

Readfield Board of Assessors
September 19, 2022, Meeting Agenda
Meeting starts: 6:00 PM
Meeting ends (unless extended) at 6:30 PM

Tax Abatements

Consider any pending tax abatement requests

Tax Supplements

Consider any pending tax supplements

Other Business

Adjourn

Readfield Select Board
September 19, 2022, Meeting Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:00 PM

Pledge of Allegiance

Regular Meeting Items - 5 min.

23-022 - Minutes: Select Board meeting minutes of August 29, 2022.

22-023 - Warrants: #9-12

Communications - 30 min.

Select Board communications. - 5 min.

Staff Reports - 10 min

- Town Manager Report
- Treasurer's Report - August

Boards, Committees, Commissions & Departments - 5 min.

- Board and Committee Minutes (listed separately)

Public Communication - Members of the public may address the Select Board - 10 min.

Appointments, Reappointments, and Resignations 5 min.

22-024 - Consider the resignation of Rebecca Lambert from the Budget Committee

22-025 - Consider the resignation of David Trunnell from the Comprehensive Plan Committee

22-026 - Consider the appointment of Nate Rudy to the Board of Appeals

Old Business 5 min.

23-010 - Consider a Public Notice for revisions to the Public Ways, Traffic, and Parking Ordinance - 5 min.

Public Hearing 5 min.

The Select Board will hold a Public Hearing to consider changes to General Assistance (GA) maximums and appendices to the GA Ordinance.

New Business - 35 min.

23-027 - Consider revised GA maximums and Ordinance appendices - 5 min.

23-028 - Welcome and hold a discussion with representatives from the Town of Pittston who are considering the Town Manager Plan form of government - 10 min.

23-029 - Consider Special Event Liquor License Applications from Kents Hill School - 5 min.

23-030 - Consider the award of Church Rd. Sidewalk Design and Planning Services - 5 min.

23-031 - Consider an office closure and Staff attendance at the Maine Municipal Association (MMA) Annual Convention on October 5&6 - 10 min.

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

Adjournment

REGULAR MEETING

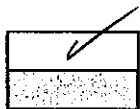
- **MINUTES**
- **WARRANTS**

RESERVED

Aug 29, 2022 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
9	80	\$ 372,505.82	Warrant		Three	8/29/2022
A	80	\$ 2,923.00	State Fees	D. Price	One	8/18/2022
B	80	\$ 1,829.56	State Fees	D. Price	One	8/26/2022
10	94	\$ 24,677.53	Payroll		One	8/29/2022

SUM \$ 397,183.35



Indicates public review is required following prior approval

Indicates public review and approval are both required

Treasurer's Warrant

Warrant # 9 & 10

\$397,183.35

Dates: 9/1/2022

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 \$24,677.53	Check #'s 71641-71651 171641-171657
VARIOUS VENDORS	Accounts Payable	\$372,505.82	71604-71640
	Total	\$397,183.35	

Date Signed: _____

_____ Dennis Price

_____ Steven DeAngelis

_____ Carol Doorenbos

_____ Sean Keegan

_____ Kathryn Woodsum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	295	186.44	09/01/22	9	0295 US CELLULAR
P	999	59.63	09/01/22	9	0031 Central Maine Power Co
P	71604	2,923.00	08/18/22	9	0086 SECRETARY OF STATE (MOTOR VEH)
P	71606	1,829.56	08/25/22	9	0086 SECRETARY OF STATE (MOTOR VEH)
R	71607	135.00	09/01/22	9	0643 A.A.A. PORTABLE TOILETS
R	71608	55.55	09/01/22	9	0022 Audette's Hardware
R	71609	156.75	09/01/22	9	0024 Baker & Taylor, Inc
R	71610	516.00	09/01/22	9	0384 BDS Waste Disposal, Inc
R	71611	55.00	09/01/22	9	0782 By The Board Lumber Company
R	71612	257.00	09/01/22	9	0031 Central Maine Power Co
R	71613	42.00	09/01/22	9	0035 Community Advertiser
R	71614	167.96	09/01/22	9	0072 Consolidated Communications
R	71615	154.00	09/01/22	9	0183 Copies, Etc.
R	71616	500.00	09/01/22	9	0591 David Ledew
R	71617	2,168.75	09/01/22	9	0810 Eric Dyer
R	71618	282.52	09/01/22	9	0704 Fabian Oil
R	71619	9.93	09/01/22	9	0666 Gagne & Son
R	71620	353.40	09/01/22	9	0823 GONETSPEED
R	71621	78.46	09/01/22	9	0206 Grainger
R	71622	17,949.34	09/01/22	9	0123 Harris Computers, Inc
R	71623	31,465.92	09/01/22	9	0736 Industrial Protection Services, LLC
R	71624	314.57	09/01/22	9	0629 Irving Oil Marketing, Inc
R	71625	340.00	09/01/22	9	0486 Kennebec County Sheriff's Office
R	71626	66.67	09/01/22	9	0152 Lowe's
R	71627	65.00	09/01/22	9	0066 Maine Municipal Association
R	71628	454.50	09/01/22	9	0218 MAINE RESOURCE RECOVERY ASSOC
R	71629	55.00	09/01/22	9	0132 Noah Ward-Rubin
R	71630	210.65	09/01/22	9	0360 North Coast Services LLC
R	71631	11.85	09/01/22	9	0858 PETTY CASH
R	71632	1,440.00	09/01/22	9	0841 PretiFlaherty
R	71633	309,458.75	09/01/22	9	0069 Regional School Unit#38
R	71634	23.00	09/01/22	9	0561 Shredding on Site
R	71635	144.99	09/01/22	9	0021 Sonya Clark
R	71636	42.36	09/01/22	9	0462 STAPLES CREDIT PLAN
R	71637	37.40	09/01/22	9	0207 Teresa Shaw
R	71638	449.87	09/01/22	9	0313 Toshiba Financial Services
R	71639	35.00	09/01/22	9	0215 Treas., State of Maine (water)
R	71640	10.00	09/01/22	9	0102 TREAS.,STATE OF MAINE (SURPLU)
Total		372,505.82			

Count	
Checks	38
Voids	0

Warrant Recap

Warrant 9

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	135.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / MISC.
00022 Audette's Hardware	31.98	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00022 Audette's Hardware	15.98	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00022 Audette's Hardware	7.59	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00024 Baker & Taylor, Inc	77.25	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	79.50	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00384 BDS Waste Disposal, Inc	516.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / Tires
00782 By The Board Lumber Company	55.00	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00031 Central Maine Power Co	257.00	GENERAL ASST / GENERAL ASST - UTILITIES / ELECTRIC
00031 Central Maine Power Co	59.63	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00035 Community Advertiser	42.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00072 Consolidated Communications	52.94	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	54.51	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	60.51	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00183 Copies, Etc.	154.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / MISC.
00591 David Ledew	500.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00810 Eric Dyer	263.77	REC,PARKS/AT / Town Propert - Town Propert / Materials
00810 Eric Dyer	1,875.00	UNCLASSIFIED / Contingency - ADMIN / MISC.
00810 Eric Dyer	29.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00704 Fabian Oil	282.52	SOLID WASTE / TRANSFER STA - UTILITIES / HEATING
00666 Gagne & Son	9.93	CEMETERIES / CEMETERIES - CONTRACT SVC / CEM STONE RP
00823 GONETSPEED	331.56	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 GONETSPEED	21.84	COMM SERVICE / Library - UTILITIES / TELEPHONE
00206 Grainger	78.46	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00123 Harris Computers, Inc	17,949.34	GENERAL GOVT / Admin - CONTRACT SVC / COMPUTER SUP
00736 Industrial Protection Services, LLC	31,465.92	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00629 Irving Oil Marketing, Inc	122.71	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	118.88	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	72.98	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00486 Kennebec County Sheriff's Office	340.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / MISC.
00152 Lowe's	38.87	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
00152 Lowe's	24.68	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00152 Lowe's	3.12	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00066 Maine Municipal Association	65.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00218 MAINE RESOURCE RECOVERY ASSOC	38.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00218 MAINE RESOURCE RECOVERY ASSOC	416.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00132 Noah Ward-Rubin	55.00	REC,PARKS/AT / BEACH - PERSONNEL / MILEAGE
00360 North Coast Services LLC	210.65	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	11.85	GENERAL GOVT / Admin - ADMIN / POSTAGE
00841 PretiFlaherty	1,440.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00069 Regional School Unit#38	309,458.75	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00086 SECRETARY OF STATE (MOTOR VEH)	2,923.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	1,829.56	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	23.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP

Warrant Recap

Warrant 9

Vendor-----	Amount	Account-----
00021 Sonya Clark	144.99	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00462 STAPLES CREDIT PLAN	29.87	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	12.49	COMM SERVICE / Library - ADMIN / OFFICE SUP
00207 Teresa Shaw	31.82	GENERAL FUND / HEALTH INSUR
00207 Teresa Shaw	5.58	GENERAL FUND / VSP Vision
00313 Toshiba Financial Services	449.87	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00215 Treas., State of Maine (water)	35.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00102 TREAS.,STATE OF MAINE (SURPLU)	10.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00295 US CELLULAR	37.31	GENERAL GOVT / Admin - PERSONNEL / TM Mile/Phon
00295 US CELLULAR	37.27	GENERAL GOVT / Code Enforce - UTILITIES / CELL PHONE
00295 US CELLULAR	74.59	Maintenance / Gen Maint - UTILITIES / CELL PHONE
00295 US CELLULAR	37.27	COMM SERVICE / Animal Cntrl - UTILITIES / CELL PHONE

Prepaid Total--	4,998.63
Current Total--	367,507.19
Warrant Total--	372,505.82

Sept. 12, 2022 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
11	98	\$ 232,335.05	Warrant	S. Keegan	Three	
A	98	\$ 3,903.99	State Fees	S. Keegan	One	9/2/2022
B	98	\$ 1,689.25	State Fees	S. Keegan	One	9/9/2022
12	104	\$ 21,605.14	Payroll	S. Keegan	One	

SUM \$ 253,940.19

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

Treasurer's Warrant

Warrant # 11 & 12

\$253,940.19

Dates: 9/15/2022

To the Treasurer of Readfield:

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

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$21,605.14	71690-71699 171690-171704
VARIOUS VENDORS	Accounts Payable	\$232,335.05	71652-71689
	Total	\$253,940.19	

Date Signed: _____

_____ Dennis Price

_____ Steven DeAngelis

_____ Carol Doorenbos

_____ Sean Keegan

_____ Kathryn Woodsum

A / P Check Register

Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	70.66	09/15/22	11	0031 Central Maine Power Co
P	999	21.49	09/15/22	11	0031 Central Maine Power Co
P	999	20.16	09/15/22	11	0031 Central Maine Power Co
P	999	148.42	09/15/22	11	0031 Central Maine Power Co
P	999	25.09	09/15/22	11	0031 Central Maine Power Co
P	999	277.43	09/15/22	11	0031 Central Maine Power Co
P	999	409.10	09/15/22	11	0031 Central Maine Power Co
P	999	147.84	09/15/22	11	0031 Central Maine Power Co
P	71652	2,404.94	09/01/22	11	0086 SECRETARY OF STATE (MOTOR VEH)
P	71653	1,440.05	09/01/22	11	0098 TREAS., STATE OF MAINE (IFW)
P	71654	59.00	09/01/22	11	0100 TREAS., STATE OF MAINE (DOGS)
P	71655	1,689.25	09/09/22	11	0086 SECRETARY OF STATE (MOTOR VEH)
R	71656	460.00	09/15/22	11	0643 A.A.A. PORTABLE TOILETS
R	71657	140.00	09/15/22	11	0015 American Awards, Inc
R	71658	2,845.92	09/15/22	11	0599 Archie's Inc.
R	71659	66.55	09/15/22	11	0024 Baker & Taylor, Inc
R	71660	1,698.84	09/15/22	11	0904 Central Maine Technology
R	71661	70.00	09/15/22	11	0183 Copies, Etc.
R	71662	147.60	09/15/22	11	0917 Dave's Appliance, Inc.
R	71663	2,000.00	09/15/22	11	0591 David Ledew
R	71664	50.00	09/15/22	11	0767 Diane Hanson
R	71665	1,314.00	09/15/22	11	0054 ecomaine
R	71666	1,375.80	09/15/22	11	0810 Eric Dyer
R	71667	165.10	09/15/22	11	0206 Grainger
R	71668	28.00	09/15/22	11	0791 Group Dynamic Inc
R	71669	204.18	09/15/22	11	0629 Irving Oil Marketing, Inc
R	71670	95.00	09/15/22	11	0083 Kennebec Cnty Registry Of Deeds
R	71671	411.69	09/15/22	11	0152 Lowe's
R	71672	105.46	09/15/22	11	0066 Maine Municipal Association
R	71673	900.00	09/15/22	11	0424 Main-Land Dev. Consultants, Inc
R	71674	42.03	09/15/22	11	0229 Melissa A Small
R	71675	22.55	09/15/22	11	0858 PETTY CASH
R	71676	118.98	09/15/22	11	0406 SAM'S CLUB
R	71677	31,465.92	09/15/22	11	0736 Sealcoating, Inc
R	71678	13.17	09/15/22	11	0696 Spectrum
R	71679	277.33	09/15/22	11	0462 STAPLES CREDIT PLAN
R	71680	75.00	09/15/22	11	0509 TREAS., STATE OF MAINE (DEP)
R	71681	105.00	09/15/22	11	0215 Treas., State of Maine (water)
R	71682	747.50	09/15/22	11	0103 TREAS.,STATE OF MAINE (PLUMB)
R	71683	775.00	09/15/22	11	0032 Troiano Waste Service,Inc
R	71684	658.22	09/15/22	11	0373 Uline
R	71685	30.58	09/15/22	11	0495 United AG & Turf NE
R	71686	139,277.36	09/15/22	11	0664 US BANK CORPORATE TRUST BOSTON
R	71687	364.80	09/15/22	11	0765 W.B. Mason Co., Inc
R	71688	12,870.04	09/15/22	11	0709 WASTE MANAGEMENT OF PORTLAND
R	71689	26,700.00	09/15/22	11	0097 Winthrop, Town of

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
Total		232,335.05			

Count	
Checks	46
VOIDS	0

Warrant 11

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	160.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00643 A.A.A. PORTABLE TOILETS	300.00	REC,PARKS/AT / Town Propert - PUBLIC WAYS / CONTRACT SVC
00015 American Awards, Inc	140.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / MISC.
00599 Archie's Inc.	2,845.92	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00024 Baker & Taylor, Inc	25.18	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	41.37	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	70.66	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	21.49	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	20.16	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	148.42	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	25.09	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	277.43	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	409.10	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	147.84	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00904 Central Maine Technology	1,698.84	GENERAL GOVT / Admin - EQUIP O,R &M / COMPUTER R&M
00183 Copies, Etc.	70.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / Publications
00917 Dave's Appliance, Inc.	147.60	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00591 David Ledew	2,000.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00767 Diane Hanson	50.00	GENERAL FUND / Gile Hall
00054 ecomaine	1,314.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00810 Eric Dyer	1,375.80	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00206 Grainger	41.34	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00206 Grainger	123.76	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
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	95.20	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	104.10	PROTECTION / FIRE DEPART - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	4.88	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00083 Kennebec Cnty Registry Of Deeds	95.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00152 Lowe's	130.13	SOLID WASTE / TRANSFER STA - BUILDING O&M / GROUNDS
00152 Lowe's	74.94	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00152 Lowe's	55.57	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00152 Lowe's	151.05	CEMETERIES / CEMETERIES - PUBLIC WAYS / SIGNS/SUPPLY
00066 Maine Municipal Association	105.46	GENERAL GOVT / Insurance - INSURANCE / UNEMPLOYMENT
00424 Main-Land Dev. Consultants, Inc	900.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00229 Melissa A Small	30.05	COMM SERVICE / Library - ADMIN / MISC.
00229 Melissa A Small	11.98	COMM SERVICE / Library - ADMIN / OFFICE SUP
00858 PETTY CASH	20.55	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	2.00	SOLID WASTE - TS FEES
00406 SAM'S CLUB	100.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00406 SAM'S CLUB	18.98	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00736 Sealcoating, Inc	31,465.92	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	2,404.94	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	1,689.25	GENERAL FUND / Motor Veh Fe

Warrant Recap

Warrant 11

Vendor-----	Amount	Account-----
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	188.48	COMM SERVICE / Library - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	88.85	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00509 TREAS., STATE OF MAINE (DEP)	75.00	GENERAL FUND / Plmg-DEP SUR
00100 TREAS., STATE OF MAINE (DOGS)	59.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	1,440.05	GENERAL FUND / Rec Veh Fees
00215 Treas., State of Maine (water)	35.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00215 Treas., State of Maine (water)	35.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00215 Treas., State of Maine (water)	35.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00103 TREAS.,STATE OF MAINE (PLUMB)	747.50	GENERAL FUND / PLUMB-STATE
00032 Troiano Waste Service,Inc	700.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00373 Uline	658.22	REC,PARKS/AT / Town Propert - PUBLIC WAYS / SIGNS/SUPPLY
00495 United AG & Turf NE	30.58	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00664 US BANK CORPORATE TRUST BOSTON	52,000.00	DEBT SERVICE / Fire Truck - FINANCIAL / BOND PRIN
00664 US BANK CORPORATE TRUST BOSTON	871.00	DEBT SERVICE / Fire Truck - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	16,000.00	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND PRIN
00664 US BANK CORPORATE TRUST BOSTON	1,526.40	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	36,666.67	DEBT SERVICE / Muni Bld Bnd - FINANCIAL / BOND PRIN
00664 US BANK CORPORATE TRUST BOSTON	4,773.63	DEBT SERVICE / Muni Bld Bnd - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	24,276.58	DEBT SERVICE / Muni Bond - FINANCIAL / BOND PRIN
00664 US BANK CORPORATE TRUST BOSTON	3,163.08	DEBT SERVICE / Muni Bond - FINANCIAL / BOND INT
00765 W.B. Mason Co., Inc	328.32	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00765 W.B. Mason Co., Inc	36.48	COMM SERVICE / Library - ADMIN / OFFICE SUP
00709 WASTE MANAGEMENT OF PORTLAND	2,215.59	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	3,010.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	50.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	7,594.45	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00097 Winthrop, Town of	26,700.00	PROTECTION / AMBULANCE - COMMUNITY SV / AMBULANCE

Prepaid Total--	6,713.43
Current Total--	225,621.62
Warrant Total--	232,335.05

COMMUNICATIONS

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

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Eric Dyer

From: Rebecca Lambert <rlambert1117@gmail.com>
Sent: Tuesday, September 6, 2022 3:11 PM
To: Eric Dyer; Andrews Tolman
Subject: Budget Committee

Good afternoon, Eric & Andy,

I'm writing today to officially provide my resignation from the Readfield Budget Committee. As you are aware, I was reelected to the RSU #38 board and with the subcommittees that I serve on for the RSU, it has proven to be too much during the budget season to also be on the budget committee.

I have thoroughly enjoyed my time on this committee and appreciate the opportunity to serve. Once my term on the school board ends, I will consider getting involved again. Until then, thank you for all that you do for Readfield.

Best regards,
Rebecca Lambert

Eric Dyer

From: David Trunnell <dtrunnell@gmail.com>
Sent: Friday, August 26, 2022 10:09 AM
To: Eric Dyer; Mama_Jess
Subject: resignation from the CPC

I have taken on two new part-time jobs that prevent me from giving more time to the CPC.

Jess, you'll need to do the Local Economy Chapter. If committee members do complete some of the focused interviews, that could provide some helpful insights. I did reach Jay Charette at RSU 38 and will forward his very positive email response to you.

I suggest you all put the emailed business survey on hold until the new Economic Development Committee is implemented - in some fashion - to put that data/feedback to practical use. I spoke with Clif Buck at the Transfer Station and he said the Enterprise Fund Committee appears interested in the more active, rigorous, mini-chamber of commerce role which the voters and authors envisioned in the 2009 Plan.

I believe the Historical and Housing Chapters are in pretty good shape. I strongly recommend you break with the old (paint by number) format and use the modern format of placing the most important elements at the top:

Summary (~ executive summaries used so effectively by other organizations to assemble the key elements from the large, sonorous volume of text), plus

Goals/Policies - because so many stakeholders seem to never get down that far otherwise when accessing the Plan. And for your public hearings, if you expect most of the residents attending to come aware of the key elements in the Plan, this format will boost that.

Re: the Vision Statement - by definition it's supposed to be "motivating/emoting" - but this team hasn't found a version that excites them enough to even talk about it in session - so why don't you just go with what Elaine has now and let the next CPC in 2028 try their

hand? Until then we'll likely continue to get SB's following their own personal, unpublished visions for the Town.

One more thing - maybe this goes in Implementation - but recognize that truly excellent organizations recruit proven talent with skills that match the goal/policies to be implemented. Not just winning, competitive sports teams, or Fortune 500's; but churches, e.g., recruit proven finance expertise to the Trustees, etc. All of Maine's hospitals are non profit - but they don't post board openings for volunteers to step forward - the CEO expends a lot of careful effort for that critical, organization need. Recruitment of the best talent in town, with strong, proven, necessary skill sets will be key in elevating Readfield from Above Average to Excellent.

Thank you for your continued efforts on the CP!!

Take care,

David
207-446-4165

Anjelica Pittman

From: Readfield ME via Readfield ME <cmsmailer@civicplus.com>
Sent: Friday, September 16, 2022 8:38 AM
To: readfield@roadrunner.com
Subject: Form submission from: Appointment Application (Web Fillable Form)

Submitted on Friday, September 16, 2022 - 8:37am
Submitted by anonymous user: 74.75.105.175
Submitted values are:

Date: September 16, 2022
Which Board, Committee or Commission are you applying for? Zoning Board of Appeals
==Do you have previous experience on this board or committee?==
- Do you have previous experience on this board or committee?:
No

Name: Nathaniel Rudy
Street Address:
Mailing Address:
Phone (Primary):
Phone (Secondary):
E-Mail:

Below please tell us of any experience and/or training that might be useful in this position.:
I recently served on the Readfield Solid Waste and Recycling Committee.
I have been involved with state and local government professions since 2010, including service as the Gardiner Director of Planning and Development 2011-2014, Hallowell City Manager 2016-2021, and Gray Town Manager 2021 to present. I am familiar with municipal ordinances, zoning, due process, and planning board / ZBA functions.

If you are currently employed, what is your position? Town Manager, Town of Gray
Below please tell us the reason you are interested in applying for this position.: I would like to assist in the ethical and lawful administration of local government as a volunteer in the town where I live.

Electronic Signature: Nathaniel Rudy

==Check one!==

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

The results of this submission may be viewed at:
<https://www.readfieldmaine.org/node/6133/submission/6721>

APPLICATION FOR APPOINTMENT FOR:

Name: [] Position: [] Term: []

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

Check one!

I approve the use of my e-mail and phone numbers on the Town's public sites and publications.

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

Name: _____ Date: _____

CLERK'S USE BEFORE THE APPOINTMENT

Please check one:

1st time Appointment

Re-Appointment

Was this position advertised?

Yes

No

If no, please explain: _____

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

Nate is unavailable but has previously served on the S.W.R.C.

SELECT BOARD APPROVAL

To *Nate Rudy* of Readfield, in the County of Kennebec and State of Maine: There being a position on the *Board of Appeals* we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

9/19/2022

thru

6/30/2025

Given under our hand this

19th

day of

September

2022

Dennis Price

Steve DeAngelis

Sean Keegan

Carol Doorenbos

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

Yes

No

If yes, what date:

[]

Is an Oath appropriate:

Yes

No

If yes, what date

[]

OLD BUSINESS

PUBLIC NOTICE

To Lee Mank, a resident of the town of Readfield, in the County of Kennebec.

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the town of Readfield that the municipal officers of said town will meet at the Readfield Town Office, on Monday, the 17th day of October 2022 at 6:30 P.M. and then and there consider the enactment of the following ordinance:

2022 Revisions to the Public Ways, Traffic, and Parking Ordinance of the Town of Readfield, Maine

The full text of said ordinance being attached to this Public Notice, and also available at the Readfield Town Office and on the Town of Readfield website at <https://www.readfieldmaine.org/select-board/agenda/october-17-2022-select-board-meeting>.

The public will be given an opportunity to be heard prior to the consideration of the above ordinance by the Municipal Officers.

Given under our hands this 19th day of September, 2022

Dennis Price, Chair

Kathryn Mills Woodsum, Vice Chair

Steve DeAngelis

Carol Doorenbos

Sean Keegan

Municipal Officers of Readfield, Maine

Attest: _____
Kristin Parks, Town Clerk

RETURN OF PUBLIC NOTICE

Date: _____

Pursuant to the within order of notice, I have notified and warned the inhabitants of the town of Readfield that the municipal officers will meet at the time and place and for the purpose therein named, by posting this day an attested copy of that notice in the following public and conspicuous places in town::

Readfield Town Office

8 Old Kents Hill Road, Readfield

Kents Hill Post Office

1613 Main Street, Kents Hill

Readfield Post Office

1138 Main Street, Readfield

In said town, being public and conspicuous places in said town, on the _____ day of _____ 2022 A.D., being at least seven days before the meeting.

Lee Mank, Resident of Readfield, Maine
Kennebec County, ss

Then personally appeared before me the above-named Lee Mank, known to me (or, who satisfactorily identified him/herself to me,) and swore that the representations set forth in the above Return of Public Notice are true to his/her own knowledge; and acknowledged the signature appearing thereon to be his/hers, and that he/she executed the Return of his/her own free will (and who signed the above Return in my presence).

Date: _____

(Notary's seal)

Notary Public/Attorney at Law

Kristin Parks, Town Clerk

My commission expires: _____

**2022 Revisions to the Public Ways,
Traffic, and Parking Ordinance
Of the
Town of Readfield, Maine**

ENACTED: ~~December 9, 2019~~ September 19, 2022

CERTIFIED BY: _____
Signature

CERTIFIED BY: _____
Printed Name

Title

**Public Ways, Traffic, and Parking Ordinance
of the
Town of Readfield, Maine**

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1. GENERAL PROVISIONS:

- A. This Ordinance shall be known and may be cited as the “Public Ways, Traffic, and Parking Ordinance” and will be referred to herein as this Ordinance.
- B. The purpose of this Ordinance is to ~~lessen~~improve safety hazards and the risk of injury to the traveling public, aid to in the control of the movement and stopping of vehicular traffic, to prevent damage to and extend the life expectancy of public ways, and to reduce the public expense for their maintenance, operation, and repair within the Town of Readfield,
- C. The provisions of this Ordinance apply to all public ways ~~within~~under the jurisdiction of the Town of Readfield. This Ordinance does not govern traffic, parking, or pedestrian activity on private ways.
- D. This ordinance does not apply to motor vehicles parked in a prohibited area for the following reasons:
 - 1. Mechanical problems or breakdown lasting less than 24 hours;
 - 2. Emergency situations;
 - 3. Maintenance, construction, repair or installation of utilities or the public way by any State or municipal agency or utility company.

2. ESTABLISHMENT & AUTHORITY

- A. This Ordinance is established under M.R.S. Title 30-A §3009 and §4452, and M.R.S. Title 29-A §2395 and §2388, pursuant to an affirmative vote by the Town of Readfield Select Board.
- B. The Select Board has the exclusive authority to enact all traffic ordinances in the municipality, subject to the following provisions:
 - 1. The Select Board may regulate pedestrian traffic in the public ways, including, but not limited to, setting off portions of a municipality's public ways for sidewalks and regulating their use; providing for the removal of snow and ice from the sidewalks by the municipality; and establishing crosswalks or safety zones for pedestrians.
 - 2. The Select Board may regulate the operation of all vehicles in the public ways and on publicly owned property.
 - a. The violation of any ordinance authorized by this paragraph is a civil violation.
 - b. A municipality may not adopt or enforce an ordinance authorized by this paragraph that is the same as or conflicts with any speed or other traffic control

limits imposed by the Department of Transportation pursuant to Title 23 or 29-A. [1999, c. 753, §8 (AMD)].

3. The municipal officers may regulate the parking of motor vehicles on any public way or public parking area.

3. DEFINITIONS

Except as otherwise provided herein, the definitions contained in M.R.S shall govern the construction of words contained in this Ordinance. Any words not defined therein shall be given their common and ordinary meaning.

A. Designee - Any person granted permission to enforce this Ordinance, including but not limited to municipal officials and State, County, and other law enforcement officials.

B. Public Way - As read in this Ordinance, “public way” means any public road, bridge, parking area, ~~or sidewalk,~~ way dedicated to public use; or way upon which the public has a right of access or has access as invitees or licensees.

B.C. Sight Distance - The length of unobstructed sight line of motor vehicle drivers in normal daylight conditions. Sight distance is measured from the perspective of a hypothetical person seated in a vehicle from three vantage points: (1) sitting in the access viewing vehicles traveling on the highway (both left and right), (2) traveling on the highway viewing a vehicle sitting in an access and (3) traveling on the highway viewing a vehicle turning into the access (both ahead and behind). In case of discrepancy between these measurements, the lesser measurement will be used to determine whether the sight distance standard is met. Sight distance is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of traveled way. The height of the hypothetical person’s view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.

4. PARKING & USE RESTRICTIONS

A. Readfield Corner.

~~1. A map of parking restrictions at Readfield Corner is attached as an appendix.~~

~~2.1.~~ There shall be NO PARKING at any time in the following areas

- a. On Church Road, starting at the center of Main Street and continuing 70 feet northerly along both sides of the road. 70 feet from the center of Main St. along Church Rd, both sides.
- b. On Main Street, starting at the center of Church Road and continuing 90 feet easterly from the center of Church Rd. along Main St. toward Maranacook Lake,

on the Mt. Vernon (north) side of the road.

- c. On Main Street, starting at the center of Route 41 and continuing 200 feet easterly from the center of Rt. 41 along Main St. toward Maranacook Lake, on the Winthrop (south) side of the road.
- d. On Route 41, starting at the center of Main Street and continuing 50 feet southerly along both sides of the road. 50 feet from the center of Main St. along Rt. 41, both sides.
- e. On Main Street, starting at the center of Church Road and continuing 90 feet westerly toward from the center of Church Rd. along Main St. toward Fayette, on the Mt. Vernon (north) side of the ~~Rdroad~~.
- f. On Main Street, starting at the center of Route 41 and continuing 90 feet westerly from the center of Rt. 41 along Main St. toward Fayette, on the Winthrop (south) side of the ~~Rdroad~~.

~~3.2.~~ Only parallel parking shall be allowed outside of the above referenced areas.

B. Town-Wide.

- 1. Parking is allowed only on one side of any public way unless otherwise designated and only in areas where doing so does not violate other provisions of this Ordinance. Parking on both sides of any public way is prohibited unless prior consent is granted by the Road Commissioner or ~~their~~ designee.
 - a. It is the responsibility of the property owner, organizer, or sponsor of any event requiring on-street parking to ensure that this requirement is met.
 - b. Signage identifying which side of the street is restricted must be in place prior to the start of the event and must be removed within 24 hours of the end of the event.
 - c. Signage shall include clear language stating “NO PARKING THIS SIDE” or similar.
- 2. Except in compliance with a statute or with this Ordinance, a person shall not stop or park a vehicle on any public way in any of the following places:
 - a. On a sidewalk.
 - b. In front of a public or private driveway.
 - c. Within an intersection.

- d. In any location that obstructs access to, and in no case is ~~W~~within seven (7) feet of a fire hydrant, except as otherwise designated by the Road Commissioner.
- e. On a crosswalk.
- f. Alongside or opposite any excavation or obstruction when stopping or parking would obstruct traffic.
- g. On the roadway side of any vehicle stopped or parked at the edge or curb of a public way.
- h. On any bridge or other elevated structure.
- i. At any place where official signs or yellow striped areas or yellow curbing indicates a restricted, no-stopping or no-parking area.
- j. Within twenty (20) feet of a marked crosswalk unless otherwise designated.
- k. Within twenty (20) feet of the near corner of the curbs at an intersection unless otherwise designated.;

3. A person shall not park any vehicle on a public way so as to leave available less than ~~ten~~twenty (~~10~~20) feet of the width of the traveled portion of the roadway for free movement of vehicular traffic without prior approval of the Road Commissioner.

3.4.The Road Commissioner may designate areas of any Public Way as a parking place or as a place where parking is prohibited,

5. Where parking places are marked by painted lines, a person must park a vehicle within the lines for either temporary or permanent parking.

4.6.The Road Commissioner may impose time limits on parking in any public way.

5.7.A person shall not park a vehicle in a parking stall specifically designated and clearly marked for persons with physical disabilities unless the vehicle is equipped with a special designating plate or displays placard issued by the secretary of state under the provisions of and in compliance with 29A M.R.S.A. § 521. A person shall not park in an access aisle adjacent to a disability parking space regardless of whether the person has been issued a disability registration plate or removable placard by the State of Maine. Disability access aisles shall be marked by painting on the pavement a rectangular box with white or yellow diagonal stripes.

6.8.Where traffic-control signals are not in place or in operation, the operator of a vehicle shall yield the right-of-way to a pedestrian crossing a public way within any marked crosswalk or at any intersection protected by a stop sign. When any vehicle is stopped at a crosswalk or intersection to permit a pedestrian to cross, the driver of any other

vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

9. Every pedestrian crossing a public way at any point other than within a crosswalk or protected intersection shall yield the right-of-way to all vehicles on the way.

~~7.10.~~ All crosswalks and pedestrian crossings shall be installed perpendicular to the public way, and shall adhere to the guidance in the most recent version of the Manual on Uniform Traffic Control Devices (MUTCD) issued by the Federal Highway Administration.

~~8.11.~~ Pedestrians shall walk on a sidewalk when ~~there is one~~ is available, otherwise, they shall walk on the left side of a public way, against traffic and shall yield to oncoming traffic by stepping off the paved portion of the way when traffic approaches.

~~9.12.~~ A person shall not drive a vehicle within any sidewalk area except at a driveway.

~~10.13.~~ No person shall ride a bicycle or skateboard on a sidewalk except in a prudent and reasonable manner having proper regard for public safety. In all cases, bicyclists on a sidewalk shall yield the right-of-way to pedestrians.

~~11.14.~~ Parking on municipally owned or maintained property not previously addressed (including parks, trailheads, parking lots, etc.) shall be in accordance with the following provisions:

a. No parking from dusk to dawn outside of scheduled ~~public~~ municipally sponsored events unless permission is granted by the Road Commissioner.

5. TRAFFIC CONTROL DEVICES

A. The Road Commissioner, with the aid of any necessary municipal staff or contractors, shall place and maintain all traffic signs and traffic control devices authorized by the Select Board and this Section.

B. Any provision of this Ordinance for which signs are required may not be enforced if at the time and place of the alleged violation an official traffic sign is not properly positioned and sufficiently legible to be seen and read by an ordinarily observant person.

1. All traffic signs shall, whenever possible, meet the guidelines established in the most ~~current~~ recent version of the Manual on Uniform Traffic Control Devices (MUTCD).

2. Speed limit signs may be advisory or regulatory. Regulatory signs must reflect the speed limit for the roadway established by the Maine Department of Transportation.

3. No-parking signs must be placed in no-parking areas in such a manner as to be seen and understood by an ordinarily observant person.

C. Crosswalk signs and pavement markings shall be placed on all crosswalks situated located on public ways.

D. Physical traffic control devices including but not limited to center-line signage, posts, bollards, curbing, and speed bumps, speed humps, and speed tables may be installed on any public way.

6. SNOW REMOVAL & PLOWING

Maintaining safe and navigable roadways is of fundamental importance to the Town of Readfield. This is especially so in the winter months when snow removal requires municipal crews, private residents, and contractors to perform snow removal on, across, and adjacent to our public ways. Accordingly:

A. No person shall plow, or transfer in any manner, snow or ice across any public way within the Town of Readfield, unless such plowing or transfer is done in such a manner as to:

1. Leave no ridge, lump, or other trace of snow or ice within the traveled portion of such public way; and.

2. Create no bulge or other protuberance in the banks along such public way.

B. For the purpose of facilitating snow removal, the Road Commissioner may place temporary signs along any public way from which the snow is about to be removed, indicating that parking a vehicle is prohibited. A person shall not park a vehicle within the area indicated by the signs.

C. Vehicles or other personal property interfering with winter maintenance of any public way may be removed at the owner's expense in accordance with the OBSTRUCTION OF A PUBLIC WAY section of this Ordinance.

D. Any person who violates the above provisions of this section shall be subject to a penalty of \$100 for each violation.

7. OBSTRUCTION OF A PUBLIC WAY

A. No person shall obstruct any public way. Any vehicle or other personal property parked, disabled, or abandoned on any public way that interferes with or hinders maintenance, snow removal, or the normal movement of pedestrians or traffic on any public way may be removed and stored, at the owner's expense, at the order of the Road Commissioner or designee without notice.

- B. Advance notice will be provided whenever possible, however, and reasonable efforts to contact the owner of the vehicle or property shall be made prior to removal. The Town and its agents will in no way be responsible for any damage or loss to a vehicle stored in compliance with this Section.
- C. When any vehicle is towed pursuant this Ordinance, the following procedure shall be followed:
 - 1. Notice shall be sent to the registered owner of the vehicle by regular mail 1st class mail within 24 hours following the tow, by the company that did the towing.
 - 2. The notice shall contain the registration number & brief description of the vehicle, location of where the vehicle is stored, the cost of the tow & the daily storage charge if the vehicle is left more than 48 hours in storage after the notice has been mailed.

8. TEMPORARY ROAD CLOSURE

- A. The Road Commissioner or ~~their~~ designee may establish one-way traffic or restrict through traffic on such streets and ways at such times of the year as may appear necessary, by appropriate signs or markings clearly indicating such restrictions. This action is not regarded as a Temporary Road Closure within this Ordinance.
- B. An 'on the spot' closure by the Police or by the Fire Department during emergencies or processions, or a closure by the Road Commissioner or ~~their~~ designee for road construction or maintenance are not regarded as Temporary Road Closures within this Ordinance.
- C. The Road Commissioner or ~~their~~ designee may close streets for the purposes of a Temporary Road Closure to allow for such activities as Block Parties, Fairs, Carnivals, Fun-Runs and Exhibitions when the Select Board determines a need exists.
- D. Procedures for Processing Temporary Road Closure Applications
 - 1. An application in writing must be received by the Select Board at least six (6) weeks prior to the closure. Details should include:-
 - a. Applicant's name and address.
 - b. Street names to be closed.
 - c. Limits of the closure.
 - d. Date(s) and Time(s) of the closure.
 - e. Reasons for the closure.

2. A fee to cover costs may be required as a condition of approval, set and adjusted from time to time by the Select Board.
3. The applicant is to obtain consent in writing to the closure from the occupants of properties situated along the street(s) to be closed. This is to be included with the application.
 - a. If the proposed closure is to be short term (less than 24 hours) the matter does not require consideration by the Road Committee and Road Commissioner. However, concurrence must be obtained from the Police, the Fire Department and the Road Commissioner. If buses are to be effected, the RSU #38 should also be consulted.
 - b. If the proposed closure is to be longer term, the matter must be referred to the Road Committee and Road Commissioner for consideration.
4. In conjunction with the above, the Select Board will direct the Town Office to advertise the closure and seek comments from the public.
5. Following receipt of comments, the matter is referred to the Select Board for approval/rejection.
6. The applicant is notified of the Select Board's decision.
7. The Town Office is also to notify the Ambulance Service and Fire Department if the closure is approved.

E. Standard Conditions.

1. Below is a list of standard conditions to be applied for Temporary Road Closures. Additional conditions may be applied for specific cases:
 - a. The closure is to be indicated by suitable barriers and signs which are to be removed promptly at the conclusion of proceedings.
 - b. Notices to the public of the upcoming road closure are to be posted at the town office, post offices, other prominent locations, and also along all public entries of the road to be closed at least seven (7) days in advance.
 - c. Barriers are to be manned-attended at all times by a competent person.
 - d. Traffic Hazard Warning Lamps are to be kept in operation at all times during the hours of darkness.
 - e. The local Police are to be notified and any Police directions are to be obeyed.

- f. A clear access is to be maintained for emergency vehicles at all times.
- g. Any person having a legitimate reason to gain access is to be permitted to do so without undue delay.
- h. The area is to be left clear and tidy at the conclusion of proceedings.

9. ROAD OPENING

~~RESERVED~~

A. Purpose and Applicability.

- 1. The purpose of this section is to promote the safety and general welfare of the community, and to protect public infrastructure from undue adverse impacts by ensuring all work in Public Ways is properly constructed and to ensure that the appropriate public officials are notified in advance of such work.
- 2. This ordinance does not apply to work done on state highways (Route 17, Route 41, Route 135, and North Rd.) or on private roads within the Town of Readfield.

B. Application Requirements and Procedures.

- 1. Permit Required: Before any construction involving excavation in a Public Way may take place, the contractor shall prepare and submit a Road Opening Permit Application, and receive a Road Opening Permit from the Road Commissioner.
- 2. Application Form: Applications for Road Opening Permits shall be made on a form available at the Town Office.
- 3. Application Review: The Road Commissioner or designee shall review the application for compliance with this ordinance and shall issue a decision on the application within 72 hours of receipt of the application. The Road Commissioner or designee may attach special conditions to the permit, if deemed necessary to ensure compliance with this ordinance or to maintain public safety.
- 4. Timing: Outside of emergency repair work as determined by the Road Commissioner or designee, Road Opening Permits shall not be issued for Public Ways paved within the past two years.
- 5. Inspections: The Road Commissioner or designee may at any time inspect the work covered by the Road Opening Permit.
- 6. Application Fee: The fee for the Road Opening Permit shall be set by the Select Board.

C. Performance Standards.

1. During all times when the Contractor is working in a Public Way, proper traffic control must be maintained. The most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD) issued by the Federal Highway Administration shall be the standard applied to traffic controls.
2. If applicable, proper trenching techniques shall be used during all excavations, in accordance with Occupational Safety and Health standards and guidelines.
3. All backfill material shall be thoroughly compacted. The top of the trench shall be of a clean gravel processed to a graduation of no larger than three (3) inches and be of a thickness equal to the present base but under no circumstances be less than twelve (12) inches after compaction.
4. All pavement removed is to be taken away from the work site and disposed of at an approved disposal facility. The pavement opening shall be squared and repaved using two (2) inches of binder with one (1) inch of surface mix or greater, to match existing pavement depth. Mix design shall meet all Maine DOT specifications.
5. The permittee assumes responsibility for the site during construction and for a period of two years from the date of completion. Should a problem arise, it will be the sole responsibility of the permittee to take all corrective measures deemed necessary by the Road Commissioner. Street construction is to be completed as soon as practical in order to prevent unnecessary hazards to the public.
6. All surplus material and construction debris must be removed from the work site before the contractor completes demobilization activities.
7. A minimum of one-half of the travel width of the roadway shall be open to traffic at all times.

D. Enforcement.

1. At the request of the Road Commissioner, the Code Enforcement Officer shall issue a stop-work order if a contractor fails to adhere to the requirements of this ordinance.

10. WEIGHT RESTRICTIONS & ROAD POSTING

A. Restrictions and Notices.

1. The municipal officers may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in their judgment, be necessary to protect the traveling public and prevent abuse of the highways, and designate the public ways to which the restrictions shall apply.

2. Whenever notice has been posted as provided herein, no person may thereafter operate any vehicle with a gross registered weight in excess of the restriction during any applicable time period on any public way so posted unless otherwise exempt as provided herein.
3. Pursuant to 29-A M.R.S. § 2395, the notice shall contain, at a minimum, the following information: the name of the public way, the gross registered weight limit, the time period during which the restriction applies, the date on which the notice was posted, and the signatures of the municipal officers. The notice shall be conspicuously posted at each end of the restricted portion of the public way in a location clearly visible from the traveled way.
4. Whenever a restriction expires or is lifted, the notices shall be removed wherever posted. Whenever a restriction is revised or extended, existing notices shall be removed and replaced with new notices. No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

B. Exemptions

1. The following vehicles are exempt under State law: Any vehicle delivering home heating fuel or organic animal bedding and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying sufficient water for residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S. § 2395 (4-A).
2. Frozen road exemption: This ordinance shall not apply to any restricted road which is frozen. The highway is considered “frozen” only when the air temperature is 32° F or below and no water is showing in the cracks of the road. Both conditions must be met.
3. The following vehicles are also exempt under the specific provisions of this ordinance:
 - a. Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
 - b. MaineDOT vehicles or other vehicles authorized by MaineDOT or a municipality or county to maintain the roads under their authority.
 - c. Authorized emergency vehicles as defined in 29-A M.R.S. § 2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or fewer under the direction of a public utility and

engaged in utility infrastructure maintenance or repair.

- d. Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities may operate without a permit. Special Commodities includes any of the following:
 - i. Home delivered heating fuel (oil, gas, coal, stove size wood that is fewer than 36” in length, propane and wood pellets);
 - ii. Petroleum products;
 - iii. Groceries;
 - iv. Bulk milk;
 - v. Bulk feed;
 - vi. Solid waste;
 - vii. Organic animal bedding; or
 - viii. Sewage from private septic tanks or ~~porta-potties~~portable toilets

C. Permits

1. The owner or operator of any vehicle not otherwise exempt as provided herein may apply in writing to the Road Commissioner for a permit to operate on a posted public way notwithstanding the restriction. The Road Commissioner may issue a permit only upon all of the following findings:
 - a. no other route is reasonably available to the applicant;
 - b. it is a matter of economic necessity and not mere convenience that the applicant use the public way; and
 - c. the applicant has tendered cash, a bond or other suitable security running to the municipality in an amount sufficient, in their judgment, to repair any damage to the public way which may reasonably result from the applicant’s use of same.
2. Even if the Road Commissioner makes the foregoing findings, they need not issue a permit if they determine the applicant’s use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect

the public ways.

3. In determining whether to issue a permit, the Road Commissioner shall consider the following factors:
 - a. the gross registered weight of the vehicle;
 - b. the current and anticipated condition of the public way;
 - c. the number and frequency of vehicle trips proposed;
 - d. the cost and availability of materials and equipment for repairs;
 - e. the extent of use by other exempt vehicles; and such other circumstances as may, in their judgment, be relevant.
4. The Road Commissioner may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

D. Penalties

Any violation of this Ordinance section shall be a civil infraction subject to a fine of not less than \$250.00 nor more than \$1,000.00. Each violation shall be deemed a separate offense. In addition to any fine, the municipality may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs. Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

11. DRIVEWAY SITING & CULVERTS

A. Permit Required.

1. Any new driveway entrance onto a Town or privately-owned road requires an entrance permit to be applied for, approved and issued by the Road Commissioner or the Commissioner's designee following the payment of the applicable review fee. Driveway entrances requiring site review in accordance with the Land Use Ordinance shall first require approval from the Planning Board.
2. If a new entrance requires the installation of a culvert, the Road Commissioner or designee will state on the permit the diameter and length of the culvert. The culvert must be installed according to these installation specifications and any other conditions which the Road Commissioner or designee may impose.

B. Siting Requirements

1. Driveway entrances to lots must be located to provide for the minimum Sight Distances for the speed limit posted on any public or private road and required as Basic Safety Standards in Chapter 299 of the Maine Department of Transportation “Highway Driveway and Entrance Rules”: Part B, Section 2. These sight distances are as follows:

Posted Speed (MPH) Sight Distance (feet)	Sight Distance (feet)
Less than 20	None required
20	155
25	200
30	250
35	305
40	360
45	425

2. If the required sight distance cannot be achieved due to the topography, configuration or other unique circumstances of the property, and not for the convenience of or as the result of any action taken by the owner of the lot, this distance may be reduced to the extent necessary to provide the greatest sight distance as determined by the Road Commissioner.
3. The edge of the driveway shall be setback at least ~~ten~~ **(10)** feet from the edge of any side or rear property line unless there is a survey of the property completed by a Registered Land Surveyor and corner pins properly locating the property lines exist. In such case, the edge of the driveway may be as close as ~~three~~ **(3)** feet from a side or rear property line, provided proper drainage is installed to ensure that stormwater runoff is not channeled onto abutting property without a legal drainage easement. Shared driveways shall be exempt from the setback requirements.

C. Culvert Installation Standards.

1. The minimum diameter of any culvert shall be ~~15~~**twelve (12)** inches, the minimum length shall be **twenty (20)** feet and the maximum length shall not exceed ~~30~~**forty (40)** feet unless the Road Commissioner approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer’s recommendations. Where there may be inconsistencies or conflicts between these, the Road Commissioner shall make the final determination.
3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the

- culvert must be placed on twelve (12) inches of acceptable bedding material.
4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a twenty-four (24) ft. culvert).
 5. Backfill material around the culvert and a minimum of twelve (12) inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum twelve (12)-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Road Commissioner.
 6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that of the base, or invert, of the installed culvert.
 7. The grade of the entrance shall slope away from the road surface at a rate of ½ inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.
 8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.
 9. When it is anticipated the culvert size may need to exceed twenty-four (24) inches in diameter, the landowner/developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.
 10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.
 11. The landowner/developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.

D. Culvert Installation, Maintenance, and Replacement.

1. Following approval of the installation, the landowner/developer is responsible for the purchase, installation and proper backfilling of said culvert.

2. If the culvert is installed within the limits of a Town-owned road, the Town thereafter becomes responsible for the maintenance and any necessary replacement of the culvert according to the requirements of this policy.

12. ENFORCEMENT & PENALTIES

- A. Enforcement of this Ordinance, including but not limited to the issuance of permits and notices of violation, shall be the responsibility of the Road Commissioner and Code Enforcement Officer or their designees, acting as duly authorized representatives of the Town of Readfield.
- B. Action to enforce this Ordinance may also be taken through the Land Use Ordinance of the Town of Readfield.
- C. When necessary to meet an emergency situation in the interest of the health, safety or general welfare of the residents of the town, the Fire Chief, or his designee, may temporarily suspend any provision of this Ordinance. They may restrict and divert vehicular and pedestrian traffic, and may restrict or regulate parking.
- D. Any violation of this ordinance is a civil violation.
- E. The Select Board may establish a method by which persons charged with the violation of ordinances governing pedestrian traffic on the public ways may waive all court action by payment of specified fees within stated periods of time. [1991, c. 549, §16 (AMD); 1991, c. 549, §17 (AFF).]
- F. Penalties under this ordinance may include the removal of personal property or vehicles from the public way at the owner's expense, as well as monetary penalties.
 1. Unless otherwise noted, monetary penalties for violation of this Ordinance shall be as follows. Subsequent offenses shall be counted during the 12 month period following the first offense:
 - 1st offense - \$25
 - 2nd offense - \$50
 - 3rd offense - \$100
 - 4th or subsequent offense - up to \$500
 2. In any instance where penalties in this section conflict with penalties identified elsewhere in this Ordinance, the more substantive penalty shall apply.
 3. Penalties shall be payable to the Readfield Town Office within three business days of notice of violation.
 - ~~4.~~ Unpaid penalties shall be collected using the most expedient means, including the use of third party collection agencies.

13. CONFLICTS WITH OTHER ORDINANCES

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other Ordinance, regulation or statute, the more restrictive provision shall apply.

14. AMENDMENT

This Ordinance may be amended by the Select Board at any properly noticed meeting.

15. SEVERABILITY

The invalidity of any section or provision of this Ordinance shall not be held to invalidate any other section or provision of this Ordinance.

16. ABROGATION

This Ordinance repeals and replaces any municipal ordinance, portion thereof, or legislative action previously enacted relating to the management or operation of public ways, traffic, and parking in the Town of Readfield. ~~Known ordinances and policies include:~~

~~The Readfield Corner Parking Ordinance,~~

~~The Readfield Select Board Traffic Ordinance—Temporary Road Closure Policy,~~

~~The Snow Plowing Ordinance, and~~

~~The Driveway Entrance Siting and Culvert Installation and Maintenance Policy~~

17. APPENDICES

The following appendices are related to but separate from this Ordinance and are available at the Town Office or on the Town of Readfield website.

- Appendix A - Driveway Application & Permit
- Appendix B - Road Opening Application & Permit
- Appendix C - Temporary Road Closing Application & Permit
- Appendix D - Over Weight Application & Permit
- Appendix E - Notice of Violation
- Appendix F - Parking Maps
- Appendix G - Listing of Town Roads and Public Ways

PUBLIC HEARING

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: September 7, 2022
Subject: New GA Maximums for October 1, 2022

Enclosed please find the following items:

- MMA's new (October 1, 2022–September 30, 2023) “**General Assistance Ordinance Appendices**” (A – G).
- Recovery Residence Housing Maximums (October 1, 2022-September 30, 2023)
- “**GA Ordinance Adoption Form**” which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Updates

Please note that updates have been made to the General Assistance Ordinance, Appendix A (overall maximums), Appendix B (food maximums), Appendix C (housing maximums), Appendix D (electricity maximums) and Appendix G (mileage rate). There is also a new Recovery Residence Housing Maximums guide. We anticipate an updated the Maine Municipal Association (MMA) GA Ordinance will be released soon. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – G

The enclosed Appendices A – G have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the **local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a ***notice and hearing*** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance.

APPENDIX A – 2022-2023 GA Overall Maximums

Effective: 10/1/22 – 9/30/23

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	826	955	1,219	1,515	2,071
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,016	1,075	1,409	1,865	1,991
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	795	859	1,099	1,427	1,728
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	789	792	1,043	1,302	1,420
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish,	1,263	1,463	1,893	2,415	2,958

Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach					
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	874	1,031	1,253	1,650	1,880

COUNTY	1	2	3	4	5+
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,072	1,082	1,355	1,717	1,984
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,237	1,293	1,699	2,194	2,934

***Note: Add \$75 for each additional person.**

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5+
Aroostook County	692	754	881	1,185	1,353
Franklin County	728	774	909	1,229	1,566
Hancock County	890	925	1,110	1,397	1,529
Kennebec County	819	835	1,038	1,360	1,451
Knox County	844	848	1,038	1,378	1,471
Lincoln County	925	941	1,178	1,463	1,912
Oxford County	814	815	993	1,400	1,627
Piscataquis County	701	752	926	1,227	1,477
Somerset County	755	790	1,017	1,323	1,416

Waldo County	970	972	1,155	1,441	1,970
Washington County	756	758	982	1,228	1,343

*** Please Note: Add \$75 for each additional person.**

APPENDIX B – 2022-2023 Food Maximums

Effective: 10/01/22 to 09/30/23

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2022, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

Note: For each additional person add \$211 per month.

APPENDIX C – 2022-2023 GA Housing Maximums

Effective: 10/01/22 to 09/30/23

(Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	528	157	676
1	126	541	171	735
2	140	604	200	859
3	197	846	270	1,159
4	218	935	308	1,323
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	564	165	712
1	131	564	176	755
2	147	632	206	887
3	207	890	280	1,203
4	267	1,148	357	1,536
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	176	755	204	875
1	176	755	211	908

2	205	883	253	1,089
3	260	1,120	319	1,373
4	276	1,187	349	1,500
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	684	187	804
1	159	684	190	818
2	189	811	237	1,017
3	252	1,083	311	1,336
4	258	1,109	331	1,422

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	157	709	193	831
1	165	673	193	831
2	189	811	237	1,017
3	256	1,101	315	1,354
4	263	1,129	335	1,442

<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	184	790	212	910
1	184	790	215	924
2	221	951	269	1,157
3	276	1,186	335	1,439
4	365	1,570	438	1,883

<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	158	679	186	799
1	158	679	186	799
2	178	766	226	972
3	261	1,123	320	1,376
4	299	1,285	372	1,598
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	537	159	685
1	125	539	171	733
2	151	649	210	904
3	206	888	279	1,201
4	246	1,059	336	1,447
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	620	172	740
1	144	620	180	773
2	184	790	232	996
3	243	1,046	302	1,299
4	250	1,074	322	1,387

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	194	835	222	955
1	194	835	222	955

2	216	928	264	1,134
3	271	1,164	329	1,417
4	379	1,628	451	1,941
<u>Washington County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	621	172	741
1	144	621	172	741
2	176	755	224	961
3	221	951	280	1,204
4	233	1,001	306	1,314

Metropolitan FMR Areas

<u>Bangor HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	161	691	189	811
1	181	780	218	938
2	231	992	279	1,198
3	288	1,238	347	1,491
4	402	1,729	475	2,042
<u>Cumberland Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	205	881	233	1,001
1	209	900	246	1,058
2	275	1,182	323	1,388
3	369	1,588	428	1,841
4	383	1,649	456	1,962

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	153	660	181	780
1	159	684	196	842
2	203	872	251	1,078
3	267	1,150	326	1,403
4	322	1,386	395	1,699

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	152	654	180	775
1	152	654	180	775
2	190	816	238	1,022
3	238	1,025	297	1,278
4	251	1,078	323	1,391

<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	262	1,128	290	1,248
1	300	1,288	336	1,446
2	387	1,666	435	1,872
3	497	2,138	556	2,391
4	608	2,616	681	2,929

<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	739	200	859
1	199	856	236	1,014
2	239	1,026	287	1,232
3	319	1,373	378	1,626

4	358	1,538	430	1,851
<u>York Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	218	937	246	1,057
1	218	937	248	1,065
2	262	1,128	310	1,334
3	335	1,440	394	1,693
4	382	1,642	455	1,955
<u>York/Kittery/S. Berwick HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	256	1,102	284	1,222
1	260	1,118	297	1,276
2	342	1,472	390	1,678
3	446	1,917	505	2,170
4	603	2,592	676	2,905

APPENDIX D – 2022-2023 Electric Utility Maximums

Effective: 10/01/22 to 09/30/23

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

a) Number in Household	b) Weekly	Monthly
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E – 2022-2023 Heating Fuel Maximums

Effective: 10/01/22 to 09/30/23

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F – 2022-2023 Personal Care & Household Supplies Maximums

Effective: 10/01/22 to 09/30/23

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

APPENDIX G – Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel, etc. is 46 cents (46¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>.

NEW BUSINESS

RESERVED

RESERVED



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

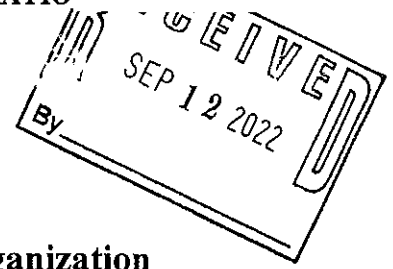
TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: mainliquor@maine.gov

Fall Family Dinner

Readfield Select Board

September 19, 2022

Item # 23-029



Application for a License for an Incorporated Civic Organization
Important Information

- A. General
- i. The municipality in which the event will take place must have voted to approve on-premises consumption under Title 28-A, Chapter 5.
 - ii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
- B. Events open to the public
- i. Your organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.

Submit completed forms to:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008

Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: Kents Hill School
2. Contact Name for Applicant: Kents Hill School, Emily Beliveau
3. Mailing Address of Primary Office of Applicant: PO Box 257
Kents Hill, ME 04349
4. Contact Name Telephone/Mobile Number: 603-986-4023
5. Email Address of Contact: ebeliveau@kentshill.org

Section B: Event Information:

1. Title Event: Fall Family Weekend
2. Purpose of Event: Parents Weekend
3. Duration of Event (check one): One Day Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) Indoor Outdoor
5. Town or City where Event will take place: Kents Hill
6. Complete Physical Address of Event:
1614 Main Street
Kents Hill, ME 04349
7. Date of Event: Oct, 21 Time: From 5 p.m. To 9 p.m.
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 120 parents
normal faculty/students counts

Section D: For use by Municipal Officers and County Commissioners only
Approval of an Application for a License for an Incorporated Civic Organization

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: _____.

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

Section E: Application Fee; Other Information

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau’s Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Outdoor cocktail hour 5-6:30 w/apps

Indoor dinner 6:30-8/9 pm. w/full meal

10. Will dancing be part of the event? Yes No
- a. Does the venue have a dance license? Yes No
- b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 9/12/22

Emily Gay Beliveau
Signature of Duly Authorized Person

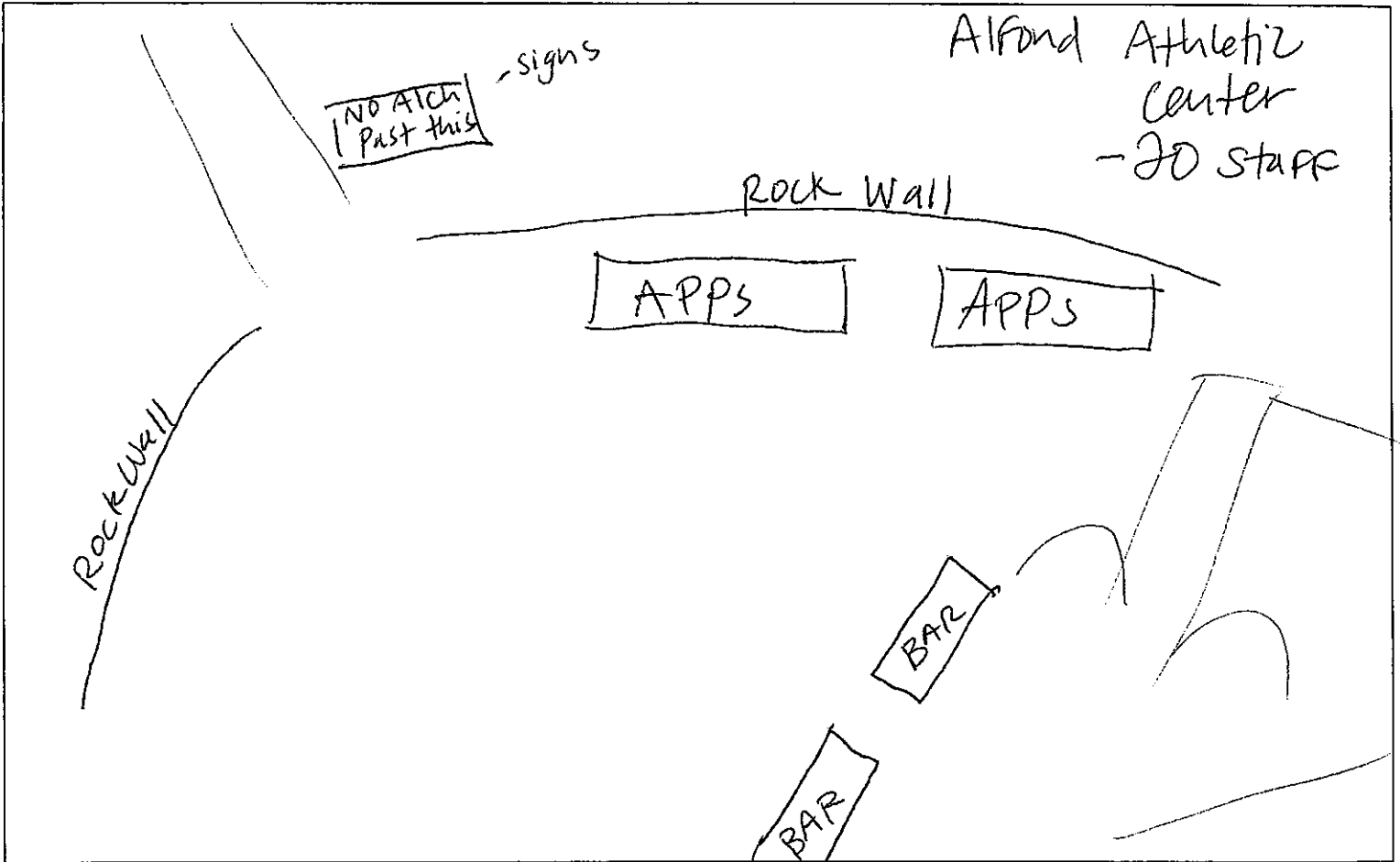
Emily George Beliveau
Printed Name of Duly Authorized Person

Section F: Diagram for Outdoor Events

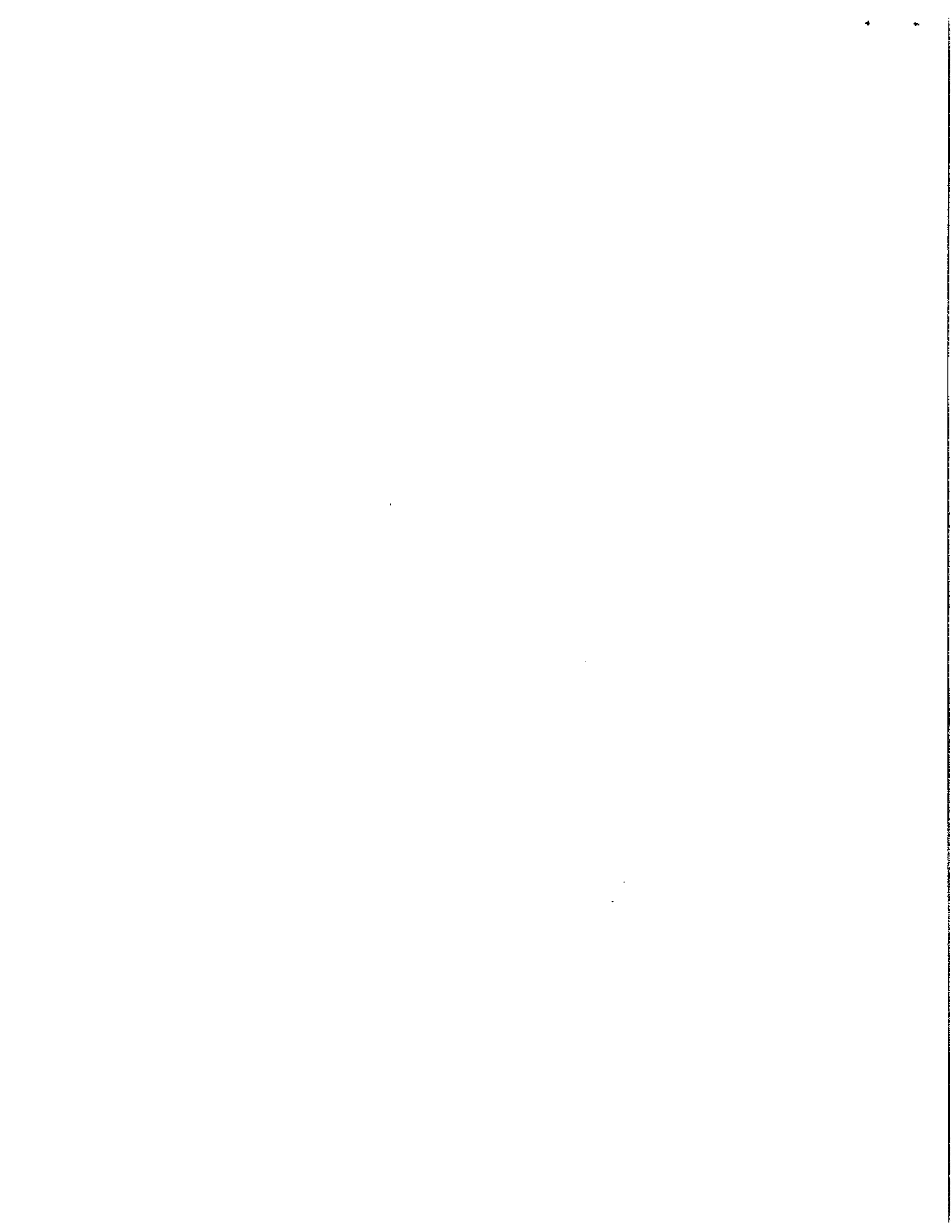
The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



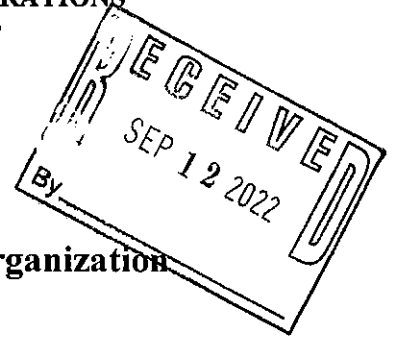
For Division Use Only	
Date Filed: _____	License No: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Deposit Date: _____
Date Approved: _____	Amt. Deposited: _____
Approved By: _____	Payment Type: _____





STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: maineliquor@maine.gov



Application for a License for an Incorporated Civic Organization
Important Information

- A. General
 - i. The municipality in which the event will take place must have voted to approve on-premises consumption under Title 28-A, Chapter 5.
 - ii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
- B. Events open to the public
 - i. Your organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.

Submit completed forms to:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008

Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: Kents Hill School
2. Contact Name for Applicant: Emily Beliveau, Kents Hill School
3. Mailing Address of Primary Office of Applicant: PO Box 257
Kents Hill, ME 04349
4. Contact Name Telephone/Mobile Number: 603-986-4023
5. Email Address of Contact: ebeliveau@kentshill.org

Section B: Event Information:

1. Title Event: Holiday on the Hill
2. Purpose of Event: Alumni, Parents, Faculty & Director
3. Duration of Event (check one): One Day Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) Indoor Outdoor
5. Town or City where Event will take place: Kents Hill, Maine
6. Complete Physical Address of Event:
1614 Main Street,
Kents Hill, ME 04349
7. Date of Event: December 4 Time: From 6 p.m. To 9 p.m.
Under Maine liquor laws, alcoholic beverages can **only** be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 125

Section D: For use by Municipal Officers and County Commissioners only
Approval of an Application for a License for an Incorporated Civic Organization

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: _____.

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

Section E: Application Fee; Other Information

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Indoor, high top tables, app Stations, open space with options to sit. Fully staffed.

10. Will dancing be part of the event? Yes No

a. Does the venue have a dance license? Yes No

b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 9/12/22

Emily George Beliveau
Signature of Duly Authorized Person

Emily George Beliveau
Printed Name of Duly Authorized Person

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

For Division Use Only

Date Filed: _____

Approved Not Approved

Date Approved: _____

Approved By: _____

License No: _____

Deposit Date: _____

Amt. Deposited: _____

Payment Type: _____





TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

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

Email: manager@readfieldmaine.org

Date: September 15, 2022
To: Town of Readfield Select Board
From: Eric Dyer, Town Manager & Road Commissioner
Subject: Church Rd. Sidewalk Design and Planning Services

Background:

Following voter approval and a \$45,000 allocation in June of 2018, the Town applied for Federal funds through a Maine Department of Transportation (MDOT) Bicycle and Pedestrian Safety Grant for the construction of a sidewalk on Church Rd. The award was officially granted in January 2021. Project design and planning was funded with the 2021-2023 MDOT Work Plan but staffing issues and pandemic related challenges left the Town unable to pursue the project until 2022.

The first phase of the project is the design and planning of the sidewalk, including public outreach. To that end the Town issued a Request for Proposals (RFP) for design and planning services on August 5th. Because Federal dollars are involved the proposals were not allowed to include price estimates, just information on the qualifications and experience of each firm relative to the project. Proposals were opened and a cursory completeness review was performed on August 26.

Responsive firms included:

- Gorrill Palmer
- Kleinfelder
- SLR
- Stantec
- Wright-Pierce

Review and Scoring:

The proposals were provided to a three-person "Scoring Committee" consisting of the Road Commissioner, Deputy Road Commissioner, and an assigned member of our Road Committee. A review was conducted in accordance with the requirements of the RFP and grant using the criteria and points system on the attached scoring sheet, and the scores of the three reviewers were averaged for each firm. All three reviewers identified Gorrill Palmer and Wright-Pierce as top scoring firms, with Gorrill Palmer scoring highest on average and with a consensus bases review of the firms.

Recommendation:

The Scoring Committee recommends that the Select Board accept Gorrill Palmer as the preferred vendor.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Eric Dyer", is written over a horizontal line.

Eric Dyer, Road Commissioner

	Gorrill Palmer	Kleinfelder	SLR	Stantec	Wright Pierce	Reviewer:
<p>Experiences (25 points): Describe the Proposer's experience providing services similar to those requested for this project, involving state requirements and MaineDOT design standards. Identify at least 5 projects on which your company has performed work comparable to that required in this RFP in the last 5 years. Include company name, contact name, address, and phone number, as well as a description of the project, dates of the project and results.</p>	25	10	20	25	25	1
	25	25	25	20	25	2
	22	25	25	25	25	3
<p>Qualifications (20 points): Identify the key staff who will be assigned to fulfill the contract requirements (project managers, engineers, technicians). Provide resumes describing their educational and work experiences.</p>	20	10	20	20	20	1
	20	20	20	15	20	2
	18	18	15	16	19	3
<p>Ability to stay on schedule (15 points): i. Provide a schedule of deliverables and any other relevant milestones; ii. Describe how the firm will manage its overall workload to meet deadlines for the deliverables and other relevant milestones listed above.</p>	15	5	15	15	15	1
	15	10	15	10	10	2
	13	15	12	12	13	3
<p>Ability to control costs and ensure quality (25 points): i. Describe how the firm will control and monitor its costs; ii. Describe how the firm will control quality and ensure the constructability of design plans; iii. Describe how your firm intends to maintain communication with the Town.</p>	15	15	15	15	15	1
	20	15	15	20	20	2
	20	20	20	20	20	3
<p>References (15 points): Provide at least 3 work references with contact information and descriptions of the resulting projects, with dates. The results of reference checks will be used in scoring the Technical Proposal.</p>	15	15	15	15	15	1
	10	10	5	5	5	2
	15	8	5	10	12	3
	90	55	85	90	90	1
	90	80	80	70	80	2
	88	86	77	83	89	3
	268	221	242	243	259	

Return of the MMA Convention

A long overdue opportunity to reconnect and celebrate.

By Kate Dufour, Director, Advocacy & Communications

After what seems like a decade, the Association is pleased to announce that the MMA Annual Convention will be an in-person event held on Oct. 5 and 6 at the Cross Insurance Center in Bangor.

After hosting virtual conventions in 2020 and 2021, Alicia Gaudet, Assistant Director of Educational Services & Conventions, is eager for the opportunity to gather, reconnect, and most importantly, celebrate the valuable contributions of municipal leaders.

"With guidance from our Executive Committee and after months of planning, we are excited to finally bring an in-person MMA Convention to fruition for the first time since 2019," said Gaudet. "I know I speak for all of the MMA staff when I say how eager we are to come together and celebrate with our members in October."

Once again, participants will attend sessions on numerous municipally relevant issues, roam the convention floor to meet with vendors, reunite with colleagues from all corners of Maine, and flaunt groovy disco moves as **Motor Booty Affair** will bring the fun and funk to MMA's premier networking event on Oct. 5.

Adding to the celebratory theme is the return of the formal banquet on Wednesday evening during which the winner of the prestigious Ethel Kelley Award, honoring dedication to municipal service, will be announced. James "Jim" Bennett, MMA President and Biddeford City Manager, will deliver his final address, as **Elaine Aloes**, Chair of the Solon Selectboard, is sworn in as the Association's in-coming president.

When speaking to the value of the convention, Bennett notes that "The things that matter in citizens' lives get done at the local level. Those that serve Maine in local government have consistently depended on MMA as their primary source for assistance. One of MMA's major educational opportunities is the annual convention. After two years of not being able to meet in person, this year's event will certainly be regarded as one of the very best. I hope that many of you will be able to join your MMA team in October."

AN EYE ON THE FUTURE. While there is much to celebrate, equally important is the need to discuss the future of municipal government.

Apropos, **Rebecca Ryan**, a nationally acclaimed futurist and economist, will kick off the convention on Wednesday, Oct. 5 by describing the tools local leaders can use to anticipate the future and inform the development of

strategic plans that achieve desired community goals and outcomes. According to Ryan "the tools provide great flexibility to municipal leaders seeking solutions to the unique challenges facing individual towns and cities, ranging from strategies to engage younger residents to implementing more effective snowplow routes."

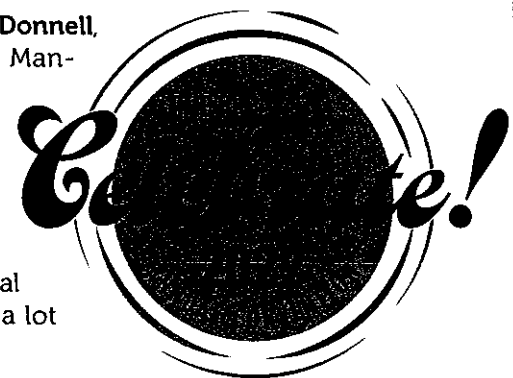
In a similar forward-looking vein, Wednesday's luncheon speaker, Heather Johnson, Commissioner, Maine Department of Economic and Community Development, will discuss the broadband, renewable energy, and housing investment opportunities that lie ahead for Maine.

Additionally, Jim Bennett will lead a session on Wednesday afternoon describing the resurgence of the City of Biddeford and the community's efforts to convert its downtown from the location of the region's trash-burning incinerator to a vibrant hub that is now home to the arts, cultural opportunities, and some of Maine's best restaurants.

GROWING MAINE'S WORKFORCE. With communities struggling to recruit municipal employees – in a few cases necessitating the temporary closure of town halls – undoubtedly workforce shortages are of tremendous concern. Thursday morning's keynote speaker, **David Daigler**, President, Maine Community College System, will discuss the college system's role in training and generating Maine's future workforce. As session attendees will learn, the development of groundbreaking partnerships with public and private sector employers is a key part of the solution for generating the next workforce.

Equally important to growing the municipal employee ranks, is the need to reinvent the way in which employers retain potential candidates. In back-to-back sessions on Wednesday afternoon, attendees will learn how to appeal to a workforce that prioritizes an appropriate work/home balance, as well as workplaces that are diverse and welcome change.

First up, **Courtney O'Donnell**, Bangor Assistant City Manager, will facilitate a panel discussion on what municipal employers should know about recruiting, retaining, and supporting a younger municipal workforce. "There are a lot



CELEBRATE

86TH ANNUAL CONVENTION

GATHER

OCTOBER
5&6

RECONNECT

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of stereotypes and assumptions out there about generational differences that can hinder progress. This session is meant to help everyone better understand how to leverage those differences to better serve our communities, as the younger generations become more prevalent in the workplace," said O'Donnell, adding that she "encourages all municipal employees and elected officials to attend, but in particular supervisors."

The second session features **Dustin Ward**, President and Founder of It Is Time, LLC, and New Gloucester selectboard member, who is eager to discuss the steps community leaders should take when striving to make their workplace environments more diverse, equitable and inclusionary. Ward hopes, "attendees participating will be better empowered to recognize the places where Diversity, Equity, and Inclusion (DEI) efforts have fallen short, and be emboldened to rectify the tensions and issues they may face. For those who think DEI is not necessary in their local municipality, this is a great opportunity to hear the value it can bring across multiple demographics."

But wait, there is more.

On Thursday, attendees will learn why new Mainers are finding career opportunities in the municipal job market. **Yanina Nickless**, Assistant to the Kennebunkport Town Manager and HR Administrator, who moved from the Ukraine seven years ago will participate in the session. For Nickless it is the versatility, flexibility and impact on the community that attracts her to municipal government. "The ability to be a new person every day and, at the same time, to make a huge difference in this little universe that we call Kennebunkport is key...on Mondays, I am a finance person and an editor on Tuesdays. On Wednesday I work with the Public Works Department and respond to questions about trash and recycling; while on Thursdays, we meet with the selectboard to discuss parking and the budget. Fridays, I am just Yanina; I organize, create agendas, and work on the website."

PUBLIC SAFETY & WELLBEING. New this year is a series of sessions drawing attention to and recognition of the unimaginable pressures law enforcement activities place on these vital employees, as well as the health and mental health tools municipal officials can implement before it is too late.

During the first session on Wednesday, **Dr. Benjamin Stone**, Founder and Chief Executive Officer of Sigma Tactical Health and Wellness, will discuss the invest-

ments communities can make to improve retention and health outcomes for public safety employees. While on Thursday morning, **Dr. Lewis Schlosser**, Managing Partner, Institute for Forensic Psychology, will discuss the negative outcomes associated with excessive exposure to stressful events and ways to break the stigma associated with seeking mental health support among members of the law enforcement community.

On Thursday afternoon, **Shannon Moss**, Public Safety Media Relations Expert, Maine Department of Public Safety, along with several experienced executive level law enforcement officials, will round out the series by leading a discussion on officer-involved shootings and critical incident management. According to Moss, "The gravity and pace of these incidents makes it imperative that agencies involved have a coordinated response that includes a plan for working with the media who will be quick to call or show up on scene. Releasing sensitive information at the wrong time can jeopardize the integrity of an investigation."

Attendees will learn about what happens after the incident, including the policy and procedures for investigation required by state law, availability of multiagency resources, media relations, and employee wellbeing considerations.

Falmouth Police Chief, **John Kilbride** is encouraging "managers seeking a better understanding of their role with an officer involved shooting to attend this training." Speaking from personal experience, Kilbride notes that "establishing a strong working relationship with my town manager was essential for me and our team. The vacuum inside a police department experiencing a shooting is incredible. Those involved immediately seek support from within, and above. How the managers and chiefs direct these challenges, and resources is essential to staff's emotional wellbeing and the future of the department, along with community trust."

PROTECTING ELECTION OFFICIALS. The allegations that federal elections are fraudulently conducted is having a growing adverse impact on the municipal officials responsible for conducting federal, state, and municipal elections in Maine. Threats to and harassment of municipal officials, who are our neighbors and friends, continue to increase in all areas of the state. On Thursday morning, a panel, including Waterville City Clerk, **Patti Dubois**, will discuss the preparations needed to safely conduct the upcoming election. "We are fortunate to have a panel of profes-

sionals from across the country to discuss the upsurge in threats and harassment of election officials and what we all can do to support partnerships and provide resources in advance of the 2022 midterm election," said Dubois. "Two credible threats to election officials in Maine shed light on this issue, illustrating that resources are lacking and data on threats that don't rise to the level of charges being filed are never captured."

NUTS AND BOLTS. While change is an inevitable part of life, we must not forget our roots. As a result, several of the programs offered on both days of the session are fittingly focused on the nuts and bolts of municipal government. These sessions will focus on the management of investments, the role municipalities can play in the current housing crisis, understanding cybersecurity threats, and strategies for improving energy efficiency.

Additionally, Breana Gersen and **Rebecca McMahon**, staff attorneys in the Legal Services Department at MMA, will lead a discussion on the requirements for drafting and posting town meeting warrants on Wednesday afternoon. According to Gersen and McMahon, "Newer selectboard members, councilors and clerks may find this discussion most helpful, as it is intended to be an overview of basic drafting and posting requirements. Municipal officials should walk away from this workshop with a better

understanding of the process for calling a town meeting or election. The workshop will be particularly helpful for those municipalities that have recently changed from an open town meeting format to a secret ballot election and referendum."

Back by popular demand, MaineDOT's Peter Coughlan will host a session on all things about local roads and bridges on Wednesday. The topics of discussion will depend on the issues participants are interested in discussing and could range in subject matter from paving to road ranger services to posted roads.

SOMETHING FOR EVERYONE. Peter Osborne, MMA's Director of Educational Services, is pleased with the number and diversity of the topics slated for discussion throughout the two-day event. Osborne believes, "the program should appeal to any official dedicated to local government service." When asked what he most looks forward to, he responded "The chance for participants to think strategically and creatively about the future of Maine local government, while also gaining information, tools, and techniques that can be put to use in their communities immediately."

What follows is a summary of the sessions offered throughout the 2022 MMA Annual Convention. For more information about these programs, please visit MMA's website (www.memun.org). ■

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2022

MMA
CONVENTION

TIME TO

Celebrate!

86TH

ANNIVERSARY
YEAR

Wednesday, October 5

7:30 – 10:30 a.m.
REGISTRATION & CONTINENTAL BREAKFAST

9:00 – 10:30 a.m. WELCOME AND KEYNOTE SPEAKER
What and How? Anticipating the Future of Local Govern-
ment. Presenter: Rebecca Ryan, Founder of NEXT Genera-
tion Consulting

10:45 a.m.-12:00 p.m. CONCURRENT SESSIONS
Focus on Public Safety Employee Health for Retention
and Support
Post-Pandemic Alternative Work Schedules
Comprehensive Plans: It's Not Just for Zoning
Part One: Brownfields How-To: An Interactive FAQ – Spon-
sored by Maine Community Development Association
Part Two: Community Successes: Housing and Economic
Development Brownfield Reuse Strategies – Sponsored by
Maine Community Development Association

12:00 – 1:15 p.m. FEATURED SPEAKER LUNCHEON
Maine's Economic Future: Progress, Opportunities, and
Challenges Presenter: Heather Johnson, Maine Commis-
sioner of Economic and Community Development

1:15 – 2:30 p.m. CONCURRENT SESSIONS
MMA Annual Business Meeting
Create Resident-Informed Support for EMS Services
Through Informed Community Self-Determination Grants
Drafting Town Meeting Warrants, Articles and Ballot Ques-
tions

What You Should Know About Recruiting, Retaining, and
Supporting Younger Municipal Workers

2:45 – 4:00 p.m. CONCURRENT SESSIONS
What We Forgot To Tell You About DEI!
Resurgent Community: One Maine Community's Journey
Affordable Housing Development – How Municipalities
Play a Role in Overcoming the Current Housing Crisis
Let's Chat About Local Roads & Bridges
Fire Chief: More Than a Title – Sponsored by Maine Fire
Chiefs' Association (MFCA)

4:00 – 6:00 p.m. MEMBER APPRECIATION RECEPTION
Featuring Motor Booty Affair
Sponsored by Bangor Savings Bank

7:00 – 9:00 p.m. AWARDS DINNER BANQUET
Sponsored by Skowhegan Savings Bank

Thursday, October 6

7:30 – 9:00 a.m.
REGISTRATION & CONTINENTAL BREAKFAST

9:00 – 10:15 a.m. WELCOME AND FEATURED SPEAKER
From "Help Wanted" to Help Delivered - Presenter: David Daigler,
President, Maine Community College System

10:30 – 11:45 a.m. CONCURRENT SESSIONS
Partnering to Protect Local Election Officials
Public Safety Mental Health and Wellness: Why Culturally Com-
petent Providers Matter
New Mainers Panel
Maine Municipal Employee Health Trust Annual Meeting (for
MMEHT Members Only)

11:45 a.m. – 1:00 p.m.
Exhibit Hall Networking Boxed Luncheon

1:00 – 2:15 p.m. CONCURRENT SESSIONS
From Public to Private: All things PFAS
What Happens When It Happens – What Municipal Officials
Need to Know About Officer-Involved Shootings and Critical
Incident Management
Property Tax Deferment and Property Tax Capping for Older
Mainers – Sponsored by Maine Association of Assessing Officers

2:15 – 3:30 p.m. CONCURRENT SESSIONS
Understanding Cybersecurity Threats that Municipalities Face –
and What Steps to Take to Mitigate Risks
'Shut the Front Door' and Other Reactions to the 2022-2023
Heating Season: Strategies to Reduce Energy Consumption and
Save Money

OTHER BUSINESS