

**Readfield Select Board**  
**June 27, 2022, Meeting Agenda**  
Select Board Meeting starts: 5:30 PM  
Select Board Meeting ends (unless extended) at 8:30 PM

**Executive Session - 60 min.**

The Select Board will hold an executive session to discuss legal matters pursuant to 1 MRSA, Section 405, subsection 6(E).

**Pledge of Allegiance**

**Welcome and Introduction of Select Board Members - 5 min.**

**Regular Meeting Items - 5 min.**

22-144 - Minutes: Select Board meeting minutes of May 16 and June 2 & 13, 2022.

22-145 - Warrants: #52-53

**Communications - 20 min.**

Select Board communications. - 5 min.

Staff Reports - 10 min

- Report on Household Hazardous Waste Collection Day - July 10, 2022
- Summary of Land Use Ordinance (LUO) changes approved by Secret Ballot

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

**Appointments, Reappointments, & Resignations - 15 min**

22-146 - Conduct the election of the Select Board Chair and Vice Chair

22-147 - Consider the appointment of Select Board members to the following positions:

- Note Taker / Time Keeper
- Quarterly Warrant Reviewers (four)
- Trails, Recreation, and Conservation Representative
- Solid Waste and Recycling Committee Representative
- Age Friendly Committee Representative
- Comprehensive Plan Committee Representative
- Readfield Enterprise Committee Representative
- Board of Assessors (three)

22-148 - Consider the reappointment of Eric Dyer to the positions of Town Manager, Road Commissioner, Treasurer, Tax Collector, FOAA Officer, and Welfare Administrator

22-149 - Consider the reappointment of Karen Peterson as Transfer Station Manager

22-150 - Consider the reappointment of Lee Mank as Fire Chief

**Old Business 10 min.**

22-119 - Discuss the upcoming Heritage Days celebration in August - 5 min.

22-022 - Consider remote meeting by Town Boards and Committee - 5 min.

**New Business - 60 min.**

22-151 - Select Board Orientation - 25 min.

22-152 - Consider the FY21 Audit - 25 min.

22-153 - Schedule upcoming meetings and events - 5 min.

- Select Board Meetings
- Summer Residents Meeting
- Select Board Retreat
- Annual Chairs Meeting

22-154 - Consider renaming the Rt. 17 side of Giles Rd. to Craigie Mill Drive - 5 min.

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

**Adjournment**

*This meeting will be held in-person at the Town Office*  
Participate via Zoom at: <https://us02web.zoom.us/j/88149608367> or  
Call-in at +1 (929) 436-2866 and enter meeting ID: 881 4960 8367 and passcode: 781405

# **EXECUTIVE SESSION**

**RESERVED**

# **REGULAR MEETING**

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



**Readfield Select Board**  
**Regular Meeting Minutes – Monday, May 16, 2022 – *Unapproved***

---

**Select Board Members Present:** Dennis Price, Kathryn Woodsym, Sean Keegan, Carol Doorenbos

**Others Attending:** Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Bill Starrett, Hannah Flannery (Recreation Board), Brent West, Emily (via Zoom)

**Pledge of Allegiance**

**Regular Meeting Items (5 min):**

22-122 – Select Board Meeting Minutes of March 28, 2022 & April 11, 2022

- Kathryn **motion** to accept meeting minutes, **seconded** by Sean, **4-0 vote** in favor

22-123 – Warrants 42-47

- Kathryn **motioned** to approve, **seconded** by Carol, **vote 4-0** in favor

**Communications (30 min):**

- Select Board communications:
  - Kathryn would like to remind residents that defacing or moving political campaign signs (that are not in the right of way) is not allowed.
  - Dennis remarked that the first Heritage Days meeting May 15, 2022 was a success, the next meeting will be June 12, 2022 at 1p.m., and should be a great year for the event, which will be held August 12, & 13, 2022. Dennis also would like to thank Nunzi Graziano for the graphic design she has done for Heritage Days.
  - Sean would like to thank the town's maintenance staff, Ben and Matt for the new signs at the Readfield Beach.
- Town Staff Reports:
  - Treasurers Report: April check reconciliation completed, in balance, wrapping up the fiscal year 2021 audit. Final warrant will be June 2, 2022. Revenues and expenses are at 80%, receipts are up; revenue is up, property taxes are being paid on time, expenses are down, there are fewer capital expenses, and everything is on target.
  - Town Managers Report: ¾ time maintenance and transfer station employee position is available, there is a town employee meeting scheduled for Thursday May 19, 2022. The office staff is busy with elections; the last public hearing will be June 2, 2022. Absentee ballots are available at the town office, school ballots will be arriving Wednesday and town/state ballots are available now. The town website, readfieldmaine.org, has been heavily updated over the past weekend. Comprehensive Plan Committee is meeting this week. Readfield corner, sidewalk, and traffic safety concerns being addressed, planning to issue an RFP for Church Road sidewalk, still a few years out from completion, federally funded project. Design work in front of the masonic hall is complete, P Ridge Road and Nickerson Hill Road RFP will issue soon, design complete also. New signs have been installed on the South Road; incorrect signs from years past have been corrected. Crosswalk signs have been put up at Kents Hill, and maintenance personnel corrected the visibility of an existing sign there. Central line crosswalk signs have been installed, and were damaged within two weeks of installation, may anchor the bases to keep them in place. The fire station and library projects from bond from last year are currently on hold due to understaffing.

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, May 16, 2022 – *Unapproved***

---

Road heavy load limit signs were lifted last month, Church Road is next on the paving schedule, the RFP will issue in the next few weeks. Of the attendees from the winter road RFP prebid meeting for the upcoming winter season, only one contractor responded, Horn construction, the contract quote for the first year is at \$385,000. Mowing has begun at the cemeteries, nearly prepared for Memorial Day, Spring Street sweeping for spring has been completed, crack filling and sealing and pavement striping is next. Signs at the beach are up, Kents Hill and Maranacook students have done a fantastic job volunteering and cleaning up town. The Swap and Shop at the transfer station is up and running, to include new shelving, thank you to Kathryn for her hard work with the shelving. The electronic payment system is operational and proving to be beneficial. The damaged concrete curbing in front of the hoppers has been repaired, new rails and gates are in work and will be complete this Wednesday. Audettes and the maintenance crew did a great job. Mike and Karen have been taking care with the organics and compost to make it available to residents.

Kathryn reminded the board of Carol's idea to add a sign that lets residents know to ask for help from attendants to assist in opening the gate for larger items, the board agreed that would be a good idea.

Sean inquired about the transfer station summer hours, Kathryn responded that they will be 8a.m. to noon on Sundays to begin between memorial day and labor day. The next Haz Waste day will be July 10, 2022 8a.m. to noon, and requested that the transfer station update the sign to reflect the summer hours.

- Boards, Committees, Commissions, and Departments:
  - Library minutes of Mar 2, 2022
  - Age Friendly Committee minutes of March 9, 2022
  - Cemetery Committee minutes of March 21, 2022
- Public Communications

Brent West, of 13 Fogg Road since 2016, of the Conservation Commission Committee attended and presented some questions and concerns he had for both the broadband project and fairground project. Brent is concerned that the broadband project may be a one sided view and mentioned that Spectrum could offer a \$167,000 solution to connect more residents to the internet. He would like to see more options available and feels as though the broadband is being marketed before it has been voted upon. He would request that a quote from spectrum be obtained before following through with the broadband project with Axiom. He is concerned with Axiom's customer service and staff capacity; as well he would like to know the number of people who need broadband, if it passes. Brent requested the mailers be stopped.

Brent also discussed the fairgrounds project, specifically, the basketball court location. His concern is that part of the court lies in the wetlands and there may be pavement issues quickly due to the nature of the wetlands, he has noticed at baseball games that the parking lot also can fill with water quickly. Brent also asked why a grant from the Land and Water Conservation fund (up to 50% of cost) has not been applied for; he would be willing to write the request for the grant, as he has background in such work.

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, May 16, 2022 – *Unapproved***

---

Sean responded to Brent that the Land and Water Conservation Fund grant has been applied for, as well as an Alford grant.

Emily attended the meeting via Zoom to inquire about a liquor license she applied for an event coming up, Eric and Dennis responded that she will be notified when she is on the schedule, and they may do a special meeting on the 25<sup>th</sup> to fit her in before her event.

**Appointments, reappointments, & Resignations (5 min):**

22-124 - Consider the resignation of Patrick McCormick from the Broadband Internet Committee

➤ **Motion** to accept made by Kathryn, **seconded** by Carol, **vote 4-0** in favor

**Old Business (45 min):**

22-062 – Fairgrounds (10 min)

Hannah Flannery from the Recreation Board presented updates to the Fairgrounds project. She believes there is a legitimate need for a basketball court, as 200 children signed up to play last season. Hannah and the Recreation Board created a trifold brochure to inform residents about the Fairgrounds project, which is being printed in color and will be made available at the Town Office, Library and other places in town, electronic copies can also be made available.

Eric responded to concerns about landscape layout and wetland impacts that can be mitigated through the construction process, both for the basketball court and other low lying fields, 70% of the design will be available in the next few days, which will also provide a revised cost estimate. Eric thanked the Recreation board and Conservation Commission Committee for their efforts for the pollinator garden and for working so well together to accomplish the goals of the Fairgrounds project.

Dennis shared his idea that some events for Heritage Days be held at the Fairgrounds, and would be a good opportunity to plant signs and educational material for the proposed layout, give residents a visual of the project.

Carol stated that she is hopeful the organizational grants that are in work will come through. Carol also asked about handicap accessibility, as she had heard in passing that some folks may be finding it difficult to navigate, Eric responded that the trails and fields are already handicap accessible, and Hannah added that the gate can be opened per request for handicap parking closer to the ball field. Kathryn suggested a golf cart for events specifically, to help aid the accessibility during town events. Sean spoke with Bruce from the Conservation Commission Committee to determine the accessibility.

22-068 – Broadband (20 min)

Eric understands concern on economic front, not going to save money for everyone in town, but he believes in the universal goals, service availability to everyone, the project has stayed true to community oriented goals, and the Broadband Board has stayed committed to the recommendation and proposal. Technical issues brought up will be the responsibility of the third party provider, however there will be more involvement from the town

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, May 16, 2022 – *Unapproved***

---

in other areas, more so than exists now with current internet providers in the area. Dennis believes it would be in the best interest of the town, as well as include some local control, and build equity for the homes of Readfield. Kathryn noted that the price of the broadband will be a fixed amount over 20 years, while she understands satellite communication may be a great resource for remote places that cannot run cables, satellite communication is not secure and agreed that broadband internet would be good for property values. Eric responded that there are telecommunication companies advertising against the broadband project as a defense because they stand to lose a lot of money and control in this area if broadband is voted through. He encourages residents to visit [readfieldfiber.org](http://readfieldfiber.org) for true information pertaining to the broadband project. Kathryn added that surrounding towns, Fayette, Wayne, Leeds, Mount Vernon, and Vienna are all interested in doing similar for internet access in their towns. Eric also noted that the price of the broadband project is less than the town spends on schools and roads among other things. Carol added that she has heard fiber optics will become obsolete, but Eric responded that is not true, however hardware will need to be updated over the years and that is all being considered and planned for in the project.

22-110 – Final Town Meeting Warrant

The corrected version from last Tuesdays meeting available, nothing has changed since.

- Kathryn made a **motion** to sign the final copy of the warrant, Sean **seconded**, **vote 4-0** in favor

22-119 – Heritage Days

Dennis gave a quick briefing about this year's Heritage Days celebration. There will be events at the Fairgrounds, beach and local businesses. Breakfast will be at the Mason's; there may be a 5K at the high school this year, and possibly a family friendly 60s themed dance party on Friday night. Fireworks Saturday night, the Historical Society may have a wine and cheese party. The next meeting for Heritage Days Committee is June 12<sup>th</sup> at 1 p.m.

22-125 – Tax Acquired Property

Eric gave the board an update on the one property under foreclosure in the town, the home is in the transitional period now, the niece of the former owner has been involved, and Eric will visit the former owner this Friday. The Conservation Commission Committee has no interest in the property for conservation purposes. Eric added that two things that complicate the property are the road frontage being 100' from the property, and possibly landlocked, also there has been mention of a family burial plot on the property; however he has not seen the plot, or documentation of it. The best case scenario would be if Eric can work with the niece if Mr. Allborne is willing, to sell the property back to him for the amount of taxes owed on it. If they are not interested or cannot do that, the property can be sold but it would require a cash sale. Dennis stated his appreciation to Eric for his efforts in working with the family to make things as right as possible. Kathryn mentioned any costs incurred in selling the property would be included in the sale, she also noted that the town has the least number of foreclosures it has had in years, and reminded residents that the town offers financial help if needed.

22-126 – Purchasing Policy

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, May 16, 2022 – *Unapproved***

---

Eric added 25% increase to previous standards of cost thresholds for policy because of inflation, to hopefully mitigate suspending the policy and also add flexibility. Eric updated the signatures as well, and removed the requirement that there be a paper copy.

- Kathryn **motion** to approve, Sean **seconds**, **vote 4-0** in favor

22-127 – EMS

A resolution has been created and signed to work with MMA to foster incentives and jobs in EMS. May 2<sup>nd</sup> Eric received a letter from the MMA Director, Marty Hanish, community leader and personal representative for this resolution and the MMA is interested in helping with this problem. Carol had some concern about the vehicles, if there needed to be more, Eric responded that Winthrop has three, and that short staffing seems to be the problem that needs addressing. July 1<sup>st</sup> reappointments not considered until June, to give opportunity to others. The legislative policy committee needs another member from Select Board to represent Readfield. June 22<sup>nd</sup> is the deadline. Meetings are monthly for 1-1.5 hours in the legislative session, and Eric can get more information from there.

**Other Business, Upcoming Meetings, and Future Agenda Items (5 min):**

Kathryn addressed the internet and Zoom problems that occurred on Candidates Night and suggested there be a number available for people to call in when they are experiencing technical issues; Eric suggested the phones from the Town Hall be forwarded to him or someone attending and available for future meetings.

- **Motion** made by Sean to adjourn at 8:14p.m., **seconded** by Kathryn, **vote 4-0**

***Minutes submitted by Anjelica Pittman, Board Secretary***

**Readfield Select Board**  
**Regular Meeting Minutes – Thursday, June 2, 2022 – *Unapproved***

---

**Select Board Members Present:** Kathryn Woodsym, Sean Keegan, Carol Doorenbos, Ralph Eno  
**Others Attending:** Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Philippa, Gary Keilty

Kathryn called the Select Board meeting to order at 6:12 pm

**Pledge of Allegiance**

**New Business (10 min):**

- 22-128- Consider a liquor license application for Kents Hill School for their 2022 Reunion Weekend-10 min
- **Motion** made by Sean to waive a public hearing, **seconded** by Carol, **Vote 4-0 in favor**

The board discussed the event plans, the hours that alcohol will be served, and the details of the application. Kathryn did request for there to be more specific details in the application in the future.

- Sean **motioned** to approve, **seconded** by Carol, **voted in favor 4-0**.

**Other Business, Upcoming Meetings, and Future Agenda Items (5 min):**

- **Motion** made by Kathryn to adjourn at 6:18p.m., **vote 4-0**

***Minutes submitted by Anjelica Pittman, Board Secretary***

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, June 13, 2022 – *Unapproved***

---

**Select Board Members Present:** Dennis Price, Kathryn Woodsym, Sean Keegan, Carol Doorenbos (Zoom), Ralph Eno

**Others Attending:** Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Eric Johnson, Karen Peterson, Pete LaChapelle (Zoom), Hannah Flannery, Scott Horne

**Pledge of Allegiance**

**Regular Business (5 min):**

- 22-129 – Minutes: Select Board meeting minutes of March 14 and May 16, 2022.
  - Kathryn **motioned** to approve, Sean **seconded**, **5-0 vote** in favor
- 22-130 – Warrants: #48-51
  - Kathryn **motioned** to approve warrants #48 & 49, Sean **seconded**, **5-0 vote** in favor
  - Kathryn **motioned** to approve warrants #50 & 51, Sean and Ralph **seconded**, **vote 5-0** in favor

**Communications (25 min):**

- Select Board communications – 5 min
  - Carol discussed encouraging Board and Committee members participating in person versus Zoom, when there are not sick/travel restrictions. Dennis and Eric responded that discussion could be added to the next agenda.
  - Ralph thanked voters for voting him to Select Board; he thanked Readfield town staff, the Planning Board and his colleagues on the Select Board. He wished the best to all on his final night on Select Board and briefed some of the many important issues he was part of while he served on the board.
  - Carol inquired about a resident who is finding the Planning Board process difficult and frustrating. Dennis informed her that the resident is welcome to come to the Select Board meetings and vocalize his concerns during the public communications portion of the meeting. Eric responded that he can discuss the issue with Chip Stephens, CEO, however this is not a Select Board issue, which Ralph agreed to, and added the Select Board should have no active involvement in LUO or Planning Board processes.
  - Kathryn thanked the Select Board for her time on the board.
  - Eric thanked both Kathryn and Ralph for all their time and hard work on the Select Board.
- Town Staff Reports
  - Treasurers Report: May – No unusual activity, audit is complete, the presentation is July 27<sup>th</sup>, and the fiscal year ends June 30. This month produced fewer journal entries than usual, revenues and expenses are at 92%, receipts are up, revenues are up 40% for the month, 11% year to date. Property taxes are coming in on time, expenses for the month are up, mostly due to roads and maintenance, overall the budget is on track. Ralph added that the projections were better than he anticipated and asked where the funds go, which Eric replied they will be expended, usually after the Town Meeting.
  - Town Managers Report: ¾ time maintenance and transfer station employee has been hired; Eric is interviewing beach attendants currently. Matt and Anjelica have completed their six month probationary period. Comprehensive planning committee break is over; they will be meeting this week. Summer residents meeting and select board retreat coming up, annual town meeting secret vote is June 14, 2022 at the Kents Hill Arena, people are encouraged to come out and vote.

## Readfield Select Board

### Regular Meeting Minutes – Monday, June 13, 2022 – *Unapproved*

---

Maintenance and infrastructure-Thank you to Lee Mank for information about the sprinkler system at the Fire Department. Cleaning services are coming back; the hired cleaners did a great job. Personnel shortages at the transfer station have slowed the mowing and maintenance and grounds work around town due to maintenance personnel being pulled away to help out at the transfer station. The Swap N Shop at the transfer station is open again; summer hours for the transfer station are Sundays from 8am to noon. New railings, safety gates, and hoppers are installed, underground electric and utilities to be completed later this summer. Sunday, July 10<sup>th</sup> will be the household waste day, preregistration is required to participate.

Operations at the Transfer Station in recent weeks have been interrupted by Bob Bittar. The Transfer Station Manager and attendants have asked him to stop obstructing through ways, jumping in front of vehicles to campaign; residents have had to call the police on multiple occasions due to disruptions. At one point the Transfer Station had to close temporarily to mitigate the issue. Bob's behavior has been disrespectful, unlawful, and shameful at the expense of residents and staff safety. The town has tried earnestly to stop him. There is a policy in place to allow freedom of speech while following safety protocol, the Town Manager asks that Bob do the same.

The beach officially opens this week, free for residents with a permit, new swim lines and buoys added this year, no swim lessons will be offered this year due to YMCA staffing shortages.

Kathryn inquired about the efficient operation of the heat pumps upstairs in Giles Hall; Eric responded that issues with the heat pumps have been corrected. Ralph asked if KVCOG is up to speed and if the survey draft is in work, Eric responded that he met with a planning professional, they are working deliberately and hiring a new executive director in the next couple of weeks, duplicate work will not be billed. We have until next June to complete. The in depth survey will be hopefully made available online, but there will be a paper version available if requested.

- Kathryn made a **motion** to move 22-138 up in the agenda, **seconded** by Sean, **Vote 5-0** in favor
- 22-138 - Consider a Winter Road Maintenance Contract with Horne Construction-10 min
  - The town conducted an RFP for winter roads contract and received zero bids. Four contractors showed up for the RFP so the town manager reached out to them and only one, Horne Construction, was interested in developing a proposal. Eric is requesting approval from the Select Board and Scott Horne would like to ensure there will be flexibility with fuel costs.
  - Ralph asked how influxes will be handled. Eric replied that items/add ons not in the contract would be covered by reserves if absolutely necessary. The operating reserve has a healthy budget and overages are manageable. Carol asked if the overall cost would be steeper than Cushing's costs, Eric responded that there was a significant escalation in price with Cushing, but the contract with Horne would be comparable to the one with Cushing last year. Ralph asked what the length of contract would be, if the town was at the point of creating and sustaining a municipal road crew yet. Eric said it has been thought of, and could be a possibility near the end of the Horne contract. Sean thanked the Road Committee for their work. Kathryn commented that it is a huge increase in cost, no one wants the contract, there are supply shortages, suggested the town pursue other alternatives in the future, such as running a department within the town. As well, Kathryn suggested funds be allocated for proposed increase in prices. Ralph suggested



## **Readfield Select Board**

### **Regular Meeting Minutes – Monday, June 13, 2022 – *Unapproved***

---

the town possibly purchase a tank for worst case scenario diesel storage on site; the tanks are easy to install and last a long time.

- Kathryn made a **motion** to approve the Horne Construction Winter Roads Maintenance contract, Ralph **seconded, Vote 5-0** in favor.

➤ **Boards and Committee Minutes:**

- No comments

➤ **Public Communications:**

- Eric Johnson attended, he is on the Age Friendly Committee and running for Select Board, he would like to know where the ambulance that was promised to the Fire Department, he asked if the town is paying \$52K for the ambulance service. Eric Dyer responded that the Winthrop ambulance never promised an ambulance to our Fire Department. Winthrop ambulance is understaffed but they may consider putting an ambulance back at the station and stage there soon. The price is high but there are few other options. Eric Dyer, Carol Doorenbos and Marty Hanish along with MMA are working interlocally to help solve this problem.

#### **Appointments, Reappointments, & Resignations – 10 mins**

- 22-131- Reappointments to the following groups – Age Friendly Committee, Appeals Board, Budget Committee, Cobbossee Watershed District, Conservation Commission, Enterprise Committee, Library Board, Maranacook Outlet Dam, Recreation Board, Trails Committee, and the 30 Mile River Watershed Association:
  - Kathryn **motioned** to approve all reappointments, Sean **seconded, vote 5-0** in favor
- 22-132- Resignation of Eric Falconer from the Broadband Internet Committee
  - Kathryn **motioned** to approve, Ralph **seconded, 5-0** vote in favor
- 22-133-Reappointment of the Broadband Internet Committee as proposed (ad-hoc)
  - Broadband not an ad-hoc is a standing committee. Tabled until next meeting.
- 22-134-Consider the reappointment of the Comprehensive Plan Committee as proposed (ad-hoc)
  - Sean **motioned** to approve, Kathryn **seconded, 5-0** vote in favor
- 22-135-Consider the appointment of Matt Magnusson to the Recreation Board
  - Kathryn **motioned** to approve beginning this evening until June 2024, Sean **seconded, 5-0** vote in favor
  - Kathryn **motioned** to waive requirement for him to be present for this appointment, Sean **seconded, vote in favor 5-0**
- 22-136-Consider the appointment of Greg Leimbach to the Recreation Board
  - Sean **motioned** to approve from tonight through June 2024, Kathryn **seconded, 5-0** vote in favor
- 22-137-Consider recommending a volunteer for appointment to the MMA Legislative Policy Committee
  - Dennis would like to fill that appointment, Kathryn **nominates** Dennis Price, Sean **seconded, 5-0** vote in favor

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, June 13, 2022 – *Unapproved***

---

**Old Business – 5 mins**

- 22-119- Discuss the upcoming Heritage Days celebration in August
  - Dennis presented that Heritage Days will be August 12 & 13 this year, Friday evening the Historical Society will be holding a Wine and Cheese Social. A 50's/60's Sock hop is being considered to add to the schedule of events. Saturday breakfast at the Mason's to benefit MCHS graduates. There will be a book sale at the Fore Department. The historical Society will lead a History Walk at 10am Saturday; there will be several activities around the Art Gallery. A kickball extravaganza is scheduled as well for Saturday and will be open to all ages. Fireworks are scheduled for Saturday at 9:30pm at the beach (the beach will close at 5pm to prepare). Heritage Days has its very own page on Facebook for residents to follow and get updates.

Kathryn **motioned** to extend the meeting until 8:45pm, Sean **seconded**, **5-0** vote in favor

- 22-139- Consider a Solid Waste Tipping and Hauling Contract renewal with Waste Management-5 mins  
Pete LaChapelle of Waste Management attended the meeting via Zoom to respond to a projected 5 year contract with built in cost escalators. Ralph asked what metric rate is used for escalators; Pete replied that the first year is a 5% increase, followed by a 6% increase per year after. Kathryn inquired about the term, if a 5 year contract could be renewed for another 5 years, which Pete responded that yes, renewal would be mutually agreed on. Kathryn asked Karen Peterson how the response time was working with Waste Management pickups and Karen responded that the response time is excellent, in many cases pickup is same day, and always professional. Ralph questioned when if ever is our town subjected to minimum charges if tonnage is capped at 4 tons? Pete replied that the average tonnage in Readfield is 5.3 tons per load for demo. Dennis asked Pete if dealing with Readfield Transfer Station is enjoyable, which Pete responded that the Readfield Transfer Station is a finely oiled machine and it is a pleasure to work with Readfield, he tries to meet in person at least once per year. Dennis responded that the Transfer Station is well oiled because of Karen's hard work, and thanked Karen.
  - Kathryn **motioned** to approve the contract with Waste Management, Ralph **seconded**, **vote 5-0** in favor
- 22-140- Consider the purchase of a replacement zero turn lawn mower
  - After much research, it is recommended by both Eric and the maintenance staff to purchase outright a new John Deere. Sean and Dennis inquired about using the old mower for onsite use at the ballfields or beach, Kathryn mentioned that would mean non-staff would be using town owned equipment, which could be a liability. Eric said it is possible to keep the old mower as backup; the key thing is to have two reliable pieces of equipment. The Walker would need a few thousand invested to be working, and it probably is not worth it.
  - Kathryn **motioned** to authorize the Town Manager to purchase a new John Deere zero turn, **seconded** by Ralph, **vote 5-0** in favor
- 22-141- Consider a resolve accepting the Kennebec County Hazard Mitigation Plan 2021 Update-5 mins
  - Routine update
  - Kathryn **motioned** Select Board to authorize, **seconded** by Sean, **vote 5-0** in favor

**Readfield Select Board**  
**Regular Meeting Minutes – Monday, June 13, 2022 – *Unapproved***

---

- 22-142-Consider the FY21 Short Form Audit and Supplemental Audit Services-10 mins
  - Managing balances well big drop because of revenue from prior fiscal year. Reserve accounts in addendum – auditors prefer Select Board approval. Overall a good report, some things a little different than the auditor would like to see them so Eric is requesting training for general budgeting. This is not unusual with a new auditor. Full report will be complete by the 27<sup>th</sup>; cost of training is \$1000. Kathryn mentioned there were some errors in the report such as a road and zip code that need to be corrected. Ralph is unsure what the auditors are unhappy with given the line by line accounts to other accounts transfers. Ralph asked if they want more timely reconciliation, Eric responded that the auditors want Select Board approval, again.
- Kathryn **motioned** to approve the training in the amount of \$1000, address changes to road and zip code errors, Ralph **seconded**, **vote 5-0** in favor
  - Ralph **motioned** to approve the reserve balances, Sean **seconded**, **vote 5-0** in favor
- 22-143-Consider Spirit of America Award Nominations-5 mins
  - Kathryn **motioned** to approve nominations, Ralph **seconded**, **vote 5-0** in favor
  - Spirit of America Awards will be announced at Heritage Days

**Other Business, Upcoming Meetings, and Future Agenda Items (5 min):**

Sean **motioned** to adjourn the meeting at 8:30pm, **seconded** by Ralph, **5-0 vote** in favor

*Minutes submitted by Anjelica Pittman, Board Secretary*

## June 20, 2022 Warrant Summay

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
52	550	\$ 28,178.48	Warrant		Three	
A	550	\$ 2,910.00	State Fees	R. Eno	One	6/10/2022
B	550	\$ 2,983.06	State Fees		One	
53	575	\$ 44,512.71	Payroll		One	
SUM		\$ 72,691.19				

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

# Treasurer's Warrant

**Warrant # 52 & 53**

**\$72,691.19**

**Dates: 6/23/2022**

To the Treasurer of Readfield:

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

Payee EMPLOYEES	Account Payroll	Amount \$44,512.71	Check #'s 71452-71493 171452-171469
VARIOUS VENDORS	Accounts Payable	\$28,178.48	71325-71361
	Total	\$72,691.19	

**Date Signed:** \_\_\_\_\_

\_\_\_\_\_ Dennis Price

\_\_\_\_\_ Carol Doorenbos

\_\_\_\_\_ Ralph Eno

\_\_\_\_\_ Sean Keegan

\_\_\_\_\_ Kathryn Woodsum

# A / P Check Register

Bank: Androscoggin Bank

06/20/2022

Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	999	272.28	06/23/22	52	0031 Central Maine Power Co
P	999	373.15	06/23/22	52	0031 Central Maine Power Co
P	999	89.33	06/23/22	52	0031 Central Maine Power Co
P	999	59.56	06/23/22	52	0031 Central Maine Power Co
P	71325	2,910.00	06/09/22	52	0086 SECRETARY OF STATE (MOTOR VEH)
P	71326	2,983.06	06/16/22	52	0086 SECRETARY OF STATE (MOTOR VEH)
R	71327	460.00	06/23/22	52	0643 A.A.A. PORTABLE TOILETS
R	71328	407.65	06/23/22	52	0893 Atlas Preservation, Inc
R	71329	963.84	06/23/22	52	0024 Baker & Taylor, Inc
R	71330	103.46	06/23/22	52	0327 Benjamin Rodriguez
R	71331	23.97	06/23/22	52	0280 Bruce Hunter
R	71332	436.25	06/23/22	52	0862 Burts Security Center, Inc.
R	71333	61.30	06/23/22	52	0782 By The Board Lumber Company
R	71334	420.00	06/23/22	52	0365 Collette Monuments, Inc
R	71335	165.85	06/23/22	52	0072 Consolidated Communications
R	71336	234.56	06/23/22	52	0183 Copies, Etc.
R	71337	500.00	06/23/22	52	0309 D.R. Struck Landscape Nursery
R	71338	1,500.00	06/23/22	52	0591 David Ledew
R	71339	216.04	06/23/22	52	0079 Downeast Energy
R	71340	3,353.72	06/23/22	52	0043 Fire Tech and Safety
R	71341	350.94	06/23/22	52	0823 GONETSPEED
R	71342	476.98	06/23/22	52	0206 Grainger
R	71343	28.00	06/23/22	52	0791 Group Dynamic Inc
R	71344	364.48	06/23/22	52	0629 Irving Oil Marketing, Inc
R	71345	795.66	06/23/22	52	0760 KVCOG
R	71346	430.00	06/23/22	52	0553 Lakes Region Mutual Aid
R	71347	64.30	06/23/22	52	0645 Limeworks US
R	71348	361.85	06/23/22	52	0223 Longfellow's Greenhouses
R	71349	387.36	06/23/22	52	0152 Lowe's
R	71350	217.00	06/23/22	52	0208 MAINE LIBRARY ASSOCIATION
R	71351	32.10	06/23/22	52	0360 North Coast Services LLC
R	71352	207.93	06/23/22	52	0858 PETTY CASH
R	71353	1,000.00	06/23/22	52	0640 Pitney Bowes, Inc
R	71354	2,280.00	06/23/22	52	0841 PretiFlaherty
R	71355	2,900.00	06/23/22	52	0605 RHR Smith & Company
R	71356	163.89	06/23/22	52	0647 Soule's Auto Supply
R	71357	39.66	06/23/22	52	0462 STAPLES CREDIT PLAN
R	71358	449.87	06/23/22	52	0313 Toshiba Financial Services
R	71359	1,974.91	06/23/22	52	0495 United AG & Turf NE
R	71360	19.53	06/23/22	52	0452 United States Treasury
R	71361	100.00	06/23/22	52	0078 US Postal Service
<b>Total</b>		<b>28,178.48</b>			

## Count

Checks	41
Voids	0

# Warrant Recap

## Warrant 52

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	300.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00643 A.A.A. PORTABLE TOILETS	160.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00893 Atlas Preservation, Inc	407.65	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
00024 Baker & Taylor, Inc	458.64	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	347.24	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	157.96	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00327 Benjamin Rodriguez	103.46	Maintenance / Gen Maint - PERSONNEL / CLOTHING
00280 Bruce Hunter	23.97	BOARDS & COM / Consv Comm - ADMIN / MISC.
00862 Burts Security Center, Inc.	402.25	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00862 Burts Security Center, Inc.	34.00	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00782 By The Board Lumber Company	55.00	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00782 By The Board Lumber Company	6.30	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00031 Central Maine Power Co	272.28	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	373.15	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	89.33	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	59.56	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00365 Collette Monuments, Inc	420.00	CEMETERIES / CEMETERIES - CONTRACT SVC / CEM STONE RP
00072 Consolidated Communications	52.12	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	59.88	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	53.85	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00183 Copies, Etc.	234.56	COMM SERVICE / Broadband - CONTRACT SVC / Planning
00309 D.R. Struck Landscape Nursery	500.00	PROTECTION / Tower Sites - EQUIP O,R &M / Equip Lse/Rt
00591 David Ledew	1,500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00079 Downeast Energy	216.04	GENERAL GOVT / Heating Ast - UTILITIES / HEATING
00043 Fire Tech and Safety	1,175.72	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00043 Fire Tech and Safety	2,178.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00823 GONETSPEED	329.26	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 GONETSPEED	21.68	COMM SERVICE / Library - UTILITIES / TELEPHONE
00206 Grainger	276.86	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
00206 Grainger	80.22	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00206 Grainger	71.28	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00206 Grainger	48.62	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00791 Group Dynamic Inc	20.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00629 Irving Oil Marketing, Inc	145.30	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	117.09	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	102.09	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00760 KVCOG	795.66	GENERAL GOVT / Grant/Plan - CONTRACT SVC / Contract Ser
00553 Lakes Region Mutual Aid	130.00	PROTECTION / FIRE DEPART - ADMIN / MEMBERSHIPS
00553 Lakes Region Mutual Aid	300.00	PROTECTION / FIRE DEPART - ADMIN / MEMBERSHIPS
00645 Limeworks US	64.30	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
00223 Longfellow's Greenhouses	361.85	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00152 Lowe's	66.49	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
00152 Lowe's	52.19	Maintenance / Gen Maint - EQUIP O,R &M / PPG

## Warrant Recap

### Warrant 52

Vendor-----	Amount	Account-----
00152 Lowe's	19.91	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	55.95	REC,PARKS/AT / BEACH - BUILDING O&M / SUPPLIES
00152 Lowe's	41.77	REC,PARKS/AT / BEACH - BUILDING O&M / SUPPLIES
00152 Lowe's	151.05	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
00208 MAINE LIBRARY ASSOCIATION	217.00	COMM SERVICE / Library - ADMIN / TRAIN & CONF
00360 North Coast Services LLC	32.10	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	3.30	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	100.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00858 PETTY CASH	104.63	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00640 Pitney Bowes, Inc	1,000.00	GENERAL GOVT / Admin - ADMIN / POSTAGE
00841 PretiFlaherty	2,280.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00605 RHR Smith & Company	2,900.00	GENERAL GOVT / Admin - CONTRACT SVC / AUDIT SERV
00086 SECRETARY OF STATE (MOTOR VEH)	2,910.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	2,983.06	GENERAL FUND / Motor Veh Fe
00647 Soule's Auto Supply	163.89	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS
00462 STAPLES CREDIT PLAN	39.66	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00313 Toshiba Financial Services	449.87	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00495 United AG & Turf NE	1,974.91	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Walker Mower
00452 United States Treasury	19.53	GENERAL GOVT / Admin - ADMIN / MISC.
00078 US Postal Service	100.00	COMM SERVICE / Library - ADMIN / MISC.
<b>Prepaid Total--</b>	<b>6,687.38</b>	
<b>Current Total--</b>	<b>21,491.10</b>	
<b>Warrant Total--</b>	<b>28,178.48</b>	



# **COMMUNICATIONS**

- **SELECT BOARD**
- **STAFF REPORTS**
- **PUBLIC COMMUNICATIONS**

# Free Event

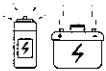
Hosted by your Town

July 10th, 2022 at the Readfield Transfer Station

14 Recycle Rd, Readfield 9am - Noon

Household Hazardous Waste collection for Readfield, Wayne,  
Fayette, Belgrade and Mt. Vernon

## Do Bring:



All Battery Types



Unwanted mixed and unmixed  
fuels. (Gasoline, Diesel, Kerosene,  
etc.)



Unused Liquid Paint (Paint does  
not need to be mixed with sand  
or sawdust)



Household cleaners, chemicals  
and pesticides.



TV's Computers, and other  
electronic waste



Fluorescent bulbs (CFL's)



Unused or unwanted  
pharmaceuticals

## Please Do Not Bring:

- Explosives & Ammunition
- Recyclable Items (Cardboard, all  
Plastics #1- 7, Glass, Metal,  
Aluminum)
- Solid Waste/Trash
- Textiles (Clothing, Shoes, Bags,  
Bedding, etc.)
- Asbestos Containing Materials
- Large quantities of waste (ask first)
- Commercial waste or waste from a  
business

**Pre-registration at your Town Office is required!**

You will be assigned a time to arrive at  
the Transfer Station. Early arrivals may  
need to wait. Questions on accepted  
materials can be directed to your Town  
Office or the Readfield Transfer Station:  
207-685-3144



Town Of \_\_\_\_\_ ( Fill In)  
**Household Hazardous Waste Collection Pre-Registration Form**  
**Sunday July 10, 2022, 9AM-12 Noon**

Collection taking place at the Readfield Transfer Station 14 Recycle Road, Readfield, ME

***Pre-Registration is Required. Pre-Register at your Town Office***

<b>Resident Name:</b>	
<b>Physical Address:</b>	
<b>Telephone Number:</b>	<b>Assigned Time-Office Use Only:</b>

Actual Volume: Estimate	# Units: 5 gal/20 lbs=1 unit	Garage and Workshop Related
gallons		Water-based/Oil-based/Latex Paints, stains and primers in cans
gallons		Anti-freeze
gallons		Cleaners/Degreasers e.g. acetone
gallons		Flammables such as Gasoline, Kerosene, Charcoal Lighter Fluid
gallons		Aerosol cans/flammables
gallons		Misc. e.g. Brake/Transmission Fluid, waxes, polishes
gallons		Solvents, Paint Thinners, Paint Strippers
gallons		Adhesives
gallons		Driveway Sealer
gallons/lbs		Other List:
		<b>Kitchen/Bath/Home</b>
		Cleaners:
gallons		-Bleach- based
gallons		-Alkaline such as Lye, Sodium Hydroxide, Drain Cleaners, Oven cleaners
gallons		-Ammonia-based such as Windex
gallons		-Acid such as Muriatic acid
gallons		Other: Toilet Bowl cleaner, drain opener, mildew remover, lime/rust stain remover, hydrofluoric acid, ammonium bifluoride
gallons/lbs		Other List:
		<b>Lawn and Garden</b>
gallons/lbs		Pool cleaners
gallons/lbs		Pesticides/Herbicides/Fungicides-solids or liquids
gallons/lbs		Poisons: rat/mouse poison, arsenic, strychnine, cyanide, formaldehyde, mothballs
gallons/lbs		Other List:
		<b>Miscellaneous</b>
gallons/lbs		Photography chemicals
Per item		Fire Extinguisher-Carbon tetrachloride only
		Other List:
		<b>Electronics</b>
Per item		Televisions/Monitors/Household Electronics-LIMIT OF 2 Per Household
		List Electronics:
		Batteries-All types
gallons		Waste Oil
		<b>TOTAL ESTIMATED UNITS</b>

**Questions?? Call your Transfer Station or Town Office**

A summary of substantive ordinance revisions to the Land Use Ordinance and Board of Appeals Ordinance are included below. Many changes were proposed in response to feedback from applicants and community members observing the application process. The full text of the approved ordinances will be available on "the Town Website at [www.readfieldmaine.org](http://www.readfieldmaine.org) and at the Town Office.

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.)

- Art. 4, Sec. 7 - Allows for renewal of expired LUO permits under certain conditions. This saves the applicant the need to restart the entire permitting process.
- Art. 6, Sec. 3 - This Article is proposed to be reorganized to be set forth in a more chronological order. Some provisions are proposed to be revised to better reflect the practices of the Planning Board (PB hereafter) and to provide greater flexibility to both applicants and to the PB. In addition, the following new language is proposed:
  - New language clarifying that land use applications must meet site review criteria and all other applicable provisions of the Land Use Ordinance (LUO hereafter). This has always been the practice, but the wording of the LUO is unclear.
  - New language in Section 3(L) providing that in addition to the specific types of performance guarantees listed in the LUO, a developer may use others as determined by the PB. This provides greater flexibility to the town and to the applicant.

Below is a list of the types of minor revisions that are being proposed in order to clarify language and provide greater flexibility.

1. Current ordinance provides that the Code Enforcement Officer (CEO hereafter) makes a "preliminary determination" whether an application is complete. However, the current ordinance does not then specify the next steps for the PB. In practice, the PB determines completeness and determines whether to go forward to the next step in the process. The proposed change allows applicants to move past the CEO stage of the process.
  2. The current LUO does not allow the scheduling of a public hearing until an application is found complete. However, the practice of the PB is often to schedule a public hearing conditioned on submission of additional material. This speeds up the process for applicants.
  3. The current LUO requires the PB to deny an application if the applicant fails to submit required additional information within a prescribed time limit. The practice of the PB is to work with applicants and not deny an application unless absolutely necessary.
  4. The current LUO requires the PB to specify the reasons for any conditions imposed as part of any approval and to provide findings of fact in all decisions. In practice, virtually all decisions are approvals, without any opposition and conditions are in almost all cases agreeable to the applicant. Therefore, the requirement for reasons and findings is made optional, unless any interested party requests that the PB issue such reasons and findings.
  5. The current LUO does not require the PB to provide notice of appeal rights. The proposed language would require such notice.
- Art. 7, Sec. 6, Note 13 - Language added to establish that accessory structures to be used as dwelling units are not exempt from setback requirements in the village district.
  - Art. 8, Sec. 6 (E) - Subsection added to require septic system inspections at the time of transfer for property located in the Shoreland zone. This will reduce the risk of sewage contamination to our lakes and streams from deteriorated or poorly built septic systems.
  - Art. 11) Dwelling Unit - Definition updated to include tiny homes as defined in state statute.

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.)

- 3)B - Removed an outdated reference to initial terms of Board members when the Ordinance was adopted several years ago.
- 4)D - Shifted some administrative responsibilities previously assigned to the Board Secretary to the Town Clerk or Designee. This should ensure continuity and reduce the burden on volunteer Board members.
- 7)A - Removed circular reference to variances. The Board of Appeals already has a process to reconsider their decisions.
- 7)B - Language was added to clarify the scope of variance applications to minimize ambiguity and potential conflicts.
- 7)D - Language was added to clarify the scope of variance applications to minimize ambiguity and potential conflicts.
- 11)A - Language added to clarify that notice requirements apply to variances as well as appeals and that the Town is responsible for providing the notice form to the applicant.
- 11)B - Establishes that reasonable mailing and public notice fees are the responsibility of the applicant and not taxpayers.
- 13)A - Clarified the scheduling requirements for hearings. The Board must take action to schedule within 30 days and hold the hearing within 60 days from the date of a complete application.
- 13)D(4) - Language added to include the Code Enforcement Officer and Planning Board as parties who can submit materials related to appeal and variance hearings.
- 14)F - Added email as an acceptable means of delivering notice of decisions.

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

**RESERVED**





## TOWN OF READFIELD

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

### Office of Town Manager Certificate of Appointment

To: **Eric Dyer:**

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

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2023.

Given under our hand this \_\_\_\_\_, 2022.

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Steve DeAngelis

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Mills Woodsum

### Oath of Office Municipality of Readfield, Maine

\_\_\_\_\_, 2022

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

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

\_\_\_\_\_  
Eric Dyer

State of Maine  
County of Kennebec, ss

\_\_\_\_\_, 2022

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

Before me, \_\_\_\_\_  
Kristin Parks, Town Clerk



## TOWN OF READFIELD

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

### Office of Treasurer Certificate of Appointment

To: **Eric Dyer:**

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

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2023.

Given under our hand this \_\_\_\_\_, 2022.

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Steve DeAngelis

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Mills Woodsum

### Oath of Office Municipality of Readfield, Maine

\_\_\_\_\_, 2022

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

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

\_\_\_\_\_  
**Eric Dyer**

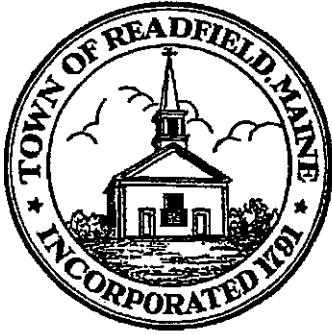
State of Maine  
County of Kennebec, ss

\_\_\_\_\_, 2022

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

Before me, \_\_\_\_\_  
Kristin Parks, Town Clerk





## TOWN OF READFIELD

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

### Office of Tax Collector Certificate of Appointment

To: **Eric Dyer:**

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

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2023.

Given under our hand this \_\_\_\_\_, 2022.

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Steve DeAngelis

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Mills Woodsum

### Oath of Office Municipality of Readfield, Maine

\_\_\_\_\_, 2022

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

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

\_\_\_\_\_  
Eric Dyer

State of Maine  
County of Kennebec, ss

\_\_\_\_\_, 2022

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

Before me, \_\_\_\_\_  
Kristin Parks, Town Clerk



## TOWN OF READFIELD

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

### Office of Public Access Officer Certificate of Appointment

To: **Eric Dyer**,

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

Unless earlier dismissed, your term of Office expires June 30, 2023.

Given under our hand this \_\_\_\_\_, 2022.

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Steve DeAngelis

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Mills Woodsum

### Oath of Office Municipality of Readfield, Maine

\_\_\_\_\_, 2022

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

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

\_\_\_\_\_  
**Eric Dyer**

State of Maine  
County of Kennebec,

\_\_\_\_\_, 2022

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

Before me, \_\_\_\_\_  
**Kristin Parks, Town Clerk**



## TOWN OF READFIELD

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

### Office of Road Commissioner Certificate of Appointment

To: **Eric Dyer:**

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

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2023.

Given under our hand this \_\_\_\_\_, 2022.

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Steve DeAngelis

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Mills Woodsum

### Oath of Office Municipality of Readfield, Maine

\_\_\_\_\_, 2022

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

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

\_\_\_\_\_  
Eric Dyer

State of Maine  
County of Kennebec, ss

\_\_\_\_\_, 2022

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

Before me, \_\_\_\_\_  
Kristin Parks, Town Clerk



## TOWN OF READFIELD

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

### Office of **Welfare Administrator** Certificate of Appointment

To: **Eric Dyer:**

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

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2023.

Given under our hand this \_\_\_\_\_, 2022.

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Steve DeAngelis

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Mills Woodsum

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

\_\_\_\_\_, 2022

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

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

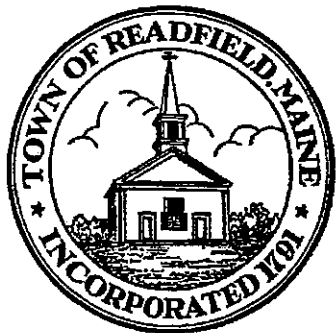
\_\_\_\_\_  
**Eric Dyer**

State of Maine  
County of Kennebec, ss

\_\_\_\_\_, 2022

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

Before me, \_\_\_\_\_  
Kristin Parks, Town Clerk

**TOWN OF READFIELD**

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355

TEL. (207) 685-4939 • FAX (207) 685-3420

**Office of Transfer Station Manager  
Certificate of Appointment****To Karen Peterson:**

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

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2023.

Given under our hand this \_\_\_\_\_, 2022

\_\_\_\_\_  
Carol Doorenbos\_\_\_\_\_  
Steve DeAngelis\_\_\_\_\_  
Sean Keegan\_\_\_\_\_  
Dennis Price\_\_\_\_\_  
Kathryn Mills Woodsum**Oath of Office  
Municipality of Readfield, Maine**

\_\_\_\_\_, 2022

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

I, **Karen Peterson**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Transfer Station Manager** of Readfield according to the Constitution and the law of the State.

\_\_\_\_\_  
**Karen Peterson**

State of Maine  
County of Kennebec, ss

\_\_\_\_\_, 2022

Personally appeared before me the above-named **Karen Peterson**, who has been duly appointed as the Readfield **Transfer Station Manager** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me, \_\_\_\_\_  
Kristin Parks, Town Clerk



## TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355

TEL. (207) 685-4939 • FAX (207) 685-3420

### Office of Fire Chief Certificate of Appointment

To: **Lee Mank:**

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

Unless earlier dismissed by the Board of Selectmen, your term of office expires June 30, 2023.

Given under our hand this **June 27, 2022**.

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Steve DeAngelis

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
Dennis Price

\_\_\_\_\_  
Kathryn Mills Woodsum

### Oath of Office Municipality of Readfield, Maine

\_\_\_\_\_, 2022

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

I, **Lee Mank**, do swear, that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as **Fire Chief** of Readfield according to the Constitution and the law of the State.

\_\_\_\_\_  
**Lee Mank**

State of Maine  
County of Kennebec,ss

\_\_\_\_\_, 2022

Personally appeared before me the above-named **Lee Mank**, who has been duly appointed as the Readfield **Fire Chief** in said municipality and took the oath necessary to qualify for office and perform the duties thereof.

Before me,

\_\_\_\_\_  
**Kristin Parks, Town Clerk**

# **OLD BUSINESS**

**RESERVED**



**Town of Readfield  
Remote Participation Policy  
Adopted Pursuant to Title 1 MRSA § 403-B**

**Purpose**

It is the policy of the Town of Readfield to allow elected and appointed members of all public bodies (municipal boards, committees, and commissions), municipal employees, volunteers, and members of the general public to participate in public meetings as defined by Title 1 M.R.S.A. § 403. by remote means including but not limited to telephonic and video conferencing capabilities.

**Conditions and Requirements**

Members of any public body (elected and appointed officials) are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to or attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and
3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel.

Members of the public will be provided the ability to participate by remote methods and the Town will provide conference call and/or video connection web links to any member of the public that wishes to participate by remote methods at any meeting where remote participation is allowed.

If public input is allowed at any meeting where remote participation is allowed, the Town will provide an effective means of communication between the members of the body and the public.

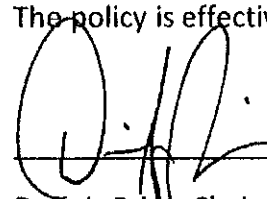
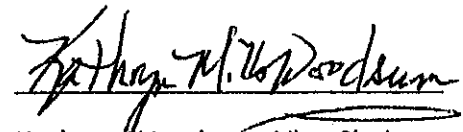

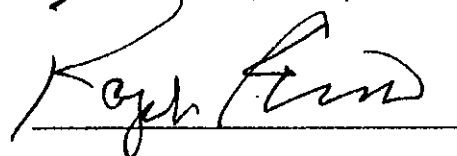
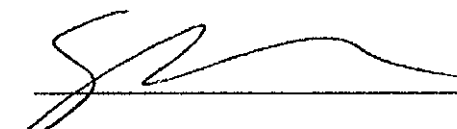
All notices of proceedings will be advertised by posting on the Town's website and bulletin boards. If applicable, the notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well.

All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public.

All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.

**Effective Date and Amendments**

The policy is effective on August 23, 2021 and may be amended by the Select Board.

  
Dennis Price, Chairperson  
Kathryn Woodsum, Vice Chairperson  
Carol Doorenbos, Selectperson  
Ralph Eno, Selectperson  
Sean Keegan, Selectperson

Attested as a true copy.






  
Sherene Gilman, Town Clerk

Date Aug. 24, 2021

# **NEW BUSINESS**

The organizational chart for the Town of Readfield, Maine, is structured as follows:

- Town Meeting** (Elected Position)
  - School Board** (Appointed by Select Board)
  - Select Board** (Appointed by Select Board)
    - Registrar of Voters** (Appointed by Select Board)
    - Board of Assessors** (Appointed by Select Board)
    - Planning Board** (Appointed by Select Board)
    - Board of Appeals** (Appointed by Select Board)
    - Budget Committee** (Appointed by Select Board)
    - Other Statutory & Advisory** (Appointed by Select Board)
- Town Manager** (Appointed by Select Board)
  - Finance Officer** (Appointed by Select Board)
  - Registrar of Voters** (Appointed by Select Board)
  - Ballot Clerks** (Appointed by Select Board)
  - Cemetery Sexton** (Appointed by Select Board)
  - Animal Control Officer** (Appointed by Select Board)
  - Town Clerk** (Appointed by Select Board)
  - Beach Superintendent** (Appointed by Select Board)
  - Transfer Station Manager** (Appointed by Select Board)
  - Health Officer** (Appointed by Select Board)
- Treasurer** (Appointed by Select Board)
  - Deputy Treasurer** (Appointed by Select Board)
- Tax Collector** (Appointed by Select Board)
  - Deputy Tax Collectors** (Appointed by Select Board)
- Road Commissioner** (Appointed by Select Board)
  - Deputy Road Commissioner** (Appointed by Select Board)
- General Assistance Manager** (Appointed by Select Board)
  - Deputy GA Manager** (Appointed by Select Board)
- Freedom of Access Officer** (Appointed by Select Board)

Elected Position	Appointed by Senate	Quasi-Judicial Appointments	Hired / Appointed by Executive	Appointed by Independent Body
				

# **Bylaws of the Select Board of the Town of Readfield, Maine**

## **1. Purpose and Scope**

1.1 The purpose of these Bylaws is to establish reasonable rules of procedure for Select Board (hereinafter referred to as the "Board") meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. The Board shall recognize and conform its purpose and scope to the five-person Board and Town Manager form of government as established by the State of Maine. These Bylaws shall govern the Board's core practices and procedures except as otherwise provided for by Town Ordinance, State law, and Federal law.

1.2 These Bylaws recognize there will be from time to time other duties both official and ceremonial that may not be covered by the proceedings focus of these Bylaws but are known to be appropriate as defined in law or by established practice.

## **2. Core Responsibilities**

2.1 Responsibilities of the Select Board include but are not limited oversight of Town finances and property, protection of the health, safety and welfare of Town residents, and facilitation of appropriate relationships with the public, service providers and external agencies, and other government entities.

2.2 The Select Board administers its responsibilities by hiring, contracting with, appropriately supervising and evaluating, collaborating with, and supporting and retaining in the best interests of the public a Town Manager. This relationship is governed by the five-person Board and Town Manager form of government as established by the State of Maine.

## **3. Members**

3.1 The Members of the Board shall be five registered voting residents of the Town of Readfield and elected at its Town Meeting to three year terms with the terms staggered so that a minimum of one and maximum of two occur each year. Members take office immediately upon election.

3.2 Vacancies on the Board shall be filled by interim elections except for one occurring within the final four months of a term may at the Board's option occur at Town Meeting.

3.3 No Member may represent the Board or assume individual authority outside the regular order of Board proceedings without the Board's prior approval.

3.4 Upon initial election, Members are expected to attend a workshop for Newly Elected Local Officials, Freedom of Access Act training, and a National Incident Management course as soon as reasonably practicable.

## **4. Officers and Duties**

4.1 Officers of the Board shall consist of a Chair and a Vice Chair. These officers shall be chosen annually at the first regular meeting of each year following Town Meeting by and from among Board Members. Vacancies in the position of either the Chair or Vice Chair positions shall immediately be filled by regular meeting procedures. These officers of the Board may be removed and replaced upon majority vote for stated just cause.

4.2 The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order, determine the course of proceedings and to take such other action as may be necessary and not inconsistent with these Bylaws or other law to enable the Board to perform its duties and conduct its affairs. The Chair and the Vice Chair shall, together with the Town Manager, set the agenda in advance of each meeting. In the absence of the Chair, the Vice Chair shall preside and shall have the same authority as the Chair. In the event of the absence at a scheduled meeting of both the Chair and the Vice Chair, the Board Members present shall elect a Chair Pro Tem from amongst those Members present to conduct the meeting.

4.3 The Chair shall act as the Board's primary contact in an official capacity with the Town Manager. This shall not constrain Board Members from having reasonable conversations and making requests for information deemed appropriate by the Member and Town Manager. This type of relationship does not extend to any other employees of the Town and the Board recognizes the Town Manager as its contact on all Town functions involving staff.

4.4 The Chair may act as a public spokesperson for the Board on matters previously decided by the board or in matters that require public announcement or sharing of information on Town matters and in the instances of declared emergencies.

4.5 The Board shall elect a three-person Board of Assessors from within its membership for one year terms at the first regular meeting of each year following Town Meeting.

4.6 The Board may designate informal positions such as but not limited to time-keeper, note-taker, committee liaisons, and ad hoc sub committees of the Board. It may further elect Board Members as its representatives to regional entities that the Town has chosen to participate in.

## 5. Meetings

5.1 Regular meetings to conduct the business of the Board shall be held at intervals determined by the Board throughout the year with the minimum of one regular meeting per month. As previously established (3.2), an agenda is set in advance. Members may ask the Chair that items be placed on a future agenda or may move at a meeting to do so by adding to an agenda. Regular meetings shall at a minimum observe in its planning the following agenda items:

- Review and approval of minutes of the previous meeting,
- Approval of warrants for payments of all Town expenses,
- Oral and written communications from and among Select Board Members, Town Manager and staff, Town Boards, Commissions, and Committees, public comment and questions,
- Appointments under Select Board purview,
- Unfinished business,
- New business,
- And other presentations, discussions, or public hearings.

5.2 The Board may also conduct workshop meetings on specific topics at its option. Binding votes may not be taken at workshop meetings. A retreat for goal setting, review, and other matters may also be conducted as a workshop. All workshop meetings are open to the public.

5.3 The Board may necessarily from time to time conduct Executive Sessions in conjunction with other meetings or on a stand-alone basis only to the extent allowed by Maine law. Motions to go into Executive Session shall be made publically with a recorded vote stating the purpose, citing relevant governing law allowing the session, stating who will be in attendance, and if, upon exit, the Board will take any action by way of an immediate public vote.

5.4 Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided however that notice thereof shall be given to each Member and to representatives of the press at least four days in advance of the scheduled meeting, except in case of extraordinary circumstances when notice shall be given by the fastest and earliest means possible. No business may be conducted other than as specified in the said notice of the meeting.

5.5 Public hearings conducted by the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings be given as required by law. Hearings may be conducted as an item of business within a regular Board meeting or as a stand-alone hearing regarding larger matters. The Chair shall convene all hearings by describing the purpose of the hearing and general procedures to be followed. The Board may receive any oral or documentary information but may exclude that it deems irrelevant, immaterial, or unduly repetitious. If the hearing is on an adjudicatory matter, each party of interest shall have right to present its case in an order determined by the Chair and subject to reasonable time limits to ensure all parties and the public have an adequate opportunity to be heard.

5.6 Notice of all Board meetings shall be given as required by law and all such meetings shall be open to the public except as otherwise provided for by law. No business may be conducted by the Board except at a duly called and noticed meeting with a quorum consisting of a majority of its Members being present.

5.7 Each Board may determine its own schedule of ordinance initiation, ordinance review, policy management, capital investment planning, budget work, comprehensive plan reflection, joint meetings with committees, and other business deemed appropriate.

5.8 The Town Manager or the Town Manager's designee shall act as secretary at Board meetings. The secretary shall prepare agendas, take minutes, maintain records, prepare and send correspondence, and perform other duties as are normally carried out by a secretary. Minutes of Select Board meetings will include a brief summary of each agenda item and a record of all votes taken. Records of the Board shall be deemed public and available as required by law.

5.9 The Board will establish and post ground rules for meetings to establish expectations of respectful conduct, norms, and courtesy for all participants at meetings.

## 6. Voting

6.1 Any action of the Board shall require the affirmative vote of a majority of its membership present and voting unless otherwise provided by law.

6.2 No Board Member may participate or vote on any matter in which the Member has a conflict of interest or other disqualification as defined by law. Any question of whether a Board Member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining Members.

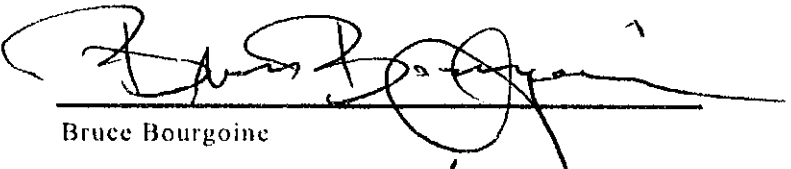
6.3 All Members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for valid reason.


6.4 The Board may reconsider any vote decision that creates a ruling at the same meeting or at a subsequent meeting within 30 days of its original decision, provided that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. This does not preclude the Board from taking up any matter again based on new information or other changes.

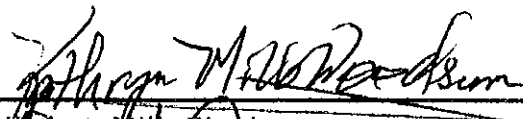
## 7. Waivers and Amendments


7.1 These Bylaws are considered to be a Town Policy. Any provision of these Bylaws may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These Bylaws may be amended at any time in writing by majority vote of the Board.

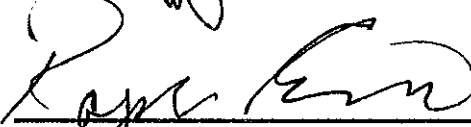
Approved adopted on May 17, 2021 by:

  
Bruce Bourgoine

  
Christine Sammons

  
Kathryn Mills Woodsum

  
Dennis Price

  
Ralph Kno

*These Bylaws replace upon approval all previous versions of the Select Board Bylaws and all policies known as the Roles and Responsibilities of the Readfield Select Board.*

**Roles and Responsibilities of Readfield Town Manager** *Approved by the Readfield Select Board on June 3, 2010; and amended on August 30, 2010; amended on June 6, 2011; amended on February 10, 2014.*

**Purpose of Town Manager**

Readfield's Town Manager performs the executive and administrative duties for the Town as prescribed by Maine Law in 30-A M.R.S.A. § 2636. This statute is attached as Appendix 1.

**Appointment of Town Manager**

Readfield's Select Board has the responsibility to recruit, hire, evaluate and terminate the Town Manager. The Town Manager operates under a multi-year contract which will enumerate all conditions of employment including a term- of up to 3 years, benefits, protocol for evaluation and specific expectations not otherwise detailed by public law. The Town Manager is responsible for all other personnel appointments within the Town.

The Town Manager shall notify the Select Board of any resignation, termination, suspension, and any new hiring of his or her personnel.

**Duties of the Town Manager**

The general responsibilities of the Town Manager are prescribed by Maine law. (See Appendix 1, 30-A M.R.S.A. § 2636 Powers and Duties of Town Manager, attached.) In this section, each of these 14 specific responsibilities is further discussed as applied in the Town of Readfield.

1. **Is the chief executive and administrative officer**

The Town Manager shall be the head of the administrative branch of the town government, and shall be responsible to the Select Board for the proper administration of all town affairs.

2. **Administers offices**

Subject to the listing in section 6 herewith, the Town Manager shall appoint, prescribe the duties of, supervise, and, when necessary for the good of the town, suspend or remove all town employees and appointive administrative officers. The Town Manager may authorize any administrative officer who is subject to his or her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.

The Town Manager shall direct and supervise the administration of all departments, offices and agencies of the town except as otherwise provided by this policy or by general law.

3. **Executes law and ordinances**

The Town Manager shall see that all laws, town ordinances, and acts of the Select Board subject to enforcement by him or her or by officers subject to his or her direction and



supervision, are faithfully executed.

4. Is the department head

The Town Manager shall serve in any office as he or she is the head of any department under the control of the Select Board when directed by the Select Board.

5. Appoints department heads

The Town Manager shall appoint, subject to confirmation by the Select Board, supervise and control the heads of departments under the control of the Select Board when the department is not headed by the Town Manager under section 4 herewith.

6. Appoints some town officials

Unless otherwise provided by town ordinance, the Town Manager shall appoint and report such appointments to the Select Board and supervise and control all town officials whom the municipal officers are required by law to appoint, except members of boards and committees; and appoint, supervise and control all other officials, subordinates and assistants, except that the Town Manager may delegate this authority to a department head and report all appointments to the Select Board.

(The Select Board appoints the Town Treasurer; Tax Collector, Welfare Director, Road Commissioner, Transfer Station Manager and Fire Chief, as well as all members of boards, commissions, committees, and single assessors.)

7. Is purchasing agent

The Town Manager works closely with the Financial Officer and shall act as purchasing agent for all departments of the town.

8. Must attend meetings of the Select Board

The Town Manager shall attend meetings of the Select Board except when his or her attendance is excused or not required by the Select Board, may attend when his or her removal is being considered, and shall have the right to take part in discussion but may not vote. The Town Manager may be invited to sit with the Select Board during their meetings.

9. Shall make recommendations to the Select Board for the more efficient operation of the town.

The Town Manager shall prepare and submit to the Select Board such reports and shall perform such duties as the Select Board may require, and shall make such recommendations to the Select Board concerning the affairs of the town as he or she deems desirable or as the Select Board may request.

The Town Manager shall act as the town representative for grant applications, both public and private, and shall actively pursue grants involving money, equipment, and other awards, that can benefit the town.

This duty includes routine collaboration with neighboring municipalities and with RSU #38 to work co-operatively for mutual benefit.

10. Shall attend Town Meeting and hearings

This duty applies strictly to annual or special Town Meetings. However, the Town Manager is encouraged to attend other public meetings in which municipal business is being conducted.

11. Shall inform the Select Board and town residents of the town's financial condition

This shall be done on a routine monthly basis by placing a snapshot budget summary in the Readfield Messenger and on the PEG TV Station and as requested by the Select Board.

12. Shall collect data necessary to prepare the annual budget

This duty is performed in conjunction with a Budget Committee (appointed by the Select Board), the Finance Officer, other staff members, and representatives of town boards, committees and commissions. The CIP (Capital Investment Plan) as approved by the Select Board shall be utilized in the annual budget preparation.

The Town Manager shall also prepare and submit the annual capital program, and annual financial and administrative reports to the Select Board, and be responsible for the administration of the annual municipal budget and CIP (Capital Investment Plan) after their adoption.

13. Shall assist residents

The Select Board encourages this responsibility to be as proactive as possible. The Town Manager should individually and through his or her staff be aware of and respond to issues of concern among town residents. Maintaining a positive, open and caring attitude within the municipal offices is important.

14. May remove all persons whom the manager is authorized to appoint, for cause, after notice and hearing

Such actions may be grieved to Select Board with due notice.

Select Board/Town Manager Relationship

The employment relationship between the Select Board and the Town Manager honors the fact that the Town Manager is the chief administrative officer of the town. The Select Board and the Town Manager are a participatory team and the Select Board should avoid situations that can result in town staff being directed, intentionally or unintentionally, by one or more members of the Select Board. Both parties will adhere to the following access to information.

Individual Select Board members, as well as the Select Board as a whole, are permitted complete freedom of access to any public information requested of staff according to established public information request procedures or as support for regular and special Select Board meetings. The Town Manager or his/her designee will always pass critical information to all Select Board members and inform the Select Board when a critical or unusual event occurs about which the public might be concerned.

The Select Board recognizes the primary functions of staff as executing Select Board policy and

actions taken by the Select Board and in keeping the Select Board informed. The Select Board expects the Town Manager to not cause or allow any practice, activity, decision, or circumstance which is illegal, immoral, imprudent, or in violation of community accepted business and professional ethics. Staff is obligated to take guidance and direction only from the Town Manager or from the appropriate management supervisors, following guidance and direction from the Select Board as a whole to the Town Manager. Staff is directed to reject any attempts by individual members of the Select Board to direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

The Town Manager will make every effort to respond in a timely and professional manner to all information requests from individual Select Board members, provided that the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned through the direction of the full Select Board. If a request by an individual Select Board member is determined by the Town Manager to take more than 1/4 hour of staff time to complete, that request may be included as a request submitted by the Select Board on the formal Select Board agenda for full Select Board discussion.

Select Board members have a responsibility in this information flow as well. It is critical that they make extensive use of staff and committee reports and minutes. Select Board members should come to meetings prepared – having read item documents as well as any additional information or memoranda that includes an update on major projects or evolving issues. Additional information may be requested through the Town Manager, if necessary.

Any information, service-related needs, or policy positions perceived as necessary by individual Board members which cannot be fulfilled based on these guidelines should be scheduled for a Select Board meeting. If so directed by action of the Select Board, the Town Manager will proceed to complete the work within a Select Board-established timeline.

Regular communication between the Select Board and Town Manager is important in maintaining open communications. All dealings with the Town Manager, whether in public or private, should respect the responsibilities of the Town Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Town Manager.

The Town Manager must ensure that there is follow through and Select Board reporting on to-do items and on project status. The Town Manager will utilize a master project list and a to-do list as a means of quickly delegating, monitoring and reporting the status of projects. The Town Manager will expand this use of lists to his or her staff so that they can also quickly present updates on projects and their master to-do list.

The Select Board is to evaluate the Town Manager on a regular basis to ensure that both the Select Board and Town Manager are in agreement about performance and goals based on mutual trust and common objectives. Readfield Select Boards have utilized the following areas of performance when evaluating the Town Manager: Personal, Behavior Flexibility, Professional skills and status, Relations with members of the Select Board, Policy execution, Communication, Resident relations, Staffing, Supervision, Fiscal Management, Community and Overall performance.

As in any professional relationship, it is important that the Town Manager keep the Select Board informed. The Town Manager respects and is sensitive to the political responsibility of the Select Board and acknowledges that the final responsibility for establishing the policy direction of the town is held by the Select Board. The Town Manager communicates with the Select Board in various ways. In addition to what is spoken at the formal Select Board meetings there is a printed communication at each meeting detailing the topics discussed. There is also a biweekly meeting with the Chair and Vice-Chair to plan agendas and to become current with issues affecting the town. Scheduling information and agendas are disseminated via email. Every effort must be taken to ensure that all Select Board members are treated similarly and kept equally informed. It is equally important that the Select Board provide ongoing feedback, information and perceptions to the Town Manager including some response to written communication requesting feedback.

#### Town Manager's Code of Ethics

The Town Manager is subject to a professional code of ethics from his/her professional association. These standards appear in the appendix of this manual. It should be noted that this code binds the Town Manager to certain practices that are designed to ensure actions are in support of the town's best interests. Violations of such standards can result in censure by the professional association. This code is posted in the Town Manager's office and lobby area.

#### Conflict with Laws

Any conflict or inconsistency between these Roles and Responsibilities and any applicable law shall be resolved in favor of the law.

#### Amendments

These Roles and Responsibilities, or any provision thereof, may be waived on any occasion by majority vote of the Select Board unless otherwise provided by law. These Roles and Responsibilities may be amended at any time in writing by majority vote of the Select Board, as long as consistent with law.

## Appendix 1

**Title 30-A: MUNICIPALITIES AND COUNTIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**  
**Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**  
**Subpart 3: MUNICIPAL AFFAIRS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**  
**Chapter 123: MUNICIPAL OFFICIALS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**  
**Subchapter 2: TOWN MANAGER PLAN HEADING: PL 1987, C. 737, PT. A, §2 (NEW)**

### **30-A §2636. POWERS AND DUTIES OF TOWN MANAGER**

The town manager: [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Executive and administrative officer. Is the chief executive and administrative official of the town;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Administer offices. Is responsible to the selectmen for the administration of all departments and offices over which the selectmen have control;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

3. Execute laws and ordinances. Shall execute all laws and ordinances of the town;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

4. Department head. Shall serve in any office as the head of any department under the control of the selectmen when directed by the selectmen;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

5. Appoint department heads. Shall appoint, subject to confirmation by the selectmen, supervise and control the heads of departments under the control of the selectmen when the department is not headed by the town manager under subsection 4;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

6. Appoint town officials. Unless otherwise provided by town ordinance, shall appoint, supervise and control all town officials whom the municipal officers are required by law to appoint, except members of boards, commissions, committees and single assessors; and appoint, supervise and control all other officials, subordinates and assistants, except that the town manager may delegate this authority to a department head and report all appointments to the board of selectmen;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD);

1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

7. Purchasing agent. Shall act as purchasing agent for all departments, except the school department, provided that the town or the selectmen may require that all purchases greater than a designated amount must be submitted to sealed bid;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

8. Attend meetings of selectmen. Shall attend all meetings of the board of select board, and the town manager may attend meetings when the manager's removal is being considered;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

9. Make recommendations. Shall make recommendations to the board of selectmen for the more efficient operation of the town;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

10. Attend town meetings. Shall attend all town meetings and hearings;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

11. Inform of financial condition. Shall keep the board of selectmen and the residents of the town informed as to the town's financial condition;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

12. Collect data. Shall collect data necessary to prepare the budget;

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

13. Assist residents. Shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices; and

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

14. Remove appointments. Has exclusive authority to remove for cause, after notice and hearing, all persons whom the manager is authorized to appoint and report all removals to the board of selectmen.

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

#### SECTION HISTORY

1987, c. 737, §§2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§8,10 (AMD) .

*All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the First Special Session of the 124th Legislature, and is current through December 31, 2009, but is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.*

## **Appendix 2**

### **ICMA Code of Ethics International City/County Management Association**

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

#### **Tenet 1**

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

#### **Tenet 2**

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

#### **Tenet 3**

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

#### **Tenet 4**

Recognize that the chief function of local government at all times is to serve the best interests of all people.

#### **Tenet 5**

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

#### **Tenet 6**

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

#### **Tenet 7**

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

**Tenet 8**

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

**Tenet 9**

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

**Tenet 10**

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

**Tenet 11**

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.


**Tenet 12**

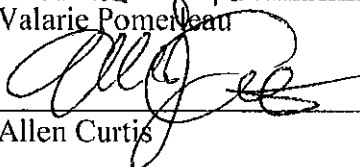
Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

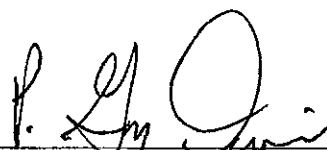
**Roles and Responsibilities of Readfield Town Manager** *Approved by the Readfield Select Board on June 3, 2010; amended on August 30, 2010; amended on June 6, 2011; amended on February 10, 2014.*

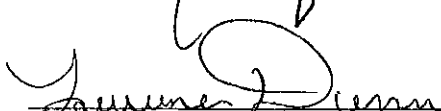
**Select Board for the Town of Readfield:**

  
Sue Reay, Chair

  
Valarie Pomerleau

  
Allen Curtis

  
P. Greg Durgin, Vice Chair

  
Lawrence Dunn

\_\_\_\_\_  
Date Amended



*Town of*  
**Readfield**

June 30, 2021

Financial Statement Presentation

**RHR  
SMITH  
& COMPANY**

*Certified Public Accountants*

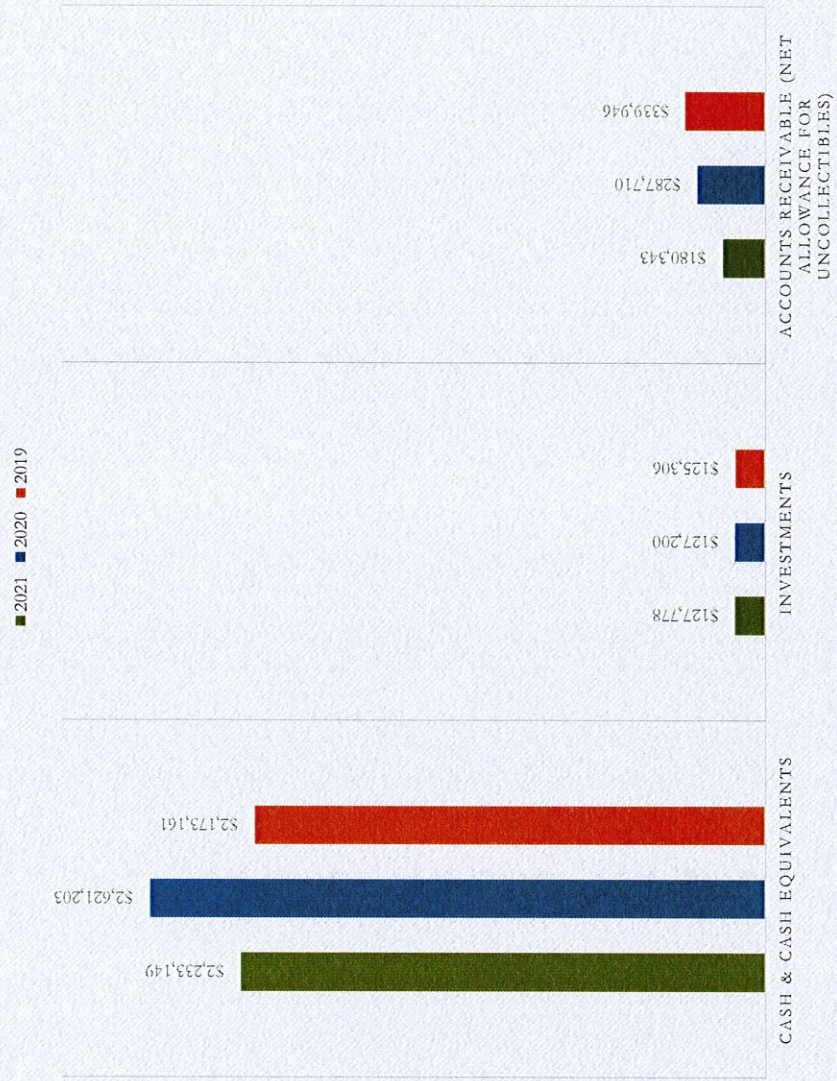


Town of Readfield  
Balance Sheet  
Governmental Funds

	General Fund	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,233,149	\$ 4,342	\$ 2,237,491
Investments	127,778	344,549	472,327
Accounts receivables (net of allowance for uncollectibles):			
Taxes	180,343	-	180,343
Due from other funds	560	8,145	8,705
<b>TOTAL ASSETS</b>	<b>\$ 2,541,830</b>	<b>\$ 357,036</b>	<b>\$ 2,898,866</b>
<b>LIABILITIES</b>			
Accounts payable	\$ 43,791	\$ -	\$ 43,791
Accrued payroll	12,451	-	12,451
Due to other funds	8,145	560	8,705
<b>TOTAL LIABILITIES</b>	<b>64,387</b>	<b>560</b>	<b>64,947</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Prepaid taxes	50,052	-	50,052
Deferred tax revenues	98,799	-	98,799
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>148,821</b>	<b>-</b>	<b>148,821</b>
<b>FUND BALANCES</b>			
Nonspendable	-	133,358	133,358
Restricted	-	218,350	218,350
Committed	790,439	-	790,439
Assigned	-	4,768	4,768
Unassigned	1,538,183	-	1,538,183
<b>TOTAL FUND BALANCES</b>	<b>2,328,622</b>	<b>356,476</b>	<b>2,685,098</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 2,541,830</b>	<b>\$ 357,036</b>	<b>\$ 2,898,866</b>

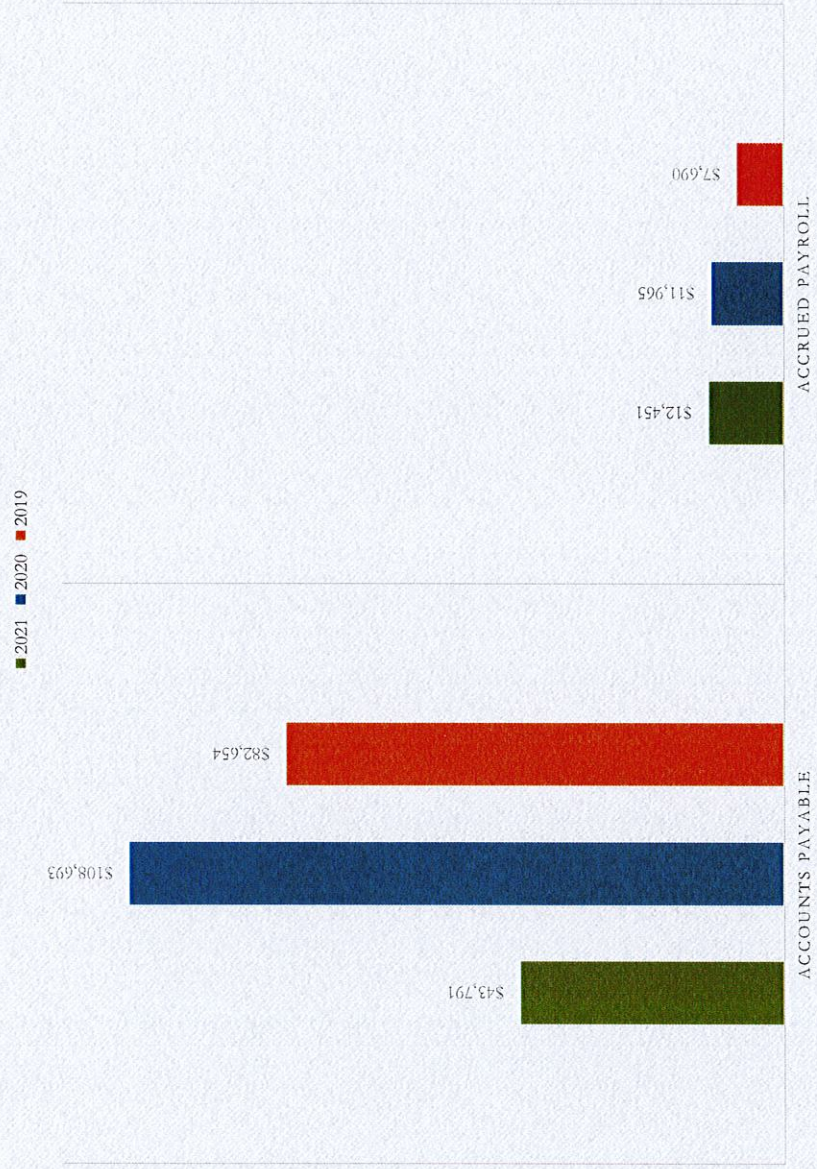


# Town of Readfield General Fund Assets Three-Year Comparison





# Town of Readfield General Fund Liabilities Three-Year Comparison



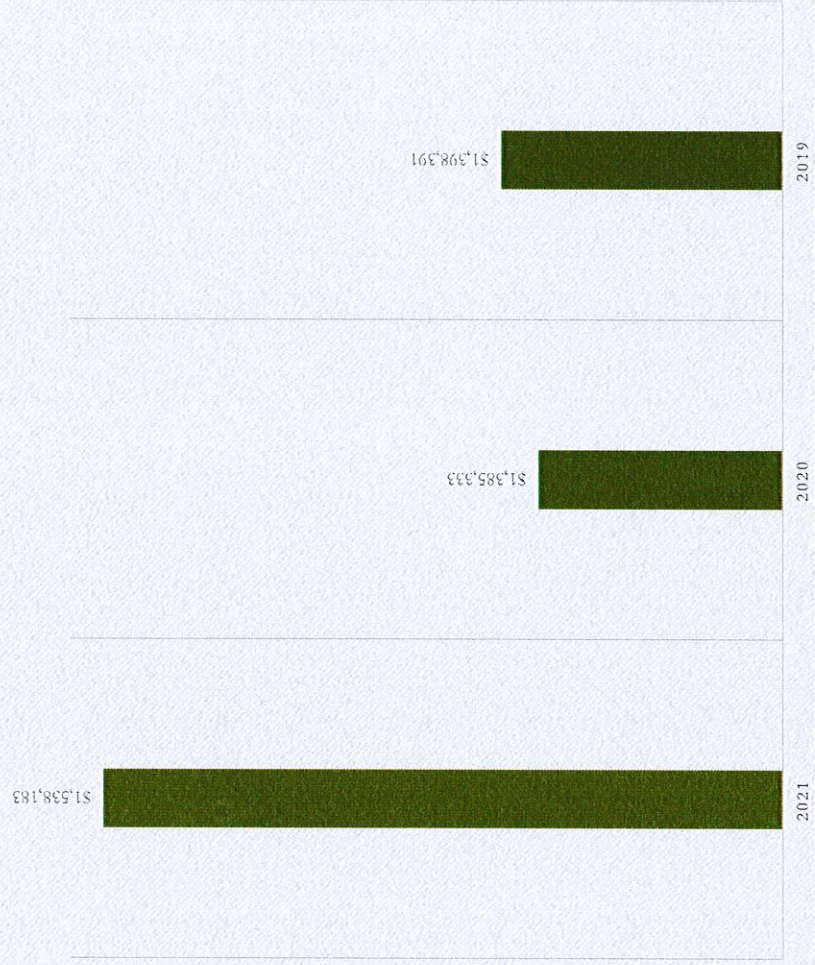


Town of Readfield  
General Fund Committed Fund Balance





**Town of Readfield  
General Fund Unassigned Fund Balance**



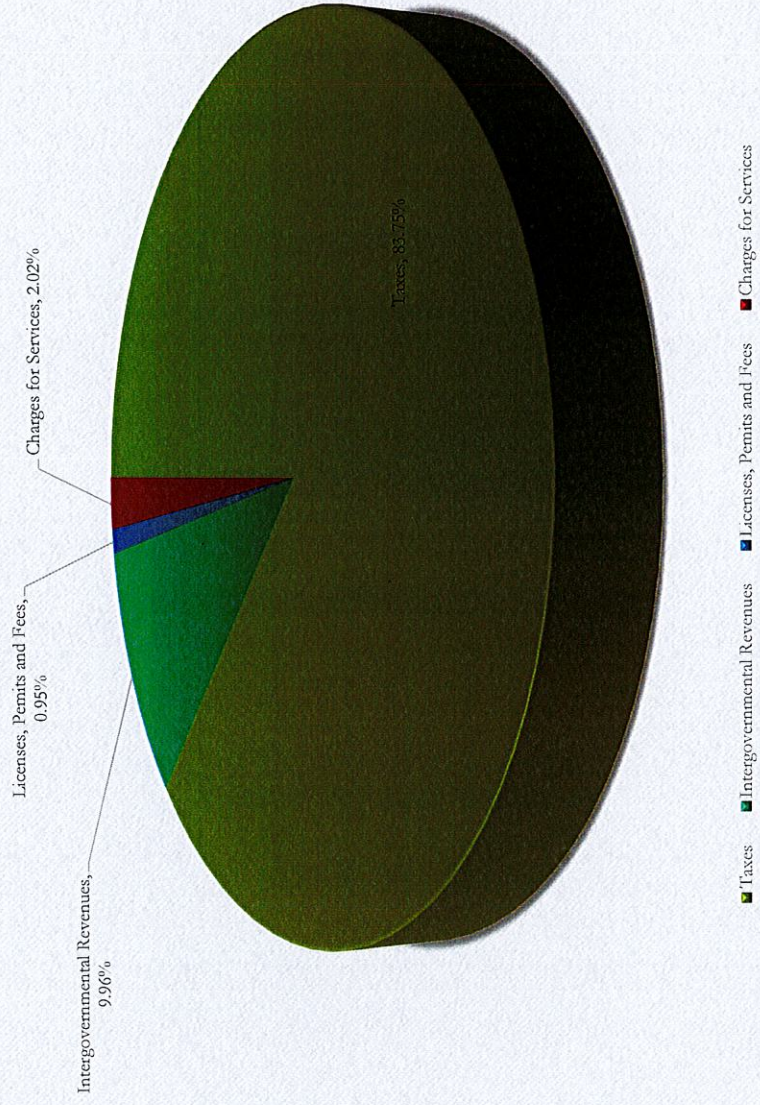


Town of Readfield  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds

	General Fund	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>			
Taxes:			
Property Taxes	\$ 4,638,954	\$ -	\$ 4,638,954
Excise Taxes	712,113	-	712,113
Intergovernmental Revenues	636,379	-	636,379
Licenses, Permits and Fees	60,389	-	60,389
Charges for Services	129,058	-	129,058
Miscellaneous Revenues	212,403	53,878	266,281
<b>TOTAL REVENUES</b>	<b>6,389,296</b>	<b>53,878</b>	<b>6,443,174</b>
<b>EXPENDITURES</b>			
Current:			
General Government	508,113	-	508,113
Municipal Maintenance	122,434	-	122,434
Community Service	67,733	-	67,733
Recreation, Parks and Activities	32,284	-	32,284
Education	3,634,908	-	3,634,908
County Tax	300,846	-	300,846
Protection	123,116	-	123,116
Cemeteries	16,009	-	16,009
Roads and Drainage	314,136	-	314,136
Capital Improvements	1,066,798	-	1,066,798
Solid Waste	335,800	-	335,800
Regional Assessments	47,034	-	47,034
Other Expenditures	40,588	-	40,588
Debt service:			
Principal	166,351	-	166,351
Interest	18,241	-	18,241
<b>TOTAL EXPENDITURES</b>	<b>6,829,391</b>	<b>-</b>	<b>6,829,391</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(440,095)</b>	<b>53,878</b>	<b>(386,217)</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	5,000	-	5,000
Transfers (out)	-	(5,000)	(5,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>5,000</b>	<b>(5,000)</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>(435,095)</b>	<b>48,878</b>	<b>(386,217)</b>
<b>FUND BALANCES - JULY 1</b>	<b>2,763,717</b>	<b>307,598</b>	<b>3,071,315</b>
<b>FUND BALANCES - JUNE 30</b>	<b>\$ 2,328,622</b>	<b>\$ 356,476</b>	<b>\$ 2,685,098</b>

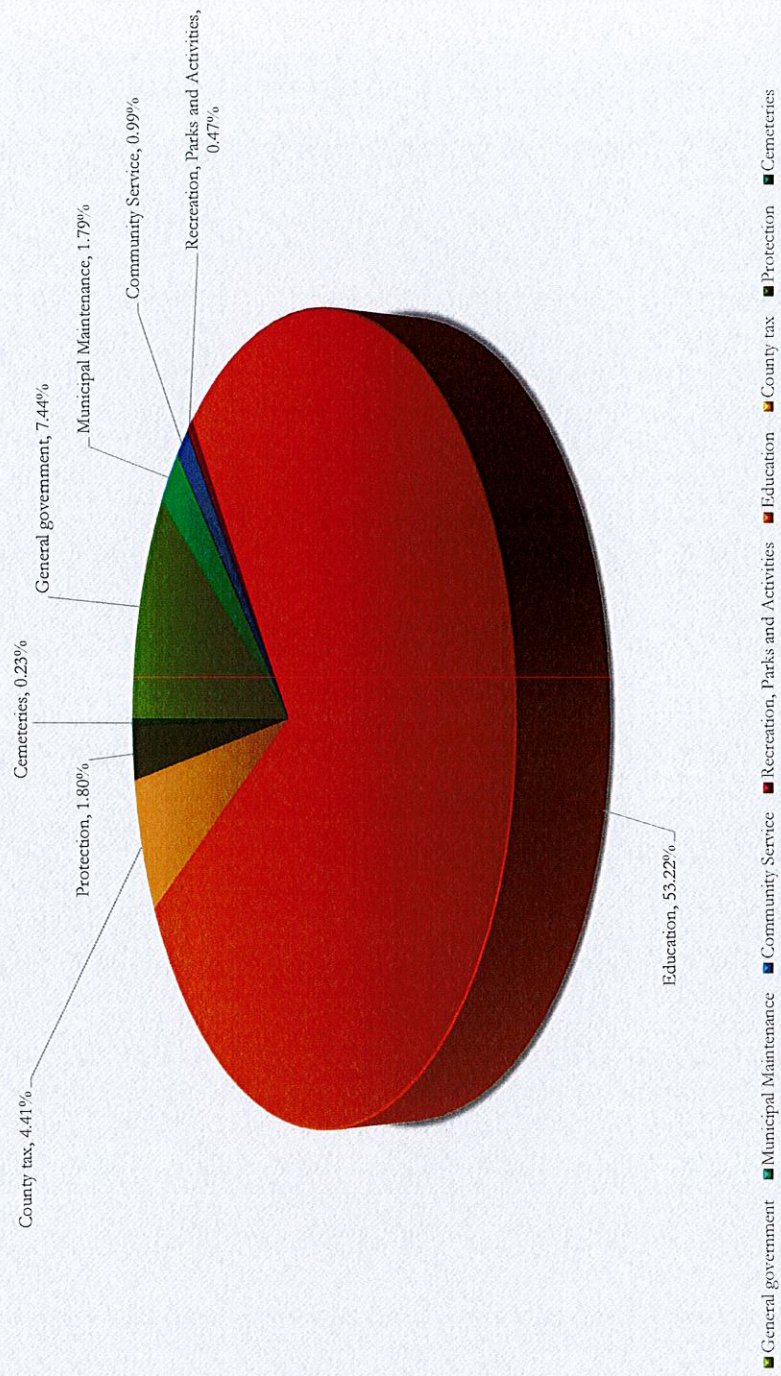


## Town of Readfield General Fund Revenues





## Town of Readfield General Fund Expenditures





Town of Readfield  
Budgetary Comparison Schedule - Budgetary Basis  
Budget And Actual - General Fund

	Budgeted Amounts	Actual	Variance
	Original	Final	Positive (Negative)
Budgetary Fund Balance, July 1	\$ 2,763,717	\$ 2,763,717	\$ -
Resources (Inflows):			
Taxes:			
Property Taxes	4,616,130	4,638,954	22,824
Excise Taxes	524,500	524,500	187,613
Intergovernmental Revenues:			
Municipal Revenue Sharing	200,000	314,540	114,540
Homestead Exemption	236,072	240,493	4,421
Local Road Assistance	30,000	34,164	4,164
BETE Reimbursement	7,748	7,778	30
Tree Growth Reimbursement	9,000	8,302	(698)
Other	10,476	31,102	20,626
Licenses, Permits and Fees	22,900	60,386	37,486
Charges for Services	112,466	129,058	26,618
Interest Income	2,000	10,278	8,278
Tax Interest/Lien Costs	30,000	33,390	3,390
Miscellaneous Revenues	210,282	168,735	(41,547)
Transfers From Other Funds	5,000	5,000	-
Amounts Available for Appropriation	8,780,294	9,158,013	388,372
Charges to Appropriations (Outflows):			
General Government	514,780	508,113	8,411
Municipal Maintenance	145,370	122,434	22,936
Community Service	69,770	67,733	2,037
Recreation, Parks and Activities	46,412	34,194	12,218
Education	3,634,908	3,634,908	-
County Tax	300,847	300,846	1
Protection	141,362	123,116	17,246
Cemeteries	22,500	16,000	6,500
Roads and Drainage	392,150	314,136	78,014
Capital Improvements	567,881	1,068,788	(500,907)
Solid Waste	312,660	335,800	(23,140)
Regional Assessments	48,550	47,034	1,516
Other Expenditures	131,011	40,588	90,465
Debt service:			
Principal	172,357	160,351	3,006
Interest	24,605	18,241	6,364
Total Charges to Appropriations	6,525,253	6,516,822	(8,399)
Budgetary Fund Balance, June 30	\$ 2,255,041	\$ 2,254,649	\$ 392
Budget - out of balance	\$ -	\$ -	\$ -
Utilization of unassigned fund balance	\$ 500,068	\$ 500,068	\$ -
			\$ (500,068)



FY 2023 Financial Calendar

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6	1	2	3											1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
31																					30	31					
November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2								1	2	3	4	5	6	7							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	11	12	13	14	15	16	17	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	18	19	20	21	22	23	24	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	25	26	27	28	29	30	31	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31								26	27	28				
March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6							
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

Holiday

Payroll Issued & AP Check Released  
- Performed by Staff

AP & Payroll Warrant Review & Approval  
- Review by Board appointee prior to the meeting  
- Review by Board at the meeting (or independently)  
- AP Warrant approval by Board (3 signatures minimum)  
- Payroll Warrant approval by Board appointee

Chip Stephens

CEO/ E-911 Officer

Re: Giles Rd South of Discontinued Bridge RENAMING ROAD PORTION

Date: 06-10-2022

To the Road Commissioner:

#### Background

Giles Road in Readfield historically ran from Main Street, across the terminus of Sturtevant Hill Rd, to Old Kents Hill Rd. About a decade ago the bridge that transverses the Mill Stream on Giles Road was closed off and barricaded to traffic. Town officials do not envision repairing and reopening the bridge at any time certain if ever.

#### Reasoning:

The small piece of Giles on Main, about 150 feet, serves only two dwellings currently and has become a point of confusion for travelers when they mistakenly turn into the Giles Road thinking it passes through to old Kents Hill Road. Further, it was mentioned by the Fire Chief in Readfield that the situation on split Giles could pose a navigational danger to emergency vehicles in answering calls on Giles Road.

#### Proposal:

The proposal to the Road Commissioner is to re-name the southern portion of Giles Rd, from Main to the barricaded bridge, to be named as "CRAIGGE MILL DRIVE". The remaining Giles Road will remain serving a dead end from the North side of Giles on Kents Hill Rd to the terminus at the bridge. This would be signed at both ends of the new configuration as DEAD END road. This would be executed by the E-911 official upon approval by the road commissioner. Emergency officials, the USPS and the two property owners will be notified of the proposed change if approved.

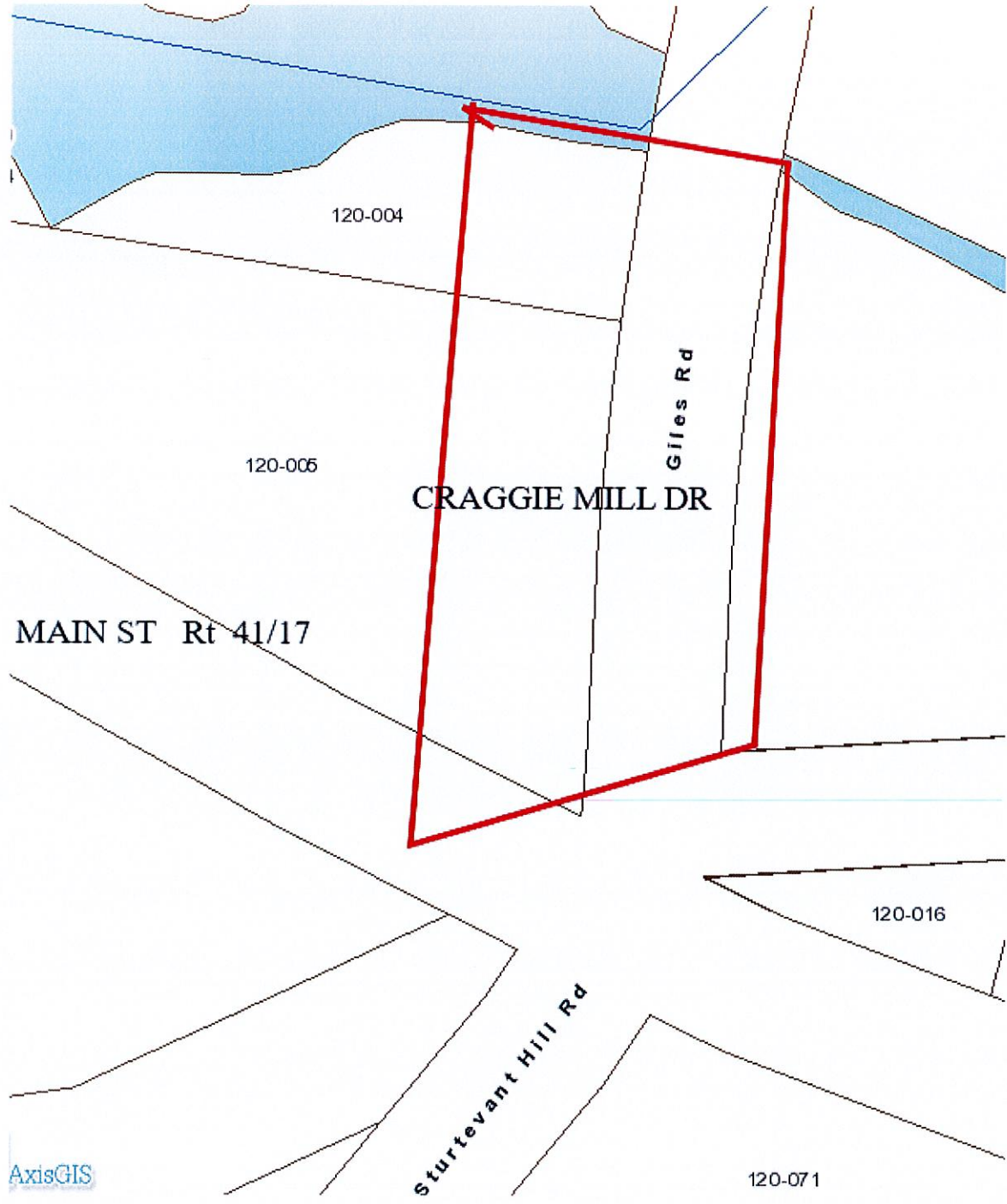
#### Footnote:

The name of the newly named road is in honor of James Craigge, a Readfield resident, who was owner of the Craigge Mill House prior to 1880 when it was converted to the residence of Fogg family of Readfield. The Craigge Mill House still stands at the end of Mill Stream Road by the dam.

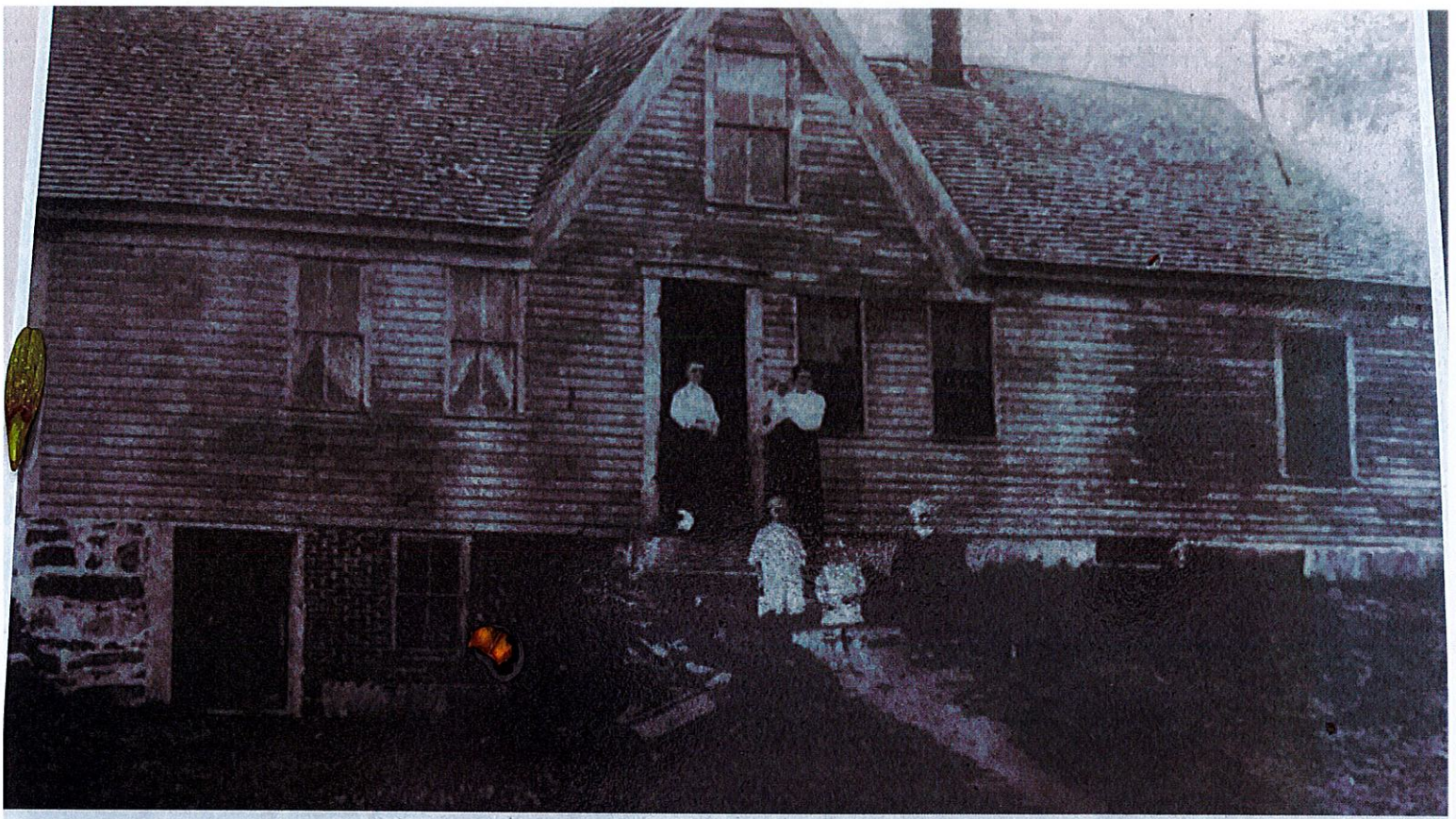
Please advise on your decision soon as possible.

Thank you,

R Chip Stephens E-911 Official







James Craigge's mill house about 1880, after it had been converted to a residence. The family is believed to be that of Charles & Ada (Hankerson) Fogg and their children Arthur, Vivian, Clarence and Ethel. Charles worked here as a miller for his father Josiah Fogg. He was also a carpenter and may have been the one to convert the mill house to a residence.



# **OTHER BUSINESS**



June 20, 2022

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

Dear Eric:


FirstPark continues its attraction and retention efforts to bring new jobs and investments to central Maine. In the past year:

- Sold lots 19 thru 22 to NBD Solar from greater Boston
- Dr. Anna O'Keefe opened a new 6,000-square-foot building at 93 FirstPark Drive that will greatly expand her dental practice
- A major high-tech manufacturer has expressed interest in purchasing lots 2 and 3 on Technology Drive for an expansion of their business in central Maine
- A 15 foot tall LED sign has been added at the entrance of the park to help market available space and provide our tenants the opportunity to post information of interest to the public

Enclosed is a check for your municipality's portion of the real estate property taxes collected by the Town of Oakland this year and available for distribution to KRDA/FirstPark members. This year's amount is \$18,705.00 which represents a 112.4% return on your 2021-22 investment in FirstPark.

As always, feel welcome to contact Executive Director Jim Dinkle at (207) 859-9716, or [exdirector@firstpark.com](mailto:exdirector@firstpark.com) if you have any questions or require additional information. Thank you for Clinton's continued support of FirstPark.

Respectfully,



Michelle Flewelling, President



James "JJ" Jurdak, Treasurer



**FYI**



Helping Our Community Become Silent No More

June 7, 2022

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

Dear Community Members:

We at the Sexual Assault Crisis & Support Center (SAC & SC) would like to thank the Town of Readfield for your generous donation of \$910.00 -check # 71210.

Your support will go a long way in our efforts to provide survivors of sexual trauma the opportunity and means to recover. Through the support of community members joining our agency and one another, we are raising awareness and declaring "We Will be Silent No More!" against sexual violence.

Your ongoing support of SAC & SC is valued and appreciated more than you know.

Best wishes in the year ahead!

Warm Regards,

Donna Strickler  
Executive Director  
[director@silentnomore.org](mailto:director@silentnomore.org)  
(207) 377-1010 Ext. 111

[www.silentnomore.org](http://www.silentnomore.org)

P.O. Box 417  
Winthrop, ME 04364  
Admin: 207-377-1010  
Fax: 207-377-1013

Partially Funded by



Maine Dept. of Health and Human Services

24-Hour, Confidential  
Sexual Assault Support line  
**1-800-871-7741**