accounts Payable	\$53,717.86	70791-70817
	Total	\$72,414.93	

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	243.30	01/20/22	29	0031 Central Maine Power Co
P	999	451.12	01/20/22	29	0031 Central Maine Power Co
P	999	325.82	01/20/22	29	0031 Central Maine Power Co
P	999	20.77	01/20/22	29	0031 Central Maine Power Co
P	999	16.86	01/20/22	29	0031 Central Maine Power Co
P	999	398.83	01/20/22	29	0031 Central Maine Power Co
P	999	63.54	01/20/22	29	0031 Central Maine Power Co
P	70787	1,761.12	01/06/22	29	0086 SECRETARY OF STATE (MOTOR VEH)
P	70788	120.80	01/06/22	29	0101 TREAS.,STATE OF MAINE (Vitals)
P	70789	1,422.50	01/13/22	29	0086 SECRETARY OF STATE (MOTOR VEH)
P	70790	368.00	01/13/22	29	0100 TREAS., STATE OF MAINE (DOGS)
R	70791	11,185.34	01/20/22	29	0045 Androscoggin Bank
R	70792	2,354.25	01/20/22	29	0599 Archie's Inc.
R	70793	139.43	01/20/22	29	0024 Baker & Taylor, Inc
R	70794	70.00	01/20/22	29	0035 Community Advertiser
R	70795	1,500.00	01/20/22	29	0591 David Ledew
R	70796	1,167.50	01/20/22	29	0860 DR Designs
R	70797	24.00	01/20/22	29	0810 Eric Dyer
R	70798	998.90	01/20/22	29	0704 Fabian Oil
R	70799	835.00	01/20/22	29	0043 Fire Tech and Safety
R	70800	24.00	01/20/22	29	0791 Group Dynamic Inc
R	70801	45.19	01/20/22	29	0052 Hussey Communications, Inc
R	70802	1,162.61	01/20/22	29	0055 KV Humane Society
R	70803	845.49	01/20/22	29	0760 KVCOG
R	70804	1,909.33	01/20/22	29	0630 Lee Mank
R	70805	14,231.04	01/20/22	29	0065 MAINE MUNICIPAL EMP. HEALTH
R	70806	1,182.50	01/20/22	29	0424 Main-Land Dev. Consultants, Inc
R	70807	33.83	01/20/22	29	0229 Melissa A Small
R	70808	3,672.05	01/20/22	29	0621 New England Salt Company, LLC
R	70809	348.64	01/20/22	29	0823 OTELCO
R	70810	19.90	01/20/22	29	0858 PETTY CASH
R	70811	113.02	01/20/22	29	0640 Pitney Bowes, Inc
R	70812	60.00	01/20/22	29	0080 READFIELD CORNER WATER ASSOC.
R	70813	97.84	01/20/22	29	0406 SAM'S CLUB
R	70814	93.00	01/20/22	29	0192 SEACOAST SECURITY & TELE.,INC
R	70815	20.00	01/20/22	29	0561 Shredding on Site
R	70816	5,442.34	01/20/22	29	0681 Treas,State Maine (Pub Safety)
R	70817	950.00	01/20/22	29	0032 Troiano Waste Service,Inc
<b>Total</b>		<b>53,717.86</b>			

**Count**

Checks	38
Voids	0



Warrant 29

Vendor-----	Amount	Account-----
00045 Androscoggin Bank	11,185.34	CAPITAL IMPR / Transfer Sta - EQUIP REPLAC / CAPITAL EQP
00599 Archie's Inc.	2,354.25	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00024 Baker & Taylor, Inc	123.80	COMM SERVICE / Library - ADMIN / MISC.
00024 Baker & Taylor, Inc	15.63	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	243.30	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	451.12	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	325.82	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	20.77	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	16.86	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	398.83	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	63.54	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00035 Community Advertiser	70.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00591 David Ledew	1,500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00860 DR Designs	1,167.50	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00810 Eric Dyer	24.00	REC,PARKS/AT / REC BOARD - RECREATION / Other Events
00704 Fabian Oil	821.88	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	177.02	Maintenance / Bldg Maint - UTILITIES / HEATING
00043 Fire Tech and Safety	835.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00052 Hussey Communications, Inc	45.19	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00055 KV Humane Society	1,162.61	COMM SERVICE / Animal Cntrl - CONTRACT SVC / KVHS
00760 KVCOG	845.49	GENERAL GOVT / Grant/Plan - CONTRACT SVC / Contract Ser
00630 Lee Mank	462.65	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00630 Lee Mank	1,446.68	CAPITAL IMPR / Fire Dept - EQUIP O,R &M / FIRE EQUIP
00065 MAINE MUNICIPAL EMP. HEALTH	2,384.72	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	4,472.55	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	132.31	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	67.92	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00065 MAINE MUNICIPAL EMP. HEALTH	2,384.72	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	4,521.92	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	132.31	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	96.43	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00424 Main-Land Dev. Consultants, Inc	1,182.50	CAPITAL IMPR / Parks/Rec - CONTRACT SVC / ENGINEERING
00229 Melissa A Small	33.83	COMM SERVICE / Animal Cntrl - ADMIN / MISC.
00621 New England Salt Company, LLC	3,672.05	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00823 OTELCO	327.65	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 OTELCO	20.99	COMM SERVICE / Library - UTILITIES / TELEPHONE
00858 PETTY CASH	1.65	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	4.33	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	13.92	GENERAL GOVT / Admin - ADMIN / POSTAGE
00640 Pitney Bowes, Inc	113.02	GENERAL GOVT / Admin - ADMIN / OFFICE SUP

### Warrant Recap

Warrant 29

Vendor-----	Amount	Account-----
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00406 SAM'S CLUB	44.74	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	53.10	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00192 SEACOAST SECURITY & TELE.,INC	93.00	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00086 SECRETARY OF STATE (MOTOR VEH)	1,761.12	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	1,422.50	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00581 Treas,State Maine (Pub Safety)	5,442.34	PROTECTION / Dispatching - CONTRACT SVC / DISPATCH
00100 TREAS., STATE OF MAINE (DOGS)	368.00	GENERAL FUND / Dog Fees Sta
00101 TREAS.,STATE OF MAINE (Vitals)	120.80	GENERAL FUND / Vitals State
00032 Troiano Waste Service,Inc	950.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
<b>Prepaid Total--</b>	<b>5,192.66</b>	
<b>Current Total--</b>	<b>48,525.20</b>	
<b>Warrant Total--</b>	<b>53,717.86</b>	

# **COMMUNICATIONS**

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

## Appeals Board Hearing

October 28, 2021

Members present: Chair, Peter Bickerman; Secretary, Holly Rahmlow; Clif Buuck  
William Gagne Holmes; Henry Whittemore (via phone) and Francis Zambella

Excused: John Blouin

At 5 p.m. a site visit was held at 111 Mayo Road, where the owners of the property, Scott and Dawn Morash, and their surveyor explained the plans for a year-round home to replace the existing structure built in the 1970s. The surveyor had staked out the proposed placement of the new home, including the deck.

The existing approximately 2000-square-foot nonconforming structure is about 14 feet from the water's edge. The Morashes wish to build an approximately 2642-square-foot year-round home to replace it, with the eastern side of the new structure located approximately 78 feet from the water's edge. In order to construct a house of this size, they want to infringe on the road setback. The road setback requirement is 50 feet from the center of the road. They want to reduce that to 37 feet.

Members of the board walked around the property and reviewed the plans for the home, septic and landscaping. At 5:30 the board completed its survey.

Peter convened the meeting at 6:10 with introductions. In addition to members of the Board of Appeals, present were Chip Stephens, code officer for Readfield, Tom Molokie, Eric Falconer, David Hewey, Tom Gottschalk, Justin Morgan, Samantha Morash, Megan Morash, Attorney Mary Costigan, counselor for Mr. and Mrs. Morash, Janet Meyer, Keith Meyer, Rob Schumacher, David Palmer, Paula Clark, chair of the Planning Board but attending only as an observer, and others on Zoom identified only by numbers.

Twenty minutes into the meeting Peter was made aware of the fact that the Zoom connection was not working properly. After the system was up and running he repeated the introductions and repeated some of the following discussion, which was begun while Zoom was not working.

The board discussed Clif's role as interim code enforcement officer for the first half of 2021, when he was involved in the original application the Morashes made to the Planning Board. Clif said that he could not forget what he knows about the application and was not sure he could meet the de novo standard. Will noted that recusal is usually dependent on whether the person has a conflicting financial interest. The Morash lawyer noted that legally the board should vote on whether he should recuse himself. Scott Morash said he thought it might be best to have fresh eyes on the subject. Will said he saw no need for Clif to recuse himself, as a de novo hearing only means a new hearing and does not mean no prior knowledge. Peter asked Clif if he could judge the variance application fairly regardless of his prior knowledge.

Peter asked for a vote on whether Clif should be disqualified from voting on the variance. Peter, Will, Fran, Holly and Henry voted no. Clif abstained.

Peter explained why this hearing has taken so many months to come to fruition. He believed that the Planning Board had primary jurisdiction with respect to the size and placement of any house in the shoreline district. But the Planning Board believed that the Board of Appeals should proceed to act on the pending application. The Board of Appeals only has the right to rule on the variance, so even if the variance is approved the Morashes will still have to apply to the Planning Board for the plans for the home and the setback from the water.

Mr. Morash outlined the plans for a new home to replace the current structure. There are only two neighbors, the Heweys, who own the surrounding land, and the Coreys, both of whom have stated they are in favor of the project.

Mr. Morash talked about the road, which is narrow and needs work. He commits to putting \$10,000 into improving the road to keep it from washing into the lake. Mr.

Morash noted that he is already a steward of Maranacook Lake and has participated as a member of the group that worked to refit the dam at the south end of the lake and has been trained in invasive plant identification and has participated in boat inspections. He noted that these actions demonstrate his dedication to the lake's water quality.

Attorney Costigan spoke about the efforts the Morashes made to move the new home back from the water as much as possible, thus encroaching on the road. She noted that even the current building, which is smaller, if moved 100 feet from the water would still encroach on the road setback. And because the home is within 25 feet of the water they cannot expand/remodel the existing home, but must move it back.

She spoke to the unique aspects of this property and neighborhood, with lots of greatly varying sizes. She noted that the new home would not alter the quality of the neighborhood, She said this issue is not the result of any action taken by the applicants, the granting of the variance will not significantly reduce or impair the use of abutting properties,

She said that the Morashes did not create the hardship, the zoning did.

Will asked why the reasonable return standard would not apply.

Attorney Costigan said that standard does not apply, as they are applying for the variance as a year-round residence. Will pushed back, saying they are not year-round residents. Attorney Costigan said that it is a chicken-and-egg issue as the Morashes cannot live there until after the variance is granted and the home is built.

Henry asked the attorney to expand more about the issue of hardship. She noted that undue hardship is used in two different ways in the ordinance. If the home is not a single-family-home year-round residence, then the reasonable return standard applies. But if it is, then the five-prong standard she's been reviewing applies.

In the Morashes case the alleged necessity for a variance is triggered by the need to replace the existing foundation in order to either expand the existing home or build a new one. She also referred to a response from the Department of Environmental

Protection. Peter said the DEP position is ambiguous and since the writer of that email is not present, he would not base his decision on that information.

Peter asked the Morashes to explain more about why they need a larger home, which they said was to accommodate their large family, include a garage to facilitate long-term living in a harsh climate, to make room for his hobby of repairing pinball machines, and his large size (he is six feet, eight inches tall).

Peter asked whether the size of the proposed home includes the deck. Architect Justin Morgan said it did.

Fran asked Mr. Morash if after owning the property for 22 years why he didn't realize the limits of the property, which is .6 of an acre, why he didn't plan for a smaller home more suited to the property. Mr. Morash referred to the changes put in place by 911 regulations and replied that he feels that the planned home will suit both the property and the family needs and that a setback reduction of 13 feet is not a big deal.

Questions were asked about Mr. Morash's current home and employment, and he stated adamantly that his plan is to retire from his job in New Hampshire and sell his home in Hollis the minute he has an occupancy permit for the new home.

Clif asked about the basement, which includes a 2.5-car garage, and whether that's included in the square footage. It is. The old home will be removed and revegetated with buffers to protect the lake.

Clif said that he thinks one key to the quality of a neighborhood is similar-sized homes. The Coreys have a larger home of about 4,000 square foot, while the Hewey home is on a point on the water and thus small.

He also noted that there are several things the Morashes could do to establish residency and that several are quite simple. Mr. Morash said he would do whatever is needed to establish residency. Will said the ordinance requires them to be year-round residents before they could apply for a variance. Attorney Costigan said it's unreasonable to ask them to move into the current home and then move to a hotel while

the new home is built. Henry said he sees a catch 22 in that it is a bit of a chicken-and-egg problem. He has concerns about precedent setting in granting an appeal without a prior Planning Board ruling.

Peter said that if the criteria for a variance were established he would see no problem in allowing a variance conditioned upon the applicants becoming Readfield residents by a date certain.

Both Peter and Will noted that state law requires strict compliance for a variance.

Clif asked the architect for a description of the home. Henry suggested that first we discuss the approach to the home, the road, and the effect on water quality. Peter said we can't really get into the issues such as water quality, phosphorus runoff and such, as those are Planning Board issues. Our focus should be on whether the Morashes have demonstrated need.

The living space includes a master bedroom and bath, two small bedrooms with guest bath, and an open space kitchen-living-dining area on the main floor. Underneath is the garage, workshop space, mechanicals and utilities, and a half bath.

Peter asked if anyone else would like to speak. Neighboring landowner David Hewey spoke in favor of the project.

Maranacook Lake resident Keith Meyer also supports the project and spoke about Mr. Morash's dedication to the quality of the water. He questioned the way the Morashes are being quizzed about their residency and said he found it troubling.

Peter explained that Maine law has a different variance standard for those who are year-round residents, while those who are not have to meet the reasonable return standard.

Town resident Tom Molokie listed his many connections to Maranacook Lake (representative to Maranacook Lake Association and member of Cobbossee



Watershed) and said that he feels that the plans the Morashes have will better serve the lake with a quality home and new septic.

Eric Falconer said he built a place on Maranacook in 2004 and that he's dismayed by what he's seen as the Morashes have gone through the process of trying to get a variance. He asked: Will the lake be better off with the project? Yes. Will the town be better off? Yes, it will increase the tax base. Will the abutters be affected? They have spoken in favor.

Fran said he has a lot of experience with water quality issues and that he sees what they are trying to do would be a positive for that, but that he is not convinced the need is there, that it is more a matter of convenience.

Attorney Costigan noted that by law the Morashes are allowed to replace that structure, moving it as far away from the water as practical. If they are not allowed the road variance, then they will be closer to the water.

In response, Peter read the email from DEP, which suggests that the home could be located 100 feet from the water and still be within the road setback. Attorney Costigan said the drawing provided by DEP showed the residence within the setback. Peter noted that the DEP prose did not match that viewpoint, so he was not inclined to use that information as a basis for the decision.

Mr. Morash referred to another home with a similar setback issue belonging to David Palmer, who said that he did not have to get a variance for his nonconforming home. He also brought up the issue of changes to the road setbacks since the 911 road numbering system was implemented.

Dan Morneau, fiancé of daughter Megan Morash, noted that the current home has a spiral staircase which is not practical for older people or someone of Mr. Morash's size.

Clif explained the difference in the Palmer situation because the Planning Board determined their project met the greatest practical extent standard for setbacks.

Peter asked board members their opinions as to the application.

Fran said he did not believe they qualified as a hardship. He sees it as more of a convenience issue than a demonstrated need.

Henry said that he sees no negative impact from the project but that if you follow the letter of the law you have to vote no.

Will went through the various criteria and said that he too feels it's a good project, but that it just doesn't meet the letter of the law.

Clif said he can overlook the residency requirement by tying it to the building permit, but without floor plans he doesn't know if the application shows need.

Henry noted that floor plans are a matter of taste and not something we can judge.

Clif said he took Henry's words to heart, but he still voted no.

Peter went over the criteria and said that while it meets most of them, when it comes to subdivision "e" this application does not show demonstrated need.

Ultimately, most board members said they felt that it was a good project but that in order to follow the letter of the law they'd have to vote "no" except Holly, who said she'd vote yes.

Henry asked if there was a way we could decide this and instruct the Planning Board to take this on. He said he feels that we should not even be deciding on this issue before the Planning Board rendered a decision. He said that it's idiocy to handle it this way and that he'd like to go on record as objecting. He also changed his vote to yes. So the vote became 4-2.

Attorney Costigan asked that an official vote be taken.

Henry made a motion that the application be accepted with the stipulation that the year-round residency requirement be met.

Henry yes.

Holly yes.

Peter voted no.

Fran yes, based on that it will be the best thing that can be done for the lake and the dwelling and that the road is really only a lane.

Clif voted no, saying that until more information is provided the application does not meet the criteria.

Will voted no.

The final vote was 3 to 3.

Peter said that under the Board of Appeals ordinance a tie means the application fails. Peter suggested to the applicants that they return to the Planning Board and try to reach an accommodation regarding the size and location of their proposed home.

Mr. Morash objected strenuously, noting that the town has run him through the ringer and made it impossible for him to proceed with plans to replace his home.

Hearing adjourned at 8:38 p.m.

Minutes prepared and submitted by Holly Rahmlow

READFIELD COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 3, 2021

The meeting was called to order at 6:30 by Chair, Pam Mitchell. Meeting was held by Zoom. Pam Mitchell, Jen Bonnefond, Sonya Clark, Brenda Lake, Deb Peale, Pat Clark, Jackie Drouin, Betty Peterson and Melissa Small, Librarian were present.

Excused was Maureen Kinder.

Secretary's Report: October minutes were approved.

Treasurer's Report: Treasurer's report was approved after a few questions were clarified.

Old Business:

- COVID update: No changes in our procedures.
- Halloween Trunk or Treat: Successful event. 503 visited our table.
- WiFi: Still having problems but getting closer to a solution.

New Business:

- Policy Review Committee Report: A subcommittee has met to review the existing policies. They are working on a draft and will present it to the Board when completed.
- Holiday Celebrations: The Library Tree Lighting will occur on Friday, December 3 at 6:30. Melissa has advertised it and the Library Board of Trustees will provide cookies.

Librarian's Report:

- Before giving her report, Melissa introduced Marisha Bernard, our Library Intern, who joined us on Zoom. Marisha gave a presentation on what she is doing at our Library during her internship (TEEN "Fall into Reading" Challenge, Cataloging and Processing, Display Calendar, Book Quote Display, and Book Repair Workshop.) She also mentioned how much she has enjoyed working at our Library and has learned a lot.
- Urban Libraries Council "Fine Free Map": We are listed in the Urban Council National "Fine Free Map." We are one of five libraries listed in Maine.
- New Service! ComicsPlus: This service is provided by the Maine State Library/Maine InfoNet. It provides patrons with access to a digital collection of over 20,000 comics, graphic novels, and manga which are available at all times and there is no check out limit. Melissa will publicize this new service soon.
- American Recovery Plan Act (ARPA) Grant: \$2,500 has been received by the town. Melissa and a couple of Board members will be ordering items for the Library.
- Maine Public Library Fund Grant: Melissa submitted an application in the amount of \$2,539 for a one-year subscription to "NewsStand Digital Magazines and Newspapers." This grant will offer many more magazines and newspapers to our patrons and maybe reach some new patrons who are not able to come into the Library.
- AARP Community Grant – Lawn Library Furniture: This order was placed on Oct. 12.

- Story Walk Update: The picture book featured for November is “Pete the Cat: I Love My White Shoes.” Sponsored by an anonymous donor. It was installed by a local Girl Scout Troop.
- Welcome New Volunteers: We have a few new volunteers joining the Library.
- Cake Pan Donation: A patron has made a very generous donation of 50-ish cake pans along with cake decorating supplies. Marisha has been researching ways of displaying these items.
- Donation of Shutters: A patron recently donated 8 shutters that are the correct size for our windows.
- Programming/Event Statistics Updates for October 2021:
  1. Teen Challenge Event held on 10/2 had a total of 15 in attendance.
  2. Story Time met 4 times with an average of 8 attending.
  3. October Book Club held via Zoom had 11 attending.
  4. Pumpkin Carving Event held on 10/30 had 21 in attendance.
  5. Trunk or Treat Halloween had 503 stopping by.
  6. New Library Cards for October: 4.
  7. Facebook Followers at the end of October 466 (an increase of 11).
  8. Curbside Service had 9.
  9. Home Deliveries: We had 4 in October.
- Upcoming Events:
  1. Displays: Kill-A-Watt Electricity Monitors and updated “Energy Efficiency Tip” from Electricity Maine; National Native American Heritage Month; National STEM (Science/Tech/Engineering/Math) Day.
  2. Book Sale and Signing with Barbara Walsh on Saturday, November 6 from 10 to 1. Her new book is “The Deer Man.”
  3. “Holiday Health/Destress” Zoom Event with local Chiropractor Jenn Cotone. Tentative date: Wednesday, December 8 at 6:30.
  4. Girl Scouts Informational Table at the Library: Tentative date: Monday, December 13 from 5:30 to 6:30.
  5. Winter Composting Event by Zoom. Tentative date: Monday December 13 at 6:30.
  6. Holiday Celebration: Library Tree Lighting December 3 at 6:30.
- Ongoing programs:
  1. Weekly Story Time will continue on Zoom.
  2. November Book Club Discussion: November 29 at 6:30 on Zoom. “Deacon King Kong” by James McBride. No December meeting

The meeting was adjourned at 8:05.

There will be no meeting in December. Next meeting will be held on January 5, 2020 by Zoom.

Respectfully submitted,  
Betty Peterson, Secretary

## **Cemetery Committee Meeting Minutes**

**November 15, 2021**

**Present:** Andy Tolman, Grace Keene, Pam Osborn, Marianne Perry, Warren Norris, Ben Rodriguez, Tom Molokie, Brenda Lake, Karen Peterson.

A pre-meeting took place at Readfield Corner Cemetery. The pre-meeting was to listen to a proposal from Dale Potter and the Readfield Historical Society. A donor/member of the historical society has given the society \$500 for use by Readfield to provide a historical plaque for a notable Readfield figure interred in one of the town's cemeteries.

Attending this meeting was Dale Potter, local author and historian. Ms. Potter recommended several historical figures for consideration for the plaque. These figures include former Governor Hunton, Mattie Hackett, and Seth Pitts.

Discussions at the cemetery site included location, annotation, design and specifications of possible signage. We also discussed appropriateness of having such a plaque.

We asked Dale to provide a design and some plaque wording for us to consider during our debate on worthiness and appropriateness of the project.

**Meeting Minutes for Prior Meeting:** Minutes for October were reviewed. Tom made motion to accept minutes with approved changes, Grace seconded, no further discussion and there was unanimous approval of October minutes with prior changes. Pam, acting secretary, will submit to Town Clerk.

### **Sexton's Report by Ben Rodriguez**

Ben reported that leaf removal was nearly complete at all of the cemeteries with Kents Hill needing some further attention. Greater attention was given to Readfield Corner due to last Veterans' Day events. Eric Johnson, newly hired by town, helped with leaf clean up and small maintenance tasks.

Ben is reviewing preliminary estimates for wall repairs. He requested we review use of cemetery funds to complete groundskeeping tasks, namely, depression-filling. He is watching weather for freezing conditions which will preempt digging projects. Most of the flags from the cemeteries have been collected since Veterans' Day for potential reuse. Ben has asked that if the committee members do any review of the cemeteries that they specifically watch for broken grave markers (SAR, DAR, GAR, etc.) and report them for replacement. Brenda saw some markers that may have damage in Case Cemetery.

Recent Select Board workshop included the request by standing committees to make recommendations for future use of the fairgrounds. Ben gave a presentation on "green burial".

He reported that the Kennebec Land Trust has sold several green burial plots in the Fayette green burial project.

### **New Business**

Andy led discussion on the upcoming budget season. He polled the committee on suggestions for budget items emphasizing.

Suggested additions include an under drain for the wall area by the Readfield Corner Cemetery wall. Engineering study showed that this may be a viable option to improve ditch drainage between the wall and the road.

Also, there is a perceived need for a 500-gallon water tank located on this large cemetery. This would serve not only the contractors who repair the damaged gravestones but also families who come to the property to service their loved ones' grave sites. Ben and others to investigate whether or not there is a source located at the ball field that can be tapped or extended somehow.

Committee thanked Marianne for cleaning up the Reflection Garden.

Ben picking up the holiday wreaths after Christmas. Discussion occurred around placement and attaching the wreaths to signage.

Discussion revolved around need to be fiscally conservative. Grace stipulated that the budget current needs and was conservative. Agreement among committee that the budget was reasonable.

Ben mentioned that he is obtaining preliminary estimates for the Case Cemetery wall repair. This estimate will give committee an idea of what large wall projects might cost. A town-acquired engineering study recommends fixing drainage prior to repair of walls.

Committee discussed the need to contact the Select Board and request the removal of Sandra Rourke from the committee roster. She has not been to a meeting since November 1, 2019. While attendance and committee membership is voluntary the committee needs members who are involved. Removing Sandra while regrettable will open the position to a town resident who is willing to contribute. Tom made a motion to have Andy contact the Select Board Chair, Dennis Price, and begin the process to remove Sandra. Marianne 2<sup>nd</sup> the motion and the committee voted unanimously. No discussion followed. Andy to address the matter with the Select Board Chair.

Next meeting set for Town Hall on December 20th at 10:30 AM with Christmas Cookies..

Andy asked for motion to adjourn. Motion made to adjourn (Warren); seconded (Tom). Unanimously agreed.

Respectfully submitted,

**APPOINTMENTS,**  
**REAPPOINTMENTS, &**  
**RESIGNATIONS**





# Readfield MAINE

Published on *Readfield ME* (<https://www.readfieldmaine.org>)

[Home](#) > [Volunteer](#) > [Appointment Application \(Web Fillable Form\)](#) > [Webform results](#) > [Appointment Application \(Web Fillable Form\)](#)

## Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) [1]  
Submitted by Anonymous (not verified)  
January 11, 2022 - 5:13pm  
129.222.224.184

## Date

January 11, 2022

## Which Board, Committee or Commission are you applying for?

Cemetery

Yes No

Do you have previous experience on this board or committee?  X

## Name

Warren Norris

## Street Address

P. O. Box 263

## Mailing Address

P. O. Box 263

## Phone (Primary)

17138285009

## Phone (Secondary)

## E-Mail

wanorrisiii@msn.com

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

3 years of prior volunteering on this board

## If you are currently employed, what is your position?

Self-employed; catastrophe insurance adjuster

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

I enjoy contributing to the town I live in.

## Electronic Signature

Warren Norris

Check one!

I DO NOT

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

X

Source URL: https://www.readfieldmaine.org/node/6133/submission/6176

Links

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

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: [ ] 1st time Appointment [X] Re-Appointment

Was this position advertised? [ ] Yes [X] No If no, please explain: re-appointment

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

not required

SELECT BOARD APPROVAL

To [Wamen Norris] of Readfield, in the County of Kennebec and State of Maine: There being a position on the [Cemetery Committee] we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

[ ] thru [6/30/2024]. Given under our hand this [ ] , day of [ ] , 20\_\_.

Dennis Price

Ralph F. Eno, Jr.

Sean Keegan

Carol Doorenbos

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? [ ] Yes [ ] No If yes, what date: [ ]

Is an Oath appropriate: [ ] Yes [ ] No If yes, what date [ ]

# **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 \_\_\_\_\_

Select Board Member \_\_\_\_\_

Select Board Member \_\_\_\_\_

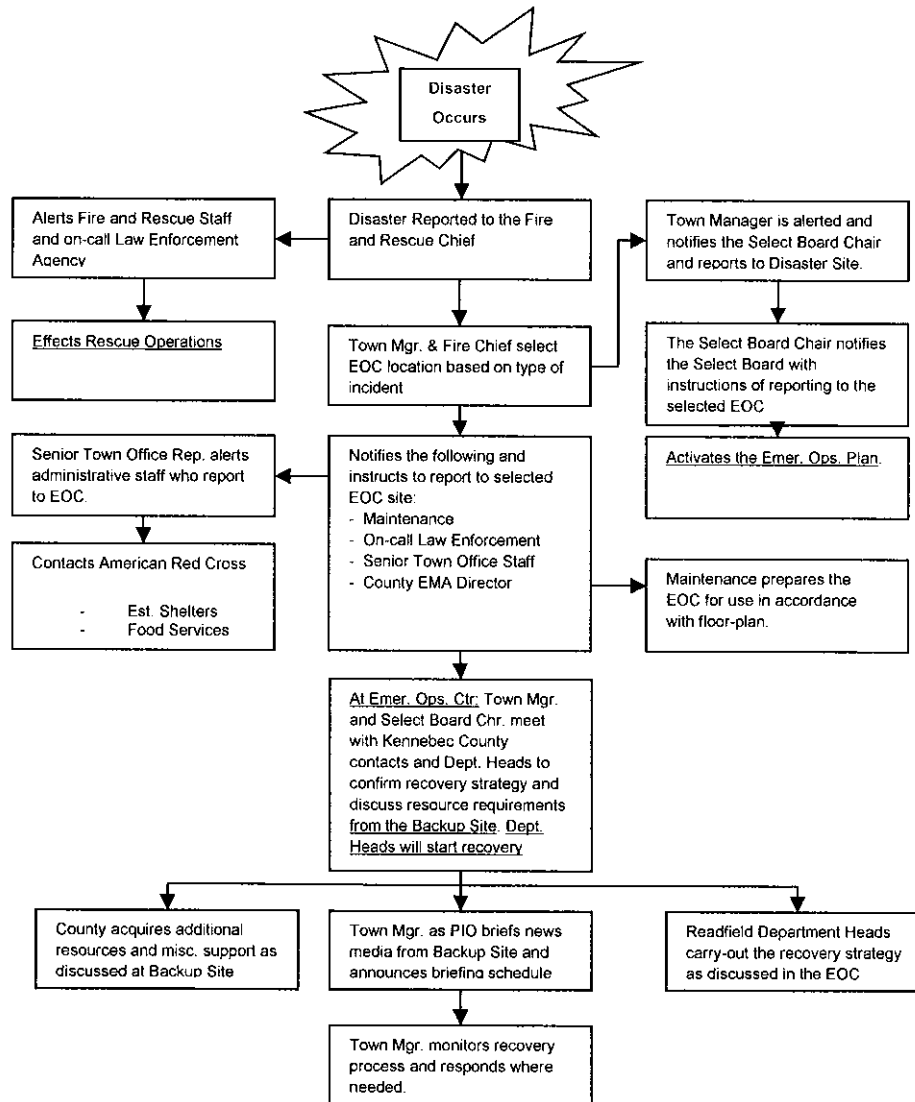
Select Board Member \_\_\_\_\_

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 2597 (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 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 /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 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**

<b>Plan Participant</b>	<b>Individual Assigned</b>	<b>Address</b>	<b>Phone (Primary)</b>	<b>Phone (Secondary)</b>
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)**

<b>Plan Participant</b>	<b>Individual Assigned</b>	<b>Address</b>	<b>Phone (Primary)</b>	<b>Phone (Secondary)</b>
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)**

<b>Plan Participant</b>	<b>Individual Assigned</b>	<b>Address</b>	<b>Phone (Primary)</b>	<b>Phone (Secondary)</b>
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

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, 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**

<b>Plan Participant</b>	<b>Developing and maintaining the Plan</b>	<b>Organizational arrangements in support of the Plan</b>	<b>Providing support during an emergency</b>	<b>Providing direct service during an emergency</b>	<b>Providing Public Safety during an emergency</b>
Town Manager	<ul style="list-style-type: none"> <li>• Participates in annual testing or review of the Plan.</li> <li>• Makes arrangement for annual testing or review of the Plan.</li> <li>• Completes ICS courses 100 and 700.</li> </ul>	<ul style="list-style-type: none"> <li>• Activates and administers Town volunteer force</li> <li>• Arranges for contact of the American Red Cross to arrange for sheltering and feeding support</li> <li>• Assists in acquiring and managing of emergency supplies will be stored at the Readfield Fire Station.</li> <li>• Funnels requests for emergency funding to the Select Board.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Manages the recruitment and use of volunteers</li> <li>• Arranges for personal services to the Staff such as food, water, etc.</li> <li>• Arranges for physical security of the EOC</li> <li>• Reserves space, at the EOC, for the American Red Cross representative(s)</li> <li>• 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</li> <li>• Ensures that all personnel are familiarized with the emergency communications arrangements.</li> <li>• Notifies the American Red Cross Shelter Service of the need for shelter services.</li> <li>• Serves as liaison between the Town and the American Red Cross Shelter</li> <li>• Coordinates outside shelter assistance requested from Town Departments and/or agencies.</li> <li>• Coordinates resources for evacuation of citizens.</li> <li>• Refers legal issues to Town Attorney</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	

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

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

	emergency services			<ul style="list-style-type: none"> <li>Town roads.</li> <li>Supplying emergency power as needed to emergency shelters.</li> <li>Coordinating emergency transportation services through the Town Leaders and Town Emergency Management Director.</li> <li>Maintaining/repairing Town equipment and vehicles.</li> </ul>	
Readfield Emergency Management Director/Fire Chief	<ul style="list-style-type: none"> <li>Participates in annual testing or review of the Plan.</li> <li>Completes ICS courses 100, 700, 701, 702, 704.</li> </ul>	<ul style="list-style-type: none"> <li>Assures elements of the Plan are compliant with National Incident Management System (NIMS).</li> <li>Assures that any changes to the Plan are recommended to Select Board for approval.</li> <li>Assures that a Deputy Emergency Management Director is appointed by the Town.</li> </ul>	<ul style="list-style-type: none"> <li>Reports to the disaster site and determines the recovery strategy that should be used</li> <li>Determines the capability of the Town to respond to the situation and whether outside assistance is needed.</li> <li>Develops and maintains a town situation map identifying problem areas and deployment of responders at the Emergency Operations Center</li> <li>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.</li> <li>Prepares for disaster briefings with the Select Board, department heads, and the Town Manager</li> <li>Ensures all department heads have communication</li> </ul>	<ul style="list-style-type: none"> <li>Develops an evacuation plan with the Select Board, Town departments, Law Enforcement, and County EMA</li> <li>Coordinates with Schools for access to buses</li> </ul>	<ul style="list-style-type: none"> <li>Requests Public Safety assistance as necessary from Maine State Police or from Kennebec County Sheriff's Office.</li> </ul>

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

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

**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.

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

# OTHER BUSINESS



# MARANACOOK AREA SCHOOLS

*A Caring School Community Dedicated to Excellence*

James Charette  
Superintendent of Schools

Karen G. Smith, Ed.D.  
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve  
Special Education Director

Mandy Fitzgerald  
Finance Director

Fax. 207-685-4703

January 21, 2022

Dear RSU #38 Community Select Board Members:

We would like to invite you to attend a joint meeting with the RSU #38 School Board on March 16, 2022, 6:30 p.m. at the Maranacook Community Middle School to discuss the draft FY23 RSU #38 school budget. In an effort to keep the number of people at the meeting at a safe level, we are asking that each town send no more than two representatives. Other members are welcome to attend via Zoom <https://us02web.zoom.us/j/86950503874>

We had many positive comments about the joint meeting in past years and are committed to providing this experience once again. We believe that the opportunity for open communication is invaluable to the budget process.

A detailed schedule is enclosed, which outlines the presentations schedule and the Zoom links for each meeting. We encourage someone from your Select Board to attend these meetings in order to gain a better understanding of the details of the draft budget prior to the March 16<sup>th</sup> meeting.

We look forward to the March 16<sup>th</sup> meeting where we can openly discuss the draft budget, and raise and answer questions that will promote a better understanding of the needs of the RSU #38 community. We hope you can join us for this meeting.

Sincerely,

  
Jay Charette  
Superintendent of Schools

  
Cathy Jacobs  
RSU #38 Board Chairperson

/d  
attachment

*A Caring School Community Dedicated To Excellence*

RSU #38 – FY23 Budget Workshops Schedule  
Maranacook Community Middle School & Zoom  
6:30 – 8:30 p.m.

- February 2\*** Regular Business Meeting; Budget Workshop – School Budgets  
<https://us02web.zoom.us/j/81719553103>
- Elementary Schools
  - Middle School
  - High School
- February 16** Budget Workshop <https://us02web.zoom.us/j/82974917237>
- Special Education
  - English Language Learners (ELLs)
  - Gifted & Talented
  - Technology
- March 2\*** Regular Business Meeting; Budget Workshop  
<https://us02web.zoom.us/j/82699219498>
- Operations & Maintenance, including Bond
  - COVID grants overviews
- March 9** Budget Workshop <https://us02web.zoom.us/j/84889377395>
- Co-and Extra-Curricular
  - Transportation
  - Miscellaneous Cost Centers/Accounts (Adult Educ., Food Service, Health Center, Professional Development/Assessment/ Curriculum, Systems Admin., Debt Service)
- March 16** Budget Workshop – Annual Report from Auditor Ron Smith; Joint meeting with local select boards re: draft FY23 budget; budget deliberations, follow-up and decision making <https://us02web.zoom.us/j/86950503874>
- March 23** *Tentative meeting (if needed)* – Budget Workshop – budget deliberations, follow-up and decision making <https://us02web.zoom.us/j/85736109509>
- April 6\*** Regular Business Meeting and Budget Workshop – budget deliberations, follow-up and decision making <https://us02web.zoom.us/j/81953176745>
- April 13** Workshop Meeting – vote on Budget (2<sup>nd</sup> week of April)  
<https://us02web.zoom.us/j/89887551961>
- May 18** Annual Budget Meeting, Middle School Gymnasium, 7:00 p.m.
- June 14 – Budget Validation Referendum at individual town polling locations**

\* Regular Business Meeting in addition to budget workshop

Budget documents are available by visiting <https://www.maranacook.org/page/fy-23-budget-documents>