

Readfield Select Board
April 11, 2022, Meeting Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:30 PM

Pledge of Allegiance

Regular Meeting Items - 5 min.

22-114 - Minutes: Select Board meeting minutes of March 14 and 28, 2022.

22-115 - Warrants: #38-41

Communications - 25 min.

Select Board communications. - 5 min.

Town Staff Reports - 10 min.

- Treasurer's Report - March 2022
- Town Manager's Report & Project Updates

Boards, Committees, Commissions & Departments - 5 min.

- Board and Committee Minutes (see reverse for full listing)

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

Appointments, Reappointments, & Resignations - 5 min

22-116 - Consider the appointment of a slate of Ballot and Election Clerks for the June Town Meeting

22-117 - Consider the appointment of Robin Lint as Warden / Moderator for the June Town Meeting

22-118 - Consider the appointment of Lee Livingston to the Cemetery Committee

Old Business 60 min.

22-101 - Consider pending real estate foreclosures - 10 min.

22-062 - Hear an update and consider next steps for the Fairgrounds Community Park and Conservation Project status - 10 min.

21-068 - Hear an update and consider next steps for broadband internet - 10 min.

22-110 - Consider a final draft Town Meeting Warrant - 30 min.

New Business - 20 min.

22-119 - Discuss the upcoming Heritage Days celebration in August - 10 min.

22-120 - Consider approval of welding and concrete repair work at the Transfer Station - 5 min.

22-121 - Schedule Select Board Meetings through July 2022 - 5 min.

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

Adjournment

Board and Committee Minutes:

- Trails Committee minutes of January 26, 2022
- Broadband Internet Committee minutes of March 9, 2022
- Cemetery Committee minutes of February 14, 2022
- Board of Assessors minutes of January 10, 2022

REGULAR MEETING

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

RESERVED

March 14, 2022 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
39	397	\$ 93,544.44	Warrant	C.Doorenbos	Three	3/14/2022
A	397	\$ 7,253.81	State Fees	K.Woodsum	One	3/7/2022
B	397	\$ -	State Fees		One	3/14/2022
38	411	\$ 26,216.91	Payroll	C.Doorenbos	One	3/14/2022

SUM \$ 119,761.35

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

Treasurer's Warrant

Warrant # 38 & 39

\$119,761.35

Dates: 3/17/2022

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	\$26,216.91	70970-70990 170970-170986
VARIOUS VENDORS	Accounts Payable	\$93,544.44	70991-71032
	Total	\$119,761.35	

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	545.13	03/17/22	39	0031 Central Maine Power Co
P	999	687.33	03/17/22	39	0031 Central Maine Power Co
P	999	399.60	03/17/22	39	0031 Central Maine Power Co
P	999	16.86	03/17/22	39	0031 Central Maine Power Co
P	999	75.08	03/17/22	39	0031 Central Maine Power Co
P	999	87.18	03/17/22	39	0031 Central Maine Power Co
P	999	421.05	03/17/22	39	0031 Central Maine Power Co
P	999	21.57	03/17/22	39	0031 Central Maine Power Co
P	70968	4,708.50	03/03/22	39	0086 SECRETARY OF STATE (MOTOR VEH)
P	70969	2,545.31	03/03/22	39	0098 TREAS., STATE OF MAINE (IFW)
R	70991	90.50	03/17/22	39	0324 American Loggers Fire Suppression
R	70992	8,618.37	03/17/22	39	0045 Androscoggin Bank
R	70993	2,315.04	03/17/22	39	0599 Archie's Inc.
R	70994	24.74	03/17/22	39	0022 Audette's Hardware
R	70995	141.14	03/17/22	39	0024 Baker & Taylor, Inc
R	70996	411.00	03/17/22	39	0002 Casco Bay Advisors, LLC
R	70997	7,979.00	03/17/22	39	0034 Cobbossee Watershed District
R	70998	19,628.27	03/17/22	39	0453 Cushing Construction, LLC
R	70999	1,500.00	03/17/22	39	0591 David Ledew
R	71000	2,314.32	03/17/22	39	0704 Fabian Oil
R	71001	2,513.83	03/17/22	39	0043 Fire Tech and Safety
R	71002	1,260.00	03/17/22	39	0062 Full Spectrum Cleaning Janitorial Serv., Inc
R	71003	20.00	03/17/22	39	0484 Gettysburg Flag Works, Inc
R	71004	1,812.18	03/17/22	39	0206 Grainger
R	71005	678.50	03/17/22	39	0052 Hussey Communications, Inc
R	71006	187.26	03/17/22	39	0629 Irving Oil Marketing, Inc
R	71007	209.00	03/17/22	39	0083 Kennebec Cnty Registry Of Deeds
R	71008	250.00	03/17/22	39	0112 Kennebec Land Trust
R	71009	1,316.37	03/17/22	39	0760 KVCOG
R	71010	161.35	03/17/22	39	0152 Lowe's
R	71011	35.00	03/17/22	39	0066 Maine Municipal Association
R	71012	60.00	03/17/22	39	0303 MAINE TOWN & CITY CLERKS ASS'N
R	71013	453.75	03/17/22	39	0424 Main-Land Dev. Consultants, Inc
R	71014	5,425.96	03/17/22	39	0621 New England Salt Company, LLC
R	71015	352.45	03/17/22	39	0823 OTELCO
R	71016	30.78	03/17/22	39	0075 PARIS FARMERS UNION
R	71017	400.00	03/17/22	39	0316 Pat Jackson/ Tri-City, Inc
R	71018	472.50	03/17/22	39	0060 Perkins Thompson, PA
R	71019	2,847.50	03/17/22	39	0053 RS Leonard Landscape Architectu
R	71020	533.92	03/17/22	39	0406 SAM'S CLUB
R	71021	3,711.50	03/17/22	39	0086 SECRETARY OF STATE (MOTOR VEH)
R	71022	100.00	03/17/22	39	0058 Shannon Ferran
R	71023	7.48	03/17/22	39	0021 Sonya Clark
R	71024	170.00	03/17/22	39	0509 TREAS., STATE OF MAINE (DEP)
R	71025	74.00	03/17/22	39	0100 TREAS., STATE OF MAINE (DOGS)
R	71026	20.00	03/17/22	39	0600 Treas., State of Maine (Lib)
R	71027	775.00	03/17/22	39	0032 Troiano Waste Service, Inc
R	71028	9,410.39	03/17/22	39	0664 US BANK CORPORATE TRUST BOSTON

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	71029	184.44	03/17/22	39	0295 US CELLULAR
R	71030	7,243.30	03/17/22	39	0709 WASTE MANAGEMENT OF PORTLAND
R	71031	200.00	03/17/22	39	0093 WAYNE, TOWN OF
R	71032	97.99	03/17/22	39	0273 WINTHROP AUTO SUPPLY
Total		93,544.44			

Count	
Checks	52
Voids	0

Warrant Recap

Warrant 39

Vendor-----	Amount	Account-----
00324 American Loggers Fire Suppression	28.50	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00324 American Loggers Fire Suppression	62.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00045 Androscoggin Bank	8,618.37	CAPITAL IMPR / Transfer Sta - EQUIP REPLAC / CAPITAL EQP
00599 Archie's Inc.	2,315.04	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00022 Audette's Hardware	24.74	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00024 Baker & Taylor, Inc	29.06	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	33.92	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	62.53	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	15.63	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00002 Casco Bay Advisors, LLC	411.00	COMM SERVICE / Broadband - CONTRACT SVC / Planning
00031 Central Maine Power Co	545.13	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	687.33	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	399.60	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	16.86	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	75.08	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	87.18	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	421.05	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	21.57	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00034 Cobbossee Watershed District	7,979.00	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00453 Cushing Construction, LLC	2,961.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00453 Cushing Construction, LLC	16,667.27	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00591 David Ledew	1,500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00704 Fabian Oil	198.05	Maintenance / Bldg Maint - BUILDING O&M / FURNACE MAIN
00704 Fabian Oil	1,114.11	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	1,002.16	Maintenance / Bldg Maint - UTILITIES / HEATING
00043 Fire Tech and Safety	205.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00043 Fire Tech and Safety	1,275.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00043 Fire Tech and Safety	1,033.83	PROTECTION / FIRE DEPART - CONTRACT SVC / SCBA FLOW TE
00062 Full Spectrum Cleaning Janitorial Serv., Inc	1,260.00	Maintenance / Bldg Maint - CONTRACT SVC / Janitorial
00484 Gettysburg Flag Works, Inc	20.00	CEMETERIES / CEMETERIES - COMMUNITY SV / Vet Memorial
00206 Grainger	817.00	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / PPG
00206 Grainger	817.00	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00206 Grainger	123.03	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00206 Grainger	55.15	SOLID WASTE / TRANSFER STA - EQUIP REPLAC / TOOLS
00052 Hussey Communications, Inc	166.50	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00052 Hussey Communications, Inc	512.00	PROTECTION / Tower Sites - CONTRACT SVC / TOWER SITE
00629 Irving Oil Marketing, Inc	187.26	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00083 Kennebec Cnty Registry Of Deeds	209.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00112 Kennebec Land Trust	250.00	COMM SERVICE / K Land Trust - COMMUNITY SV / K LAND TRUST
00760 KVCOG	1,316.37	GENERAL GOVT / Grant/Plan - CONTRACT SVC / Contract Ser
00152 Lowe's	66.40	Rds & Drain / Road Maint - PUBLIC WAYS / PATCHING
00152 Lowe's	94.95	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00066 Maine Municipal Association	35.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF

Warrant Recap

Warrant 39

Vendor-----	Amount	Account-----
00303 MAINE TOWN & CITY CLERKS ASS'N	60.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00424 Main-Land Dev. Consultants, Inc	453.75	CAPITAL IMPR / Parks/Rec - CONTRACT SVC / ENGINEERING
00621 New England Salt Company, LLC	1,810.82	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00621 New England Salt Company, LLC	3,615.14	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00823 OTELCO	20.79	COMM SERVICE / Library - UTILITIES / TELEPHONE
00823 OTELCO	331.66	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00075 PARIS FARMERS UNION	30.78	SOLID WASTE / TRANSFER STA - ADMIN / MISC.
00316 Pat Jackson/ Tri-City, Inc	400.00	SOLID WASTE / TRANSFER STA - UTILITIES / LAVATORY
00060 Perkins Thompson, PA	472.50	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00053 RS Leonard Landscape Architectu	2,847.50	CAPITAL IMPR / Parks/Rec - CONTRACT SVC / ENGINEERING
00406 SAM'S CLUB	83.96	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	449.96	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00086 SECRETARY OF STATE (MOTOR VEH)	4,708.50	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,711.50	GENERAL FUND / Motor Veh Fe
00058 Shannon Ferran	100.00	REC,PARKS/AT / REC BOARD - RECREATION / Other Events
00021 Sonya Clark	7.48	COMM SERVICE / Library - ADMIN / MISC.
00509 TREAS., STATE OF MAINE (DEP)	170.00	SOLID WASTE / TRANSFER STA - ADMIN / MEMBERSHIPS
00100 TREAS., STATE OF MAINE (DOGS)	74.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	2,545.31	GENERAL FUND / Rec Veh Fees
00600 Treas., State of Maine (Lib)	20.00	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00032 Troiano Waste Service,Inc	700.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00664 US BANK CORPORATE TRUST BOSTON	3,110.36	DEBT SERVICE / Muni Bond - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	1,526.40	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	4,773.63	DEBT SERVICE / Muni Bld Bnd - FINANCIAL / BOND INT
00295 US CELLULAR	36.89	GENERAL GOVT / Admin - PERSONNEL / TM Mile/Phon
00295 US CELLULAR	73.78	GENERAL GOVT / Code Enforce - UTILITIES / CELL PHONE
00295 US CELLULAR	36.89	Maintenance / Gen Maint - UTILITIES / CELL PHONE
00295 US CELLULAR	36.88	COMM SERVICE / Animal Cntrl - UTILITIES / CELL PHONE
00709 WASTE MANAGEMENT OF PORTLAND	786.51	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	1,823.31	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	21.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	4,612.34	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00093 WAYNE, TOWN OF	200.00	COMM SERVICE / Broadband - CONTRACT SVC / Planning
00273 WINTHROP AUTO SUPPLY	97.99	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT

Prepaid Total--	9,507.61
Current Total--	84,036.83
Warrant Total--	93,544.44

March 28, 2022 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
40	418	\$ 51,263.95	Warrant	C.Doorenbos	Three	3/28/2022
A	418	\$ 1,445.00	State Fees	K. Woodsum	One	3/22/2022
B	418	\$ 5,054.65	State Fees	K. Woodsum	One	3/24/2022
41	433	\$ 24,481.70	Payroll	C.Doorenbos	One	3/28/2022

SUM \$ 75,745.65

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

Treasurer's Warrant

Warrant # 40 & 41

\$76,045.65

Dates: 3/31/2022

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	\$24,481.70	71069-71078 171069-170082
VARIOUS VENDORS	Accounts Payable	\$51,563.95	71033-71068
	Total	\$76,045.65	

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	51.52	03/31/22	40	0031 Central Maine Power Co
P	71033	1,445.00	03/17/22	40	0086 SECRETARY OF STATE (MOTOR VEH)
P	71034	5,054.65	03/24/22	40	0086 SECRETARY OF STATE (MOTOR VEH)
R	71035	728.92	03/31/22	40	0431 A-COPI Imaging Systems
R	71036	1,385.00	03/31/22	40	0214 Affinity LED Light, LLC
R	71037	700.00	03/31/22	40	0039 Audette Construction
R	71038	215.80	03/31/22	40	0022 Audette's Hardware
R	71039	274.37	03/31/22	40	0024 Baker & Taylor, Inc
R	71040	1,736.68	03/31/22	40	0904 Central Maine Technology
R	71041	130.00	03/31/22	40	0035 Community Advertiser
R	71042	166.44	03/31/22	40	0072 Consolidated Communications
R	71043	10,336.70	03/31/22	40	0453 Cushing Construction, LLC
R	71044	845.00	03/31/22	40	0853 David Morrow
R	71045	310.43	03/31/22	40	0040 Demco
R	71046	778.98	03/31/22	40	0704 Fabian Oil
R	71047	24.00	03/31/22	40	0791 Group Dynamic Inc
R	71048	960.11	03/31/22	40	0566 Howard P Fairfield, LLC
R	71049	199.50	03/31/22	40	0760 KVCOG
R	71050	65.00	03/31/22	40	0162 Lauren Hewett
R	71051	672.29	03/31/22	40	0152 Lowe's
R	71052	9,573.10	03/31/22	40	0066 Maine Municipal Association
R	71053	8,268.00	03/31/22	40	0065 MAINE MUNICIPAL EMP. HEALTH
R	71054	2,900.00	03/31/22	40	0424 Main-Land Dev. Consultants, Inc
R	71055	28.25	03/31/22	40	0217 NITCO, LLC
R	71056	14.56	03/31/22	40	0360 North Coast Services LLC
R	71057	11.86	03/31/22	40	0858 PETTY CASH
R	71058	940.00	03/31/22	40	0841 PretiFlaherty
R	71059	497.16	03/31/22	40	0261 Quirk Auto Group
R	71060	996.59	03/31/22	40	0069 Regional School Unit#38
R	71061	20.00	03/31/22	40	0561 Shredding on Site
R	71062	13.17	03/31/22	40	0696 Spectrum
R	71063	191.27	03/31/22	40	0462 STAPLES CREDIT PLAN
R	71064	444.27	03/31/22	40	0313 Toshiba Financial Services
R	71065	493.71	03/31/22	40	0618 Tractor Supply Credit Plan
R	71066	30.00	03/31/22	40	0509 TREAS., STATE OF MAINE (DEP)
R	71067	332.50	03/31/22	40	0103 TREAS.,STATE OF MAINE (PLUMB)
R	71068	429.12	03/31/22	40	0836 WORLD OF FLAGS, USA

Total 51,263.95

Count

Checks	37
Voids	0

Warrant Recap

Warrant 40

Vendor-----	Amount	Account-----
00431 A-COPI Imaging Systems	728.92	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00214 Affinity LED Light, LLC	1,385.00	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00039 Audette Construction	700.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00022 Audette's Hardware	16.98	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00022 Audette's Hardware	8.98	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00022 Audette's Hardware	21.94	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00022 Audette's Hardware	162.91	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00022 Audette's Hardware	4.99	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00024 Baker & Taylor, Inc	20.39	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	19.00	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	234.98	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	51.52	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00904 Central Maine Technology	1,736.68	GENERAL GOVT / Admin - EQUIP O,R &M / COMPUTER R&M
00035 Community Advertiser	65.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00035 Community Advertiser	65.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00072 Consolidated Communications	52.52	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	53.95	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	59.97	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00453 Cushing Construction, LLC	10,336.70	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00853 David Morrow	845.00	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00040 Demco	310.43	COMM SERVICE / Library - ADMIN / OFFICE SUP
00704 Fablan Oil	778.98	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00791 Group Dynamic Inc	16.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00566 Howard P Fairfield, LLC	960.11	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Dump Truck
00760 KVCOG	199.50	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00162 Lauren Hewett	65.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00152 Lowe's	66.40	Rds & Drain / Road Maint - PUBLIC WAYS / PATCHING
00152 Lowe's	61.49	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	175.69	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00152 Lowe's	47.72	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00152 Lowe's	104.50	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00152 Lowe's	47.44	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00152 Lowe's	113.06	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00152 Lowe's	29.43	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00152 Lowe's	26.56	SOLID WASTE / TRANSFER STA - BUILDING O&M / GROUNDS
00066 Maine Municipal Association	1,933.00	GENERAL GOVT / Insurance - INSURANCE / UNEMPLOYMENT
00066 Maine Municipal Association	7,640.10	GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP
00065 MAINE MUNICIPAL EMP. HEALTH	2,384.72	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,608.13	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	132.31	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	123.76	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	19.08	GENERAL FUND / VSP Vision
00424 Main-Land Dev. Consultants, Inc	2,900.00	CAPITAL IMPR / Parks/Rec - CONTRACT SVC / ENGINEERING

Warrant Recap

Warrant 40

Vendor-----	Amount	Account-----
00217 NITCO, LLC	28.25	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00360 North Coast Services LLC	14.56	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	3.03	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	8.83	GENERAL GOVT / Admin - ADMIN / POSTAGE
00841 PretiFlaherty	940.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00261 Quirk Auto Group	497.16	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Dump Truck
00069 Regional School Unit#38	996.59	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00086 SECRETARY OF STATE (MOTOR VEH)	1,445.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	5,054.65	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	20.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	104.99	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	76.99	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	9.29	COMM SERVICE / Library - ADMIN / OFFICE SUP
00313 Toshiba Financial Services	444.27	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00618 Tractor Supply Credit Plan	453.64	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00618 Tractor Supply Credit Plan	40.07	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00509 TREAS., STATE OF MAINE (DEP)	30.00	GENERAL FUND / Plmg-DEP SUR
00103 TREAS.,STATE OF MAINE (PLUMB)	332.50	GENERAL FUND / PLUMB-STATE
00836 WORLD OF FLAGS, USA	429.12	CEMETERIES / CEMETERIES - COMMUNITY SV / Vet Memorial

Prepaid Total--	6,551.17
Current Total--	44,712.78
Warrant Total--	51,263.95

COMMUNICATIONS

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

Readfield Trails Committee Minutes

January 26, 2022

Present: Paul Bessette, Nancy Buker, Jackie Drouin, Greg Durgin, Steve Hayes, Greg Leimbach
Rob Peale, Holly Rahmlow, Henry Whittemore

Excused:

The meeting was called to order at 6:37 p.m. at both the town office and on Zoom.

Jackie agreed to be timekeeper.

We began by reviewing the minutes from October 27 and December 7. There was one change in the October minutes.

Henry moved the October minutes as amended be approved, and Jackie seconded. Minutes approved unanimously.

Henry moved we approve the December minutes; Rob seconded. All approved.

Jackie reported that we didn't spend any money in November. In December we spent \$1,632 on 68 yards of blue stone. Also in December, we received another \$250 in honor of Ken Clark. Donation balance is currently \$1,003.46. Jackie said there may have been an error in allocating funds to the Trails account, so we don't have an exact balance. Our carryover is currently about \$1,600.

We had some discussion about the presentation of the treasurer's report and ways to make it more reader friendly. Henry offered to help Jackie with the Excel spreadsheet.

Steve moved we approve the treasurer's report; Henry seconded. All approved.

We decided to table the discussion of a sign for the chestnut tree until the Mill Stream use issues are settled. Henry has written up three paragraphs about the tree and sent them to committee, so we will be able to act quickly when the time is right.

Next on the agenda was the strategic plan. Henry sent his revised, much briefer, strategic plan to the committee to review. We discussed it briefly and decided it suits our needs. Aside from grammatical and spelling changes to be done via email, Steve moved that we adopt the plan. Greg L. seconded. All approved.

Steve reported on the condition of Maranacook Trails, which he said continue to be used daily. He noted that he moved a rock blockading one of the trails to keep people off it. He said obstacles could be a hazard and shouldn't be used on the trails. He had no news on his efforts to find out more about the management/ownership of the school trails, which they use for cross-country skiing.

Rob reported that Brian wants to continue our one-year agreement with GAUD on the Carlton Trail. The committee agreed with that plan.

Budget meeting is Feb. 3. Rob will be unavailable, so Greg D. and Jackie agreed to go in his place.

Rob presented the budget he and Jackie put together and explained his reasoning and the costs. Trails will be asking for \$3,168 from the town.

Today Rob and Steve met with the landscape architect and other town residents and the town manager about the Fairgrounds project. The discussion about the layout of the baseball fields and basketball court was preliminary. The landscape architect will be coming back with a site plan that will give us a better idea of how the project might affect the trails.

The ongoing issue about the locked superintendent's kiosk at Maranacook has been resolved. Greg D., who had the original key, said that he had two keys made for the lock on the kiosk only to discover that the lock is gone. Access is now open to anyone by sliding the glass. Committee agreed that this would be fine. If vandalism occurs, we will have to reassess.

If we have a meeting in February, it will be on the 23rd, but Rob said he's not sure we'll need one.

Henry moved we adjourn; Steve seconded. All in favor.

Meeting adjourned at 7:37 p.m.

Minutes prepared and submitted by Holly Rahmlow

Date: March 9, 2022

Location: Town hall and Zoom

Attendees: Dan Wells, Kathryn Woodsum, Brian Tarbuck, Patrick McCormick, Eric Dyer, Rocko Graziano

18:40 meeting called to order

Dyer reviewed recent questions to Axiom.

Axiom said the routers could be part of the package. Axiom or Readfield could sell the routers instead of billing them monthly. Some folks would want to pay up front; some might opt for monthly rental. McCormick suggested that the routers are spendy and could be a barrier to some folks. The wifi unit from Axiom is \$7.50 per month. Does this also include the OTM (modem)? There are two devices - OTM and wifi.

Dyer talked to Lippold about insurance. Cross Insurance can provide appropriate insurance. Oullette from Axiom said they could provide supplemental insurance for \$10k - not certain about this number though. Axiom said the town doesn't need to insure from the pole to the house - that's on the service provider's end.

Eric asked for completed projects. Axiom said the scheduling comes down to the make ready part in a particular area. Once make-ready is done, it would take Axiom about 6 months to complete. Readfield could be done if we start in June this year so that works out to spinning up service by 2024. McCormick recommended planning for 2 years to complete the install FTTP.

Axiom said the 500 up / 500 down pricing is accurately priced at. 50/50 is \$30; 100/100 is \$35; 500/500 is \$80. Includes taxes and fees. Quoted prices do not include the insurance or the router / wifi rental.

Axiom says their system is 32/1 with the cards in the Central Office with 8/1 backhaul bandwidth to ensure that we can guarantee speeds. Both the CO and the backhaul get managed properly to ensure speeds.

Axiom will help with promoting the network.

Axiom said it would be about a \$2M bond. There are two components. One is a bond for the build and a need for interim financing available for the first several months of the process to keep it moving. MMBB spring and fall issues. The interim financing would be about 1.87% (for one year). It's analogous to a home equity line of credit. The selectboard would need to secure a bond anticipation note this month. This would have an option on the table if the voters approve the project in June. The loan would be a 20 year term at about 2.5%.

Axiom will offer phone (VOIP) for \$29.99 per month. No hidden fees, unlimited voice in the continental US. No international calling with this service. Keep your existing number and all of the features.

McCormick recommended considering a performance bond if Axiom craters and we need to pivot to a different installation vendor.

The committee reviewed the proposed cost of services spreadsheet.

19:51 Motion: Woodsum moved to recommend the Axiom build and operate model.

Discussion continued without a second to the motion. McCormick asked if we are ready to make this recommendation yet. Dyer said four responded to the RFP. The information provided from three of the four vendors was not complete. Axiom provided the best response overall to the RFP.

McCormick asked what this motion will practically accomplish if it is sent to the selectboard. Selectboard is looking for a recommendation from the committee regarding which proposal is the best deal for the town. Dyer would negotiate the contract with help from the committee. This motion doesn't execute a contract with Axiom. No contract with Axiom can be signed unless approved by the voters on June 15th. If the voters approve the contract, then it can be executed with Axiom to borrow the money and buy the equipment.

Woodsum clarified that Axiom and Matrix won't provide additional details until the town selects a vendor. This will probably be a joint public hearing for the ballfield project and the broadband project.

20:00 McCormick seconded the motion. The vote to approve the motion was unanimous.

20:01 motion by woodsum to approve past minutes. Second by Wells. Motion to approve was unanimous.

Next meeting on Wednesday, March 23rd, 6:30 PM.

McCormick asked to see the specs of the OTM that Axiom will provide.

The motion that was just approved will be considered by the Selectboard this coming Monday.

20:07 motion to adjourn by Woodsum, 2nd by McCormick. Motion was approved unanimously.

Cemetery Committee Meeting Minutes

February 14th, 2022

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

Meeting Minutes for Prior Meeting: Minutes for December were reviewed. Andy moved to have minutes accepted. This was seconded by Tom. Discussion included some minor changes to wording by Ben. No further discussion. Tom made motion to accept minutes with approved changes, Brenda seconded, no further discussion and there was unanimous approval of December minutes as amended. Approved minutes will be submitted to Town Clerk.

Sexton's Report by Ben Rodriguez

Ben began his report with a list of projects gleaned from our prior meetings and aligned with his objectives for the coming season when the cemeteries are accessible by workers and the public. These are:

- Working with Wreaths Across America to spot wreaths on veterans' gravesites
- More Veterans Research – identifying other Veterans buried in our cemeteries and finding more information about those that are already known
- Additional Planting
- Working with Readfield Historical Society for historical signage to include a walkthrough in the spring
- Continue ArcGIS work on the cemetery mapping including use of Spectra Mobile Mapper 60 for uploading geospatial data and vital statistics
- Stone Cleaning including the possibility of community cleaning events or tours

Ben asked if there is any committee interest in pursuing these items and, if so, then providing assistance or resources for their implementation or completion.

Committee members responded that there is interest and these can be prioritized and discussed at the next meetings this spring.

Items Ben detailed include:

- Replacement will be necessary for tree damaged on Readfield Corner Cemetery
- His contact with a local Veteran who is interested in helping committee with research on individual veterans buried and locating any unmarked veterans in our cemeteries
- Spreading of spring flower seeds along Case Cemetery hillside
- Gravesite flag order has been confirmed

Budget items remaining in last fiscal years budget that need to be addressed are:

- Wood and brush removal budget item has \$3750 remaining which can be used to address spring deadwood, low hanging branches and tree removal in the Readfield corner Cemetery.
- Veterans' Memorial budget item has \$1,269.22 remaining which can be used to address damaged Markers and rods and replacement of Jacobs stone

- Computer software line item has \$6,417.50 remaining. With the determination that a vendor-supplied software program is not needed these funds can be earmarked for other projects, per committee and town direction. Earmark options may include hiring of intern for completion of data entry, stone wall repair, water supply or other priority.
- Grounds budget items has \$1,500 remaining which can be applied to spring mulching, new trees and flowers
- Contract Service has \$3,000.00 remaining which is intended for rock wall repair at Readfield Corner or East Readfield or for removal of excess dirt at East Readfield. Contractors have been contacted but there has been limited response possibly due to seasonality.
 - There is a possibility that an unspecified repair of Church Road surface may require adjustment of ditch drainage. This possible road and drainage repair may occur along the west side of the Readfield Corner Cemetery where the 2015 Limited Engineering Study identified that drainage would have to be addressed prior to rock wall repair.

Old Business

Matt Seems and Ben are working with Eric Dyer to align responsibilities. Eric is in the process of hiring ¾ time employee for coverage assistance.

Andy remarked that the budget review process is beginning. Initial review of Cemetery Committee's budget by Budget Committee looks good for acceptance.

Tom reported that his neighbor, Lee, attempted to provide an online application to the town. Unfortunately, the town's email system was down and Lee's application wasn't received. Lee will submit a paper application. The committee appreciated the news and encouraged Tom to express to Lee our sincere appreciation and anticipation of Lee's joining the committee.

New Business

Ben will begin checking for winter damage. Early review of accessible cemeteries includes low hanging branches, windfall and loss of one tree. Brenda remarked that Huntoon appears to have escaped any damage from the winter weather so far.

Tom requested that Ben provide a report of the number of veterans buried in our cemeteries. Ben said that this is possible with the data capture performed to date. He will also breakdown the count per cemetery. Currently, he has identified a total of 308 veterans. This number is approximate as some will require verification. Others have yet to be identified and this is a project on which Ben and the Readfield Historical Society will be working.

Chair declared adjournment. Next meeting is March 21, 2022 at 10:30 am.

Respectfully submitted,

Warren Norris
Cemetery Committee

Board of Assessors' Minutes

Monday, January 10, 2022

Approved 03/15/2022

Present: Dennis Price, Ralph Eno, Carol Doorenbos (joined in progress), Eric Dyer-Town Manager, David Ledew-Assessors Agent

Chairman Price called the meeting to order at 6:00 P.M. and the minutes for the previous meeting were accepted upon a motion by Mr. Eno and seconded by Mr. Price.

Next, following an explanation by Agent Ledew and a motion by Mr. Eno seconded by Mr. Price, the board approved a Tree Growth Penalty in the amount of \$4,940.80 on account #1284 for the withdrawal of two acres from the Tree Growth program for property located at 27 Stonewall Drive owned by Mark and Jana Zwetsloot. The penalty was imposed in the form of a supplemental assessment.

Mr. Ledew then presented an application for a tax abatement for property listed on tax map 116, lot 016 owned by Emily E, Hewett of 516 Gorden Road. He noted that some outbuildings originally listed on this account were actually situated on another parcel that had been split off. Additionally, he reported most of the outbuildings had been over valued to begin with. Upon a motion by Mr. Price and seconded by Mr. Eno the board approved a \$152,200 reduction in valuation and an abatement in the amount of \$2,403.24.

Then, upon a motion by Mr. Price, seconded by Mr. Eno, the board approved an abatement request in the amount of \$394.75 for property identified on tax map 131, lot 003 owned by Randy and Kathleen Lyons of 116 Scribner Road. Mr. Ledew explained that the Homestead Exemption had been inadvertently omitted.

Brief discussion followed on the appropriate timing for the next town wide revaluation. It was decided to take the matter up in greater detail at the next board meeting.

Chairman Price adjourned the meeting at 6:30 P.M.

Respectfully submitted,

Ralph Eno

For the Board of Assessors

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Appointment of the June 2022 Ballot & Election Clerks

Ballot clerks are appointed for each municipal election and Election clerks are appointed every two years on the even number year for federal, state, and county elections.

<u>DEMOCRATS</u>	<u>Date</u>	<u>REPUBLICANS</u>	<u>Date</u>
Durgin, Greg _____		Palmer, Marilyn _____	
Peterson, Karen _____		Keene, Grace _____	
Molokie, Thomas _____		Clark, Sonya _____	
Whitman, Kim _____		Woodsum, Kathryn _____	
Katz-Hanish, Elaine _____		Woodsum, Steve _____	
Tolman, Andrews _____		Parks, Thelma _____	
Clark, Lorene _____		Roderick, Emily _____	

Select Board of Readfield-appointed April 11, 2022

Dennis Price Kathryn Mills Woodsum Ralph Eno

Sean Keegan Carol Doorenbos

TOWN OATH

I, Kristin Parks, hereby certify that the above clerks, by signing this page personally appeared before me and took the following oath:

I, _____, do swear, that I will support the Constitution of the United States and of the State, so long as I shall continue a citizen thereof.

I, _____, do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as Ballot and Election Clerk according to the Constitution and laws of the State.

Before me, Kristin Parks, Town Clerk

**CERTIFICATE OF APPOINTMENT and OATH
FOR THE TOWN OF READFIELD**

(TITLE 30-A, M.R.S.A. ss2602)

Readfield Select Board

April 11, 2022

Item # 22-117

Appointment by the Select Board

To Robin Lint of Readfield, in the County of Kennebec and State of Maine: There being a vacancy in the position of Warden/Moderator 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 for **June 14, 2022.**

Given under our hands this 11 day of April 2022.

Select Board of Readfield

Dennis Price

Kathryn Mills Woodsum

Ralph Eno

Sean Keegan

Carol Doorenbos

TOWN OATH

I, Kristin Parks hereby certify that Robin Lint this day personally appeared before me and took the following oath:

I, Robin Lint do swear, that I will support the Constitution of the United States and of the State, so long as I shall continue a citizen thereof.

I, Robin Lint, do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as

Warden/Moderator according to the Constitution and laws of the State.

Appointees signature: _____ Date: _____

Before me, Kristin Parks, Town Clerk of Readfield

Date: _____, Time: _____

STATE OF MAINE

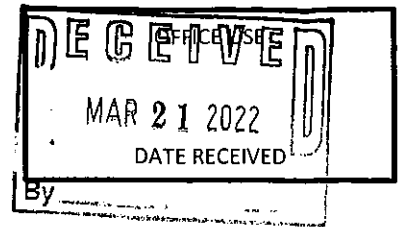
County of Kennebec

_____, 2022

Personally appeared the above named Robin Lint who has been duly appointed by the Select Board to the position of Warden/Moderator in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law.

Before me, _____ Kristin Parks, Municipal Clerk

TOWN OF READFIELD



APPOINTMENT APPLICATION

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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission are you applying for? Term:

Name: H. Lee Livingston Phone (H): N/A

Street address: 149 Thorp Shows Rd Phone (C): 207-685-4203

Mailing address: 149 Thorp Shows Rd Readfield, ME 04355

E-Mail: livingstons149@gmail.com

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

Prior to retirement I worked as the sexton for a number of cemeteries.

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

To stay active in the Readfield community and use my experience to benefit the town.

If you are currently employed, what is your position?

APPLICATION FOR APPOINTMENT FOR:

Name: H. L. Livingston Position: Cemetery Board Term: 6/30/2022
Current

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

- I approve the use of my e-mail and phone numbers on the Town's public sites and publications.
- I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: H L Livingst Date: March 15, 2022

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: 1st time Appointment Re-Appointment

Was this position advertised? Yes No If no, please explain: _____

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

Monday, April 11, 2022

SELECT BOARD APPROVAL

To H L Livingston 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:

4/11/2022 thru 6/30/2022. Given under our hand this , day of , 20__.

Dennis Price Ralph F. Eno, Jr. Sean Keegan

Carol Doorenbos Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date

OLD BUSINESS



TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-4939 • Cell (207) 931-7680

Email: manager@readfieldmaine.org

Date: April 9, 2022
To: Readfield Select Board
From: Eric Dyer, Town Manager
Subject: Tax Acquired Property - Map 118, Lot 16

Background:

The Select Board voted last previously to make a concerted effort to help the former property owner of Map 118, Lot 16 reclaim their property during the redemption period; and if that was not possible to then assist with the sale of the property at a fair market price, retain the costs owed the town, and return the remainder to the former property owner.

I was able to contact the property owner by traveling to Augusta with our Assessing Agent late in the redemption period. He informed us that he had an offer from a prospective buyer and was not able to pay for the back taxes. I (again) informed him that the Select Board would like to help him reclaim the property or get fair market value, less the expenses owed the town. He stated he would not accept the offer he had as it was about half of the assessed value of the property. As of April 1, 2022 the redemption period ended and the Town retained the property.

During and just before the redemption period both the property owner and I were in contact with a potential buyer. He felt the process was not fully transparent or fair and stated that he had written confirmation from the former property owner that he would accept his offer. This was not a legal document or Purchase and Sale Agreement, and technically the Town already owned the property.

Recommendation:

It is recommended that the town sell the property at fair market value, with the following requests and caveats:

- I request that Les Priest facilitate the sale as our Realtor given his knowledge of the unique conditions related to the sale of municipally-owned tax acquired property. Les sold a property for the Town within the past five years with very good results.
- I request that the town consider applying a conservation easement to a portion or all of the property given its location and proximity to the Girl Scout Camp and Lovejoy Pond. I've reached out to the Conservation Commission to assist with an assessment of the potential conservation value of the property. My recommendation is that the Town covers the value of any easement to make the former property owner whole as a result of the sale. If there is limited conservation value the property should be sold at full market value.
- While not legally required, I recommend that the prospective buyer from the redemption period be given first refusal to purchase the property, subject to any conservation easements, at fair market value. If not accepted, the property would be placed on the open market.

Respectfully submitted,
Eric Dyer - Town Manager and Tax Collector



Tax Acquired Lot Location

Readfield, ME

1 inch = 1000 Feet



April 1, 2022



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Town of Readfield
Tax Information Sheet
As of: 01/20/2022

Account: 11 Name: Alleborn, Douglas A

Location: 0 TALL TIMBERS ROAD

Map and Lot: 118-016 Sale Date:

Deed Reference: B2084P336 03/03/1978 Sale Price:

Land:	46,500	Total Acres:	22
Building:	9,700	Tree Growth:	Soft : 0 Mixed : 0 Hard : 0
Exempt	0	Farmland:	
Total:	56,200	Open Space:	
		Zoning:	11 - Residential
		SFLA:	270

	Amount	Mill Rate
Last Billed : 2021-1	887.40	15.790
Previous Billed : 2020-1	904.85	17.570

Outstanding Taxes

Year	Per Diem	Principal	Interest	Costs	Total	
2021-1	0.0729	887.40	8.61	0.00	896.01	
2020-1	0.1983	904.85	80.32	47.80	1,032.97	
2019-1	0.2261	916.90	133.85	68.13	1,118.88	
		0.4973	2,709.15	222.78	115.93	3,047.86
2021-1 Period Due						
	09/24/2021	443.70	8.61	0.00	452.31	
	02/25/2022	443.70			443.70	
					896.01	

Information Given By: _____
Title: _____ 01/20/2022

All calculations are as of: 01/20/2022

Alleborn, Douglas A
16 Sparrow Drive
Augusta ME 04330

B2084P336

Property Data

Neighborhood 10 NEIGHBORHOOD 10
Tree Growth Year 0
X Coordinate 0
Y Coordinate 0
Zone/Land Use 11 Residential

Secondary Zone

Topography 9 9

- 1.Level 4.Below St
- 2.Rolling 5.Low
- 3.Above St 6.Swampy

Utilities 9 None 9 None

- 1.Public 4.Dr Well 7.Cesspool
- 2.Water 5.Dug Well 8.Lake Water
- 3.Sewer 6.Septic 9.None

Street 9 None

- 1.Paved 4.Proposed 7.
- 2.Semi Imp 5.
- 3.Gravel 6. 9.None

FLOOD PLAIN MAP 0

Open 2 0

Sale Data

Sale Date

Price

Sale Type

- 1.Land 4.Mobile 7.
- 2.L & B 5.Other 8.
- 3.Building 6. 9.

Financing

- 1.Convent 4.Seller 7.
- 2.FHA/VA 5.Private 8.
- 3.Assumed 6.Cash 9.Unknown

Validity

- 1.Valid 4.Split 7.Changes
- 2.Related 5.Partial 8.Other
- 3.Distress 6.Exempt 9.not verifi

Verified

- 1.Buyer 4.Agent 7.Family
- 2.Seller 5.Pub Rec 8.Other
- 3.Lender 6.MLS 9.

Assessment Record

Year	Land	Buildings	Exempt	Total
2008	38,800	8,100	0	46,900
2009	38,800	8,100	0	46,900
2010	38,800	8,100	0	46,900
2011	38,800	8,100	0	46,900
2012	38,800	8,100	0	46,900
2013	38,800	8,100	0	46,900
2014	38,800	8,100	0	46,900
2015	38,800	8,100	0	46,900
2016	38,800	8,100	0	46,900
2017	38,800	8,100	0	46,900
2018	38,800	8,100	0	46,900
2019	38,800	8,100	0	46,900
2020	42,600	8,900	0	51,500
2021	46,500	9,700	0	56,200

Land Data

Front Foot	Effective		Influence		Influence Codes
	Type	Frontage	Depth	Factor	
11.WATERFRONT PRO					1.Unimproved
12.Delta Triangle					2.Excess Frtg
13.Nabla Triangle					3.Topography
14.WATER EXCESS F					4.Size/Shape
15.WATER EXCESS F					5.Access
					6.Restriction
					7.Corner Infl
					8.Environment
					9.Fract Share
					Acres
					30.Rear Land 3
					31.Tillable 1
					32.Tillable 2
					33.Land Bank
					34.PASTURE LAND
					35.CROP LAND
					36.ORCHARD/HORT L
					37.Softwood
					38.Mixed Wood
					39.Hardwood
					40.WASTELAND
					41.Gravel Pit
					42.Mobile Home Si
					43.Condo Site
					44.COMMERCIAL-BAS
					45.COMMERCIAL-BAS
					46.COMMERCIAL EXC
Fract Acre	Acres	Sites			
21.BASE LOT-DEC	21	1.00	100 %	0	
22.BASE LOT-VAL(0	22	1.00	100 %	0	
23.BASE WATER-DEC	25	10.00	100 %	0	
Acres	26	10.00	100 %	0	
24.BASE WATER-VAL	27	1.00	100 %	0	
25.REAR (1-10 ACR					
26.REAR (10-20 AC					
27.REAR (20+ ACRE					
28.REAR WATER (1-					
29.Rear Land 2					
Total Acreage	22.00				

Inspection Witnessed By:

No./Date	Description	Date

Notes:



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Fairgrounds Community Park and Conservation Project

Where Readfield Comes Together!

The Fairgrounds is a roughly 36 acre municipally owned property located off of Church Rd. It was acquired by the Town in 1994 and has supported a number of uses over the years including conservation, parks and recreation, trails, and one of our most prominent cemeteries. Over the past few years the importance of outdoor recreation has become more evident and the Readfield Recreation Board and Select Board have worked actively with key stakeholders to propose a second phase of development to be considered by the voters. The table below shows the current and proposed use of the property from a land use perspective. **The Community Park and Conservation Project will add recreational opportunities and amenities for all of our residents while maintaining over 85% of the Fairgrounds property in woodland and open space!**

FAIRGROUNDS PROPERTY USES	CURRENT		PROPOSED	
	Acres *^	Percent	Acres *^	Percent
Paved area	0.00	0.0%	0.13	0.4%
Grass Parking Area (flanks the ball field access road)	0.47	1.3%	0.00	0.0%
Gravel Parking Area (adjacent to Church Rd.)	0.55	1.5%	0.55	1.5%
Cemetery (mown area and annex behind the old cemetery)	1.30	3.6%	1.30	3.6%
Ball field and surrounding mown area	1.65	4.6%	3.21	9.0%
Open field (currently mown annually)	3.07	8.6%	1.98	5.5%

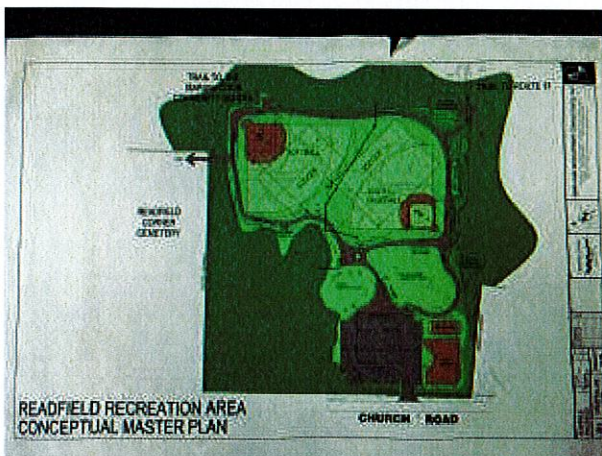
Woodland	28.74	80.3%	28.61	80.0%
TOTAL	35.78	100.0%	35.78	100.0%

* Acreages are approximate based on available parcel data and aerial imagery

^ Trail and road acreage is not included in the above numbers

The use of the property has been generally governed by a Proposed **Management Plan** from 1995 in conjunction with actions by various Select Boards, town meeting votes, and any relevant ordinances. The plan calls for thoughtful and balanced use of the property and is attached for reference at the bottom of this page.

The initial phase of recreational development at the Fairgrounds happened several years ago based on an original site plan but was limited to the construction of a single baseball field and recreational trails. Since that time the parking lot has been expanded and the use of the property has increased, particularly during the pandemic. **A tremendous amount of volunteer time and financial resources were contributed to the original project and have been an important part of the overall operation of the property ever since.** We fully expect this community investment to continue with the Fairgrounds Community Park and Conservation Project.



An early proposal for the Fairgrounds property...

The next phase builds upon the original plan and balances conservation and recreation goals while envisioning a multi-use facility that will meet the present and future needs of our community. This is not a substitute for the fields owned by the School District (access to these fields is limited), or a grand athletic complex for a big town - **this is a community park for Readfield, with something for everyone.** Proposed changes and improvements include:

Recreational Opportunities for Youth and Adults:

- A softball field to match the quality and use of the existing baseball field
- The ability to host a long list of sports and activities that can happen by creating open space between the infields (soccer, ultimate Frisbee, community events, etc.)
- A basketball court that can also support pickleball courts

Conservation and Trails:

- Removal of existing on-field parking and conversion to dedicated grassland



- Removal of the access road that currently divides the field area
- A curated pollinator garden and planting of pollinator friendly species in the fields
- A new Kiosk for trail information, activity schedules, and community information

Other Amenities:

- A concession stand for community and sporting events
- A flagpole
- A well to support multiple uses including drinking water, water for the cemetery, and water for maintaining plantings (there are no plans to irrigate the athletic fields)
- A dedicated and more attractive location for portable toilets

This is not an exhaustive list but should give a very clear picture of what is being planned. For an even better picture check out the draft **Concept Plans** below! They don't include everything listed above and are a work in progress, but when the revised plans become available they will be added to this page.

The full cost of this project is currently estimated to be between \$350,000 and \$400,000 but we expect a LOT of community support, grants, and donations to significantly lower the cost. We have two articles on the June 14, 2022 Town Meeting Warrant - one to approve municipal borrowing (up to \$500,000 out of an abundance of caution) and one to approve the project. If we receive NO grants and NO community contributions the average homeowner would pay less than \$20 per year for this project. We hope you will support this incredible opportunity for our community, and if you'd like to contribute in any way please reach out to the Town Office!

Attachment	Size
 2022 Fairgrounds Community Park and Conservation Project Concept Plan (not final)	5.72 MB
 1995 Fairgrounds Management Plan	561.03 KB

Source URL: <https://www.readfieldmaine.org/recreation/pages/fairgrounds-community-park-and-conservation-project>

RESERVED

Annual Town Meeting Warrant/Secret Ballot Tuesday, June 14, 2022 Polls Open 8am – 8pm

To: Lee Mank, resident of the Town of Readfield, in the County of Kennebec, State of Maine

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the **Kents Hill School - Alford Athletic Center, 1617 Main St** in said Town on Tuesday, the 14th day of June, A.D. 2022, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 40 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: Elect a moderator by written ballot to preside at said meeting.

Article 2: Elect two Select Board members for a three-year term:

- Bittar, Robert
- DeAngelis, Steve
- Johnson, Eric
- Mills-Woodsum, Kathryn
- Write in: _____
- Write in: _____

Elect one RSU #38 School Board members for a three-year term:

- Alvarado, Cristobal
- Bickerman, Peter
- Frautten, Travis
- Lambert, Rebecca
- Write in: _____

Elect one Local School Committee member for a one-year term:

- Write in: _____

Elect one Local School Committee member for a two-year term:

- Write in: _____

Elect one Local School Committee member for a three-year term:

- Write in: _____

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and or Wages** of town officers and employees, not elsewhere established, for the period July 1, 2022 through June 30, 2023?

Article 4: Shall the Town vote to fix **September 30, 2022** or thirty days after the taxes are committed, whichever is later, and **February 24, 2024** as the dates upon each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 4% per year, which is the State rate pursuant to Title 36 MRSA § 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 4% , which is the same as the State Rate of 4% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2022 to October 1, 2022?

Article 7: Shall the Town vote to raise and appropriate \$ 679,930 for the **Administration** budget category for the following budget lines with **Grant Writing, Heating Assistance and Attorney Fees** unexpended balances to be carried forward?

Municipal Administration	\$342,855
Insurance	\$157,875
Office Equipment	\$ 6,900
Assessing	\$ 29,675
CEO/LPI/BI	\$ 82,060
Planning Board	\$ 1,015
Appeals Board	\$ 50
Grants/Planning Ser.	\$ 7,000
Heating Assistance	\$ 2,500
Attorney Fees	\$ 50,000

Select Board recommends: *Budget Committee recommends:*

Article 8: Shall the Town vote to raise and appropriate \$160,300 for the **Municipal Maintenance** budget category?

General Maintenance	\$ 117,600
Building Maintenance	\$ 34,450
Vehicles Maintenance	\$ 8,250

Select Board recommends: *Budget Committee recommends:*

Article 9: Shall the Town vote to raise and appropriate \$74,703 for the **Community Services** budget category for the following budget lines, with the unexpended balance of the Age Friendly and Library budget line carried forward?

Animal Control	\$ 9,530
Kennebec Land Trust	\$ 250
Kennebec Valley Council of Governments	\$ 4,500
Age Friendly Initiatives	\$ 2,000
Library Services	\$ 44,928
Readfield TV	\$ 7,245
Street Lights	\$ 5,750
Maranacook Lake Dam	\$ 500

Select Board recommends: *Budget Committee recommends:*

Article 10: Shall the Town vote to authorize the Select Board to enter into an approximately two (2) year construction contract and an operating contract with an initial term not to exceed twelve (12) years, with a third-party service provider, to construct and operate a municipally owned fiber to the premises (FTTP) network to offer every household and business in Readfield access to **high-speed broadband internet**, and to raise and appropriate up to \$4,864,230 from the previously approved twenty (20) year municipal bond to complete the project?

Select Board recommends: *Budget Committee recommends:*

Article 11: Shall the Town vote to raise and appropriate \$58,707 for the **Recreation, Parks & Activities** budget category for the following budget lines with any unexpended balances to be carried forward?

Beach	\$ 18,339
Recreation	\$ 21,300
Heritage Days	\$ 6,600
Conservation	\$ 6,300
Town Properties	\$ 3,000
Trails	\$ 3,168

Select Board recommends: *Budget Committee recommends:*

Article 12: Shall the Town vote to raise and appropriate up to \$500,000 for the **Fairgrounds Community Park and Conservation Project** to include the construction of a softball field, basketball court, kiosk, concession stand, pollinator garden, trails, and associated utilities and structures at the town Fairgrounds Property (a copy of the draft plan is attached to this Warrant), to pursue wetland and habitat impact mitigation on that and other Town properties, and to pursue fundraising and grant opportunities to minimize the cost of the project?

Select Board recommends: *Budget Committee recommends:*

Article 13: Shall the Select Board of the Town, on behalf of the Town, be authorized to enter into one or more agreements providing for (a) capital improvements to the Fairgrounds property and other Town properties and (b) borrowing on behalf of the Town, a sum not to exceed **\$500,000** on such terms as it determines are necessary and proper pursuant to 30-A M.R.S.A. §5772 and other applicable Maine law, including the interest rate and the principal payment dates, for the purpose of appropriating funds to pay all or a portion of the costs of capital improvements to the Fairgrounds other town properties?

Select Board recommends: *Budget Committee recommends:*

MUNICIPAL TREASURER'S FINANCIAL STATEMENT

1. Town Indebtedness

A. Bonds outstanding and unpaid:	\$1,274,697.16
B. Bonds authorized and unissued:	\$5,000,000.00
C. Bonds to be issued if Article 13 is approved:	\$500,000.00
Total:	\$6,774,697.16

Costs- Warrant Article 13 Fairgrounds Improvements

At an estimated interest rate of two and one-half percent (2.5%) for a term of fifteen (20) years, the estimated cost of this bond issue will be:

A. Total Bond Principal:	\$500,000.00
B. Total Estimated Interest:	\$138,428.28
C. Total Estimated Debt Service:	\$638,428.28

2. **Validity-** The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

3. **Debt Limit-** In accordance with 30-A M.R.S.A. §5701 & §5702, a municipality may not borrow funds if the borrowing would cause the municipality to exceed its debt limit.

A. 2022 State Valuation:	\$325,050,000.00
B. Limit Factor:	x 7.5%
C. Debt Limit:	\$24,378,750.00

Signed by: 
Eric W. Dyer, Treasurer

Article 14: Shall the Town vote to raise and appropriate **\$164,575** for the **Protection Department** budget category for the following budget lines with any unexpended balances to carry forward from Fire Department Operations and Tower Sites into the capital reserve account?

Fire Department Operating	\$ 77,025
Ambulance Service	\$ 42,000
Tower Sites	\$ 4,550
Dispatching	\$ 40,000
Emergency Operations	\$ 1,000

Select Board recommends: *Budget Committee recommends:*

Article 15: Shall the Town vote to raise and appropriate **\$19,500** for the **Cemetery Materials & Services** budget category, with any unexpended balances to carry forward?

Select Board recommends: *Budget Committee recommends:*

Article 16: Shall the Town vote to raise and appropriate **\$539,650** for the **Roads & Drainage** budget category for the following budget lines with any unexpended balance to be carried forward for the Summer Roads budget?

Summer Road Maintenance	\$ 119,000
Winter Road Maintenance	\$ 420,650

Select Board recommends: *Budget Committee recommends:*

Article 17: Shall the Town vote to raise and appropriate **\$546,685** for the **Capital Improvements** budget category for the following budget lines with all accounts to be carried forward?

Technology Equipment	\$ 9,000
Fire Dept.	\$ 10,000
Gile Hall	\$ 20,000
Library Building	\$ 15,000
Open Space	\$ 50,000
Cemetery	\$ 10,000
Roads	\$ 350,000
Equipment	\$ 15,000
Equipment Leases	\$ 6,177
Transfer Station	\$ 61,508

Select Board recommends: *Budget Committee recommends:*

Article 18: Shall the Town vote to raise and appropriate **\$342,575** for the **Solid Waste** budget category with all accounts to be carried forward?

Select Board recommends: *Budget Committee recommends:*

Article 19: Shall the Town vote to raise and appropriate **\$50,613** for the **Regional Assessments** budget category for the following budget lines which the town is legally bound to pay?

Cobbossee Watershed	\$ 25,613
First Park	\$ 25,000

Select Board recommends: *Budget Committee recommends:*

Article 20: Shall the Town vote to raise and appropriate **\$319,743** for the **Kennebec County Tax** budget category which the town is legally bound to pay?

Select Board recommends: *Budget Committee recommends:*

Article 21: Shall the Town vote to raise and appropriate **\$236,946** for the **Debt Service** budget category for the following budget lines which the town are legally bound to pay?

2016 Fire Truck Bond	\$ 53,324
2018 Maranacook Lake Dam Bond	\$ 18,857
2020 Municipal Building Bond	\$ 45,978
2021 Municipal Building and Paving	\$ 30,530
2023 Municipal Bonds	\$ 88,257

Select Board recommends: *Budget Committee recommends:*

Article 22: Shall the Town vote to appropriate **\$10,000** for **Local Tax Relief** budget category, with any unexpended balances to be carried forward?

Select Board recommends: *Budget Committee recommends:*

Article 23: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Kennebec Behavioral Health**?

Select Board recommends: *Budget Committee recommends:*

Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$1,513** for the **Central Maine Agency on Aging/Cohen Center/Senior Spectrum**?

Select Board recommends: *Budget Committee recommends:*

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$1,250** for the **Family Violence Agency**?

Select Board recommends: *Budget Committee recommends:*

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$2,362** for the Courtesy Boat Inspection Program, with **\$1,575** for the **Maranacook Lake Association** and **\$787** for the **Torsey Pond Association**?

Select Board recommends: *Budget Committee recommends:*

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

Select Board recommends: *Budget Committee recommends:*

Article 28: Shall the Town vote to raise and appropriate the requested amount of **\$2,500** for the **30 Mile River Association**?

Select Board recommends: *Budget Committee recommends:*

Article 29: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House**?

Select Board recommends: *Budget Committee recommends:*

Article 30: Shall the Town vote to appropriate **\$1,748** paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation and maintenance?

Select Board recommends: *Budget Committee recommends:*

Article 31: Shall the Town vote to raise and appropriate **\$64,000** for the **Unclassified** budget category for the following budget lines with Readfield Enterprise Fund and Revaluation unexpended balance to carry forward?

Readfield Enterprise Fund	\$10,000
Real Estate Property Revaluation	\$ 4,000
Overdraft	\$ 5,000
Abatements	\$20,000

Select Board recommends: *Budget Committee recommends:*

Article 32: Shall the Town vote to raise and appropriate **\$5,000** for the **General Assistance** budget category?

Select Board recommends: *Budget Committee recommends:*

Article 33: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, and private grant sources for those purposes for which the grant is intended?

Select Board recommends: *Budget Committee recommends:*

Article 34: Shall the Town vote to accept the following **Estimated Revenues** to reduce the 2022 Tax Commitment?

State Revenue Sharing	\$ 300,000
Interest on Property Taxes	\$ 25,000
Interest on Investments	\$ 6,000
Veterans Exemption	\$ 2,500
Homestead Exempt. Reimbursement	\$ 192,088
Tree Growth Reimbursement	\$ 10,000
BETE Reimbursement	\$ 6,502
Boat Excise Taxes	\$ 8,500
Motor Vehicle Excise Taxes	\$ 650,000
Agent Fees	\$ 14,000
Public Notice Fees	\$ 500

Business License Fees	\$ 50
Certified Copy Fees	\$ 1,500
Other Income	\$ 5,000
Heating	\$ 2,500
Plumbing Fees	\$ 5,000
Land Use Permit Fees	\$ 6,000
Interlocal CEO/LPI	\$ 38,800
Dog License Fees	\$ 2,000
Rabies Clinic	\$ 500
Age Friendly	\$ 2,000
Library Revenue	\$ 3,475
Cable Television Fees	\$ 30,000
Beach Income	\$ 1,500
Recreation Income	\$ 11,800
Protection	\$ 3,200
Local Roads	\$ 36,000
Bond Proceeds	\$ 5,364,230
Grants	\$ 135,770
Transfer Station Capital	\$ 15,109
Transfer Station	\$ 228,389
First Park	\$ 25,000
Snowmobile (State reimb.)	\$ 1,748
Enterprise Fund	\$ 3,000
General Assistance (State reimb.)	\$ 2,500
Total	\$7,140,161

Select Board recommends: *Budget Committee recommends:*

Article 35: Shall the Town vote to appropriate the following **Designated Funds** to reduce the 2022 Tax Commitment?

Conservation	\$ 5,450
Local Tax Relief	\$ 10,000
Readfield Enterprise Fund	\$ 7,000
Roads Operating	\$ 50,000
Roads Capital	\$150,000
Transfer Station Capital	\$ 34,803
Trust Funds Cemetery Perpetual Care	\$ 6,000
Total	\$263,253

Select Board recommends: *Budget Committee recommends:*

Article 36: Shall the Town vote to authorize the Select Board to expend up to **\$25,000** from the **Unassigned Fund Balance** (General Fund), in the aggregate for one or more purposes as necessary to meet contingencies that may occur during the ensuing fiscal year?

Select Board recommends: *Budget Committee recommends:*

Article 37: Shall the Town vote to appropriate **\$275,000** from the **Unassigned Fund Balance** to reduce the total tax commitment?

Select Board recommends: *Budget Committee recommends:*

Article 38: Shall the Town authorize the installation of up to five new LED streetlights, and authorize any associated multi-year contracts or agreements with Central Maine Power?

Article 39: Shall an ordinance entitled 2022 Amendments to the Town of Readfield **Land Use Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 40: Shall an ordinance entitled 2022 Amendments to the Town of Readfield **Board of Appeals Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Voted & Approved on _____, 2022 by:

Dennis Price, Chair

Kathryn Mills Woodsum, Vice Chair

Carol Doorenbos

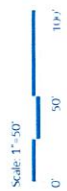
Ralph Eno

Sean Keegan

A true copy of the warrant,

Attest: _____
Kristin Parks, Town Clerk
Town of Readfield

②

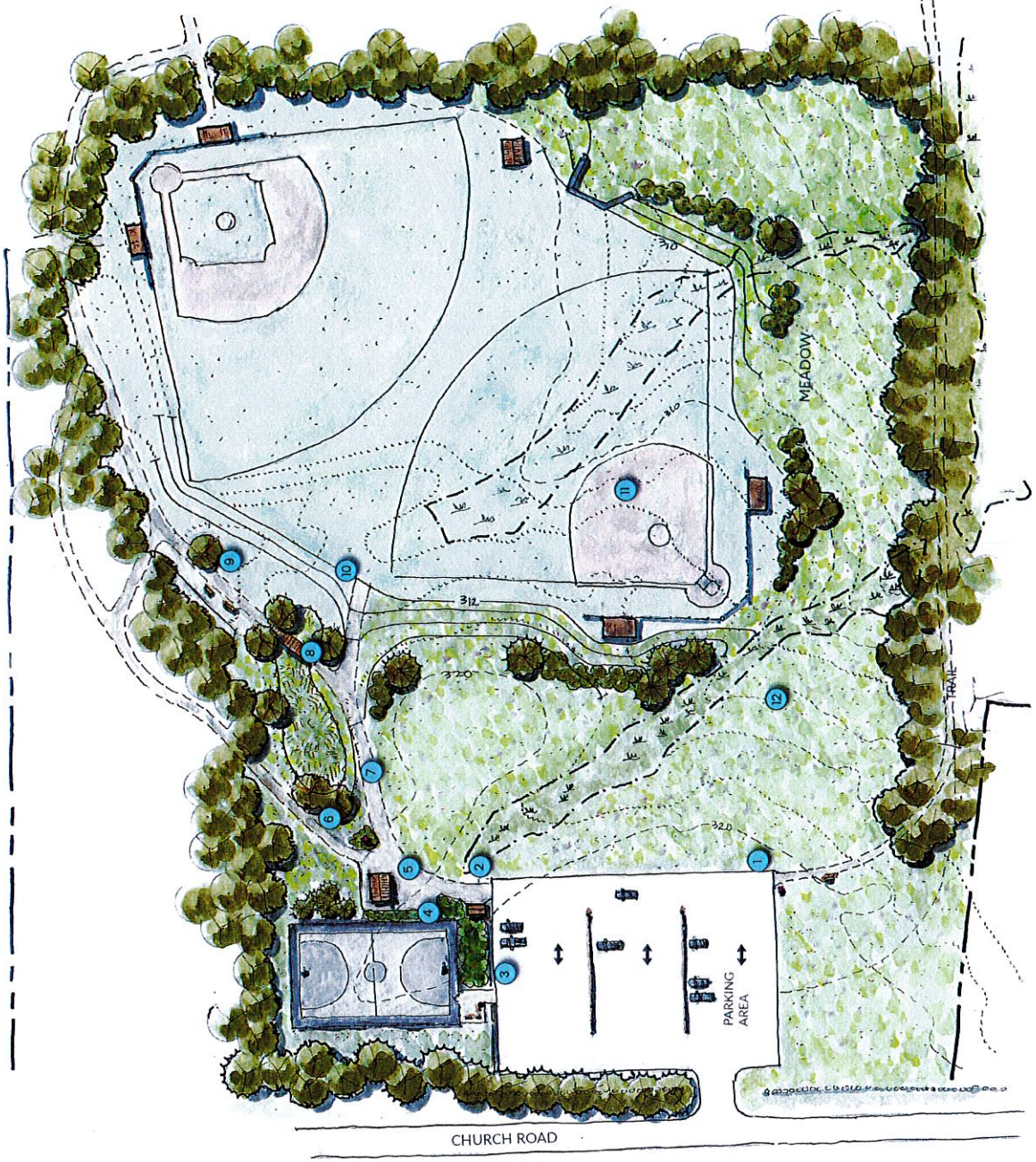


KEY TO PLAN ELEMENTS:

1. Relocated trail entrance to minimize visual impacts to abutter and to align with main trail head
2. Main trail head: Shift kiosk to this location and widen path for service and maintenance access
3. Entrance to basketball court with bench seating area
4. New basketball / pickleball multi-use court; Fenced with black, 6' fence with two access gates
5. Concession area at trail head; Aligned to provide easy service / deliveries access
6. Existing trail connection
7. New ballfields access drive / path, 8+ feet wide for maintenance and field access
8. Planted filter bed, or similar, with native grasses and wildflowers
9. Seating areas adjacent to path for spectators
10. Access path to fields for maintenance
11. Proposed location for new softball field
12. Preserved meadow area; Add groupings of native trees and shrubs to buffer ballfields and to provide habitat / cover for wildlife; Seed all disturbed areas with native pollinator-friendly seed mix

SYMBOLS KEY:

- Sign location
- Shade tree
- Evergreen
- Shrubs
- Herbaceous plants
- Lawn area
- Fence
- Bench



DRAFT
CONCEPT SKETCH A
 READFIELD FAIRGROUNDS

Project Team:

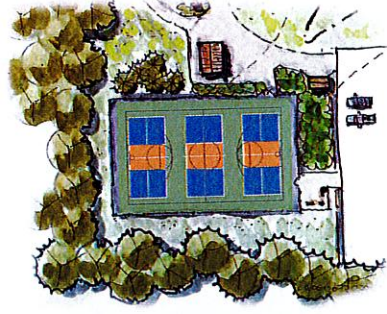
RS LEONARD
 Landscape Architecture

Main-Land
 Development
 Consultants

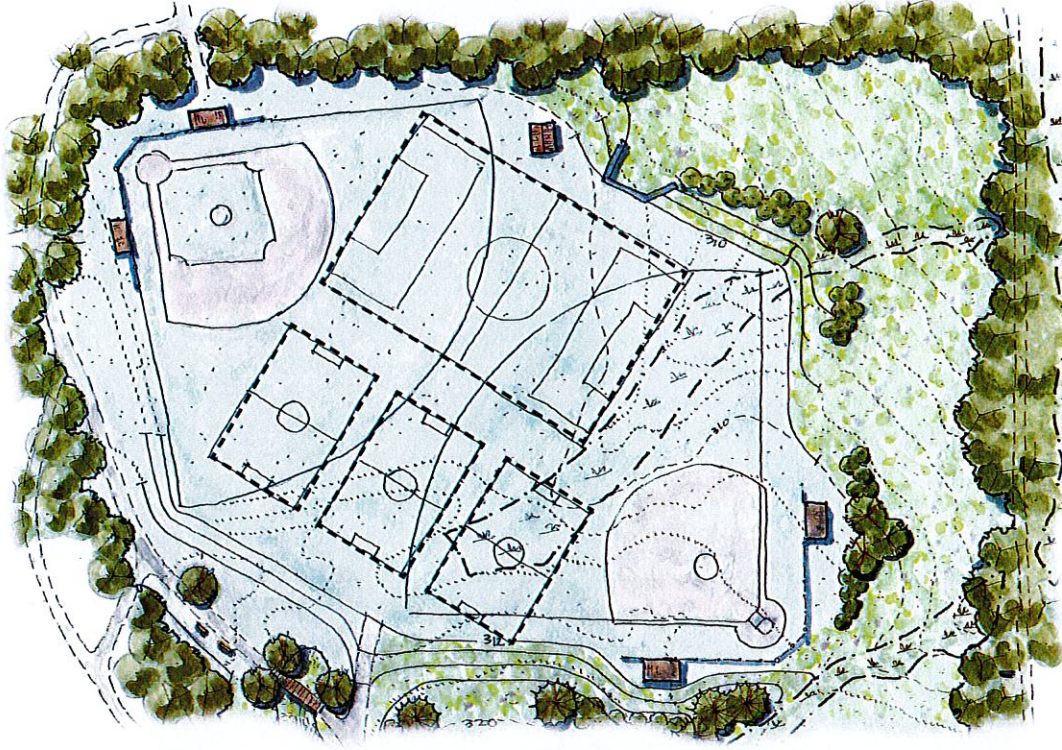
Prepared for:
 Town of Readfield
 6 Old Kennis Hill Rd
 Readfield, ME 04455

Date: 2/24/2022

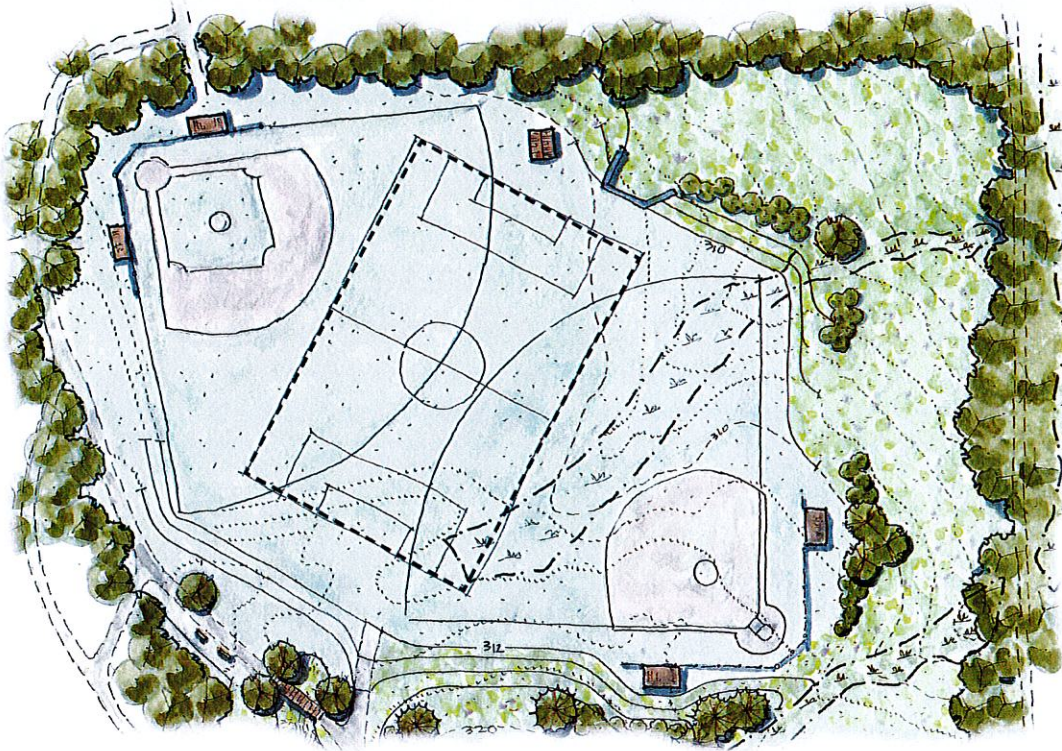
Article 12
②



**Multi-Use Court
Layout**
Basketball & Pickleball
Courts



Multi Use Athletic Fields Layout B
Softball & Baseball with (1) U10 & (3) U6-8 Fields



Multi Use Athletic Fields Layout A
Softball & Baseball with U12 Field

DRAFT

Multi-Use Recreation Scenarios
READFIELD FAIRGROUNDS

Prepared for:
 Town of Readfield
33 Old Kent's Hill Rd.
Readfield, ME 04855
Date: 2/24/2022

Project Team:
 **RS LEONARD**
Landscape Architecture
Multi-Land
Development
Consultants


**2022 Amendments to the Board of
Appeals Ordinance
Of the
Town of Readfield, Maine**

ENACTED: _____

CERTIFIED BY: _____

Signature

CERTIFIED BY: _____

Printed Name

Title

1. GENERAL PROVISIONS:

- A. This Ordinance shall be known and may be cited as the “Board of Appeals Ordinance” and will be referred to herein as this Ordinance.
- B. The purpose of this Ordinance is to reauthorize the Board of Appeals, define its authority and responsibilities, establish its organizational characteristics and set forth procedures for the conduct of its business. The Board of Appeals will be referred to herein as the Board.
- C. It shall be the responsibility of the Board to become familiar with all the duly enacted ordinances of the town which it may be expected to act upon, including but not limited to those referenced in Section 6 of this Ordinance, as well as with the applicable state statutes as enumerated below in section 7. Powers and Limitations.
- D. It shall be the responsibility of the Board to become familiar with the Comprehensive Plan.

2. ESTABLISHMENT

The Town of Readfield hereby has established a Board of Appeals in accordance with 30-A MRSA § 2691. The Board of Appeals existing at the time of adoption of this Ordinance shall continue to serve as the Board of Appeals.

3. APPOINTMENTS

- A. Unless otherwise specified in this section the filling of vacancies, appointments, and reappointments to the Board shall be consistent with the Town of Readfield Procedures for Appointment and Reappointment.
- B. The Board shall consist of seven (7) members appointed by the Select Board of the Town of Readfield for three-year staggered terms. ~~At the effective date of this ordinance, the current Board shall be reestablished and current members shall continue to serve until each term expires.~~
- C. Neither a Select Board member nor his or her spouse or domestic partner may be a member of the Board.
- D. Any member of the Board may be removed from the Board for cause by the Select Board before expiration of his/her term at a duly noticed hearing.

4. OFFICERS AND DUTIES

- A. The officers of the Board shall consist of a Chairperson, Vice Chairperson and Secretary, from its membership who shall be elected annually by a majority of the Board.

- B. The chairperson shall perform all duties required by law and these bylaws and preside at all meetings of the Board. The Chairperson shall rule on issues of evidence, order, and procedure, and shall take such other actions as are necessary for the efficient and orderly conduct of hearings, unless directed otherwise by a majority of the Board. The Chairperson shall appoint any committees found necessary to carry out the business of the Board.
- C. The Vice Chairperson shall serve in the absence of the Chairperson and shall have all the powers of the Chairperson during the Chairperson's absence, disability, or disqualification.
- D. The Secretary, subject to the direction of the Board and the Chairperson, shall keep minutes of all Board proceedings, showing the vote of each member upon every motion, or if absent or failing to vote, indicating such fact. The ~~Secretary-Town Clerk or designee~~ shall also arrange proper and legal notice of hearings, attend to correspondence of the Board, and to other duties as are normally carried out by a secretary. The ~~Secretary-Town Clerk or designee~~ shall keep a record of all resolutions, transactions, correspondence, findings and determinations of the Board, and shall prepare a complete record of each hearing, including: date(s), time(s), place(s) of the hearing(s); subject of the hearing; identification of each participant; any agreements made between parties and the Board regarding procedures; the testimony presented; findings of fact and conclusions; the decision of the Board; and the date of issuance of the decision. All records are public and may be inspected at reasonable times.
- E. The Board may adopt additional rules to govern the conduct of its meetings and public hearings. Such rules shall be adopted or amended only by formal vote of the Board after a public hearing on the proposal. Any rules adopted by the Board shall be in writing and shall be available to applicants and the public.

5. CONFLICT OF INTEREST

- A. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members, except the member whose potential conflict is under consideration.
- B. The term conflict of interest shall be as defined in the Town of Readfield Conflict of Interest and Recall Process Ordinance.

6. STANDARD OF REVIEW

- A. All appeals from a decision, determination, or requirement of the Code Enforcement Officer shall be conducted "de novo." The Board shall conduct a fact-finding hearing at which it may receive and consider evidence and testimony and oral or written argument in addition to the record of the action taken by the Code Enforcement Officer and, based on all the evidence presented to the Board, shall decide whether the action of the Code Enforcement Officer constituted an error of law, misinterpretation of the Land Use

Ordinance, or misapplication of the law to the facts.

- B. Appeals from decisions of the Planning Board shall be strictly “appellate” proceedings. Such review is limited to the record of the proceedings before the Planning Board, and the Board shall not receive or consider any evidence which was not presented to the Planning Board, but the Board may receive and consider oral and written argument. If the Board determines that the record of the Planning Board proceedings is not adequate, the Board may remand the matter to the Planning Board for additional fact finding. The Board shall not substitute its judgment for that of the Planning Board on questions of fact.

7. POWERS AND LIMITATIONS

- A. Upon receipt of a written appeal by an aggrieved party, the Board shall have the power to hear and determine all appeals by any person directly or indirectly affected by any decision, with respect to any license, permit, waiver, ~~variance~~, or other required approval, or any application therefore, including the grant, conditional grant, denial, suspension, or revocation of any such license, permit, waiver, ~~variance~~ or other approval (hereinafter a “Decision”)

- 1. rendered by the Code Enforcement Officer or the Planning Board pursuant to the Land Use Ordinance, which shall include any ordinances relating to land use adopted by reference as a part of the Land Use Ordinance;
- 2. rendered by the Select Board Pursuant to the Mass Gathering Ordinance;
- 3. rendered by the Select Board pursuant to any Special Amusement Ordinance or 28-A M.R.S.A. §1054 (relating to the issuance of special permits for music, dancing or entertainment).

B. Variance Applications

- 1. ~~Subject to the limited scope set forth in 7(B)(4), The~~ Board of Appeals shall hear and decide specific cases where a relaxation of terms of the Land Use Ordinance would not be contrary to the public interest, and where, owing to conditions peculiar to the property and not to the neighborhood locale, and to conditions not the result of actions of the applicant or any predecessor in title, strict application of the Land Use Ordinance to the applicant and the applicant’s property would result in undue hardship. For purposes of this subsection “undue hardship” means:
 - a. That the land in question cannot yield a reasonable return unless a variance is granted; and
 - b. That the need for a variance is due to the unique circumstances of the property and not to the general conditions of the neighborhood; and

3. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives in or regularly uses the dwelling.

D. Setback Variance for Single-Family Dwellings

1. Subject to the limited scope set forth in 7(B)(4). ~~The~~ Board may permit a variance from setback requirements for a single-family dwelling which is the primary year-round residence of the applicant or its accessory structure(s) upon finding that strict application of the Land Use Ordinance to the applicant's property would create undue hardship, defined for purposes of this subsection only as follows:
 - a. The need for the variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
 - b. The granting of a variance will not alter the essential character of the locality;
 - c. The hardship is not the result of action taken by the applicant or a prior owner;
 - d. The granting of the variance will not substantially reduce or impair the use of abutting property;
 - e. The granting of the variance is based upon demonstrated need, not convenience, and no other feasible alternative is available.
2. The Board may not grant a setback variance for a single-family dwelling under this subsection if the result would be to exceed the lot coverage ratio allowed in the district. Minimum setback from a waterbody or wetland may not be reduced under this subsection. Minimum front, side, and rear setbacks may be reduced by more than 20% under this subsection only if the applicant has obtained the written consent of any affected abutting landowner.

8. MEETINGS

- A. The regular meeting of the Board shall be held once every other month or as necessary.
- B. The annual organization meeting of the Board shall be the first regular meeting of the fiscal year.
- C. Special meetings of the Board may be called by the Chairperson. At least seventy-two (72) hours written notice of the time, place, and business of the meeting shall be given to each member of the Board, the Select Board, the Planning Board, and the Code Enforcement Officer.
- D. The Chairperson shall call a special meeting within ten (10) days of receipt of a written request from any four (4) members of the Board; which request shall specify the matters

to be considered at such special meeting.

- E. The order of business at regular meetings of the Board shall be as follows: (A) roll call; (B) reading and approval of the minutes of the preceding meeting; (C) action on held cases; (D) public hearing (when scheduled); (E) other business; (F) adjournment.
- F. All meetings of the Board shall be open to the public, except executive sessions. No votes may be taken by the Board except in public meeting.

9. VOTING

- A. A quorum shall consist of four (4) members of the Board physically present at the meeting.
- B. No hearing or meeting of the Board shall be held, nor any action taken, in the absence of a quorum; however, those members present shall be entitled to request the chairperson to call a special meeting for a subsequent date.
- C. All matters shall be decided by a roll call vote. Decisions on any matter before the Board shall require the affirmative vote of at least four (4) members of the Board unless otherwise specified herein.
- D. A tie vote or favorable vote by a lesser number than the required majority shall be considered a rejection of the application under consideration.
- E. If a member has a conflict of interest, said member shall not be counted by the Board in establishing the quorum for such matter.
- F. No member shall vote on the determination of any matter requiring a public hearing unless he or she has attended the public hearing thereon; except that such a member who has familiarized himself or herself with such matter by reading the record shall be qualified to vote.

10. TIME LIMIT

Any person aggrieved by an action which comes under the jurisdiction of the Board must file such application for appeal within forty five (45) days of the date of the decision being appealed. The applicant shall file this appeal at the office of the Town Clerk, setting forth the grounds for his/her appeal. Upon receiving the application for appeal, the Town Clerk shall notify the Chairperson of the Board.

11. SUBMITTALS

- A. Appeals and variance requests shall be made by filing with the Board a written notice on forms provided by the Town, which shall at a minimum includes:

1. A concise written statement indicating what relief is requested and why it should be granted.
2. A sketch drawn to scale showing lot lines, location of existing buildings and structures, and other physical features of the lot pertinent to the relief requested.
3. Any additional documents that the applicant believes are pertinent to the appeal.

B. Each application for appeal shall be accompanied by the appropriate fees as established from time to time by the Select Board. In addition to the application fee, the appellant shall be required to pay reasonable mailing and public notice fees associated with the processing of the appeal.

12. RECORD OF CASE

Upon being notified of an appeal, the Code Enforcement Officer, or Town Clerk in the case of appeal of a decision of the Select Board under the Mass Gathering Ordinance, or a Special Amusement Ordinance, or 28-A M.R.S.A. §1054 (relating to the issuance of special permits for music, dancing or entertainment), shall transmit to the Board copies of all of the papers constituting the record of the decision being appealed.

13. HEARINGS

- A. The Board shall schedule the date and time of a public hearing on all appeals or variance applications within thirty (30) days of the filing of a complete ~~appeal~~-application, and shall initiate said hearing within sixty (60) days of the filing of a complete application.
- B. The Board shall cause notice of the date, time, and place of such hearing, the location of the building or lot, and the general nature of the question involved to be given to the person making the application and to be published in a newspaper of general circulation in the municipality at least ten (10) days prior to the hearing. The Board shall also cause notice of the hearing to be given to the Select Board, the Planning Board, the Code Enforcement Officer, and by first-class mail to the owners of property abutting that for which the appeal is taken at least ten (10) days prior to the date of the hearing. A Certificate of Mailing shall be obtained from the postal clerk at the time of mailing and shall be retained as a part of the official records of the appeal.
- C. The Board shall provide as a matter of policy for exclusion of irrelevant, immaterial, or unduly repetitious evidence.
- D. The order of business at a public hearing shall be as follows, unless the Board votes to modify the order:
 1. The Presiding Officer shall open the hearing by describing in general terms the purpose of the hearing and the general procedure governing its conduct.

2. The appellant (in the case of an appeal) or the applicant (in the case of a variance request) shall present its affirmative case, including any exhibits or testimony in the event of a de novo proceeding.
3. Members of the Board may direct questions to the appellant/applicant or to any of its witnesses.
4. The Code Enforcement officer, the Planning Board, ~~P~~persons owning land adjacent to the appellant/applicant (hereinafter referred to as “abutters”), and any other persons who can establish that they might be adversely affected by the outcome of the appeal/application may make presentations.
5. Members of the Board may question abutters and any other persons who are permitted to make presentations.
6. The appellant/applicant may present evidence and/or argument in rebuttal to presentations made by others.
7. The Presiding Officer shall declare the hearing closed and the Board will begin its deliberations.

14. DECISIONS

- A. The Board shall render a final decision on an appeal/application by public vote taken no later than ten (10) days after the close of the hearing.
- B. The Board, in reaching said decision, shall be guided by standards specified in the applicable state laws, local ordinances, policies specified in the Comprehensive Plan, and by findings of fact by the Board in each case.
- C. The Board’s final decision on any matter shall be confirmed by written decision signed by the Chairperson, which written decision shall include reference to the reconsideration process and the right to appeal to Superior Court. The transcript of testimony, if any, and exhibits, together with all papers and requests filed in the proceedings, shall constitute the record. All decisions shall become a part of the record and shall include a statement of findings and conclusions, as well as the reasons or basis and the appropriate order, relief, or denial thereof.
- D. The appellant or applicant shall have the burden of proof.
- E. In reviewing an application on any matter, the standards in any applicable local ordinance or statute shall take precedence over the standards of these rules whenever a conflict occurs. In all other instances, the more restrictive rule shall apply.
- F. Notice of written decision shall be sent by ~~certified~~ electronic mail, ~~or~~ registered mail, or hand delivered to the applicant, his representative or agent, the Planning Board, the Code

2022 Amendments to the Town of Readfield Land Use Ordinance



Town of
Readfield, Maine

Adopted ~~November 2, 2021~~ June 14, 2022

Revised: March 20, 2000; June 14, 2001; September 17, 2001; June 13, 2002; June 12, 2003; September 15, 2004; June 15, 2006; June 16, 2007; May 15, 2008; June 11, 2009; June 10, 2010; June 14, 2012; June 13, 2013; June 12, 2014; June 9, 2015; June 14, 2016; June 13, 2017; June 12, 2018; June 11, 2019; July 14, 2020, November 2, 2021

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ARTICLE 2 ADMINISTRATION, ENFORCEMENT AND PENALTIES

SECTION 1. ADMINISTERING BODIES AND AGENTS

A. Code Enforcement Officer

1. Appointment. A Code Enforcement Officer shall be appointed or reappointed annually by the Town Manager.
2. Powers and Duties. The Code Enforcement Officer shall have the following powers and duties in addition to those provided for in Section 2.B of this Article:
 - a. Interpret and enforce the provisions of this Ordinance.
 - b. Act upon permit applications, review applications requiring Planning Board review, and refer requests for variances and administrative appeals to the Board of Appeals.
 - c. Enter any property at reasonable hours or enter any building with the consent of the property owner, occupant or agent, to inspect the property or building for compliance with this Ordinance in accordance with the provisions of Title 30-A M.R.S.A., Section 4452.
 - d. Investigate complaints and reported violations, and take action as appropriate.
 - e. Revoke any permits issued in error or which are based on erroneous information.
 - f. Exercise any additional powers or duties authorized by the statutes.
 - g. Exercise additional duties as directed by the Board of Selectmen or Town Manager.
 - h. Develop permit application forms.

B. Planning Board

The Planning Board shall be maintained in accordance with State Law and shall be responsible for reviewing and acting upon Site Review Applications, and as otherwise provided herein. Following approval by the Planning Board, applicants shall return to the Code Enforcement Officer for a Building Permit, if applicable.

C. Board of Appeals

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and granting or rejecting variance requests. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691. The Board of Appeals is governed by the ~~adopted June 13, 2017~~ Board of Appeals Ordinance.

SECTION 4. PERMITS ISSUED AFTER APPROPRIATE REVIEW

All permits shall be obtained from the Code Enforcement Officer after meeting the appropriate review requirements established in Article 5 of this Ordinance.

SECTION 5. GENERAL PERMIT REQUIREMENTS

- A. Each permit applicant shall submit, on the form provided by the Town, a written application.
- B. All applications shall be signed by the owner(s) of the property, or a person with right, title, or interest in the property, or a duly authorized agent, and such signature shall certify that the information in the application is complete and correct.
- C. All applications shall be dated, and the Code Enforcement Officer shall note upon each application the date and time of its receipt.
- D. The applicant shall have the burden of proving that the proposed land use activity is in conformity with the purposes and provisions of this Ordinance.
- E. If a permit is denied, the reasons shall be stated in writing.
- F. Applications for permits with their accompanying plans shall be maintained as a permanent record by the Town.
- G. The Code Enforcement Officer may attach conditions to the permit to ensure compliance with the standards and criteria of this Ordinance. All conditions shall be stated in writing and listed on the permit.

SECTION 6. PERMIT AND REVIEW FEE

Permit application and application review fees including variances and administrative appeals fees shall be set by the Board of Selectmen. These fees shall be non-refundable and submitted by the applicant to the Code Enforcement Officer at the time of application. The application shall not be considered complete until the appropriate fee is paid.

SECTION 7. EXPIRATION OF PERMIT

Following the issuance of a permit, if no substantial construction start is made, or no active use of the property is initiated for which such permit has been issued, within one year of the date of the permit, the permit lapses and becomes void. However, the permit may be renewed by the original permitting authority for one additional year if no material change in the proposed use or applicable Ordinance standards has occurred. However, for good cause shown, the Planning Board may determine that the applicant's permit may be amended to require compliance as determined by the Planning Board.

In the Shoreland Districts, the applicant shall have one year to make a substantial construction start and one additional year to complete construction, or, if no start has been made within the first year and a renewal permit is obtained, the applicant shall have one year from the date of the renewal permit to complete construction.

Subdivision approvals, if approved by the Planning Board and properly recorded at the Kennebec County Registry of Deeds, do not expire.

SECTION 8. PLUMBING PERMIT REQUIRED ~~PRIOR TO LAND USE PERMIT~~

No land use permit shall be issued for any structure or use involving the construction, installation, or alteration of plumbing facilities unless a valid "sewage disposal system design or letter of soils suitability prepared by a Licensed Site Evaluator" has been secured by the applicant, or authorized agent, in conformance with the State of Maine Subsurface Wastewater Disposal Rules. In addition, there shall be compliance with the requirements of this Ordinance.

SECTION 9. INSTALLATION OF PUBLIC UTILITY SERVICE.

A public utility, water district, sanitary district, or any utility company of any kind may not install services to any new structure unless and until written authorization attesting to the validity and currency of all permits herein required for that

D. Review Criteria

The Code Enforcement Officer shall approve a permit application, or amendment thereto, according to the following review criteria:

1. The proposal has obtained approval by the Planning Board for Site Review if applicable.
2. The permit and application fee has been paid.
3. The permit application is complete.
4. The proposal conforms to all the applicable provisions of this Ordinance.
5. The property currently is not in violation of any requirements of this Ordinance. If the Code Enforcement Officer determines that an enforceable violation exists, the Code Enforcement Officer shall issue a Notice of Violation to the applicant within the review period of time provided for and the application, if otherwise approved, shall be conditioned upon the resolution of the violation prior to the use or occupancy of the permitted activity applied for. This provision shall not prohibit, restrict or otherwise preclude the applicant from appealing to the Board of Appeals under Article 2 of this Ordinance any determination by the Code Enforcement Officer of an alleged violation.

E. Inspections

For any new structure, or for any expansion of the footprint of an existing structure, the applicant or the applicant's agent or contractor shall notify the Code Enforcement Officer at least 48 hours prior to commencement of construction of any foundation footing. The Code Enforcement Officer shall determine by inspection or otherwise that the applicant is in compliance with all setback requirements set forth in Table 2 of this Ordinance and as set forth in Chapter 7 of the Maine Subsurface Waste Water Disposal Rules, and that all temporary soil erosion control measures have been properly installed in compliance with Article 8, Section 11.

SECTION 3. SITE REVIEW

A. Applicability

This section shall apply to all land use activities that require Planning Board Review. Site review shall not be required for the direct replacement of a conforming structure provided there is no expansion of use or change of use in the structure.

~~B. Administration~~

~~The Planning Board shall administer this section and shall review all site plan applications according to the applicable procedures and review criteria.~~

~~2. The Code Enforcement Officer shall make a preliminary determination of whether the application is complete before the application is placed on the Planning Board's agenda. The Planning Board is responsible~~

~~for making the final decision concerning whether or not the application is complete.~~

~~3. The Planning Board may require the applicant to perform additional studies or hire a consultant to review portions of the entire site review application. The cost to perform additional studies or hire a consultant shall be borne by the applicant. The Planning Board may require the applicant to deposit with the Town the estimated cost of any consultant or additional study, which shall be placed in an escrow account. The town shall pay for the services rendered and reimburse the applicant, if funds remain after payments are completed. If necessary, the applicant shall place additional funds into the escrow account in order to meet expenses.~~

~~4. The Planning Board shall provide the Code Enforcement Officer a copy of its final decision on a site review application including all application materials.~~

B. Planning Board Site Review Procedure

1. All applications for site review shall follow the procedure outlined below:

a. Site review application forms shall be obtained from the Town of Readfield.

b. All site review applications shall be submitted to the Code Enforcement Officer. A dated receipt

shall be issued to the applicant upon payment of the appropriate fee. An application file shall be established by the Code Enforcement Officer. All submissions and correspondence regarding the application shall be maintained in the file. One complete copy of the site review application and applicable submissions shall be submitted to the Code Enforcement Officer for review.

- c. Within 30 days of the receipt of the site review application, the Code Enforcement Officer shall make a preliminary determination whether the application is complete and notify the applicant in writing of his/her decision. If the application is not complete, the Code Enforcement Officer shall notify the applicant in writing of the specific material needed to complete the application.
- d. The application shall be considered preliminarily complete when all the site review submission requirements are included or when the applicant files a written waiver request. See Waiver process below.
- e. The Code Enforcement Officer shall notify the Planning Board of the preliminary determination of completeness. The Planning Board shall schedule a meeting within 30 days after it has received notification from the Code Enforcement Officer of the receipt of a completed application.
- f. The applicant shall submit 11 copies of the complete application and applicable submissions to the Code Enforcement Officer at least 14 days prior to the next scheduled planning board meeting. The Code Enforcement Officer shall mail or deliver one copy of the application to each Planning Board member at least 7 days prior to the Planning Board meeting.
- g. A complete copy of the site review application and submissions shall be kept on file at the Town Office and shall be available for public review.
- h. The Planning Board shall make a final determination of completeness and/or determine any requested waiver of submission requirements. If the application is not complete, the Planning Board shall notify the applicant of the items necessary to find the application complete. At this point, the Planning Board may either deny the application, table action on the application until it is complete or condition any next steps on the satisfactory submission of required information. The Planning Board reserves the right to request additional information following the determination of completeness, if relevant to the applicable review standards.
- i. The Planning Board will schedule a public hearing on any application ~~deemed~~ deems complete or conditionally completed. ~~Abutters and the general public shall be notified of the public hearing.~~
- j. The Planning Board may vote to schedule an on-site inspection of the proposed project at any time. The Planning Board shall post the date, time and place of the site inspection at the Town Office.
- k. The purpose of the site visit shall be for the Planning Board to obtain knowledge about the site and surrounding area. The Planning Board shall not render any decision concerning the application during the visit. An applicant's refusal to permit a request site visit may cause denial of the application.
- l. The Code Enforcement Officer shall publish a notice of the date, time, place, and purpose of the public hearing in a newspaper of general circulation in the Town at least 10 days prior to the public hearing.
- m. The Code Enforcement Officer shall notify the applicant and all property abutters to the proposed site by first class mail, at least 10 days prior to the public hearing. The notice shall include the date, time, and place of the public hearing and a brief description of the proposal. ~~by first class mail and a Certificate of Mailing as proof of mailing~~ shall be obtained from the postal clerk at the time of mailing and retained as a part of the official records of the application. Compliance with these

requirements satisfies the municipal abutter notification requirements.

n. The Code Enforcement Officer shall notify the Town Clerk and the Planning Board of any neighboring towns if any portion of the application requires a site review that abuts or crosses the town boundary. If any application for a site review crosses the town boundary, the Planning Board shall follow the applicable procedure for conducting a joint meeting as contained in Title 30-A M.R.S.A., Sections 4401-4407.

o. The Planning Board may require the applicant to perform additional studies or hire a consultant to review portions of the entire assist the Planning Board with its review of the site review application. The cost to perform additional studies or hire a consultant shall be borne by the applicant. The Planning Board may require the applicant to deposit with the Town the estimated cost of any consultant or additional study, which shall be placed in an escrow account. The Town shall pay for the services rendered from the escrow account. If and reimburse the applicant, if funds remain after payments are completed, the Town will return them to the applicant. If necessary, the applicant shall place additional funds into the escrow account upon request in order to meet expenses.

p. The Planning Board may extend the public hearing process beyond a single meeting for any good cause shown, such as the need for additional submissions, studies, availability of Planning Board members, the need to accommodate additional public input or the availability of the applicant.

r. The Planning Board shall may require that the application be amended to include the items necessary to meet the submission requirements, review criteria and/or ordinance performance standards. The Planning Board may vote to suspend review of the application until such time that the applicant supplies all the necessary information. Failure to submit the additional information within the time specified by the Planning Board may require that a new application be submitted for review. In no case shall the Planning Board make a final decision on the application until the applicant supplies the additional information to the satisfaction of the Planning Board. If the additional application materials or studies are not submitted to the Planning Board within the additional prescribed time period, the Board may vote to deny the application, table the application process, or accept a request by the applicant to withdraw the application. The application may be resubmitted to the Planning Board at a later date according to the requirements for a new application.

C. Decision Making

1. Within 60 days of the completion closing of the public hearing process, the Planning Board shall make a decision on the site review application. The Planning Board shall determine whether or not the proposed use meets the applicable review criteria herein and meets all other applicable provisions of the ordinance including any appendices. The Planning Board may vote to approve the application, deny the application, or approve the application with conditions.

2. The Planning Board may approve the application with conditions when the Planning Board determines that the application has not met the review criteria, but that additional actions by the applicant shall be sufficient to meet them. The Planning Board may require such actions as conditions of approval. The conditions may set forth requirements in addition to those set forth in this Ordinance only when the Planning Board finds it necessary to further the purposes of this ordinance. All conditions approved by the Planning Board shall be listed.

3. Within thirty (30) days of its decision, the Planning Board shall submit its written decision to the applicant. The Planning Board, on its own initiative or at the request of an applicant or interested party, may make written finding of fact to support its decision. The Planning Board shall list any waivers approved by the Board in its decision and the reasons for such approval.

4. All decisions to approve an application shall be subject to the Standard Conditions of Approval, unless specifically

exempted or deemed not applicable.

5. The written decision shall provide notice that any person aggrieved by this decision may appeal to the Readfield Board of Appeals within forty-five (45) days of the date of the decision. The date of the decision is the date upon which the Planning Board has taken its final vote on the application.

D. Vesting

The determination of the Planning Board that the application is complete shall be considered the initiation of the review process for the purposes of bringing the application under the protection of Title 1 M.R.S.A. Section 302.

E. Waivers

1. The Planning Board may vote to waive any of the submission requirements, review criteria and/or performance standards of this Ordinance, other than those set forth in Article 7, when it finds one of the following:

- a. One or more of the review criteria and/or ordinance performance standards are not applicable to the proposal due to the size of the project, circumstances of the site, design of the project, or unique features of the proposed use;:
- b. The applicant has proposed an alternative design that meets or exceeds the requirements set forth in the ordinance performance standards; or

TheFor submission requirements only, the Planning Board has on file or is otherwise in possession of sufficient documentation or evidence to

- c. _____ support the requested waiver related to the required submission.

2. The Planning Board may only consider a waiver request when the applicant has submitted a written waiver request. The Planning Board shall review the waiver request and if it meets the criteria stated above shall approve the request and submit its decision to the applicant in writing. If the Planning Board finds that the waiver request does not meet the criteria for a waiver, it shall deny the waiver and submit its decision in writing to the applicant.

~~The Planning Board shall require that the application be amended to include the items necessary to meet the submission requirements, review criteria and/or ordinance performance standards. The Planning Board may vote to suspend review of the application until such time that the applicant supplies all the necessary information. Failure to submit the additional information within the time specified by the Planning Board may require that a new application be submitted for review. In no case shall the Planning Board make a final decision on the application until the applicant supplies the additional information to the satisfaction of the Planning Board.~~

F. Site Review Submission Requirements:

The following materials should be submitted with an application for site review:

- a. Copy of the portion of applicable tax map showing subject property and abutting properties.
- b. Names and addresses of all property abutters of the proposed development.
- c. Exact directions to the property from the Town Office, using a map if necessary.
- d. Map showing boundaries of all contiguous property under the control of the owner or applicant, regardless of whether all or part is being developed at this time.
- e. The tax map and lot number of the parcel or parcels.
- f. A copy of the deed to the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.

- g. The name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan.
- h. Map showing the north bearing and lot dimensions of all property lines of the property to be developed and the source of this information.
- i. Site plan(s) illustrating the following: (Note: If the site plan is not drawn to scale, then specific distances identifying the relative locations of the following features must be shown on the plan.)
 - 1) The location and size of any existing and proposed sewer and water mains, culverts and drains that will serve the development whether on or off the property along with the direction of existing and proposed surface water drainage across the site.
 - 2) The location, names, and present and proposed widths of existing and proposed roads, driveways, streets, parking and loading areas, walkways and rights-of-way within or adjacent to the proposed development.
 - 3) The location and dimensions of all existing and proposed buildings and structures on the site.
 - 4) The location of intersecting roads or driveways within two hundred (200) feet of the site.
 - 5) The location of existing and proposed open drainage courses, wetlands, vernal pools¹, water bodies, streams, flood plains, stands of trees, vegetative cover type, and other important natural features, with a description of such features to be retained.
 - 6) The location and dimensions of any existing and proposed easements.
 - 7) The location and dimensions of all existing and proposed provisions for water supply and wastewater disposal systems, including a design copy or letter of soils suitability for any proposed new or replacement wastewater disposal systems.
 - 8) The location and dimensions of all existing and proposed signs.
 - 9) For any project which shall result in a change to exterior lighting, the location, height, and type of existing and proposed exterior lighting and, for commercial, industrial and institutional projects, the foot-candle intensities of proposed lighting projecting on abutting properties.
 - 10) The proposed landscaping and buffers/screening.
 - 11) The location and amount of any earth moving.
 - 12) A copy of all existing or proposed covenants or deed restrictions associated with the subject property.
- j. A copy of any applicable Federal, State or Town applications or permits which have been issued.
- k. A narrative describing how the proposal meets all of the Planning Board's Review Criteria.
- l. Evidence of receipt of application fee, payable to the Town of Readfield.
- m. A schedule of construction, including anticipated beginning and completion dates.
- n. A stormwater drainage and erosion and control plan in compliance with Article 8, Sections 10 and 11.
- o. A description of the traffic movement to be generated by the development including types, peak hour and average daily vehicle trips, travel routes, and duration of traffic movement both during and following construction. A full traffic impact study shall be required under the conditions set forth in Article 8, Section 18.H, and shall include the components described therein.
- p. An assessment of the solid or hazardous wastes to be generated by the proposed activity and a plan for its handling and disposal, along with evidence of disposal arrangements.
- q. The Planning Board may require existing and proposed topography of the site to be mapped at ten (10) foot contour intervals, or such other intervals as the Planning Board may determine necessary for review.
- r. A copy of any required dimensional calculations applicable to the standards being reviewed, for example, square footage of structures, percent of lot coverage, etc.
- s. Elevation drawings for new commercial, industrial, and institutional buildings.
- t. Any additional information relevant to the project, for example, photographs, Cobbossee Watershed District recommendations, etc.

G. Review Criteria

The applicant shall demonstrate that the proposed use ~~to the maximum extent possible~~ meets ~~both~~ the review criteria listed below ~~and meets as well as all other applicable provisions of this ordinance, including, but not limited to, applicable performance requirements and standards (Article 8), road standards (Article 10) and applicable appendixes~~. The Planning Board shall approve the application unless it makes written findings that one or more of the ~~ordinance requirements~~ ~~se criteria~~ have not been met:

1. Aesthetic, Cultural and Natural Values. The proposed activity shall not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, archeological sites, significant wildlife habitat identified or defined by the Department of Inland Fisheries and Wildlife or the Town of Readfield, or rare plant and animal species, critical habitat, significant or irreplaceable natural areas or resources identified by the Department of Conservation, or any public rights for physical or visual access to the shoreline.
2. Conformity with Local Ordinances and Plans. The proposed activity shall conform with all applicable Ordinances and the Comprehensive Plan.
3. Erosion. The proposed activity shall not cause soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results. The best management practices set forth in the "Maine Erosion and Sediment Control Handbook for Construction Practices" (Cumberland County Soil and Water Conservation District, Department of Environmental Protection, March 1991 or as revised) or the most applicable best management practices as referred to in Article 8, Section 11, shall further mandate compliance with this requirement.
4. Financial Burden on Town. The proposed activity shall not cause an unreasonable financial burden on the Town for provisions of public services and facilities.
5. Financial and Technical Capacity. The applicant shall have adequate financial resources and technical capacity to construct and maintain the proposed improvements and meet the criteria of all applicable Ordinances. In making the above determinations, the Planning Board shall consider the proposed time frame for construction, the effects of inflation, the applicant's previous experience, the experience and training of the applicant's consultants and contractors, and the existence of any violations of previous approvals granted to the applicant under the provisions of this Ordinance.
6. Flood Areas. The proposed activity shall not adversely affect flood plain areas as depicted on the Federal Emergency Management Agency's Flood Insurance Rate Maps and the proposal shall conform with all applicable requirements of the Town of Readfield Floodplain Management Ordinance.
7. Wetlands. The proposed activity shall not have an adverse impact on wetlands.
8. Groundwater. The proposed activity shall not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater.
9. Municipal Solid Waste Disposal. The proposed activity shall not cause a burden on the Town's ability to dispose of solid waste, if municipal services are to be utilized.
10. Water Supply. The proposed activity shall not cause a burden on an existing public water supply, if one is to be used.
11. Adjacent Land Uses. The proposed activity shall not have a detrimental effect on adjacent land **uses** or other properties that might be affected by waste, noise, glare, fumes, smoke, dust, odors or other effects.
12. Pollution. The proposed activity shall not result in water or air pollution. In making this determination, the Planning Board shall at a minimum consider:

approved by the Road Commissioner prior to final Site Review approval by the Planning Board.

D. Decisions

~~After review of a complete application for site review, the Planning Board shall determine whether or not the proposed use meets the review criteria contained in Section 3C. The Planning Board shall make a written finding of fact to support its decision and vote to approve the application, deny the application, or approve the application with conditions. The Planning Board shall submit its written decision to the applicant.~~

- ~~1. If in its findings the Planning Board determines that the application has not met the review criteria and that additional actions by the applicant shall be sufficient to meet them, it may require such actions as conditions of approval. The conditions may set forth requirements in addition to those set forth in this Article only when the Planning Board finds it necessary to further the purposes of this Article. All conditions approved by the Planning Board shall be listed along with the reasons for these conditions in the Planning Board's decision.~~
- ~~2. The Planning Board shall list any waivers approved by the Board in its decision and the reasons for such approval.~~
- ~~3. The Planning Board shall list all conditions imposed on the application, including but not limited to conditions as built, and all waivers approved for the application on the final plan and on the permit.~~
- ~~4. All decisions to approve an application shall be subject to the Standard Conditions of Approval, unless specifically exempted or deemed not applicable.~~

E. Waivers

- ~~1. The Planning Board may vote to waive any of the submission requirements review criteria and/or performance standards of this Ordinance, other than those set forth in Article 7, when it finds one of the following:
 - ~~a. One or more of the review criteria and/or ordinance performance standards are not applicable to the proposal due to the size of the project, circumstances of the site, design of the project, or unique features of the proposed use.~~
 - ~~b. The applicant has proposed an alternative design that meets or exceeds the requirements set forth in the ordinance performance standards.~~
 - ~~c. The Planning Board has on file or is otherwise in possession of sufficient documentation or evidence to support the requested waiver.~~~~
- ~~2. The applicant shall submit information and materials that support the waiver request.~~

~~The Planning Board may only consider a waiver request when the applicant has submitted a written waiver request. The Planning Board shall review the waiver request and if it meets the criteria stated above shall approve the request and submit its decision to the applicant in writing. If the Planning Board finds that the waiver request does not meet the criteria for a waiver, it shall deny the waiver and submit its decision in writing to the applicant. The Planning Board shall require that the application be amended to include the items necessary to meet the review criteria and/or ordinance performance standards. The Planning Board may vote to suspend review of the application until such time that the applicant supplies all the necessary information. Failure to submit the additional information within 30 days of the Planning Board's decision to suspend review will require that a new application be submitted for review. In no case shall the Planning Board make a final decision on the application until the applicant supplies the additional information to the satisfaction of the Planning Board.~~

F. Vesting

- ~~The determination of the Planning Board that the application is complete shall be considered the initiation of the review process for the purposes of bringing the application under the protection of Title I M.R.S.A. Section 302.~~

G. Site Inspection

- ~~1. The Planning Board may vote to schedule an on-site inspection of the proposed project. The Planning Board shall schedule the date and time of the site inspection at the sketch plan meeting or at the first public hearing on the proposal. The Planning Board may post the date, time and place of the site inspection at the Town Office.~~
- ~~2. The purpose of the site visit shall be for the Planning Board to obtain knowledge about the site and surrounding area. The Planning Board shall not discuss the merits of the application or render any decision concerning the application during the visit.~~

H. Revisions to Approved Plans

1. An application for a revision to a previously approved plan, including a subdivision plan, shall be submitted to the Code Enforcement Officer at least 14 days prior to a scheduled meeting of the Planning Board. The Code Enforcement Officer with the approval of the Planning Board shall place the application revision on the Planning Board's agenda. The procedure for a new application shall be followed if the revision involves:
 - a. an expansion of a building, structure, or developed area is greater than 5% in area or volume from the original plan;
 - b. modifications to any condition imposed by the Planning Board;
 - c. the addition of units;
 - d. the addition of new lots;
 - e. a resubdivision involving 2 or more lots a resubdivision involving 2 or more lots, except for the reallocation of lot lines among 3 or fewer lots when the Planning Board determines that such reallocation will not result in the creation of additional lots or adverse impacts on the subject or adjacent properties.;
 - f. a change or expansion of a use except for a change of use that is substantially similar in nature to the approved use, and that the planning board determines, will not result in increased or additional adverse impacts. Resubdivisions are also subject to the procedural standards of Article 8, Section 20.K.
2. If the revision involves only minor modifications of the plan, the Planning Board may consider the request at the meeting. If, during the course of consideration the Planning Board determines the revision may result in a greater adverse impact on a waterbody or wetland, or on the subject or adjacent properties than the plan previously approved, the Board may require the procedure for a new application be followed.
3. The Planning Board's scope of review shall be limited to those portions of the plan which are proposed to be revised, or that are adversely impacted by the proposed revision.
4. The applicant shall submit a copy of the approved plan as well as 11 copies of the proposed revisions. The application shall include enough supporting data to allow the Planning Board to make a decision that the proposed revision meets the review criteria.
5. The Planning Board shall vote to approve the revision, deny the revision, or approve the revision with conditions, or require the submission of a new site plan review application. The Planning Board may further require additional information be submitted in order to ensure that the review criteria are met.

I. Application Procedure for Site Review

1. All applications for site review shall follow the procedure outlined below:
 - a. Site review application forms shall be obtained from the Town of Readfield.
 - b. All site review applications shall be submitted to the Code Enforcement Officer. A dated receipt shall be issued to the applicant upon payment of the appropriate fee. An application file shall be established by the Code Enforcement Officer. All submissions and correspondence regarding the application shall be maintained in the file. One complete copy of the site review application and applicable submissions shall be submitted to the Code Enforcement Officer for review.
 - c. Within 30 days of the receipt of the site review application, the Code Enforcement Officer shall make a preliminary determination whether the application is complete and notify the applicant in writing of

- (fifty) feet to aid in the assignment of road numbers to structures subsequently constructed.
- e. The designation of all easements, areas reserved for, or dedicated to, public use or the common use of lot owners, and areas reserved by the developer.
- f. The location, bearing and length of every lot line, with all lots numbered.
- g. The location of permanent markers set at all lot corners.
- h. A performance guarantee to secure completion of all public improvements if required by the Planning Board and written evidence that the Municipal Officers are satisfied with the legal sufficiency of such guarantee.
- i. Written copies of any documents of land dedication, and written evidence that the Municipal Officials are satisfied with the legal sufficiency of any documents accomplishing such land dedication.
- j. The flood hazard boundaries and floodplain elevations for any portion of the subdivision that is within the 100-year floodplain as shown on the Town of Readfield Flood Insurance Rate Maps. If any development is proposed to be located within the 100-year floodplain, the plan shall include a condition of plan approval requiring all applicable provisions of the Floodplain Management Ordinance for the Town of Readfield be complied with before, during, and subsequent to any development.
- k. A signature block shall be provided on the final plan.

L. Performance Guarantees

1. Improvements Guarantee. Performance Guarantees shall be tendered for all improvements required by the Planning Board, including the construction of the streets (the “required improvements”).
2. Types of Guarantees. As required by the Planning Board, the developer shall provide a Performance Guarantee, that may be one of the following listed Performance Guarantees, or such other Performance Guarantee as determined by the Planning Board, and be in an amount adequate to cover the total construction costs of all required improvements and/or for projects with a defined life cycle, the costs of removing such improvements:
 - a. An escrow account funded by cash or a certified check payable to the Town of Readfield and governed by an escrow agreement provided by the applicant in a form acceptable to the Planning Board. The escrow agreement shall include, at a minimum, the following terms:

The consent of the municipal officers shall be required for a withdrawal, but the consent of the developer shall not be required for a withdrawal. Any interest earned on the escrow account shall be returned to the developer upon completion of the required improvements unless the Town has found it necessary to draw on the account, in which case the interest earned shall be proportionately divided between the amount returned to the developer and the amount withdrawn to complete the required improvements. The escrow account shall be maintained by the Town Treasurer in the name of the Town. Portions of the escrowed funds may be released as required improvements are completed and releases are authorized by the Planning Board under paragraph 5 below.
 - b. An irrevocable letter of credit from a bank or other financial institution authorized to do business in Maine securing funding for the construction of on which the Town may draw if construction is inadequate, or incomplete.
 - c. For development projects with an anticipated completion date of less than six (6) months, the developer may provide the Town Treasurer with a bank treasurer’s check in the required escrow amount to be held by the town in lieu of establishing an escrow account, in which case no interest will be earned or is payable.

The form, time periods, conditions and amount of the Performance Guarantee shall be determined by the Planning Board. The Planning Board may seek advice from the Town’s Road Commissioner, Municipal Officers, and any consultants deemed appropriate by the Planning Board including, but not limited to, the

Town's engineer and attorney as to the form and amount of the Guarantee. Any costs or fees incurred by the Town for such advice shall be paid by the developer and the amount shall be included in determining the amount of the Guarantee.

Upon receipt of a Performance Guarantee, the Planning Board or its designee shall notify in writing the Town Manager and the Chairman of the Board of Selectmen of the terms of the proposed acceptance of the Performance Guarantee, such notice provided so as to give the Town Manager and the Chairman of the Board of Selectmen sufficient time to comment before the Planning Board accepts the Performance Guarantee.

3. Contents of Guarantee. The Performance Guarantee shall contain or incorporate by reference a construction schedule, total cost estimates for each major phase of construction taking into account inflation for the time span of construction, provisions for inspection of each phase of construction, provisions for the release of part or all of the Performance Guarantee to the developer, and a date after which the developer shall be in default and the Town shall have access to the funds to finish construction.
4. Phasing of Development. The Planning Board may approve plans to develop a Major Subdivision in separate and distinct phases. This may be accomplished by limiting final approval to those lots abutting that section of the proposed development street which is covered by a Performance Guarantee. When development is phased, road construction shall commence from an existing public way. Final approval of lots in subsequent phases shall be given only upon satisfactory completion of all requirements pertaining to previous phases.
5. Release of Guarantee. Prior to the release of any part of the Performance Guarantee, the **Planning Board Code Enforcement Officer** shall determine to its satisfaction, in part upon the inspection(s) and/or report of the Town's Road Commissioner or a qualified engineer or other consultant retained by the Town and whatever other agencies and departments may be involved, that the proposed improvements shall meet or exceed the design and construction requirements for that portion of the improvements for which the release is requested. All direct costs incurred under this paragraph shall be paid by the developer.
6. Default. If, upon inspection, the Code Enforcement Officer finds that any of the required improvements have not been constructed in accordance with the Plans and specifications filed as part of the application, the Code Enforcement Officer shall so report in writing to the Board of Selectmen, the Planning Board, and the developer. The Board of Selectmen shall retain the authority to take any steps necessary to preserve the Town's rights. Any work which has not been completed in full compliance with the terms and conditions of the Performance Guarantee may be performed at the direction of the Board of Selectmen and such work shall be paid for from the Performance Guarantee funds in accordance with a disbursement schedule recommended by the Planning Board.

3. Land uses classified as commercial, industrial or institutional shall have a minimum of 300 feet of shore frontage.
4. Structures in compliance with the Telecommunication Towers Ordinance and agricultural structures not within a Shoreland District and not used as dwellings are exempt provided height shall not at any time place structures or potential structures on adjacent lots in jeopardy should exempt or extended structures collapse for any reason or cause.
5. Any increase in the height of a structure above that which is permitted in this Ordinance requires a variance from the Board of Appeals.
6. Steps, stairways, ramps or similar structures may be allowed within the required setback area with a permit from the Code Enforcement Officer as may be necessary to provide for a secondary means of egress from a legally existing dwelling, provided: the structure is limited to a maximum of four (4) feet in width, and that the applicant demonstrates there is no reasonable alternative means of escape from the dwelling. The Code Enforcement Officer may impose conditions to any approval as necessary to insure conformance with the purposes and provisions of the setback requirements of this Ordinance to the greatest practical extent.
7. Within the Village or Village Residential Districts or Commercial Industrial Districts, the 50 ft. setback requirement may be reduced to not less than 25 ft. provided the applicant has submitted a stormwater management and erosion control plan prepared by a qualified professional clearly demonstrating the following: (a) the on-site treatment of peak discharge rates of stormwater and erosion control utilizing the design principles set forth in Article 8, Sections 10 and 11; (b) the implementation for the stormwater treatment and erosion control plan; and (c) the approval for this setback reduction is a written part of the permit.
8. Must conform to requirements of underlying district.
9. This provision applicable to all lots created after September 15, 2004. When a lot borders both a waterbody and a road, the lot depth to frontage ratio shall be based on the frontage of the waterbody.
10. Water-dependent structures, such as docks, are not subject to Waterbody or wetland setbacks but remain subject to all other setback requirements for structures in the District in which they are located, except as allowed by the Planning Board under Article 8, Section 19.N
11. Side setbacks are not applicable where only a common wall separates the individual ownership of units in a multi-unit structure.
12. In the Resource Protection District the setback requirement shall be 250 ft., horizontal distance, from all water bodies, except for structures, roads, parking spaces or other regulated objects specifically allowed in that district, in which case the setback requirements specified in Table 2 Dimensional Requirements shall apply.
13. In the Village District, setbacks may be reduced by up to five (5) feet for accessory structures, provided there is no alternative location that meets setbacks to the greatest practical extent, as determined by the Code Enforcement Officer applying the standards set forth in Article 3, Section 4.E.1. This exception does not apply to accessory structures to be used as dwelling units.
14. For single-lot divisions or conventional subdivision development. The Planning Board may approve reductions in dimensional standards for cluster development described in Article 8, section 21.
15. Except for cluster development (see Article 8, section 21).
- 16 Article 3, Section 4, NON-CONFORMING STRUCTURES shall be applied to structures that do not meet the water body or wetland setbacks.

the water classification of any water body, or ground water, or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or be harmful to human, animal, plant or aquatic life, or give rise to erosion.

D. Stormwater Management Plans

1. All new and expanded development in the Stream Protection, Resource Protection, and Shoreland Residential District shall maintain an acceptable level of phosphorus loading resulting from stormwater runoff to the adjacent water body by assuring that runoff shall be retained or adequately treated on-site. A proposed stormwater management plan shall be submitted by the applicant for review as part of the submission requirements with a permit application to the Planning Board or Code Enforcement Officer.

2. The Cobbossee Watershed District staff may be consulted by the Code Enforcement Officer or Planning Board to review each stormwater plan and make recommendations to the applicant and suggest conditions to the Code Enforcement Officer or Planning Board concerning the management of the site to promote the preservation of water quality. The Code Enforcement Officer and/or the Planning Board shall review these recommendations in determining whether to approve or deny any permit application for any new or expanded development in the above-mentioned Districts. Any costs associated with such review shall be paid by the applicant.

E. Septic Inspections Required at Time of Title Transfer of Property Located in the Shoreland District.

1. Prior to the title transfer of ownership of a lot or parcel located in the Shoreland District containing a Subsurface Wastewater Disposal (SSWD) system or a structure connected to a SSWD system, a person certified by the state shall be hired, not at public expense, to inspect the SSWD system. If the inspection finds that the SSWD system is malfunctioning, the system must be repaired or replaced within one year after transfer and a structure connected to the SSWD system shall not be occupied until the system has been brought into conformance with the Rules A full copy of the inspection results required or a statement of exception(s) claimed, is required and shall be provided to the Town Code Enforcement Officer prior to transfer closing. The indications of a malfunctioning system are those specified in "system, malfunctioning" as provided in the definition section of 10-144, Chapter 241, the State of Maine Subsurface Wastewater Disposal Rules (Rules).

2. The following are the only exceptions allowed to the requirements of this paragraph:

a. When a SSWD system has been installed pursuant to rules adopted under Title 22 M.R.S. section 42, and Title 30-A M.R.S. subsection 4211, within 3 years prior to the date of the transfer of property title.

b. When the current property owner provides to the purchaser and to the Code Enforcement Officer (CEO) a written report from a person certified by the state to inspect the SSWD that was performed within 3 years prior to the date of transfer that certifies that the system was not found to be malfunctioning.

c. When weather conditions preclude an inspection of the SSWD by a person certified by the state prior to the date of transfer, then an inspection is to be performed within 9 months following the date of transfer. If the inspection finds the system to be malfunctioning, the system must be

replaced or repaired.

d. When the person acquiring title to the lot containing an SSWD system or a structure connected to a SSWD certifies to the Town Code Enforcement Officer (CEO) that the system will be replaced with one installed pursuant to Title 22 M.R.S. section 42, and Title 30-A M.R.S. subsection 4211, within one year from the date of transfer.

3. The present title holder may not transfer, sell or offer to transfer or sell any lot containing a SSWD system or structure connected to a SSWD system without advising the prospective new title holder of the requirements of this article.

4. Any person who violates this subsection is subject to the civil penalties provision of Article 2(D), except that the minimum penalty for such violation is \$500.

5. For the purposes of this section the term, "Transfer" shall include the following: any transfer of ownership whether by sale, gift, devise, transfer to an entity, and inheritance, including transfers to a trust or estate for which the current owner is the beneficiary.

SECTION 7. HOME OCCUPATIONS

A. Purpose

The Town recognizes that home occupations, when managed conscientiously and with respect for the neighborhoods in which they are located, offer financial and social benefits to both the proprietors and the community when these occupations blend imperceptibly with their neighborhood character and without adverse impact resulting from any **nuisance** or other impacts resulting from a change in traffic, noise, lighting, waste, environmental degradation, exterior appearances, or otherwise become a burden to the neighborhood or its infrastructure.

B. Definition

A Home Occupation is a commercial activity which results in a product or service intended for financial gain conducted in whole or in part on the same premises where the owner of the occupation resides. A home occupation is small in scale, is carried on primarily in a dwelling unit or structure accessory to a dwelling unit by a member of the family residing there, and the activity is and remains clearly incidental and secondary to the primary use of the premises as a residence. Examples of the types of permitted home occupations include, but are not limited to: home offices open to the public, workshops, personal services, internet/mail order sales, tutoring, artist/sculptor, hairdresser/barber, direct sales product distribution (Amway, Avon, etc.), arts and crafts and assembly of the same.

Hobbies or recreational activities of a noncommercial nature, agriculture and forest management activities, and garage sales operated for less than 14 days total in a calendar year, are not considered home occupations requiring a permit.

A home occupation does not result in the exterior of the principal dwelling, or any accessory structure, or the lot on which such activity occurs to differ from nor alter the residential or other predominant character of the neighborhood, or conflict with the purpose of District in which it is located, as described in Article 7 Section 4 of the Ordinance.

District: A specified portion of the Town, delineated on the Official Land Use Map, within which certain regulations and requirements, or various combinations thereof, apply under the provisions of this Ordinance.

Docks, Marinas, Bridges and other Structures and Uses Extending Over or Beyond the Normal High-Water Line of a Waterbody or within a Wetland:

Temporary: Structures which remain in or over the water for less than seven months in any period of twelve consecutive months.

Permanent: Structures which remain in or over the water for seven months or more in any period of twelve consecutive months.

Driveway: a private vehicular way providing access to no more than one lot for one single family dwelling or other single ownership structures.

Dwelling Unit: Any building or structure or portion thereof designed, used, or intended for occupancy as separate living quarters, permanent or temporary in nature, used or proposed to be used as separate living quarters seasonally or throughout the year. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have a direct access from the outside of the building or through a common hall. A building or structure providing temporary accommodations such as a bunkhouse, as defined, shall not constitute a dwelling, but shall be counted as a bedroom as defined in the Maine State Plumbing Codes. The term shall include mobile homes **and Tiny Homes as defined in Maine law at 29-A M.R.S. § 101(80-C)**, but shall not include travel trailers or other recreational vehicles.

1. **Single-Family Dwelling:** Any structure containing one (1) dwelling unit for occupation by not more than one (1) family. Units may be attached.

2. **Two-Family Dwelling:** A building containing only two (2) dwelling units, for occupation by not more than two (2) families.

3. **Multi-Family Dwelling:** A building containing three (3) or more dwelling units, such buildings being designed exclusively for residential use and occupancy by three (3) or more families living independently of one another with the number of families not exceeding the number of dwelling units.

Essential Services: The construction, alteration, and maintenance of gas, electricity, communication facilities (excluding communication towers), steam, fuel, or water transmission, distribution, collection supply or disposal systems. Such systems may include towers, poles, wires, pipelines, call boxes, and similar accessories, whether above- or below-ground, but shall not include buildings which are necessary for the furnishing of such services. Essential Services includes primary transmission and pipeline corridors, and wind turbines for off-site energy supply and distribution.

Excavation: Any removal of earth material from its original position.

Expansion of a Structure: An increase in the floor area or volume of a structure, including all extensions such as, but not limited to: attached decks, garages, porches and greenhouses.

Expansion of Use: The addition of one or more months to a use's operating season; or the use of

NEW BUSINESS

RESERVED

Eric Dyer

From: karen Peterson
Sent: Sunday, April 3, 2022 11:21 AM
To: Eric Dyer
Subject: Concrete Repair and Gates

Eric,

Here are the quotes:

Newcombe Welding-Fabricate, prime and install 3 gates. \$7,387 plus extra as needed to match concrete repairs if some dimensions change.

Accurate Concrete-Install 8" curb with all prep and rebar reinforcement. Concrete will be 4500 psi. Includes asphalt removal and thickened keyways for frost. \$2,890 start to finish.

I'll know tomorrow when Accurate plans to start. He estimates one day for project, so we'll plan it for a Monday. We'll need to get the areas relatively cleaned up before beginning. I don't have a time frame for Newcombe's yet, but will try and work around the station's operational schedule.

Karen



TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355
Office (207) 685-4939 • Cell (207) 242-5437
Email: manager@readfieldmaine.org

Date: April 9, 2022
To: Readfield Select Board
From: Eric Dyer, Town Manager
Subject: Proposed Select Board Meeting Dates

Background:

The Select Board typically sets meeting dates quarterly, with some regular variation. Having a clear schedule benefits the Board, municipal staff, and the public. With the very busy spring schedule upon us it is time to set dates for the next three months.

Scheduled and Suggested Dates:

The following dates are either scheduled as part of the budget and warrant process, or recommended for adoption by the Select Board. All are at 6:30pm, with the exception of Town Meeting which is from 8:00am to 8:00pm.

04/25/22	Regular Select Board Meeting	Suggested
05/09/22	Candidate's Night (attendance is recommended)	Scheduled
05/16/22	Regular Select Board Meeting	Suggested
06/02/22	Public Hearing - <u>Public Comment and Information on Warrant</u>	Scheduled
06/13/22	Regular Select Board Meeting	Suggested
06/14/22	Town Meeting - State Primary (for reference only)	Scheduled
06/27/22	Regular Select Board Meeting	Suggested
07/18/22	Regular Select Board Meeting	Suggested

FYI

**REGIONAL SCHOOL UNIT NO. 38
LOCAL DOLLAR CALCULATION
THIRD DRAFT**

2022-2023
4/6/2022

RESIDENT ONLY

DESCRIPTION	DISTRICT	MANCHESTER	MT. VERNON	READFIELD	WAYNE
2021 Property Revenue Services Valuation	1,219,050,000	370,200,000	284,650,000	325,050,000	239,150,000
2020 Property Revenue Services Valuation	1,074,650,000	329,900,000	254,050,000	282,500,000	208,200,000
\$ Inc/Dec in Valuation	144,400,000	40,300,000	30,600,000	42,550,000	30,950,000
% Inc/Dec in Valuation	13.44%	12.22%	12.04%	15.06%	14.87%
2022-2023 Required Local Contribution	7,724,327	2,376,607	1,821,742	2,032,612	1,493,367
2022-2023 Required Mill Expectation		7.10	7.10	7.10	7.10
Amount required by the State of Maine to be raised by towns based on valuation within each town and required mills for education (these amounts change each year). If the required amount is not raised by the towns, the State EPS Allocation will be reduced.					
2021-2022 Required Local Contribution	7,633,285	2,384,063	1,821,171	1,976,898	1,451,153
2021-2022 Required Mill Expectation		7.26	7.26	7.26	7.26
\$ Inc/Dec in Required Local Contribution	91,042	(7,456)	571	55,714	42,214
% Inc/Dec in Required Local Contribution	1.19%	-0.31%	0.03%	2.82%	2.91%
Add'l Local x 50% @ 3 Yr Enroll Avg %	100.00%	30.93%	21.56%	35.23%	12.28%
Add'l Local x 50% @ 3 Yr Val Avg %	100.00%	30.73%	23.61%	26.36%	19.30%
Net Additional Local \$	5,396,701				
Add'l Local x 50% @ 3 Yr Enroll Avg %		834,681	581,764	950,629	331,357
Add'l Local x 50% @ 3 Yr Val Avg %		829,203	637,081	711,285	520,782
Total Additional Local \$	5,396,701	1,663,884	1,218,845	1,661,914	852,139
Local Only Adult Ed. Contribution	75,000				
Add'l Local x 50% @ 3 Yr Enroll Avg %		11,600	8,085	13,211	4,605
Add'l Local x 50% @ 3 Yr Val Avg %		11,524	8,854	9,885	7,238
2022-2023 Total Local Contribution	13,196,028	4,063,614	3,057,525	3,717,622	2,357,348
2021-2022 Total Local Contribution	12,413,272	3,855,582	2,900,253	3,463,235	2,194,202
Local \$ Increase/Decrease 2022-2023	782,756	208,032	157,272	254,387	163,146
Local % Increase/Decrease 2022-2023	6.31%	5.40%	5.42%	7.35%	7.44%
Local \$ Increase for 2021-2022	(765,735)	(263,119)	(202,796)	(171,673)	(128,147)
Local % Increase for 2021-2022	-5.81%	-6.39%	-6.54%	-4.72%	-5.52%
October 1, 2021 Enrollment by Town	1,060	343	227	355	135
Local \$ Contributed per Student	12,449	11,847	13,469	10,472	17,462
FY22 Middle Tuition Rate*	11,702	Currently 36 Students		*Regular Instruction Tuition	
FY22 High School Tuition Rate*	11,774	Currently 34 Students		Special Education Costs Additional	

Maine Coast Heritage Trust Names Jerry Bley to Receive the Espy Land Heritage Award

April 7, 2022 | [News and Updates \(https://www.mltn.org/category/news/\)](https://www.mltn.org/category/news/)

Each year, Maine Coast Heritage Trust presents the Espy Land Heritage Award to an individual, organization, agency, or coalition for exemplary conservation efforts in Maine. The award recognizes those that have made outstanding contributions to land conservation in Maine while inspiring others.

On March 31st, 2022, as part of its annual Maine Land Conservation Conference, Maine Coast Heritage Trust (MCHT) named Jerry Bley as recipient of the 2022 Espy Land Heritage Award.

“Jerry has been involved in land conservation in Maine on multiple levels for more than 30 years,” shared MCHT President and CEO Kate Stookey. “Throughout his career, he has exhibited a keen ability to effectively collaborate with multiple organizations, municipal leaders, and state agencies to protect large scale tracts, small community parks, and everything in between.”

“Jerry Bley has also played a leadership role in addressing community conservation needs, climate change resilience, protection of critical resources, and the expansion of outdoor recreational opportunities,” explained Warren Whitney, Director of MCHT’s Maine Land Trust Program. “His



work as chair of Governor King's Land Acquisition Priorities Council in 1997 and more recently as co-coordinator of the Maine's Land Conservation Task Force in 2019 have shaped Maine's conservation priorities for decades."

"What distinguishes every really successful land conservation project is the presence of someone who thoroughly understands everything that needs to take place and when," wrote 7 Lakes Alliance board member Peter Kallin. "That's where you will find Jerry, dotting every 'i' and crossing every 't' and continually pointing to the next thing that needs to be done to ensure success, not caring who 'gets the credit' but simply trying to get the deal done."

As principal of Creative Conservation, LLC, a land use and environmental consulting business, Jerry helps countless land trusts, families, and individuals develop sound strategies to conserve valued lands. He works tirelessly with many Maine families, sometimes needing to navigate complex family dynamics, to achieve conservation successes. This work involves listening, exploring options, and looking for creative, often out-of-the-box, solutions that result in win-win outcomes. Bley also puts these skills to use as Executive Director of the Pierce Pond Watershed Trust.

In honoring past President Jay Espy with this award, the board of directors of MCHT created a fund that awards \$5,000 per year to a conservation charity in honor of that year's Espy Land Heritage Award winner. This year, the financial award will be divided equally between Pierce Pond Watershed Trust, 7 Lakes Alliance, Forest Society of Maine, Francis Small Heritage Trust, and Kennebec Land Trust.

Watch our tribute video for Jerry here (<https://www.mltm.org/video/2022-espy-land-heritage-award-jerry-bley/>).

(<https://www.facebook.com/shakedino?m=shareArticle?u=https://www.mltm.org/video/2022-espy-land-heritage-award-jerry-bley/>)
s://twitter.com/intent/tweet?url=https://www.mltm.org/video/2022-espy-land-heritage-award-jerry-bley/&text=Maine+Coast+Heritage+Trust+Names+Jerry+Bley+to+Receive+the+Espy+Land+Heritage+Award



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March 29, 2022

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

Dear Eric,

Thank you for your 2022 municipal membership donation to the Kennebec Land Trust.

Your financial support, along with that of 1,100 other members, business partners, and municipalities, has enabled us to conserve and take care of over 7,500 acres of valuable forestland, undeveloped shoreline, wetlands, and fields in central Maine.

We are proud that our lands continue to have a deep and lasting impact on our landscape and community – you are part of this conservation legacy.

Because this is our official acknowledgment of your \$250.00 municipal membership donation (check or credit card transaction #071008 dated 3/17/2022), we suggest that you keep it with your tax records for the appropriate year, since your donation should be fully deductible in accordance with IRS regulations. We certify that we have provided no valuable goods or services in return for your donation.

Please contact us at any time if you have questions about our conservation properties and hiking trails, your membership, or our free public programs.

Thank you for your generosity and for your support of land conservation in Kennebec County.

Sincerely,

Janet Sawyer
President

Theresa Kerchner
Executive Director

Marie Ring
Director of Membership and Programming

Thank you Eric for supporting KLT!

*D. Ho!
from the KLT Board + Staff - TK*