

Readfield Assessors
December 12, 2022, Meeting Agenda
Select Board Meeting starts: 6:00 PM
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
December 12, 2022, Meeting Agenda
Select Board Meeting starts: 6:30 PM
Select Board Meeting ends (unless extended) at 8:30 PM

Pledge of Allegiance

Regular Meeting Items - 5 min.

23-056 - Minutes: Select Board meeting minutes of November 14, 2022.

23-057 - Warrants: #21-24

Communications - 30 min.

Select Board communications. - 10 min.

Staff Reports - 10 min

- Town Manager Report
- Treasurer's Report - November

Boards, Committees, Commissions & Departments - 5 min.

- Board and Committee Minutes (listed separately)

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

Appointments, Reappointments, and Resignations - 5 min.

23-058 - Consider the appointment of Kristin Parks as Registrar

New Business - 75 min.

23-059 - Consider proposed Reserve / Carry-forward account changes - 20 min.

23-060 - Conduct a preliminary Capital Plan review - 20 min.

23-061 - Conduct an Emergency Operations Plan review - 15 min.

23-062 - Consider a Community Resiliency Grant proposal - 10 min.

23-063 - Discuss and set the upcoming Select Board meeting schedule - 5 min.

23-064 - Consider abatements for past tax years requiring Select Board approval - 5 min.

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

Adjournment

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

REGULAR MEETING

- MINUTES
- WARRANTS

Readfield Select Board
Regular Meeting Minutes – Monday, November 14, 2022 – Unapproved

Select Board Members Present: Dennis Price, Kathryn Woodsum, Sean Keegan, Steve DeAngelis, Carol Doorenbos

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Karen Peterson (Transfer Station Manager) Ryan Meserve, Ralph Eno, Greg Durgin, George & Erica O'Connor, John & June Cotnoir, Andy Walsh, Paula Clark

Pledge of Allegiance

Regular Meeting Items - 5 min.

- 23-047 – Minutes: Select Board meeting minutes of October 17, 2022
 - Kathryn **motioned** to approve, Steve **seconded**, **5-0 vote** in favor
- 23-048 – Warrants: #17-20
 - Warrant #17 & 18 – Kathryn **motioned** to approve, Sean **seconded**, **5-0 vote** in favor
 - Warrant #19 & 20 - Kathryn **motioned** to approve, Sean **seconded**, **5-0 vote** in favor

Communications - 25 min.

- Select Board Communications – 5 min.
 - Carol stated the Veterans Day ceremony held November 11, 2022 was a wonderful ceremony; Dennis did a great job organizing, and thanked participants.
 - Carol asked the Town Manager about the breakdown of costs and payment for the ACO position, and had concerns about position changeover. Eric responded that the ACO stipend budget covers payments made to the shelter, ACO time and mileage. Eric also explained that previous turnover was due to the ACO position being held by Town Staff. The contract changed to an independent position to minimize staff overtime pay. Any changes to the ACO stipend can be discussed at the Budget Meeting.
 - Sean reported a great turnout for Halloween Spooktacular including the Trunk or Treat, Movie Night and Pumpkins-a-Glow, 280 kids came through, and he also mentioned homes on Main Street were festive and the street was full of children trick or treating.
 - Kathryn made a **motion** to request the Select Board use the Select Board account line of \$390 in the budget to go towards gifting Town Staff with Christmas gift baskets, **seconded** by Sean, **vote in favor 5-0.**

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- Dennis welcomed some members from the Maranacook High School Golf Team and their coach Ryan. Ryan explained that the Maranacook Golf Team has 14 teammates, they play at the Augusta Golf Club, and he stated this year's team is one of the best he has ever coached. The kids work really well as a team, are very supportive of each other and they won the State tournament this year.
- Staff Reports – 5 min.
 - Town Manager Report
 - Treasurers Report – October
- Boards, Committees, Commissions & Departments
 - Board & Committee minutes (listed separately)
 - Dennis thanked the Boards for sending in their minutes
- Public Communication – Members of the public may address the Select Board – 5 min.
 - Ralph Eno presented information regarding the Maranacook Food Pantry at the Middle School which serves all towns in the RSU district; about 20 families frequent the pantry. The pantry also provides deliveries to those who cannot get transportation to the pantry, and a local farmer provides fresh produce. RSU 38 provides the building, thank you notes and administration. Ralph is trying to get on the June 2023 warrant by gathering signatures for a petition to get a \$1000/year annual allowance/donation from the town to help cover operational costs as the pantry is currently entirely voluntarily run and managed. He is asking for endorsement from both the Select Board and Budget Committee. If the petition becomes a warrant and the warrant passes, administrators for the pantry can reach out to other nearby towns for additional assistance. Kathryn and Ralph discussed that he will need a total of 157 signatures to meet the 10% threshold to become a warrant article. Eric also commented that he has had three General Assistance requests just in the prior week but food was not an issue due to the Food Pantry assistance.
 - Greg Durgin questioned a letter published in the Community Advertiser by the Select Board August 13, 2022 wherein Dennis wrote an article to address some resident's misinformed communications within the Advertiser. Greg was concerned that the letter was directed at him and articles he had written for the Advertiser prior to the Select Board article. Dennis responded to Greg that the Select Board was attempting to be heard and be transparent and informative and that the letter was not intentionally written to single out Greg or directed at him specifically. The

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Board's goal with their article was to ensure information going into the Advertiser is factual and that their perspective was also published.

- Greg also noted that the Library has computers for residents to use to complete the Comprehensive Plan Survey if they do not have access to a computer or internet otherwise.

Appointments, Reappointments, and Resignations 5 min.

- 23-049 – Consider the appointment of Christine Sammons to the Budget Committee
 - Kathryn **motioned** to approve the appointment beginning November 14, 2022 through June 30, 2024, Sean **seconded, 5-0 vote** in favor
- 23-050 – Consider the appointment of George O'Connor as an alternate member of the Planning Board
 - Kathryn **motioned** to approve the appointment beginning November 14, 2022 through June 30, 2026, Sean **seconded, 5-0 vote** in favor

Old Business 5 min.

- 23-043 – Discuss and develop Select Board budget goals – 15 min.
 - **Motion** made by Sean to extend the meeting another 30 minutes, **seconded** by Steve, **vote 5-0** in favor
 - Sean suggested a goal of increasing revenue streams for the town beach with vendors, space reconstruction, equipment, etc.
 - Dennis' goal suggestion is to put on the warrant a question asking to fund recreation and conservation through private funding and grants, he would also like to see ADA compliant pathway to improve beach access to residents with disabilities.
 - Carol would like to consider a mileage stipend for the ACO, but would prefer not to spend any more than is needed in general.
 - Kathryn's goal ideas are to fund all need and necessary expenses to maintain our Town and programs. Secondly, consider reducing, or postponing, wanted future projects not yet in progress. Thirdly, fund the Fairgrounds Project through grants, fundraising, ARPA and some tax funds if needed. Kathryn also suggested that rather than a flat budget, the town spend revenue coming in, or a specific dollar amount. That what we spend as a town is based off of only what has been proposed for spending.

New Business - 45 min.

- 23-051 – Consider a Liquor License for the Weathervane Restaurant – 10 min.
 - Sean **motioned** to waive a Public Hearing, Kathryn **seconded, 5-0 vote** in favor

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- Sean **motioned** to approve the Weathervane Liquor License from December 15, 2022 through December 14, 2023, **seconded** by Steve, **vote 5-0** in favor
- 23-052 – Consider management recommendations for grassland areas at the Fairgrounds – 5 min.
 - Andy Walsh from the Conservation Commission attended to discuss the grassland management in town. As for the fields at the Fairgrounds specifically, the Commission would like to manage the fields for their conservation value, specifically the pollinators and Monarch Butterflies. Andy suggested not mowing during the summer (May 1st to October 1st), but waiting until after October 1st each year after the Milkweed and Goldenrod have gone to seed. In regards to woody vegetation that may grow back if mowing is, the suggestion is to mow one half of the field one year and the other half the next, and readjust that schedule as necessary depending on the reevaluation. The Commission is open to having a conversation with Matt Seems who does the mowing to discuss a plan. As these suggestions are still in draft form, and not much in the draft changes what is already in place, Kathryn suggested possibly having a workshop in December with the Conservation Commission, someone from Trails and Matt Seems to work together and accomplish everyone's goals and piece are the different places in town in one place.
 - Andy also suggested adding something informational to the Kiosk to explain why the mowing is done the way it is to educate the public.
 - Eric said that the Town has been able to implement this plan effectively over the past three years, he likes the idea of having it be more universally applicable, and he agrees that it is a good management plan.
- 23-053 – Hold a follow-up discussion with Chairperson Clark on Planning Board remote meeting participation – 10 min.
 - Paula Clark responded to questions/concerns from Carol at the previous Select Board meeting pertaining to the Planning Board's remote and in person meeting. Paula discussed with Planning Board members the reasons behind whether they meet in person or remotely, some reasons members gave were that they had a general discomfort with meeting in large groups; some members have immunocompromised relatives, some have their own personal health concerns. Remote participation also aids in flexibility with members schedule to meet the quorum for Planning Board meetings, which also minimizes absences. Some members travel for work or have spouses who travel which makes meeting in person more difficult due to childcare or being out of town altogether. The board as whole did not feel as though meeting remotely negatively

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affected their ability to conduct meetings, especially since meeting agendas and materials are emailed to each member in advance of each meeting by the CEO.

- Sean thanked Paula for thoughtfully providing feedback, Steve commented that the Planning Board requires a certain level of expertise and he trusts that they accomplish their work effectively for the Board. Kathryn felt the Planning Board was singled out unfairly as the Remote Meeting Policy has been upheld and followed properly by the Board. Kathryn called for a **motion** that the Select Board offer appreciation for the Planning Board in performing their work, Sean **seconded vote 4-1** in favor.
- Kathryn **motioned** to extend the meeting for 15 minutes, **seconded** by Steve, **vote 5-0** in favor
- 23-054 – Consider a revised Transfer Station Fee Schedule – 5 min.
 - The revised proposal for Transfer Station fees saw some increases due to vendor increases. Bulbs and paint recycling are free because they do not cost the town anything to recycle. Smoke detectors do cost \$10 to recycle, but to encourage residents to recycle them (due to their mercury content), the fee schedule will still offer smoke detectors be turned in to the Transfer Station for free. Fees on items outside of household trash are based on the cost of disposal by the companies that haul those items away; there is no profit margin for the Transfer Station. As for the proposal, some small typos will be corrected and sent to Eric.
 - Propane fees have been increasing every couple of weeks from the vendor, the Transfer Station does broker those out through Maine Resource Recovery Association (MRRA), so an increase for propane will also be necessary.
 - Kathryn **motioned** to approve the Transfer Station fee schedule as presented providing that clerical edits will be made, **seconded** by Carol, **vote 5-0** in favor.
- 23-055 – Consider a plan for auditor recommended revisions to our capital reserve accounting – 5 min.
 - Audit was presented several months ago, concerns around how reserve accounts were tracked, Eric and Teresa have since met with the auditors to look at those accounts more analytically and track accounts through Trio rather than through excel including creating special accounts for special revenues and reserves. The town is looking to do a policy change that prohibits excess money at the end of the year being put into reserve account. The new process will more specifically control money going into accounts and money going out by giving written descriptions of what each reserve account is and its purpose to better assist the Board in tracking

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those transactions. It is being proposed that a restructure/adjustment of accounts be done to meet auditing standards and implement in January or February of 2023.

- Kathryn also mentioned that the Transfer Station will be made a separate entity outside of the Readfield budget in Trio.

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

Motion to adjourn made by Steve at 8:50PM **seconded** by Sean, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary

Nov. 21, 2022 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
21	206	\$ 99,362.45	Warrant	S. DeAngelis	Three	11/21/2022
A	206	\$ 2,860.00	State Fees	S. DeAngelis	One	11/21/2022
B	206	\$ 6,252.45	State Fees	S. DeAngelis	One	11/21/2022
22	214	\$ 21,321.49	Payroll	S. DeAngelis	One	11/21/2022
SUM		\$ 120,683.94				

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

Treasurer's Warrant

Warrant #21 & 22

\$120,683.94

Dates: 11/23/2022

To the Treasurer of Readfield:

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

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$21,321.49	71934-71943 171934-171947
VARIOUS VENDORS	Accounts Payable	\$99,362.45	71897-71933
	Total	\$120,683.94	

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	270.40	11/23/22	21	0031 Central Maine Power Co
P	999	358.63	11/23/22	21	0031 Central Maine Power Co
P	999	155.82	11/23/22	21	0031 Central Maine Power Co
P	71897	2,860.00	11/10/22	21	0086 SECRETARY OF STATE (MOTOR VEH)
P	71898	6,252.45	11/17/22	21	0086 SECRETARY OF STATE (MOTOR VEH)
R	71899	1,903.46	11/23/22	21	0391 Atlantic Recycling Equipment, LLC
R	71900	108.60	11/23/22	21	0024 Baker & Taylor, Inc
R	71901	519.00	11/23/22	21	0384 BDS Waste Disposal, Inc
R	71902	115.71	11/23/22	21	0288 Cardmember Service
R	71903	2,200.00	11/23/22	21	0447 Cartographic Associates, Inc
R	71904	1,513.00	11/23/22	21	0331 Central Maine Area Agency on Aging
R	71905	8,537.67	11/23/22	21	0034 Cobbossee Watershed District
R	71906	65.00	11/23/22	21	0035 Community Advertiser
R	71907	164.92	11/23/22	21	0072 Consolidated Communications
R	71908	2,000.00	11/23/22	21	0591 David Ledew
R	71909	85.02	11/23/22	21	0552 DJ's Municipal Supply
R	71910	885.07	11/23/22	21	0810 Eric Dyer
R	71911	1,579.77	11/23/22	21	0043 Fire Tech and Safety
R	71912	351.38	11/23/22	21	0823 GONETSPEED
R	71913	69.86	11/23/22	21	0206 Grainger
R	71914	28.00	11/23/22	21	0791 Group Dynamic Inc
R	71915	1,000.00	11/23/22	21	0518 Kennebec Behavioral Health
R	71916	76.00	11/23/22	21	0083 Kennebec Cnty Registry Of Deeds
R	71917	1,944.05	11/23/22	21	0760 KVCOG
R	71918	144.00	11/23/22	21	0619 Lamey-Wellehan Shoes
R	71919	8,233.10	11/23/22	21	0065 MAINE MUNICIPAL EMP. HEALTH
R	71920	90.00	11/23/22	21	0303 MAINE TOWN & CITY CLERKS ASS'N
R	71921	640.00	11/23/22	21	0891 Mid Maine Generator
R	71922	55.00	11/23/22	21	0139 MMTCTA
R	71923	11,232.38	11/23/22	21	0621 New England Salt Company, LLC
R	71924	190.00	11/23/22	21	0360 North Coast Services LLC
R	71925	130.41	11/23/22	21	0858 PETTY CASH
R	71926	77.37	11/23/22	21	0725 Pitney Bowes Global Financial Services
R	71927	420.00	11/23/22	21	0841 PretiFlaherty
R	71928	60.94	11/23/22	21	0406 SAM'S CLUB
R	71929	44,858.33	11/23/22	21	0008 Scott Horne Construction
R	71930	23.00	11/23/22	21	0561 Shredding on Site
R	71931	51.62	11/23/22	21	0021 Sonya Clark
R	71932	50.13	11/23/22	21	0462 STAPLES CREDIT PLAN
R	71933	62.36	11/23/22	21	0273 WINTHROP AUTO SUPPLY
Total		99,362.45			

Count

Checks	40
Voids	0

Warrant 21

Vendor-----	Amount	Account-----
00391 Atlantic Recycling Equipment, LLC	1,903.46	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQUIP MAINT
00024 Baker & Taylor, Inc	30.68	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	16.76	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	61.16	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00384 BDS Waste Disposal, Inc	519.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / Tires
00288 Cardmember Service	83.93	Rds & Drain / Winter Maint - PUBLIC WAYS / SIGNS/SUPPLY
00288 Cardmember Service	31.78	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00447 Cartographic Associates, Inc	2,200.00	UNCLASSIFIED / Revaluation - CONTRACT SVC / ASSESSING
00331 Central Maine Area Agency on Aging	1,513.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00031 Central Maine Power Co	270.40	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	358.63	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	155.82	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00034 Cobbossee Watershed District	8,537.67	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00035 Community Advertiser	65.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00072 Consolidated Communications	50.66	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	54.13	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	60.13	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00591 David Ledew	2,000.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00552 DJ's Municipal Supply	85.02	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00810 Eric Dyer	885.07	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00043 Fire Tech and Safety	1,384.77	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00043 Fire Tech and Safety	195.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00823 GONETSPEED	330.56	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 GONETSPEED	20.82	COMM SERVICE / Library - UTILITIES / TELEPHONE
00206 Grainger	69.86	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00791 Group Dynamic Inc	20.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00518 Kennebec Behavioral Health	1,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00083 Kennebec Cnty Registry Of Deeds	76.00	GENERAL GOVT / AdmIn - ADMIN / RECORDING
00760 KVCOG	1,944.05	GENERAL GOVT / Grant/Plan - ADMIN / MISC.
00619 Lamey-Wellehan Shoes	144.00	Maintenance / Gen Maint - PERSONNEL / CLOTHING
00065 MAINE MUNICIPAL EMP. HEALTH	2,384.72	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,608.13	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	100.50	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	126.24	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	13.51	GENERAL FUND / VSP Vision
00303 MAINE TOWN & CITY CLERKS ASS'N	90.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00891 Mid Maine Generator	260.00	Maintenance / Bldg Maint - BUILDING O&M / Generator
00891 Mid Maine Generator	380.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00139 MMTCTA	55.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00621 New England Salt Company, LLC	8,404.28	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00621 New England Salt Company, LLC	2,828.10	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00360 North Coast Services LLC	190.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	122.51	GENERAL GOVT / Admin - ADMIN / ELECTIONS

Warrant Recap

Warrant 21

Vendor-----	Amount	Account-----
00858 PETTY CASH	7.90	GENERAL GOVT / Admin - ADMIN / POSTAGE
00725 Pitney Bowes Global Financial Services	77.37	GENERAL GOVT / Office Equip - ADMIN / POSTAGE
00841 PretiFlaherty	420.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00406 SAM'S CLUB	59.94	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	1.00	GENERAL GOVT / Admin - ADMIN / MISC.
00008 Scott Horne Construction	44,858.33	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	2,860.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	6,252.45	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	23.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00021 Sonya Clark	47.67	COMM SERVICE / Library - ADMIN / MISC.
00021 Sonya Clark	3.95	GENERAL GOVT / Admin - ADMIN / POSTAGE
00462 STAPLES CREDIT PLAN	15.38	SOLID WASTE / TRANSFER STA - ADMIN / MISC.
00462 STAPLES CREDIT PLAN	34.75	GENERAL GOVT / Admin - ADMIN / MISC.
00273 WINTHROP AUTO SUPPLY	48.69	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00273 WINTHROP AUTO SUPPLY	13.67	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Dump Truck

Prepaid Total-- 9,897.30


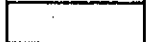
Current Total-- 89,465.15

Warrant Total-- 99,362.45

Dec. 5, 2022 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
23	225	\$ 27,446.33	Payroll	S. DeAngelis	Three	
A		\$ -	State Fees	S. DeAngelis	One	
B		\$ -	State Fees	S. DeAngelis	One	
24	224	\$ 416,600.30	Warrant	S. DeAngelis	One	

SUM \$ 444,046.63

Indicates public review is required following prior approval

Indicates public review and approval are both required

Treasurer's Warrant

Warrant #23 & 24

\$444,046.63

Dates: 12/08/2022

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	\$27,446.33	71944-71967 171944-171959
VARIOUS VENDORS	Accounts Payable	\$416,600.30	71968-71989
	Total	\$444,046.63	

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	47	40.71	12/08/22	24	0047 Shift 4
P	295	184.91	12/08/22	24	0295 US CELLULAR
P	999	87.56	12/08/22	24	0031 Central Maine Power Co
P	999	56.02	12/08/22	24	0031 Central Maine Power Co
R	71968	2,575.44	12/08/22	24	0599 Archie's Inc.
R	71969	202.80	12/08/22	24	0257 Central Petroleum Company
R	71970	1,244.52	12/08/22	24	0704 Fabian Oil
R	71971	390.00	12/08/22	24	0088 Hannaford Food & Drug #0239
R	71972	312.14	12/08/22	24	0629 Irving Oil Marketing, Inc
R	71973	8,437.50	12/08/22	24	0908 Kennebec Regional Dev Authority
R	71974	366.80	12/08/22	24	0223 Longfellow's Greenhouses
R	71975	373.07	12/08/22	24	0152 Lowe's
R	71976	23,189.72	12/08/22	24	0458 Lucas Striping, LLC
R	71977	637.50	12/08/22	24	0218 MAINE RESOURCE RECOVERY ASSOC
R	71978	120.00	12/08/22	24	0139 MMTCTA
R	71979	310,997.46	12/08/22	24	0069 Regional School Unit#38
R	71980	1,500.00	12/08/22	24	0605 RHR Smith & Company
R	71981	44,858.33	12/08/22	24	0008 Scott Horne Construction
R	71982	2,810.03	12/08/22	24	0086 SECRETARY OF STATE (MOTOR VEH)
R	71983	4,714.97	12/08/22	24	0086 SECRETARY OF STATE (MOTOR VEH)
R	71984	13.17	12/08/22	24	0696 Spectrum
R	71985	449.87	12/08/22	24	0313 Toshiba Financial Services
R	71986	80.00	12/08/22	24	0100 TREAS., STATE OF MAINE (DOGS)
R	71987	1,313.59	12/08/22	24	0098 TREAS., STATE OF MAINE (IFW)
R	71988	10,939.66	12/08/22	24	0709 WASTE MANAGEMENT OF PORTLAND
R	71989	704.53	12/08/22	24	0094 WHITE SIGN
Total		416,600.30			

Count	
Checks	26
Voids	0

Warrant 24

Vendor-----	Amount	Account-----
00599 Archie's Inc.	2,575.44	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPING
00031 Central Maine Power Co	87.56	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	56.02	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00257 Central Petroleum Company	202.80	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00704 Fabian Oil	193.50	Maintenance / Bldg Maint - UTILITIES / HEATING
00704 Fabian Oil	1,051.02	Maintenance / Bldg Maint - UTILITIES / HEATING
00088 Hannaford Food & Drug #0239	390.00	GENERAL GOVT / Admin - ADMIN / Selectboard
00629 Irving Oil Marketing, Inc	104.07	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	45.38	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	41.33	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	121.36	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00908 Kennebec Regional Dev Authority	8,437.50	REGIONAL ORG / First Park - FINANCIAL / FIRSTPARK IN
00223 Longfellow's Greenhouses	366.80	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00152 Lowe's	23.48	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	48.33	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	13.96	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00152 Lowe's	54.01	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	121.52	Rds & Drain / Road Maint - PUBLIC WAYS / PATCHING
00152 Lowe's	47.53	SOLID WASTE / TRANSFER STA - UTILITIES / LAVATORY
00152 Lowe's	21.64	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	36.91	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00152 Lowe's	5.69	Maintenance / Gen Maint - EQUIP O,R &M / Pickup Truck
00458 Lucas Striping, LLC	23,189.72	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00218 MAINE RESOURCE RECOVERY ASSOC	540.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00218 MAINE RESOURCE RECOVERY ASSOC	97.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00139 MMTCTA	120.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00069 Regional School Unit#38	971.78	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00069 Regional School Unit#38	566.93	PROTECTION / FIRE DEPART - EQUIP O,R &M / FUEL/OIL
00069 Regional School Unit#38	309,458.75	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00605 RHR Smith & Company	1,500.00	GENERAL GOVT / Admin - CONTRACT SVC / AUDIT SERV
00008 Scott Horne Construction	44,858.33	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	2,810.03	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	4,714.97	GENERAL FUND / Motor Veh Fe
00047 Shift 4	40.71	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00313 Toshiba Financial Services	449.87	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00100 TREAS., STATE OF MAINE (DOGS)	80.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	1,312.79	GENERAL FUND / Rec Veh Fees
00098 TREAS., STATE OF MAINE (IFW)	0.80	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00295 US CELLULAR	36.98	GENERAL GOVT / Admin - PERSONNEL / TM Mile/Phon
00295 US CELLULAR	36.98	GENERAL GOVT / Code Enforce - UTILITIES / CELL PHONE
00295 US CELLULAR	73.97	Maintenance / Gen Maint - UTILITIES / CELL PHONE
00295 US CELLULAR	36.98	COMM SERVICE / Animal Cntrl - UTILITIES / CELL PHONE
00709 WASTE MANAGEMENT OF PORTLAND	1,643.63	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING

Warrant Recap

Warrant 24

Vendor-----	Amount	Account-----
00709 WASTE MANAGEMENT OF PORTLAND	2,795.00	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	6,451.03	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00094 WHITE SIGN	704.53	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
Prepaid Total--	369.20	
Current Total--	416,231.10	
Warrant Total--	416,600.30	

COMMUNICATIONS

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

Readfield Trails Committee Minutes

September 28, 2022

Present: Nancy Buker, Jackie Drouin, Greg Durgin, Greg Leimbach, Rob Peale, Holly Rahmlow, SB Chair Dennis Price

Excused: Paul Bessette, Steve Hayes, Megan Lachapelle, Henry Whittemore

Rob opened meeting at 7:15 p.m.

Jackie agreed to be timekeeper

Greg D. moved that minutes from July be approved; Holly seconded. Minutes approved unanimously.

Jackie presented the treasurer's report. She noted that she'd made a mistake in the handout, but that our balance is currently \$5,730.79 after additional funds were deposited. She said she would email a corrected report to the committee.

Selectboard Chair Dennis Price joined the committee to discuss a few issues. Rob said that littering and dog waste continue to be a problem at the Fairgrounds. Rob spoke to the town manager about it and a receptacle was placed at the parking lot. Rob asked Dennis about how that is working out, noting that both trash and recyclables end up in the can. He suggested that perhaps we could put out a separate container for recyclables. Dennis said that is an option and reported that so far the receptacle seems to be resulting in less littering.

Rob asked Dennis if he was aware of the Morrill Road trail and the need for a culvert and landing to cross Route 17, a project that has remained in limbo for a while. Dennis said he would look into it.

Another possible project is the need for a culvert at at least one or possibly two road crossings at the Esker Trail, which could be done with other work at the Transfer Station.

Dennis asked if it would be possible to post a QR code at the trailheads to bring up the map. It would be a good way to promote the trails. He said he would do create the codes himself. The maps are on the Readfield website, and Dennis can get them from it.

Dennis also suggested using the trails for a 5K event at Heritage Days. The committee hasn't sponsored an event in the past few years. Greg L. noted that he has investigated the international group Volks Vanderham and a possible fall event.

Rob told Dennis about a culvert by the cemetery that needs to be reset. Greg L. said he might be able to do it with his tractor and one other person. Rob said it's something he doesn't want to do with the Maranacook students next month for safety reasons.

Dennis, who works for the town of Monmouth, said that Monmouth is looking to create a trail behind Cumston Hall, and he would like to connect some of the people there with our committee to provide some information in getting started. This trail would allow the library to have a Story Walk.

Rob said he talked to Brian about the trail at Carleton Pond, and he is okay with us proceeding using a temporary kiosk and leaving the gate unlocked, but closed, to allow people to park. We can't spend any funds on this project, unless it's something that can be removed later. Rob said he wants a simple kiosk. The regular ones are too expensive.

We discussed the work day with the Maranacook students at the Fairgrounds. Greg D. said United Way has provided the kids with shovels, rakes and gloves. We have five wheelbarrows, and Greg L. is going to move some of the blue rock with his tractor. Greg D. asked if we are going to put down geotech. Greg L. noted that it isn't really effective to keep down grass and weeds, so we decided against it.

Greg D. said that the town has been maintaining the Mill Stream area, but the leaves will need to be raked eventually.

Jackie said that the Fogg trail is fine.

Greg D. said that Bob Harris is turning a piece of bark with a blaze on it that fell off a tree into a plaque to be presented to Milt to thank him for all his work blazing. Greg said that they are planning a presentation and will also include the Conservation Commission.

Greg D. said that Dana Therrien, who has previously helped fund Trails, is interested in building a trail at the Fairgrounds. He will come to a meeting and make a presentation.

At our October 26 meeting we will look into having the presentation by Dana and honoring Milt.

Greg L. said he hasn't done much about the Morrill Road trail, but it is getting used despite the lack of the culvert and the landing spot on Route 17. Nancy expressed concern about using the

snowmobile trails on the former Saunders property. We cannot promote their use officially or on the map.

Nancy said she doesn't think the trash and the dog waste at the Fairgrounds parking lot is our responsibility, that it is up to the town to maintain the parking lot.

Greg D. moved we adjourn. Meeting adjourned at 8:26 p.m.

Minutes prepared and submitted by Holly Rahmlow

Readfield Trails Committee Minutes

October 26, 2022

Present: Paul Bessette, Nancy Buker, Greg Durgin, Steve Hayes, Greg Leimbach, Rob Peale, Holly Rahmlow, Henry Whittemore, Jerry Bley, Bob and Jeanne Harris, Brenda and Howard Lake, Milt Wright

Excused: Jackie Drouin, Megan Lachapelle

Rob opened meeting at 7:15 p.m.

Henry agreed to be timekeeper

Steve and Bob announced the Trailblazer Award for Milt, who has been marking the Fairgrounds trails. Some people cannot see blue and blue is always difficult to see in dim light, so Milt marked them with yellow. The award is a plaque designed and made by Bob from a piece of birch bark with a yellow Milt blaze that Steve found on a trail.

Nancy moved that minutes from September be approved; Henry seconded. Minutes approved unanimously.

Jackie was absent, so there was no treasurer's report.

Rob reported that he, Howard and Brenda, Greg L. and Greg D. have been working on the Carlton Pond trail and much of the work is done. It has been blazed and much of it cleared, with just a little bit more work to do. Rob is hoping to open it in the next couple of weeks after checking with Brian at the Greater Augusta Utility District. He is planning on making a kiosk and putting it on a tree.

A group of students from Kents Hill School are going to work at the Fairgrounds on Tuesday, Nov. 1 (rain date Thursday, Nov. 3). About eight students and several Trails members will spread bluestone. Howard has volunteered to move some of the bluestone with his tractor.

Rob asked if anyone wanted to take on the job of posting the QR codes. Committee discussed how to proceed to make it easier, as the kiosks are difficult to open. It was noted that it might be a good idea to put the name of the trail under the QR code and print them on adhesive paper. Copies Etc. might be a good resource for that. Paul said he would look into it.

Rob said that Eric told him we are supposed to get regular updates from Trail Committee members who also serve on the Comprehensive Plan Committee, Conservation Commission, and Recreation Committee on the activities of those committees, so he asked Greg L. to update us on the Comp Plan, which Greg said is nearly done. Currently the committee is waiting for the results of a survey, which has been distributed and more surveys will be available on Election Day for voters to pick up.

Greg D. updated us on the Conservation Commission, which has overseen a recent harvest at the town forest and earned the town about \$15,000. The CC has also done some cleanup after the harvest and cut down some overgrown areas. They also sent a response to a proposal from the Comprehensive Planning Committee to in some way oversee the overlapping interest of Trails, the Recreation Committee and the Conservation Commission.

Greg L. noted that the Recreation Committee is very active and wants to do even more for the town. This weekend is Trunk or Treat followed by a movie.

Henry asked if the Selectboard still has liaisons that attend committee meetings and report back. No one seemed to know, but it seems as though that faded out.

Stewards reported on their trails. Steve thanked Paul and Jemalie for cutting down a fallen birch. He said there was another that may require a tractor to direct its fall. It was suggested that the town might take care of it, since it's a liability.

Greg L. noted that the town still hasn't placed the culvert for the Morrill Road trail. It can be difficult to access without the culvert. People are already using the trail as is, however.

Rob said that the Esker Trail is in good shape and that the bamboo is under control for now. Next year some more wood chips might be needed.

The budget for next year needs to be planned. We will need more bluestone. Greg D. suggested we might buy a wheelbarrow. The culvert installations need to wait for the town to act. Steve suggested we might want to buy some more signs. He said that making your way through the town forest and McDonald woods is difficult, but those are not under Trails' purview. It was suggested to approach KLT and the Conservation Commission. There are no signs for the Morrill Road trail.

The library is planning a Trails-related event based on a children's book about owls. Greg L. said he would help Melissa the librarian with anything she needs.

Rob asked if we need to respond to some of the language in the Comp Plan. It was decided it needs more detailed attention and the exact wording, so we will address it in a later meeting.

The Recreation Committee is hoping to proceed with the Fairgrounds project without using any town money. Henry noted that even though the town voted down spending money on the project there is doubt about whether the town will approve the project even without taxpayer funds. Several people expressed opinions about the proposal. Henry suggested that Greg L. share some of our thoughts with the Recreation Committee at their next meeting.

Rob attended the chairs meeting with the Selectboard and shared what the committee is doing, including the volunteer hours we put in.

Next agenda will include the budget, the comp plan and Dana Therrien's proposal. We discussed meeting after Thanksgiving instead of the Wednesday before. Wednesday, Nov. 30, was suggested as a possible date. Rob will verify by email.

Greg D. moved we adjourn; Nancy seconded. Adjourned at 8:26 p.m.

Minutes prepared and submitted by Holly Rahmlow

Comprehensive Planning Committee Minutes

August 17, 2022

Present: Jeffrey Carlson, Jessica Cobb (KVCOG), Eric Dyer, Jessica Gorton, Elaine Katz, Greg Leimbach, Matt Nazar, Dennis Price, David Trunnell

Absent: Alanna Bachelder, Chris Cheney, Paula Clark, Henry Clauson

Jessica G. called the meeting to order at 6:04 p.m. in person at the Town Office and via Zoom.

MINUTES

Dennis moved to accept minutes from the July meeting. Jeff seconded. Unanimously approved.

NEW BUSINESS

Local Economy

Jessica G. and David presented their chapter on the Local Economy. David said he would like help getting feedback from local businesses as to what help they might need. He's spoken to a few, gotten responses from some, who said they had no issues, but not others. The committee came up with a list of those to talk to, and it was noted that the assessor would have a list and that there is also a list of businesses on the website.

The committee discussed what questions the business owners should be asked. Greg suggested asking them simply what the town could do to help their businesses and give them time to think about it, then visit them again. Jessica G. noted that there are 200 businesses and the committee is running out of time. Jeff asked if a sample of 10 to 15 businesses is adequate. It was noted that the businesses differ widely and will have a variety of needs, but any feedback will provide the committee with some information for setting goals. A group of the larger businesses was selected and different committee members agreed to approach them.

The committee discussed the fact that the plan is rather lengthy and that progress needs to be made quickly.

The goals and policies of the chapter were reviewed and edited.

David brought up the topic of economic development and the Enterprise Committee. He suggested coordinating with chambers of commerce and groups such as the one in Winthrop.

OLD BUSINESS

Natural Resources

The committee began a final review of the chapter. David raised concern over the regulation of pesticides and herbicides and their application near water bodies or schools. Jessica C. noted that it is too specific for this plan, and while the town can regulate what's applied to land it owns it has no authority over private landowners. That is a state issue, and there are dozens of such chemicals. Jessica G. said she could add some language on the topic to bring awareness of the issue to residents.

Agriculture and Forestry

Greg reviewed some possible goals and policies for encouraging sustainable agriculture and forestry for the chapter, and the committee discussed them. Jessica C. had several questions that needed to be answered. Greg noted that the maps need to be updated, which Jessica C. is working on. Greg said once that is done and the goals and policies are complete, this chapter will be done.

Outdoor Recreation

Jeff and Greg reviewed recent updates to the chapter's goals, which still need some more work. Jessica C. is going to review the checklist, and Greg and Jeff will follow up with the involved committees. Elaine asked if it would include other recreation, such as indoor activities like playing cards. Greg said it could if she wanted to add it in, but the chapter needs to be done for next month.

Matt made a motion to move three chapters, Housing, Demographics and Historical and Architectural to "complete." Dennis seconded. All approved. Notes can be made on the chapters, but no additional editing will be done until after public feedback.

NEXT MEETING/ACTION ITEMS

Elaine asked about the surveys and what the next step will be. Jessica G. said she would follow up with Eric and put it on the agenda for the next meeting.

The next meeting will be Sept. 21.

Committee members will talk to local businesses for the Local Economy chapter.

Chapter leaders for sections reviewed tonight will follow up on the suggestions made.

Jessica C. will work on the maps for Agriculture and Forestry.

David moved the meeting be adjourned, Dennis seconded. Meeting adjourned at 7:57.

Minutes prepared and submitted by Holly Rahmlow

Recreation Committee Meeting Minutes – 09-15-2022
Approved

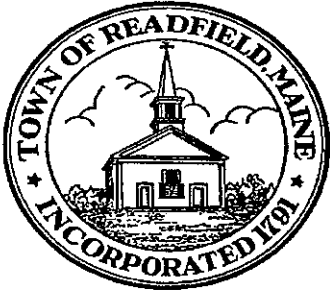
Attendees

- Matt L
- Kevin K
- Hannah F
- Jeff Carlson
- Amy T

Agenda

- Soccer
 - Status
 - Shirts are on order
 - 235 players
 - First practices
 - What could we do better:
 - pre-K/K: Saturday skills and scrimmages (40 minutes and 20 minutes)
 - Skills and drills weekend after labor day.
 - Finalize teams weekend
 - Coaches meeting - {training} {suggestions}
 - Provide recommended (for practices and games rules).
 - Centralizing practice locations
 - Consider working parents when scheduling practicing times
 - Create a coaches kit (rules, suggestions, and recommendations)
 - Better field locations
 - Signs for field locations (Kevin K to order)
 - Matt L to check with Karen and Travis M
 - Belgrade/Sydney/Oakland
 - Nominate Dane Wing to connect with Jamie (jdionne56@gmail.com)
- Halloween Event
 - 10/29 saturday with rain out being 10/30
 - Haunted dug out
 - Trunk-r-treat - greg to drive
 - Movie night - \$295 for one movie permit(Casper, Monster house or **Harry Potter and the Sorcerer's stone**)
 - Hay Bales for seating?
 - Kevin K
 - Pumpkin-a-glow (library and union meeting house to organize)
 - Pumpkin carving(library 10-1pm on 10/29)
 - 1-4 to set up the trails
 - Vote for the best pumpkin?
- Youth Ice Fishing Derby
 - March 5, 2023
 - Start canvassing for donations.
 - Tent for readfield rec for concessions. Banner

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS



TOWN OF READFIELD

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

**Office of Registrar
Certificate of Appointment**

(Municipal Officers are required to appoint a registrar by January 1st of each odd numbered year)

To: **Kristin Parks**

Pursuant to 21-A M.R.S.A. ss101.2 I, the undersigned Board of Selectmen of the municipality of Readfield, do hereby appoint you as **Registrar**.

Your term of office is to expire on **January 1, 2025**.

Given under our hands on this: December 12, 2022

Carol Doorenbos

Steven DeAngelis

Dennis Price

Sean Keegan

Kathryn Mills Woodsum

Oath of Office
Municipality of Readfield, Maine

December 12, 2022

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

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

Kristin Parks

State of Maine
County of Kennebec, ss

December ____, 2022

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

Before me, _____,
Deputy Clerk

NEW BUSINESS

Town of Readfield, Maine

Reserve Policy Index

Special Revenues, Capital Projects and Permanent Funds

Special Revenue Funds -

Age Friendly	SR - 402
ARPA	SR - 404
Code Officer	SR - 406
Conservation Land	SR - 407
Dog Vaccine Fund	SR - 409
Enterprise Fund	SR - 410
Grant Writing	SR - 413
Heating Assistance	SR - 415
Legal	SR - 418
Library	SR - 419
Local Tax Relief	SR - 420
Open Space	SR - 430
Readfield Corner Sewage	SR - 436
Recreation	SR - 438
Revaluation	SR - 440
Trails	SR - 444
Transfer Station - Interlocal	SR - 470

Capital Project Funds -

Capital Equipment - Leases	CP - 460
Capital Equipment	CP - 461
Equipment Replacement Admin/Tech	CP - 463
Fire Department Reserve	CP - 464
Roads Capital Reserve	CP - 465
Sidewalk Capital Project	CP - 466
Town Building Reserve	CP - 467

Town of Readfield, Maine

Reserve Policy Index

Special Revenues, Capital Projects and Permanent Funds

Capital Project Funds (continued) -

Town Property Reserve	CP - 468
Transfer Station Capital	CP - 470

Permanent Funds -

Perpetual Care Fund	P - 420
Whittier Fund	P - 423
Kents Hill Fun	P - 426
Cemetery Expansion Fund	P - 429
Kesner Fund	P - 432
Kolreg Fund	P - 435
Lincoln Fund	P - 438
Walker Fund	P - 441
Townsend Fund	P - 439
Couture Fund	P - 440
Beach Improvement Fund	P - 453

Age Friendly Reserve Fund Policy

Town of Readfield, Maine

Approved by the Select Board XX/XX/XXXX

Purpose:

The Town of Readfield, Maine's, Age Friendly Reserve, has been established to help meet the needs and engage the strengths of all citizens to reach the goal of building a community for all ages. These initiatives include (but are not limited to) recreational and educational activities and services, special projects, and events.

Funding:

The primary funding of the Age Friendly Reserve will be through applicable grant proceeds and Town raised funds.

Process:

The Town Select Board shall appoint the members of the Age Friendly Committee to function as advisors to the Select Board in the Age Friendly initiative as reflected in the Town's "**Board, Committee and Commission (BCC) Guide.**" The Committee shall request permission to apply for grants pertaining to the age friendly initiative as reflected in the Town's "**Grant Policy 7/21/2003.**" The Age Friendly Committee shall propose appropriate utilization of funds and must get approval from the Select Board before appropriating and expending the reserve funds. All Age Friendly revenues and expenditures must be recorded in the Town's Age Friendly Special Revenue Fund as established. No Age Friendly revenues or expenses should be recorded in the Town's operating fund, unless to reflect Town raised funds transferred into the Age Friendly reserve as approved.

Attachments:

- **SR-402a:** Approved meeting minutes
- **SR-402b:** Annual review sign-off sheet
- **SR-402c:** Copies of approved revisions to policy (remove if no approved revisions)

Code Enforcement Officer Interlocal Fund Policy

Town of Readfield, Maine

Approved by the Select Board XX/XX/XXXX

Purpose:

The Town of Readfield, Maine's Code Enforcement Officer (CEO) Interlocal Fund is established to reflect the interlocal revenues and expenses of the shared Code Enforcement Officer / Local Plumbing Inspector between the Town of Readfield and the Town of Wayne.

Funding:

The CEO Interlocal fund is to be funded through the annual appropriation of the Town of Readfield for their budgeted share of annual CEO expenditures and through the monthly revenue received from the Town of Wayne for their portion of total annual compensation and benefits paid by Readfield to the CEO as detailed in the "**CEO-LPI Interlocal Agreement.**"

Process:

The Town of Readfield is to maintain all agreements and amendments to the interlocal agreement. The Town shall annually transfer their budgeted and raised share of CEO/LPI cost from the General Fund into the CEO Interlocal Fund. All compensation, benefits and any other misc. expenses (as noted in the "**CEO-LPI Interlocal Agreement**") must be reflected within the CEO Interlocal reserve. The Town will invoice Wayne, on an approximately monthly basis for their share of annual cost and any additional direct and indirect costs attributable to the CEO-LPI. The Town shall record all revenue received from Wayne in the CEO Interlocal Fund. Any overages or underfunded CEO-LPI costs for the year will carry into the reserve fund balance and be used as part of the annual budgeting process to ensure effective and efficient fee structures are implemented.

Attachments:

- **SR-406a:** Approved meeting minutes

Policy: SR - 406

- **R-406b:** Annual review sign-off sheet
- **R-406c:** Copies of approved revisions to policy (remove if no approved revisions)

Policy: SR-406

Legal Reserve Fund Policy
Town of Readfield, Maine
Approved by the Select Board XX/XX/XXXX

Purpose:

The Town of Readfield, Maine's Legal Reserve Fund is established to aid in funding for any unforeseen or unbudgeted legal fees that may arise.

Funding:

This Legal Fund is to be funded mainly through budgeted town contributions. The beginning balance of this reserve was funded by previous years unspent operating legal expenses as approved by the Town. Upon approval date of this policy, unspent operating legal cost will lapse into general fund undesignated funds unless otherwise approved by the Town. Future contributions may be budgeted to aid in the continuance of the reserve upon approval in the Annual Town Warrant if deemed necessary.

Process:

The Legal Reserve Fund is to be used only in the event of unforeseen excess legal costs arising in any given year. All operational and normal legal expenditures are to be spent in the general operating fund where they are budgeted. The fund balance of the Legal Reserve will be reviewed periodically and in conjunction with the budget process to ensure that there is a sufficient amount of funds available in the reserve to protect the town from unbudgeted legal costs.

Attachments:

- **SR-418a:** Approved meeting minutes
- **SR-418b:** Annual review sign-off sheet

Policy: SR - 418

- **SR – 418c:** Copies of approved revisions to policy (remove if no approved revisions)

General Ledger Summary Report

Fund(s): ALL
Town of Readfield, Maine

LEGEND

REMOVE
NEW
ADJUSTMENTS

Fund	Account	Notes
1 - GENERAL FUND		
Assets		
G 1 -	110-00 CASH	
G 1 -	111-00 Credit Card Pending	
G 1 -	112-00 ARPA	Remove should be fund 5
G 1 -	113-00 MMBB 2021B	
G 1 -	120-00 PETTY CASH	
G 1 -	122-00 PETTY CASH - TRANSFER STATION	
G 1 -	130-00 CASH BOX	
G 1 -	144-00 Androscoggin Fire Truck Bond	
G 1 -	145-00 Androscoggin Cdars	
G 1 -	146-00 Investment Androscoggin Bank	
G 1 -	147-00 INVESTMENT - KENNEBEC SAVINGS	
G 1 -	148-00 INVESTMENT WINTHROP AREA FCU	
G 1 -	149-00 INVESTMENT Bank of America	
G 1 -	150-00 ACCOUNTS RECEIVABLE	
G 1 -	150-01 Accts Rec'vble School	
G 1 -	152-00 PREPAID EXPENSES	
G 1 -	155-00 DUE FROM TRUST FUND	
G 1 -	157-00 DUE FROM SPECIAL REVENUE FUND	
G 1 -	159-00 Due From Capital Projects	
G 1 -	160-00 TAX ACQUIRED PROPERTY	
G 1 -	170-00 PERSONAL PROPERTY TAX 2000-01	
G 1 -	170-01 PERSONAL PROPERTY TAX 2001-02	
G 1 -	170-02 PERSONAL PROPERTY TAX 2002-03	
G 1 -	170-03 PERSONAL PROPERTY TAX 2003-04	
G 1 -	170-04 PERSONAL PROPERTY TAX 2004-05	
G 1 -	170-05 Personal Property Tax 2005-06	
G 1 -	170-06 Personal Property Tax 2006-07	
G 1 -	170-07 Personal Property Tax 2007-08	
G 1 -	170-08 Personal Property Tax 2008-09	
G 1 -	170-09 Personal Property Tax 2009-10	
G 1 -	170-10 Personal Property Tax 2010-11	
G 1 -	170-11 Personal Property Tax 2011-12	
G 1 -	170-12 Personal Property Tax 2012-13	
G 1 -	170-13 Personal Property Tax 2013-14	
G 1 -	170-14 Personal Property Tax 2014-15	
G 1 -	170-15 Personal Property Tax 2015-16	
G 1 -	170-16 Personal Property Tax 2016-17	
G 1 -	170-17 Personal Property Tax 2017-18	
G 1 -	170-18 Personal Property Tax 2018-19	
G 1 -	170-19 Personal Property Tax 2019-20	
G 1 -	170-20 Personal Property Tax 2020-21	
G 1 -	170-21 Personal Property Tax 2021-22	
G 1 -	170-22 Personal Property Tax 2022-23	
G 1 -	170-99 PERSONAL PROPERTY 1999-00	
G 1 -	180-00 REAL ESTATE TAX 2000-01	
G 1 -	180-01 REAL ESTATE TAX 2001-02	
G 1 -	180-02 REAL ESTATE TAX 2002-03	
G 1 -	180-03 REAL ESTATE TAX 2003-04	
G 1 -	180-04 REAL ESTATE TAX 2004-05	
G 1 -	180-05 Real Estate Tax 2005-06	
G 1 -	180-06 Real Estate Tax 2006-07	

- G 1 - 180-07 Real Estate Tax 2007-08
- G 1 - 180-08 Real Estate Tax 2008-09
- G 1 - 180-09 Real Estate Tax 2009-10
- G 1 - 180-10 Real Estate Tax 2010-11
- G 1 - 180-11 Real Estate Tax 2011-12
- G 1 - 180-12 Real Estate Tax 2012-13
- G 1 - 180-13 Real Estate Tax 2013-14
- G 1 - 180-14 Real Estate Tax 2014-15
- G 1 - 180-15 Real Estate Tax 2015-16
- G 1 - 180-16 Real Estate Tax 2016-17
- G 1 - 180-17 Real Estate Tax 2017-18
- G 1 - 180-18 Real Estate Tax 2018-19
- G 1 - 180-19 Real Estate Tax 2019-20
- G 1 - 180-20 Real Estate Tax 2020-21
- G 1 - 180-21 Real Estate Tax 2021-22
- G 1 - 180-22 Real Estate Tax 2022-23
- G 1 - 180-33 UNKNOWN
- G 1 - 180-94 REAL ESTATE TAX 1994-95
- G 1 - 180-95 REAL ESTATE TAX 1995-96
- G 1 - 180-96 Real estate Tax 1996-97
- G 1 - 180-97 REAL ESTATE TAX 1997-98
- G 1 - 180-99 REAL ESTATE TAX 1999-00
- G 1 - 190-00 Allowance for Doubtful Account
- G 1 - 190-14 Real Estate Lien 2014

Liabilities

- G 1 - 310-00 ACCOUNTS PAYABLE
- G 1 - 310-01 Other Liabilities
- G 1 - 311-00 EOY Accounts Payable
- G 1 - 320-00 DUE TO TRUST FUND
- G 1 - 323-00 DUE TO SPECIAL REVENUE FUND
- G 1 - 325-00 Due to Enterprise Fund
- G 1 - 330-00 Motor Vehicle Fees
- G 1 - 331-00 ME.Vital Records Fees
- G 1 - 333-00 Dont use see336
- G 1 - 336-00 Recreation Vehicle Fees
- G 1 - 339-00 Do Not use
- G 1 - 342-00 Dog Fees State
- G 1 - 345-00 PLUMBING FEES - STATE SHARE
- G 1 - 346-00 Plumbing Fees - DEP Surcharge
- G 1 - 360-00 Do Not Use
- G 1 - 380-00 FEDERAL INCOME TAX
- G 1 - 383-00 STATE INCOME TAX
- G 1 - 386-00 SOCIAL SECURITY
- G 1 - 388-00 VOLUNTARY DEDUCTIONS
- G 1 - 389-00 MEDICARE
- G 1 - 390-00 Aflac
- G 1 - 391-00 Income Protection Plan
- G 1 - 392-00 Health Insurance
- G 1 - 393-00 Retirement - John Hancock
- G 1 - 395-00 Union Dues
- G 1 - 396-00 ICMA DEDUCTION WITHHELD
- G 1 - 396-01 Dependent Care Deductions
- G 1 - 397-00 VSP Vision Plan
- G 1 - 398-00 Real Estate Payments
- G 1 - 399-00 Accrued Liabilities
- G 1 - 399-01 Accrued Payroll
- G 1 - 399-02 Unavailable Property Tax

Fund Balance

- G 1 - 405-00 DEFERRED PROPERTY TAXES REMOVE
- G 1 - 410-00 Heating Assistance REMOVE

G 1 -	411-00 Attorney Fees	REMOVE
G 1 -	415-00 Grant Writing	REMOVE
G 1 -	420-00 Maranacook Lake Dam	REMOVE
G 1 -	421-00 Library Building	REMOVE
G 1 -	422-00 Gile Hall Improvements	REMOVE
G 1 -	423-00 Town Building Improvements	REMOVE
G 1 -	424-00 STATE REVENUE SHARING	REMOVE
G 1 -	425-00 Dog Vaccination Fund	REMOVE
G 1 -	426-00 Town Property	REMOVE
G 1 -	428-00 Trails	REMOVE
G 1 -	429-00 Municipal Building Capital	REMOVE
G 1 -	430-00 Readfield TV	REMOVE
G 1 -	432-00 Age Friendly	REMOVE
G 1 -	433-00 MARANACOOK WATER QUALITY	REMOVE
G 1 -	435-00 LANDFILL WATER TESTING	REMOVE
G 1 -	436-00 Millstream Bridge	REMOVE
G 1 -	436-01 Millstream Dam Project	REMOVE
G 1 -	437-00 FORESTRY PROJECT	REMOVE
G 1 -	438-00 Vernal Pool Mapping	REMOVE
G 1 -	439-00 Enterprise Fund	REMOVE
G 1 -	440-00 Fire Operations	REMOVE
G 1 -	441-00 Fire Dept-Discontinued	REMOVE
G 1 -	442-00 FIRE Capital	REMOVE
G 1 -	443-00 Fire Dept -Discontinued	REMOVE
G 1 -	444-00 Fire Station Addition	REMOVE
G 1 -	445-00 FIRE STATION IMPROVEMENTS	REMOVE
G 1 -	446-00 Fire Truck	REMOVE
G 1 -	447-00 Dispatching	REMOVE
G 1 -	448-00 FIRE WATER Discontinued	REMOVE
G 1 -	449-00 Fire PPG Discontinued	REMOVE
G 1 -	450-00 Cemeteries	REMOVE
G 1 -	451-00 Cemeteries Capital	REMOVE
G 1 -	452-00 Cemetery Living Fence	REMOVE
G 1 -	455-00 Adm Technology	REMOVE
G 1 -	456-00 Broadband	REMOVE
G 1 -	457-00 Equipment Lease	REMOVE
G 1 -	458-00 PLAYGROUND	REMOVE
G 1 -	461-00 SEPTIC TANK REPLACEMENTS	REMOVE
G 1 -	463-00 SNOWMOBILE	REMOVE
G 1 -	465-00 Sidewalks	REMOVE
G 1 -	466-00 VETERANS EXEMPTIONS	REMOVE
G 1 -	469-00 TREE GROWTH	REMOVE
G 1 -	470-00 PROPERTY TAX RELIEF	REMOVE
G 1 -	472-00 STATE PARK FEES	REMOVE
G 1 -	475-00 BEACH OPERATIONS	REMOVE
G 1 -	476-00 Beach Playground	REMOVE
G 1 -	478-00 Recreation Operation	REMOVE
G 1 -	479-00 Community Park	REMOVE
G 1 -	480-00 Heritage Days	REMOVE
G 1 -	481-00 Conservation Land	REMOVE
G 1 -	484-00 Baseball combined w/Recreation	REMOVE
G 1 -	485-00 Ballfields	REMOVE
G 1 -	487-00 Library Operation	REMOVE
G 1 -	488-00 Capital Roads	REMOVE
G 1 -	489-00 Transfer Station Capital	REMOVE
G 1 -	490-00 OPEN SPACE	REMOVE
G 1 -	491-00 Capital Equipment	REMOVE
G 1 -	491-01 Capital Equipment Lease	REMOVE
G 1 -	492-00 Road Reconstruction (Bond)	REMOVE
G 1 -	493-00 Road Maintenance (Smr Rds)	REMOVE

G 1 -	494-00 ROAD/BRIDGE BOND	REMOVE
G 1 -	495-00 REVALUATION	REMOVE
G 1 -	496-00 Town Boundries	REMOVE
G 1 -	497-00 BACKHOE PURCHASE	REMOVE
G 1 -	498-00 RECYCLING BUILDING ADDITION	REMOVE
G 1 -	499-00 TRANSFER STATION	REMOVE
G 1 -	510-00 EXPENDITURE CONTROL	NEED TO ENSURE ONLY GENERAL FUND REVENUES AND EXPENSES ARE POSTING TO THESE CONTROLS
G 1 -	520-00 REVENUE CONTROL	
G 1 -	525-00 CORRECTIONS	REMOVE
G 1 -	530-00 FUND BALANCE UNDESIGNATED	NEED TO ENSURE GENERAL FUND REVENUES AND EXPENSES ARE CLOSING TO THESE ACCOUNTS
G 1 -	540-00 FUND BALANCE NON SYSTEM	

2 - TRUST FUND

Assets

G 2 -	140-00 INVESTMENTS	
G 2 -	150-00 DUE FROM GENERAL FUND	Need to see if this is a working DTF control account

Liabilities

G 2 -	320-00 DUE TO GENERAL FUND	REMOVE
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Fund Balance

G 2 -	400-00 UNREALIZED GAIN OR LOSS	REMOVE
G 2 -	420-00 AVAILABLE - CEMETERIES Expense	
G 2 -	421-00 AVAILABLE - CEMETERIES Revenue	REMOVE
G 2 -	423-00 AVAILABLE - WHITTIER CEM.	CEMETERY
G 2 -	426-00 AVAILABLE - KENTS HILL	CEMETERY
G 2 -	429-00 AVAIL-CEMETERY Expan Rev	CEMETERY
G 2 -	430-00 AVAIL-Cemetery Expansion Expen	REMOVE
G 2 -	432-00 AVAILABLE - KESNER	CEMETERY
G 2 -	435-00 AVAILABLE - KOLREG	CEMETERY
G 2 -	438-00 AVAILABLE - LINCOLN-MORSE	CEMETERY
G 2 -	439-00 AVAILABLE - TOWNSEND/ADELL	CEMETERY
G 2 -	440-00 AVAILABLE - ALICE COUTURE	CEMETERY
G 2 -	441-00 AVAILABLE - MINNIE WALKER	CEMETERY
G 2 -	442-00 AVAILABLE - GOVERNOR HUNTOON	CEMETERY
G 2 -	444-00 AVAILABLE - WAR MEMORIAL	SHOULD BE 0
G 2 -	447-00 AVAILABLE - LEON TEBBETS	REMOVE
G 2 -	450-00 AVAILABLE - MINISTERIAL	REMOVE
G 2 -	453-00 AVAILABLE - BEACH	BEACH
G 2 -	455-00 AVAILABLE - TRAILS	MOVE INTO RESERVE
G 2 -	460-00 PRINCIPAL - CEMETERIES	
G 2 -	463-00 PRINCIPAL - WHITTIER	
G 2 -	466-00 PRINCIPAL - KENTS HILL	
G 2 -	467-00 PRINCIPAL - TOWNSEND/ADELL	
G 2 -	468-00 PRINCIPAL - ALICE COUTURE	
G 2 -	469-00 PRINCIPAL - MINNIE WALKER	
G 2 -	470-00 PRINCIPAL - GOVERNOR HUNTOON	
G 2 -	472-00 PRINCIPAL - KESNER	
G 2 -	475-00 PRINCIPAL - KOLREG	
G 2 -	478-00 PRINCIPAL - LINCOLN-MORSE	
G 2 -	481-00 PRINCIPAL - WAR MEMORIAL	
G 2 -	484-00 PRINCIPAL - LEON TEBBETS	
G 2 -	487-00 PRINCIPAL - MINISTERIAL	
G 2 -	488-00 Principal - Beach Improvement	

3 - FIXED ASSETS

Assets

G 3 -	150-00 LAND	NOT BEING USED CURRENTLY
G 3 -	152-00 Land Improvements	
G 3 -	152-01 Accum Depr Land Improvements	
G 3 -	153-00 BUILDINGS	
G 3 -	153-01 Accum Depr Buildings	

- G 3 - 154-00 Vehicles
- G 3 - 154-01 Accum Depr Vehicles
- G 3 - 156-00 EQUIPMENT
- G 3 - 156-01 Accum Depr Equipment
- G 3 - 157-00 Infrastructure
- G 3 - 157-01 Accum Depr Infrastructure

Liabilities

Fund Balance

- G 3 - 525-00 INVESTMENT IN FIXED ASSETS
- G 3 - 530-00 FUND BALANCE

4 - LONG TERM DEBT

Assets

NOT BEING USED CURRENTLY

- G 4 - 160-00 AMOUNT TO BE PROVIDED

Liabilities

- G 4 - 299-00 Accrued Interest
- G 4 - Readfield-2022
- G 4 - 300-00 Curr Portion
- G 4 - 310-00 Capital Lease- Curr Portion
- G 4 - 353-00 SAND SHED/SOLID WASTE BOND
- G 4 - 357-00 '16 Fire Truck
- G 4 - 358-00 '08 Road Bond
- G 4 - 359-00 FIRE TRUCK
- G 4 - 360-00 '13 Road Bnd
- G 4 - 362-00 GILES HALL RENOVATION
- G 4 - 363-00 Capital Lease Payable
- G 4 - 364-00 '18 Maranacook Dam Bnd
- G 4 - 365-00 LEASE PURCHASE - T.S. EQUIP
- G 4 - 370-00 Current Portion Adj
- G 4 - 380-00 Capital Lease- Curr Portion Ad

Fund Balance

- G 4 - 530-00 FUND BALANCE

5 - SPECIAL REVENUE

Assets

- G 5 - 110-00 CASH - ARPA Should reflect ARPA cash amounts from GF
- G 5 - 150-00 DUE FROM GENERAL FUND Need to see if this is a working DTFD control account
- G 5 - 151-00 Enterprise Receivables This will be the balance of loans owed to the Town. When funds are received from the parties, credit this acco

Liabilities

- G 5 - 320-00 DUE TO GENERAL FUND Remove - only need one DTFD control account per fund.

Fund Balance

- G 5 - 510-00 EXPENDITURE CONTROL Need to set up revenues and expenses for FUND 5 with subsequent revenue and expenditure controls.
- G 5 - 520-00 REVENUE CONTROL
- G 5 - 430-00 TOWN BOUNDARY LINES
- G 5 - 433-00 WATER HOLES REMOVE

- G 5 - 442-00 FIRE EQUIPMENT REMOVE
- G 5 - 448-00 BEACH TRACTOR REPLACEMENT REMOVE
- G 5 - 451-00 BEACH EQUIPMENT REMOVE
- G 5 - 454-00 OPEN SPACE REMOVE
- G 5 - 457-00 Fire Truck Bond 2016 REMOVE

- G 5 - 402-00 AGE FRIENDLY
- G 5 - 404-00 ARPA
- G 5 - 405-00 Cemetery
- G 5 - 406-00 CEO Interlocal
- G 5 - 407-00 Conservation
- G 5 - 409-00 Dog Vaccination Assistance
- G 5 - 410-00 Enterprise Fund
- G 5 - 413-00 Grant Writing Reserve
- G 5 - 415-00 Heating Assistance

Road Work Schedule

Road Name	Surface Type	Length (miles)	Width (feet)	Shoulder (feet)	ROW (rods)*	Last Cap Ex	Cost Est.	Cycle	Next Cap Ex	Cost Est.	FY
Lane Rd	Paved	0.67	23	2	3	2012	\$ 95,050.89	12	2024		
Morrill Rd	Paved	0.25	19	0	3	2009	\$ 29,757.75	15	2024	\$124,808.64	24
Beaver Dam Rd	Paved	0.96	20	2	3	2013	\$ 119,750.40	12	2025		
N Wayne Rd	Paved	0.75	22	2	3	2013	\$ 102,118.50	12	2025		
Sadie Dunn Rd	Paved	0.14	22	2	4	2013	\$ 19,062.12	12	2025		
Tallwood Dr	Paved	0.41	16	1	3	2013	\$ 41,780.64	12	2025		
Thundercastle Rd	Paved	0.46	22	1	3	2013	\$ 62,632.68	12	2025	\$345,344.34	25
Chase Rd	Paved	0.45	22	2	3	2014	\$ 61,271.10	12	2026		
Chase Rd	Paved	0.27	22	2	3	2014	\$ 36,762.66	12	2026		
Chase Rd	Paved	0.33	22	2	3	2014	\$ 44,932.14	12	2026		
Mooer Rd	Paved	0.22	18	2	3	2014	\$ 24,930.84	12	2026		
Old Kents Hill Rd	Paved	0.82	24	2	4	2014	\$ 121,012.32	12	2026		
Old Kents Hill Rd	Paved	0.5	22	2	4	2014	\$ 68,079.00	12	2026	\$356,988.06	26
Balsam Dr	Paved	0.36	20	2	60*	2012	\$ 44,906.40	15	2027		
Nickerson Hill Rd	Paved	1.14	20	1	3	2015	\$ 142,203.60	12	2027		
Wings Mills Rd	Paved	0.61	20	2	3	2015	\$ 76,091.40	12	2027	\$263,201.40	27
Fogg Rd	Paved	0.49	22	2	3	2013	\$ 66,717.42	15	2028		
Fogg Rd	Paved	0.69	22	2	3	2013	\$ 93,949.02	15	2028		
Memorial Dr	Paved	0.22	22	2	4	2016	\$ 29,954.76	12	2028		
P Ridge Rd	Paved	1.04	22	2	3	2016	\$ 141,604.32	12	2028		
Scribner Hill Rd	Paved	0.79	21	2	4	2016	\$ 103,054.71	12	2028		
Thundercastle Rd	Paved	0.65	21	2	3	2016	\$ 84,791.85	12	2028	\$520,072.08	28
Adell Rd	Paved	0.25	16	1	4	2016	\$ 25,476.00	15	2031		
Harmony Hills Rd	Paved	0.33	20	2	3	2016	\$ 41,164.20	15	2031		
Lakeview Dr	Paved	0.33	16	1	3	2016	\$ 33,628.32	15	2031		
Russell St	Paved	0.35	22	2	4	2016	\$ 47,655.30	15	2031		
South Rd	Paved	1.07	23	2	3	2019	\$ 151,797.69	12	2031		
South Rd	Paved	0.59	23	2	3	2019	\$ 83,701.53	12	2031	\$383,423.04	31
Church Rd	Paved	1.11	22	2	4	2022	\$ 151,135.38	10	2032		
Church Rd	Paved	0.68	24	2	4	2022	\$ 100,351.68	10	2032		
Church Rd	Paved	0.35	24	2	4	2022	\$ 51,651.60	10	2032	\$303,138.66	32
Luce Rd	Gravel	1.83	20	2	3	2018	\$ 199,287.00	15	2033		
Plains Rd	Paved	0.62	21	2	4	2021	\$ 80,878.38	12	2033		
Plains Rd	Paved	1.18	21	2	4	2021	\$ 153,929.82	12	2033		
Plains Rd	Paved	1.38	21	2	4	2021	\$ 180,019.62	12	2033		
Sturtevant Hill Rd	Paved	0.77	22	2	4	2021	\$ 104,841.66	12	2033		
Sturtevant Hill Rd	Paved	0.45	22	2	4	2021	\$ 61,271.10	12	2033		
Sturtevant Hill Rd	Paved	1	22	2	4	2021	\$ 136,158.00	12	2033		
Sturtevant Hill Rd	Paved	0.29	22	2	4	2021	\$ 39,485.82	12	2033	\$955,871.40	33
Giles Rd	Paved	0.17	24	2	3	2019	\$ 25,087.92	15	2034		
Giles Rd	Paved	0.06	24	2	3	2019	\$ 8,854.56	15	2034		
Ratt Mill Hill Rd	Gravel	0.35	18	2	4	2019	\$ 35,042.70	15	2034	\$ 68,985.18	34
P Ridge Rd	Gravel	0.06	22	2	3	2016	\$ 7,060.68	20	2036	\$ 7,060.68	36
Gay Rd	Gravel	0.53	20	2	4	2018	\$ 57,717.00	20	2038	\$ 57,717.00	38
Huntoon Rd	Gravel	0.46	22	2	3	2019	\$ 54,131.88	20	2039		
Mckenney Rd	Gravel	0.15	18	1	3	2019	\$ 15,018.30	20	2039		
Mill Stream Rd	Gravel	0.16	16	0	3	2019	\$ 14,615.04	20	2039		
Walker Rd	Gravel	0.7	24	2	3	2019	\$ 88,519.20	20	2039	\$172,284.42	39
Belz Rd	Gravel	0.12	18	2	2	2020	\$ 12,014.64	20	2040		
Hunts Ln	Gravel	0.12	18	1	3	2020	\$ 12,014.64	20	2040		
Tallwood Dr	Gravel	0.2	16	1	3	2020	\$ 18,268.80	20	2040	\$ 42,298.08	40

MILEAGE

Total 27.88
Paved 23.85
Gravel 4.03

COST

\$ 3,601,193
\$ 272,153.79

Total
Annualized

Department	Project / Need	Action	Year	Life	Est. Repl.	Est. Cost New	2024	2025	2026	2027	2028
Roads and Infrastructure	P-Ridge and Nickerson Hill Intersection	Build	2023	0	2023	25,000	-	-	-	-	-
Roads and Infrastructure	Streetlights - LED conversion & new fixtures	Replace	2021	0	2021	25,000	-	-	-	-	-
Roads and Infrastructure	Salt/Sand Shed - New Construction	Reserve	1992	31	2023	150,000	-	-	-	-	-
Roads and Infrastructure	Salt/Sand Shed (old) Paved Pad	Repair	2008	20	2028	10,000	-	-	-	-	10,000
Roads and Infrastructure	Giles Rd. Bridge - demo & replace w/ ped. bridge	Remove	2026	0	2026	125,000	-	-	125,000	-	-
Roads and Infrastructure	Torsey Pond Bridge	Repair	2021	20	2041	75,000	-	-	-	-	-
Roads and Infrastructure	Old Kents Hill Box Culvert	Repair	2016	20	2036	20,000	-	-	-	-	-
Roads and Infrastructure	Maranacook Outlet Dam Reconstruction	Repair	2020	20	2040	100,000	-	-	-	-	-
						600,000					
Transfer Station	Multi-Town Reserve (10% of Operations Budget)	Reserve	0	0	0	20,000	25,000	25,000	25,000	25,000	-
Transfer Station	MSW (trash) Compactor LEASE	Replace	2021	17	2038	50,000	8,618	8,618	-	-	-
Transfer Station	Recycling Compactor	Replace	2009	17	2026	50,000	-	-	50,000	-	-
Transfer Station	Open-top Roll-off 40yd containers (own 4)	Replace	2000	25	2025	25,000	-	25,000	-	-	-
Transfer Station	2019 JCB Backhoe LEASE	Replace	2020	20	2040	110,000	11,185	-	-	-	-
Transfer Station	MSW / SSR Roof System	Build	2026	0	2026	250,000	-	-	250,000	-	-
Transfer Station	New Access Road	Repave	2019	12	2031	25,000	-	-	-	-	-
Transfer Station	Access Loop	Repave	2008	15	2023	20,000	-	-	-	-	-
Transfer Station	Parking Lot	Repave	2016	15	2031	20,000	-	-	-	-	-
Transfer Station	Little Compactor Building & Accessory Buildings	Replace	1992	50	2042	25,000	-	-	-	-	-
Transfer Station	Big Building (Swap-Shop / Break / Bathroom)	Replace	1992	50	2042	75,000	-	-	-	-	-
Transfer Station	Big Building Boiler / HVAC	Replace	1992	35	2027	12,000	-	-	-	12,000	-
Transfer Station	Big Building Roof	Replace	1992	35	2027	10,000	-	-	-	10,000	-
Transfer Station	Septic Tank	Replace	1992	50	2042	10,000	-	-	-	-	-
Transfer Station	Attendant Booth	Build	2019	20	2039	6,000	-	-	-	-	-
						688,000					
Fire Department	Engine.61, pumper - new	Replace	2026	0	2026	500,000	-	-	500,000	-	-
Fire Department	Engine 62, heavy rescue	Replace	2010	30	2040	125,000	-	-	-	-	-
Fire Department	Engine 63, pumper	Replace	2016	30	2046	425,000	-	-	-	-	-
Fire Department	Engine 65, mini pumper Ford F550 (formerly E61)	Replace	2004	30	2034	200,000	-	-	-	-	-
Fire Department	Engine 64, pumper tanker, Freightliner (1996)	Replace	2018	30	2048	300,000	-	-	-	-	-
Fire Department	Radio Equipment / Repeaters	Replace	2018	10	2028	40,000	-	-	-	-	40,000
Fire Department	Rescue Boat	Replace	2008	20	2028	15,000	-	-	-	-	15,000
Fire Department	ATV	Replace	2014	15	2029	15,000	-	-	-	-	-
Fire Department	Command Center Trailer	Replace	2015	20	2035	15,000	-	-	-	-	-
Fire Department	Thermal Imaging Camera	Replace	2015	10	2025	10,000	-	-	-	-	-
Fire Department	Misc. Equipment (Reserve)	Reserve	0	0	0	-	10,000	50,000	50,000	50,000	50,000
Fire Department	Building Expansion	Build	2020	50	2070	500,000	-	-	-	-	-
Fire Department	Retaining wall (jersey barriers & gravel)	Repair	1979	50	2029	5,000	-	-	-	-	-
Fire Department	Sprinkler System	Build	2022	0	2022	200,000	-	-	-	-	-
Fire Department	Roof	Replace	2005	50	2055	25,000	-	-	-	-	-

Department	Project / Need	Action	Year	Life	Est. Repl.	Est. Cost New	2024	2025	2026	2027	2028
Fire Department	Parking Lot	Repave	2013	15	2028	25,000	-	-	-	-	25,000
Fire Department	Septic Field	Replace	2005	25	2030	20,000	-	-	-	-	-
						2,420,000					
Maintenance	Misc. Equipment (Reserve)	Reserve	0	0	0	-	15,000	15,000	15,000	15,000	15,000
Maintenance	2020 Ford Pickup truck LEASE	Replace	2021	12	2033	30,000	6,177	-	-	-	-
Maintenance	2016 Ford F550 LEASE	Replace	2016	12	2028	60,000	-	-	-	-	60,000
Maintenance	Plow	Replace	2016	10	2026	8,000	-	8,000	-	-	-
Maintenance	Sander	Replace	2016	8	2024	6,000	-	-	-	-	-
Maintenance	2018 Bobcat & attachments LEASE	Replace	2018	15	2033	50,000	-	-	-	-	-
Maintenance	2007 John Deere tractor	Replace	2007	25	2032	55,000	-	-	-	-	-
Maintenance	John Deere Mower Attachment	Replace	2018	10	2028	10,000	-	-	-	-	10,000
Maintenance	John Deere Zero Turn Mower	Replace	2015	10	2025	15,000	-	15,000	-	-	-
						234,000					
							1,176,980	604,795	1,383,000	472,000	305,000

Cost figures are updated periodically to represent current cost estimates
Life expectancy estimates are updated periodically

Town of Readfield

Emergency Operations Plan

December 12, 2022

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1. Scope and Acceptance

This plan will be used during disastrous situations where the Town's populace is affected and will need police, fire, emergency medical, transportation (if deemed necessary), feeding, and sheltering support. It will bring the user to the point of knowing what is to be done, and who will do it. It will not detail how these activities will be performed.

Signed:

Select Board Chair _____

Select Board Vice-chair _____

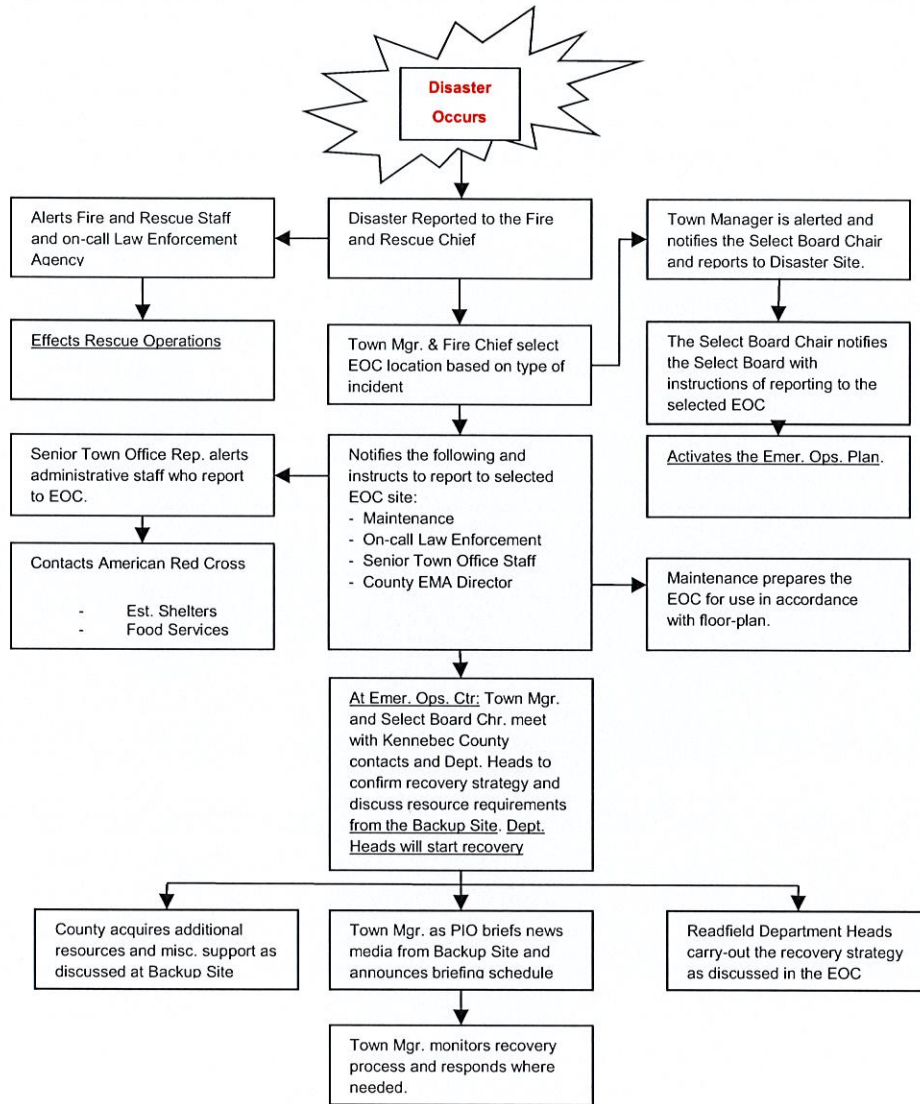
Select Board Member _____

Select Board Member _____

Select Board Member _____

Date: _____

3. Recovery Flowchart



4. Readfield's Emergency Organization and Response

It is the intent in developing the Town of Readfield's Emergency Operations Plan (the "Plan") that the Plan will fully comply with the standards and practices stated in the National Incident Management System (NIMS). In case of any conflict between this Plan and any NIMS policy, the NIMS policy should have priority and the Plan should be adjusted accordingly.

This Plan is intended to be an overview of functions to be performed during an emergency. The Plan does not give detail on how any particular function will be performed. It is presumed in this Plan that the emergency response providers named in this Plan will already have developed, and will be well practiced in, execution of their responsibilities during an emergency.

Implementation of this Plan must be as self-triggering as possible. This is accomplished through ongoing familiarization of the Plan by all Town employees and through periodic testing. Operations conducted under this plan require a rapid and coordinated response by every Town agency, private institution, or other non-governmental agency.

The following is a breakdown of responsibilities organized by groups and/or Emergency Titles.

4.1 Select Board:

Select Board members will be required to complete NIMS Incident Command System (ICS) courses 100 and 700 and provide certification to the Town Clerk within 90 days of Election.

1. The Select Board will assume a leadership role during emergency operations and will be responsible for:
 - The Select Board Chair is responsible for alerting other members of the Select Board
 - Activation of the Emergency Operations Plan
 - Activation of the Emergency Operations Center (Backup Site)
 - Monitoring progress of the Emergency Operations Plan through to completion
 - Coordinate support from the Kennebec County Emergency Management Agency.
 - Working with the designated Readfield Emergency Management Director and Town Manager to provide general support.
 - Chairing all Emergency Management ongoing internal status briefings.
 - Authorizing activation of shelters through the American Red Cross
 - Authorizing request for assistance with decontamination procedures to the County EMA Director.
 - Authorizing necessary emergency funding requests.

2. Activate and monitor progress of the Emergency Operations Plan which commences when the Readfield Select Board Chair and Emergency Management Director/Fire Chief determine that the severity or length of the situation warrants plan implementation to reduce the threat to life and property to a minimum.
3. Activate the Town Emergency Operations Center. This center will provide centralized control to direct rescue and recovery operations. The Emergency Operations Center could be located at either the Readfield Fire Station or the Town Office, depending on the situation.
4. Alert the Kennebec County Emergency Management Agency (KCEMA), and authorize its assistance during a Town emergency.

Other Responsibilities (when deemed appropriate):

1. Authorize the alert and order the mobilization of the Town through Emergency Management functions by arranging for the evacuation of threatened areas through the Emergency Management Director/Fire Chief.
2. Authorize the notification of local industries, public utility companies, schools, etc., of the disaster or pending disaster as necessary.

4.2 Emergency Management Director

The Emergency Management Director/Fire Chief, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the disaster site.

The Emergency Management Director/Fire Chief will have completed NIMS ICS courses 100, 700, 701, 702 and 704.

Specific responsibilities include:

1. Reports to the disaster site and determines the recovery strategy that should be used.
2. Determines the capability of the Town to respond to the situation and whether outside assistance is needed. This will be confirmed when the briefing is conducted at the emergency Operations Center.
3. Develops and maintains a Town situation map identifying problem areas and deployment of responders at the Emergency Operations Center.
4. Reports to the Emergency Operations Center (Readfield Fire Station or Town Office) and conducts a briefing of the recovery strategy to be used and resource requirements with the Select Board Chair, Town Manager, Department Heads, and the Kennebec County EMA Director.

5. Prepares for disaster briefings with the Select Board, Department Heads, and the Town Manager.
6. Ensures all Department Heads have communications capabilities, especially in the field.
7. Assigns duties to Town Departments that shall be the same or similar to their normal duties.
8. Monitors the rescue and recovery processes and responds where needed.

4.3 Town Manager

The Town Manager, under the supervision of the Select Board, shall be responsible for the planning, coordination and operation of the Emergency Management activity at the Emergency Operations Center.

The Town Manager will complete NIMS ICS courses 100 and 700.

1. The Town Manager is alerted by the Emergency Management Director/Fire Chief and, in turn, alerts the following people:
 - The Kennebec County Emergency Management Director
 - Select Board Chair
 - On-call Law Enforcement Agency
 - Maintenance
 - Senior Town Office Administrative Staff Contact
2. Provides general support, such as:
 - Completing emergency contact of the Select Board Chair, Readfield Dept. Heads, and Kennebec County EMA Director
 - Alerts Maintenance with instructions to prepare the Emergency Operations Center (EOC) with pre-arranged floor plan for use.
 - Alerts the Senior Town Office Administrative Staff Contact who will contact the Town Administration Staff with instructions of reporting to the EOC.
3. When the Town Manager performs these tasks, the Emergency Management Director/Fire Chief is free to concentrate on the rescue and recovery tasks.
4. Oversees the recruitment of volunteer personnel to augment the personnel and facilities of the Town for emergency management purposes. These volunteers will be familiarized with the Emergency Information Database (as defined in the appendices) while completing the following types of tasks:
 - Conducts disaster notifications to Town residents, other boards, and agencies (as directed).
 - Tracks equipment and materials resources utilizing forms in the Appendices.

- Conducts telephone support by answering the telephones and recording messages at the Emergency Operations Center.
 - Serves as communication coordinator to the local populace.
 - Initiates the contact to local residents that need follow-up (i.e. "Are you OK?")
 - In general, provides support as needs arise.
5. Contacts the American Red Cross to arrange for sheltering and feeding support. It is understood that that the Red Cross may not be able to provide all the resources that may be requested, and the Town Manager will be expected to supplement Red Cross support using local volunteer forces.
6. Assists in acquiring and managing of emergency supplies that will be stored at the EOC/Readfield Fire Station.
7. Functions as the Public Information Officer:
- Attends all emergency internal status briefings held by the Select Board and prepares/conducts news briefings to the media.
 - Issues information and advice to the general public. Must be prepared to brief news media and answer questions. Prepares and announces a schedule for future briefings for the news media.
 - Notifies news media of time and site of any press conferences.
 - Includes school representative as needed in press conferences.
 - The Public Information Officer will have completed appropriate NIMS ICS training.

5. Emergency Support

5.1 Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the de facto Emergency Town Hall and serves as a central point where communications, command, and control for rescue and recovery efforts are planned and staged.

5.1.1. Maintenance:

- Prepares the Emergency Operations Center for use by following a pre-established floor-plan illustrating how the space will be utilized between the various groups who will occupy the site.
- Provides power, lighting, and other needs as directed by the Town Manager to the EOC and other locations as directed.

5.1.2 Town Office Administrative Staff

References the Readfield Emergency Information Database when completing the following functions:

- Alerts Town employees as directed.
- Reports to the EOC and contacts communications, office supply, and other vendors as directed.
- Ensures the EOC is equipped with the necessary office supplies, area maps, and easel.
- Ensures that information received from departments deployed in the field is recorded and passed to the Emergency Management Director for evaluation.
- Tracks all expenses that relate to Town recovery efforts.
- Conducts disaster notifications to Town employees.

5.1.3 Town Manager

- Manages the recruitment and use of volunteers, though may delegate functions to the Fire Department Auxiliary due to logistics experience.
- Arranges for personal services to the Staff such as food, water, etc.
- Arranges for physical security of the EOC.
- Reserves space at the EOC for the American Red Cross representative(s).

5.2 Communications Among Emergency Agencies

5.2.1. Existing Communications Capability

- The EOC could be located in the Readfield Fire Station, the Town Office, or a school building and will use telephones for communications.
- One telephone line is available at the Fire Station. An additional telephone line could be added. The Fire Department, Maintenance, and Town Manager have 2-way radios. The Fire Department will provide additional radios to the EOC kits.
- The Fire Department, Maintenance, and Town Manager have cellular “smart” telephones. An additional smart phone will be available to the EOC.

5.2.2. Town Manager

- Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all Town departments and agencies is available to all groups.
- Ensures that all personnel are familiarized with the emergency communications arrangements.

6. Public Emergency Services

6.1. Emergency Public Information

The Public Information Officer (PIO) provides accurate and official information and instructions to the Town residents through all available media before, during, and after emergencies. The Town Manager, under direction of the Select Board, will function as the Public Information Officer.

Considerations/Assumptions:

- The local news media will be asked to cooperate with the Public Information Officer in providing information and instructions to the public in an emergency.
- No information releases will be made concerning bomb threats at the schools.

News Sources:

- FM station WMME (92 MOOSE) can provide information instructions to the public during an emergency.
- Maine State Police Dispatch will take requests to provide immediate information through the Emergency Alert System (EAS).
- The Kennebec Journal will be asked to publish informational and instructional material when the situation warrants.

6.1.1. Readfield Select Board

- Attends all disaster briefings and works with the Public Information Officer (Town Manager) and approves news releases.

6.1.2. Public Information Officer (Town Manager)

- Selects personnel to assist in providing fast accurate reporting during emergencies.
- Coordinates the collection and evaluation of information and instructions for the public.
- Maintains a list of local news media personnel and their phone numbers within the Town.
- Establishes an information center at the Emergency Operations Center for the media.
- Prepares news releases with Emergency Management Director and submits to Select Board for approval.

6.2. Evacuation

Service heads of Town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the Town. This recommendation, time permitting, will be directed to the Select Board for implementation and coordination from the Emergency Operations Center. Town Agencies have a responsibility to assist in the

warning and evacuation including establishing evacuation routes, safe areas, transportation and coordination with shelter.

6.2.1. Emergency Management Director

- Develops an evacuation plan with the Select Board, Town Departments, Law Enforcement, and Kennebec County EMA.
- Coordinates with Schools (RSU #38 and Kents Hill) for access to buses.

6.2.2. Law Enforcement

- Determines traffic and crowd control.
- Maintains security of evacuated areas.
- Alerts the general public of evacuation arrangements (i.e.: locations and times).

6.2.3. Maintenance

- Conducts road damage assessments.
- Directs contractors in clearing of debris from Town roads.

6.2.4. Select Board

- Develops an evacuation plan with the Emergency Management Director, Town Departments, Law Enforcement, and Kennebec County EMA.

6.3 Alert and Warning

The Maine State Police or the Kennebec County Sheriff's Office has primary responsibility for initial reception of any warning disseminated by the County. The Fire Chief has the responsibility of Emergency Operations Center Staff notification. Public notice must be given if the method of protecting the public includes sheltering and/or evacuation.

The Town has agreed to make contact with "at-risk" individuals during certain emergency situations. Responsibility for implementing this contact process resides with the Fire Chief, who may delegate the contact process within his direct staff or to the Fire Department Auxiliary.

Town departments will use the municipal frequency for interface including a land-line to the Schools (RSU #38 or Kents Hill) to staff their bases if the situation so requires. Primary communications with the media, County, and other surrounding local governments will be by telephone. The Maine State Police/County Sheriff's Office radio and the Mutual Aid Fire radio systems can be utilized as back-up as necessary. If shelters are utilized, primary communications will be cellular telephone. If the situation indicates, Town portable radios, Town mobile radio-equipped vehicles, or messengers will be used.

Considerations/Assumptions:

- The Readfield Fire Chief is the Warning Officer.
- The Schools have viable alert notification systems.
- Readfield currently has no sirens.
- Any outdoor warning devices will be maintained.
- Provide a liaison with the American Red Cross language data bank personnel for hearing impaired and non-English speaking groups as appropriate.

6.3.1. Readfield Fire Department

- Verify warnings before dissemination.
- Alert the Emergency Operations Center Staff when it is activated.
- Disseminate a warning to the public using sirens, public address systems, Town agencies, volunteers, and media as required.

6.3.2. On-call Law Enforcement Agency

- The on-call Law Enforcement Agency has the responsibility for alert notification and for contacting the Readfield Fire Chief.

6.3.3. Available Volunteers or Town Employees

- Verify warnings before dissemination.
- Assist the Fire Department in warning the public as directed.
- Conduct door-to-door warnings as necessary for part of the population.
- Verify that nursing homes, major industries and other key locations have been notified. (*Refer to the Readfield Emergency Information Database.*)

6.4. Sheltering

The Town of Readfield could be subjected to the effects of a disaster requiring the sheltering of a significant number of people for an indefinite period of time. If such a disaster occurs, shelter will be provided in predetermined locations selected and arranged by the American Red Cross. Activation of shelters will be determined by the Select Board and will be dependent on the magnitude of the disaster. The American Red Cross has both the expertise and experience in operating public shelters.

Considerations/Assumptions:

- Primary shelter communications will be by telephone. Radios and messengers may also be utilized when available. If additional radio communications are desired, requests will be coordinated through the Town Emergency Management Director/Fire Chief. The use of Amateur Radio Operators will be considered according to availability (and could be pre-identified).

6.4.1. Red Cross

- Special needs of the elderly, handicapped, institutionalized, and those with language barriers are recognized and will be addressed.

- The American Red Cross will recruit necessary volunteers to complement the Shelter Operations Staff.
- The American Red Cross will coordinate with the Town Emergency Management Director and the Town Manager for any additional support that can be provided by local government agencies or by local volunteers.
- Shelters in the Town of Readfield will not normally be stocked. The American Red Cross will obtain supplies through local sources when possible.
- Members of the American Red Cross and volunteers, recruited from County agencies or the local populace, will constitute each individual shelter organization.
- An American Red Cross representative may report to the Emergency Operations Center when necessary to assist in the coordination of shelter operations.
- The American Red Cross will be the Manager of the emergency shelters. Assistance in feeding may be provided by volunteers.
- Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by Town Health Officer, if necessary.

These tasks will be reviewed with the American Red Cross to verify that they are realistic.

6.4.2. Town Manager

- Will notify the American Red Cross Shelter Service of the need for shelter services.
- Will be liaison between the Town and the American Red Cross Shelter Coordinator.
- Will coordinate outside shelter assistance requested from Town Departments and/or agencies.
- Will prepare status charts at the Emergency Operations Center to indicate the location of shelters, available spaces, etc.
- Coordinates public information concerning shelters.
- Requests, through the Select Board, assistance of the County EMA Director when the nature of the disaster requires that decontamination procedures are necessary.
- If deemed appropriate, the Town Manager will be consulted prior to shelter occupants returning to their homes. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection.

6.4.3. Fire Department

- Fire inspections will be continually performed by the Fire Department in designated shelters. The department will develop and use a protocol or check list or sheet for fire inspections for buildings/shelters.

6.4.4. Available Volunteers or Town Employees

- A log of incoming and outgoing messages concerning shelter operations will be maintained.

6.4.5. Law Enforcement

- Will provide security at these shelters for public safety.

6.5 Maintenance

Arranges for manpower, equipment, and vehicles to maintain roadways as directed by the Town Manager and assists other Town agencies, when requested, with personnel, material and equipment, before, during, and after disasters and emergencies. Coordinates activities of contractors who will provide equipment and manpower as needed.

Considerations/Assumptions:

- Limited emergency supplies are maintained at the Readfield Fire Station and checked annually in January by Fire Department or Maintenance staff.
- Emergency funding will be requested through the Select Board before, during, and after disaster/emergencies.
- Maintenance will maintain records of purchases and disbursements, and of hours worked, applicable to the disaster/emergency that will be kept for later reimbursement.
- Maintenance will receive warning of a disaster or emergency through communications by telephone, Fire Department Radio, or messenger.
- Maintenance has a radio for communicating with the Fire Department and Town Manager on the municipal frequency.

6.5.1. Maintenance

Preparations for Maintenance:

- Notifies contractors when needed.
 - Coordinates and prioritizes the actions of the contractors.
 - Maintains records of contractor activities for use in cost accounting.
 - Checks all appropriate Town equipment and vehicles.
 - Provides some services with Town equipment in addition to contractors.
- If necessary to restore or maintain essential services:
 - Makes use of local contractors.
 - Maintenance is responsible for:
 - Day-to-day Emergency operations of the Maintenance department and coordination with other Town agencies.
 - Clearing of debris from Town roads.
 - Supplying emergency power, if needed, to emergency shelters.
 - Coordinating transportation through the Select Board, Town Manager or the Town Emergency Management Director.
 - Training for Emergency Operations Preparation (in accordance with floor-plan) for other Town personnel.
 - Maintaining and repairing of Town vehicles.
 - Reporting to the Emergency Operations Center, if opened, and recommending its opening if the situation warrants.

7. Public Safety

7.1 Law Enforcement

Assistance will be available from the Maine State Police or the Kennebec County Sheriff's Office.

Considerations/Assumptions:

- Mission:
 - Protecting life and property.
 - Assisting in warning of residents.
 - Maintaining law and order.
 - Emergency traffic control.
 - Crowd Control.
 - Assisting residents when evacuating their homes or businesses.

- Emergency communications equipment is maintained and operated through the Town's Fire Department Headquarters by a Dispatcher.
- Twenty-four hour dispatch is covered by the Maine State Police or the Kennebec County Sheriff's Office.
- The Maine State Police and the Kennebec County Sheriff's Office have radio communications capability with Readfield's Fire Department, Maintenance, and Town Manager.

7.1.1. Law Enforcement (for KSO and State Police only)

- Normal channels will be used for day-to-day operations.
- In the event a warning is received or a disaster or emergency occurs, the following will be instituted:
 - All off-duty personnel who are residents will be called-in.
 - All personnel will be placed on stand-by.
 - All equipment will be checked and prepared for use.
 - Feeding and lodging of emergency personnel will be instituted.
 - Security and protection of departmental personnel will be maintained by the department or by calling in other area law enforcement agencies.
- Area Police assistance is provided and coordinated through the Maine State Regional Communication Center in Augusta.

7.1.2. Town Manager

- Emergency funding will be requested through the Select Board before, during, or after disasters or emergencies.
- Evacuation of endangered areas will be accomplished using a mobile public address system (provided by Fire Department or Maintenance) followed by a door-to-door check, with transportation to shelters coordinated with the Town Manager and Volunteer Pool.

7.1.3. Town Attorney

- Legal questions will be referred by the Town Manager to the Town Attorney.

7.2. Fire and Rescue

The Fire Department has the primary responsibility of responding to emergencies in the Town when a fire or threat of fire may exist. It has a responsibility of responding to fire emergencies in neighboring towns through mutual aid compacts. The Fire Department can expect assistance from other Town agencies upon request. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.

Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by Public Safety Dispatch or the Fire Chief if a response by the Department is required.

Considerations/Assumptions:

- Telephone fan-out can be used as a back-up.
- A command post shall be established at the scene with responding agencies reporting on arrival.
- On-scene communications frequency is **154.145**.
- Fire apparatus is radio equipped with this frequency.
- The Fire Department also has portable radios with multiple frequencies capable of communicating with other departments, medical services, and hospitals.
- The Fire Chief, or Officer-in-Charge if the Fire Chief is not available, has the responsibility as Town Warning Officer for disseminating severe weather warnings.

7.2.1. Fire Department

- The Fire Chief has the responsibility of assisting in warning the population in an area recommended for evacuation.
- If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Town Emergency Management Director/Fire Chief.

7.3. Hazardous Materials

The regional HAZMAT Team will provide support to Readfield as needed. The analysis includes fixed facilities as well as hazards on railways and highways.

Public warning of a hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System.

Considerations/Assumptions:

- Loudspeakers are available in fire trucks and police cruisers. These could be used to provide instructions to residents in a local area. Door-to-door warning procedures may also be used.
- The Maine State Police or the Kennebec County Sheriff's Office will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.
- Kennebec County Emergency Management Agency or Maine State Police Dispatch can be contacted to request the HAZMAT team, Department of Environmental Protection, and other necessary resources.

7.3.1 Incident Commander (Incident Control System)

- The Emergency Management Director/Fire Chief or the Public Information Officer/Town Manager will disseminate official information and instructions to the public when it is judged a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, involving more than one family for more than 12 hours, a shelter will be designated.

A sample emergency message would be "At 00.00, emergency personnel were notified that an incident had occurred at the rail crossing Route 17 in Readfield Depot, resulting in the release of toxic chemicals. Residents of Readfield living within 1 mile of this rail crossing are advised to leave the area immediately. All efforts are being made to control the chemical release. Local and County officials have been notified. Additional details will be released as they become available."

- If there is an immediate life-threatening situation, the Incident Commander may order a precautionary evacuation of affected areas.
- The Town of Readfield receives ambulance service from Winthrop Ambulance. Medical services are provided by the Maine General Hospital in Augusta. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be specified by the Incident Commander if the potential for spreading hazardous materials contamination is present. The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed, if known.

7.3.2. Readfield Fire Department

- Hazardous Materials incidents are often accompanied by fire or injured persons. The Fire Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure.
- Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposure. Extrication of injured persons will usually involve entry into a hazardous condition. Rescue personnel must wear

protective equipment and clothing when conducting rescues as indicated by the Incident Commander.

- As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the Fire Department and the Town Maintenance Department. Missing or damaged items or equipment shall be repaired or replaced.

7.4. Emergency Medical Services

Any agency or department receiving information of an incident where potential mass casualties exists shall immediately notify the Maine State Police and relay the information they have received to Kennebec County Emergency Management Agency, who will then notify the Maine Emergency Management Agency Duty Officer.

7.4.1. Law Enforcement

- The State Police will, without further confirmation, notify MEMA there is a potential of a Mass Casualty Incident under direction of the Kennebec Emergency Management Agency.

7.4.2. Emergency Medical Services

- The first arriving unit: state or local police, sheriff, fire officer, or EMS crew chief, will then confirm the nature of the incident to include the safety and stability of the scene, the approximate number and severity of the injured, or report, the information to the State Police.
- Based on the information received from the scene, a Mass Casualty Incident may be declared.
- The basic criteria for the declaration shall be any incident that will overload capabilities and resources of the local medical community.
- Readfield's Fire Department will provide a secondary dispatch center to handle non-emergency dispatch for notification of back-up crews, additional equipment, etc.
- All emergency responders shall follow their department's standard operating procedures for a mass casualty incident.

7.5. Disaster Assessment Considerations

7.5.1. Situations and Assumptions

The Town of Readfield, located in Kennebec County, in the south central section of the State of Maine, has an area of 32 square miles and a population of 2597 (2020 census).

State highways; Routes 17, 41, and 135 provide major highway access to the Town.

The Town of Readfield has railroad traffic.

The Town has a paid part-time Fire Department.

Mutual Aid System: The Town of Readfield has mutual aid agreements with Fayette, Mount Vernon, Wayne, and Vienna.

The Town has a limited Maintenance Department (two full-time employees).

Buses from the RSU #38 School District and Kents Hill School could provide passenger service in an emergency.

Law enforcement is handled by the Maine State Police (MSP) alternatively with the Kennebec County Sheriff's Office.

Maine State Regional Dispatch Center will provide dispatching services.

The RSU #38's school bus garage is located in Readfield. A Maine DOT Highway Maintenance garage is located in Winthrop.

There are four (4) schools located in Readfield: Kents Hill School, Maranacook High School, Maranacook Middle School, and Readfield Elementary School.

The types of industries in Town include manufacturing, auto repair, restaurants, a small grocery store /convenience store, post offices, agriculture, building contractors, many home-based businesses, and summer camps.

There is a Transfer Station on the North Road that serves both Readfield, Fayette and Wayne.

Maranacook Family Healthcare is located on South Road. Winthrop Family Practice is on Main Street in Winthrop village to the south of Readfield via Route 41/Route 133. The Maine General Medical Center in Augusta is the closest major medical facility which is approximately 10 miles away.

7.5.2. Vulnerability:

Flood plains exist mostly in areas that surround Maranacook Lake and Torsey Pond. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas in Town that are located above or near designated flood plains. The frequency of extreme weather events fluctuates from year to year.

7.5.3. Assumptions:

FLOODS: Floods are the most probable natural cause of emergencies or disasters in the Town of Readfield. Spring thaws and ice breakups may cause some lowland flooding. Summer and fall storms are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in Readfield, Maine. The Town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Readfield, Maine. Hurricanes hit Maine in 1938, 1954, 1960, 1963, 1985, 1991, and 2011. Most windstorms result in downed trees, damaged telephone and power lines, and crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the national drought of 1988, however recovery was fairly rapid.

WILDFIRE: Wildfires are possible in the forested areas of Town during late summer and early fall. The forests contain potential fuel for a serious conflagration. Some recreation and retirement homes with single access roads are in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

EARTHQUAKE: Earthquakes have been felt on the state's coastal areas in the past and remain a geological possibility. Readfield is situated in an unlikely earthquake zone though it experienced a small quake in October 2012. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to un-reinforced masonry (brick) buildings.

NATIONAL EMERGENCIES: National emergencies, including a possible attack by foreign interests, are not as likely as during the cold war. Since Readfield is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the Town's population.

TECHNOLOGICAL HAZARDS: Hazardous Materials lead the list of potential hazards which could impact the Town of Readfield. Fuels are the most widespread materials likely to create problems. Chemicals used in manufacturing, auto repair shops, and agriculture businesses are sources of possible HAZMAT incidents. Small quantities of Hazardous Materials are stored at the Transfer Station.

RADIOLOGICAL EMERGENCIES are possible from vehicles traveling on state highways 135, 17, and 41.

AIRCRAFT CRASHES can happen anywhere in Maine. Small private planes and military aircraft are more common in Kennebec County air space. A commercial airliner, off course in bad weather, could become involved with CMP high altitude power lines and pose a threat for creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Readfield. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

PANDEMIC FLU: Readfield has previously developed a response plan in the event of a widespread (regional) influenza outbreak. The response plan is detailed in the “Kennebec County Pandemic Flu Plan” available at the Town Office. Experience with COVID-19 has resulted in the development of detailed response strategies and resources.

7.6. Plan Maintenance and Testing

7.6.1. Annual EOP Maintenance:

The Readfield Select Board will be responsible for keeping this plan up-to-date by an annual review during or close to January of each year. This should be preceded by review and update of EOP Appendices by the Town Manager or designee.

Changes happen throughout the year that may involve personnel, operating procedures, and equipment used by all Town departments. These changes may require updates to the Emergency Operations Plan (EOP) in order to maintain its effectiveness. Changes should be incorporated by the Town Manager and recorded for consideration at the next annual review.

It is recommended that a walk-through of the EOP be conducted annually by all Town department heads (collectively) to identify where updates to the EOP are required.

7.6.2. Annual EOP Testing (Drills):

Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

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

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of Town response. Also updating the EOP with this resulting information will assist in maintaining its effectiveness.

7.6.3. Establish an EOP Maintenance and Testing Process:

The following is a list of recommended tasks to ensure the Emergency Operations Plan (EOP) maintains ongoing effectiveness from year-to-year by legislatively requiring the processes to be updated and to test the EOP annually as a required annual business function:

- Pass a Town Meeting article requiring that the annual updating and testing of the EOP takes place. (This article was passed at the June 13, 2013 Town Meeting.)
- Establish an annual schedule for these events to take place. Example: August the EOP is updated, September the EOP is tested, and in October the test results are evaluated which may result in further updates to the EOP.
- Identify the costs involved with conducting these tests.
- Add the cost of conducting this test of the EOP to the annual Town budget. (This has been done on an ongoing basis.)

Completing these steps will ensure the effectiveness of the Town Emergency Operations Plan is always well maintained and effective.

Appendix 1: Personnel Contact Information by function

Plan Participant	Individual Assigned	Address	Phone (Primary)	Phone (Secondary)
Town Manager	Eric Dyer	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Select Board Chair	Dennis Price	8 Old Kents Hill Road, Readfield	577-4919	
Select Board Vice Chair	Kathryn Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Carol Doorenbos	8 Old Kents Hill Road, Readfield	446-7535	
Select Board member	Sean Keegan	8 Old Kents Hill Road, Readfield	446-8725	
Select Board member	Steve DeAngelis	8 Old Kents Hill Road, Readfield	242-7172	
Maintenance	Matt Seems	8 Old Kents Hill Road, Readfield	685-4939	931-7681
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Senior Town Hall Administrative Staff Contacts	Teresa Shaw Kristin Parks	8 Old Kents Hill Road, Readfield	685-4939	
Public Information Officer	Eric Dyer	above	above	above
Readfield Fire Chief	Lee Mank	above	above	above
Amateur Radio Operator	Eric Dyer	above	Call Sign - KC1KDB	above
Readfield Town Health Officer	Chip Stephens	8 Old Kents Hill Road, Readfield	931-7689	
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Volunteer coordinator	John Perry	Route 41, Kents Hill	685-3531	

Appendix 2: Personnel Contact Information (alphabetic listing)

Plan Participant	Individual Assigned	Address	Phone (Primary)	Phone (Secondary)
Carol Doorenbos	Select Board member	8 Old Kents Hill Road, Readfield	446-7535	
Chip Stephens	Readfield Town Health Officer	8 Old Kents Hill Road, Readfield	931-7689	
Dennis Price	Select Board Chair	8 Old Kents Hill Road, Readfield	577-4919	
Eric Dyer	Town Manager	8 Old Kents Hill Road, Readfield	685-4939	242-5437
Eric Dyer	Public Information Officer	above	above	above
Eric Dyer	Amateur Radio Operator	above	Call Sign - KC1KDB	above
John Perry	Volunteer coordinator	Route 41, Kents Hill	685-3531	
Kathryn Woodsum	Select Board Vice Chair	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Lee Mank	Readfield Emergency Management Director	1288 Main Street, Readfield	685-8187	458-9495
Lee Mank	Readfield Fire Chief	above	above	above
Matt Seems	Maintenance	8 Old Kents Hill Road, Readfield	685-4939	931-7681
Mike Nolette	Deputy Readfield Emergency Management Director	Sturtevant Hill Road, Readfield		
Steve DeAngelis	Select Board member	8 Old Kents Hill Road, Readfield	242-7172	
Teresa Shaw, Kristin Parks	Senior Town Hall Administrative Staff Contacts	8 Old Kents Hill Road, Readfield	685-4939	

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

Plan Participant	Individual Assigned	Address	Phone (Primary)	Phone (Secondary)
Amateur Radio Operator	Eric Dyer	above	Call Sign - KC1KDB	above
American Red Cross contact	United Valley Chapter	1180 Lisbon Street, Lewiston	795-4004	
Deputy Readfield Emergency Management Director	Mike Nolette	Sturtevant Hill Road, Readfield		
Kennebec County Emergency Management Director	Sean Goodwin	125 State Street, Augusta	623-8407	441-6260
Maintenance	Matt Seems	8 Old Kents Hill Road, Readfield	685-4939	931-7681
Public Information Officer	Eric Dyer	above	above	above
Readfield Emergency Management Director	Lee Mank	1288 Main Street, Readfield	685-8187	458-9495
Readfield Fire Chief	Lee Mank	above	above	above
Readfield Town Health Officer	Chip Stephens	8 Old Kents Hill Road, Readfield	931-7689	
Select Board Chair	Dennis Price	8 Old Kents Hill Road, Readfield	577-4919	
Select Board Vice Chair	Kathryn Woodsum	8 Old Kents Hill Road, Readfield	685-9094	441-2712
Select Board member	Carol Doorenbos	8 Old Kents Hill Road, Readfield	446-7535	
Select Board member	Steve DeAngelis	8 Old Kents Hill Road, Readfield	242-7172	
Select Board member	Sean Keegan	8 Old Kents Hill Road, Readfield	446-8725	

Appendix 4: Emergency Operations Center and Backup Emergency Operations Center

Locations in order of preference or depending on emergency location:

- Fire Station / Heavy Rescue (Mobile)-
- Town Office,
- Transfer Station

Tables, chairs, computers will be available in each location. EOC kits will be located in at least three locations, currently the Fire Station, Town office, and Transfer Station. EOC kits shall be inspected and replenished annually by the Town Manager or designee in conjunction with the annual EOP review.

Separate areas for general operations and briefings will be established at any EOC.

Appendix 5: Contact Information for “At-Risk” Individuals

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

Appendix 6: Matrix of Duties and Responsibilities

Plan Participant	Developing and maintaining the Plan	Organizational arrangements in support of the Plan	Providing support during an emergency	Providing direct service during an emergency	Providing Public Safety during an emergency
Town Manager	<ul style="list-style-type: none"> • Participates in annual testing or review of the Plan. • Makes arrangement for annual testing or review of the Plan. • Completes ICS courses 100 and 700. 	<ul style="list-style-type: none"> • Activates and administers Town volunteer force • Arranges for contact of the American Red Cross to arrange for sheltering and feeding support • Assists in acquiring and managing of emergency supplies will be stored at the Readfield Fire Station. • Funnels requests for emergency funding to the Select Board. • 	<ul style="list-style-type: none"> • Manages the recruitment and use of volunteers • Arranges for personal services to the Staff such as food, water, etc. • Arranges for physical security of the EOC • Reserves space, at the EOC, for the American Red Cross representative(s) • Establishes a network for telephones (and cell phones) in the EOC and ensures a directory of all town departments and agencies is available to all groups • Ensures that all personnel are familiarized with the emergency communications arrangements. • Notifies the American Red Cross Shelter Service of the need for shelter services. • Serves as liaison between the Town and the American Red Cross Shelter • Coordinates outside shelter assistance requested from Town Departments and/or agencies. • Coordinates resources for evacuation of citizens. • Refers legal issues to Town Attorney 	<ul style="list-style-type: none"> • If the nature of the disaster requires that decontamination procedures are necessary, assistance will be requested through the Select Board to the County EMA Director. • If deemed appropriate, the Town Manager will be consulted prior to release of shelter occupants. Public safety will be a major concern in order to ensure that any remaining hazards have been identified and that shelter occupants have received adequate information for their personal protection. 	

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

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

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

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

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

Appendix 7 Forms to be used in materials procurement during an emergency

See separate attached FEMA sheet examples.

Appendix 8: Acronyms used in this document

“Town” = Town of Readfield

“Plan” = Town of Readfield’s Emergency Operations Plan

“EOP” = Emergency Operations Plan

“NIMS” = National Incident Management System

“EMA”, “County EMA” = Kennebec County Emergency Management Agency

“EOC” = Emergency Operations Center

“PIO” = Public Information Officer

“ARC” = American Red Cross

“HAZMAT” = Hazardous Materials

“DEP” = Maine Department of Environmental Protection

“EMS” = Emergency Management Services

“MEMA” = Maine Emergency Management Agency

“KSO or KCSO” = Kennebec County Sheriff’s Office

Appendix 9: Town businesses

A list has been developed and will be updated periodically by the Town Office, with a copy sent to the Fire Department. Updated list will be included in the EOC kits.

Appendix 10: Annual Review, Testing, and Training Checklist

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

<u>Training</u>			
Courses	Trainee	Date(s)	
100, 700, 701, 702 and 704	Emergency Management Director	COMPLETED	
100, 700	Town Manager	COMPLETED	
	Select Board		
100, 700	1 Dennis Price		
100, 700	2 Kathryn Woodsum		
100, 700	3 Carol Doorenbos		
100, 700	4 Sean Keegan		
100, 700	5 Steve DeAngelis		
<u>Review</u>			
Review Item	Reviewed By	Date(s)	
Department Head Review	All	12/15/2022	
Town Manager Review	Manager	11/22/2022	
Fire Dept. Emergency Supplies			
Gile Hall Emergency Supplies			
EOC Kits	Manager / Maintenance	In Process	
Select Board Review		12/12/2022	
<u>Testing</u>			
Testing Item	Participants	Date(s)	
Tabletop Exercise			
Full Test			

Discipline	IS 29	IS 100	IS 200	IS 700	IS 703	IS 800	ICS 300	ICS 400	G191	G402	Other	Notes
DST / RRT HAZMAT Technicians		X	X	X								5
DST / RRT HAZMAT Operations / Responders		X	X	X		X	X					
MAACC / EOC Management		X	X	X		X			X		IS 706 IS 2200	
MAACC / EOC Staff		X		X					X			
IMAT Level III / IV		X	X	X	X	X	X	X			Position Specific	6
Public Information Officers / Designees	X	X		X								6
Communication Center Supervisor / Deputy Supervisor		X		X								

County EMA Director may require members filling specific roles to be trained to higher levels than this crosswalk details.

Note 1: All elected/appointed officials charged with general Policy Development.

Note 2: Includes at a minimum the Principal and Assistant Principal.

Note 3: Includes Water and Sewer Districts.

Note 4: Recommended by the Regional Resource Centers.

Note 5: Technicians not expected to fill a Command or General Staff position are not required to take ICS 300.

Note 6: IMAT personnel are required to take additional courses depending on their Type and level of Incident Management Responsibility.

Note 7: School/Campus EM personnel with a **critical/leadership role** in facility emergency response although it is recommended **leadership personnel that may act in absence of first responders** should additionally complete ICS 300 and 400.

Note 8: EMA Directors, MAACC/EOC Management and Staff, IMAT Level III/IV Staff, Public Works Directors, Chiefs/Deputies of full-time fire departments, Chiefs/Deputies of County level law enforcement agencies and full-time police departments with **15 or more full-time officers, EMS Agencies with more than 15 full-time personnel.**

Target Audience Guidance from the NIMS Five-Year Training Plan

The information provided below, comes directly from the National Integration Center (NIC) and is included to provide additional clarification for the requirements outlined above and to assist in making any training related decisions that have not been addressed.

IS 29: Public Information Officer Awareness

The Public Information Officer Awareness Course (IS0029) is designed to familiarize participants with the concepts underlying the PIO role. This course can provide a basic understanding of the PIO function for those new to the position. Additionally, it can provide those in executive level roles the necessary knowledge of PIO roles and responsibilities during an emergency.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-29.a>

IS 100, Introduction to the Incident Command System

Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

IS 200, Basic Incident Command System for Initial Response

Reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel likely to assume a supervisory position within ICS.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

IS 700: Introduction to the National Incident Management System

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

IS 703: National Incident Management System Resource Management

The goal of the National Incident Management System Resource Management course is to introduce federal, state, local, tribal, and territorial emergency managers, first responders, and incident commanders from all emergency management disciplines to NIMS Resource Management. This includes private industry and volunteer agency personnel responsible for coordination activities during a disaster.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-703.b>

IS 800: Introduction to the National Response Framework

Provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities, including Private sector partners, Non-governmental organizations (NGOs), Government officials, Community leaders, Emergency Management practitioners, and First responders.

Online Course: <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>

ICS 300: Intermediate ICS for Expanding Incidents

Provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the IS-100 and IS-200 courses.

In Person Course

ICS-400: Advanced ICS

This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.

In Person Course

G-191: Incident Command System/Emergency Operations Center Interface

This course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface. The course provides an opportunity for participants to begin developing an interface between an Incident Management Team and EOC personnel.

In Person Course

Community Resilience Partnership

List of Community Actions

Revised December 1, 2021

The List of Community Actions are suggested activities for communities that align with the goals and strategies of Maine Won't Wait. Communities will use the List first as a self-assessment tool to aid in determining where progress has already been made, then as a guide for identifying future priorities and funding opportunities.

All of the actions on the List – from planning projects to developing ordinances to capital improvements – are eligible for no-match Community Action Grants. Communities are encouraged to combine multiple related actions from the Inventory into a single application. Recognizing that some communities have in-house capacity and others do not, the grants may fund staff time or be used to hire external capacity, such as a consultant or regional planning organization, to assist with the project.

Community Action Grants are capped at \$50,000 for individual communities and \$100,000 for collaborative projects from a cohort of two or more communities. Action-specific caps may also apply (for example, communities may request up to a certain amount per electric vehicle purchase).

Community Action Grants may be used to augment other state funding opportunities, such as Efficiency Maine's rebate programs. However, the applicant must demonstrate that the other source of funding has been or will be maximized before funding from a Community Action Grant is allowed. For example, a town wishing to purchase an electric vehicle or upgrade to energy efficient LED lighting must demonstrate that Efficiency Maine's incentives are being applied first to the project budget.

Program Contact: Brian Ambrette
brian.ambrette@maine.gov

Community Resilience Partnership | Office of Policy Innovation & Future (maine.gov)

Community Resilience Partnership

List of Community Actions

Revised December 1, 2021

✓ Strategy Areas & Actions		Additional Resources (\$=funding source)
Strategy Area A: Embrace the Future of Transportation		
Accelerate the Transition to Electric Vehicles (EVs)		
A1	Purchase or lease electric vehicles for municipal or tribal government-owned vehicle fleets. (Grants capped at \$2,000 per light duty EV.)	Efficiency Maine: Municipal EV rebates (\$)
A2	Install EV chargers in public parking areas.	Efficiency Maine: EV supply equipment initiative (\$)
A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
A4	Adopt an anti-idling ordinance.	Example: Bar Harbor Municipal Code
Improve Mobility and Reduce Vehicle Miles Traveled (VMT)		
A5	Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking infrastructure.	
A6	Implement strategies that encourage municipal/tribal employees to commute via carpools, public transit, bike/walk, or other alternatives to single-occupancy vehicles.	
A7	Adopt a telework policy for municipal/tribal government staff positions that can work remotely some days per week.	
A8	Adopt land use and development policies in plans and codes that reduce the need for driving (e.g. locating schools, workplaces, and shopping near where people live; encouraging density of development near housing and transportation).	
A9	Adopt a Complete Streets policy which addresses safety, bike/pedestrian uses, and transit.	Maine DOT Complete Streets
A10	Adopt a broadband plan that reduces the need to drive by increasing access to high speed internet for underserved residents to support telecommuting, access to remote education and telehealth.	Connect Maine planning and infrastructure grants (\$)

Strategy Area B: Modernize Maine's Buildings

Transition to Cleaner Heating and Cooling, and Efficient Appliances in Municipal/Tribal Buildings

B1	Adopt and execute a plan for energy efficiency and building envelope weatherization improvements for municipal/tribal buildings. Collaborate with local school district for school building improvements.	Efficiency Maine: Public Sector (\$)
B2	Upgrade to energy efficient interior lighting in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B3	Upgrade to energy efficient appliances in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B4	Install a heat pump system or VRF system for heating/cooling and heat pump water heating in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B5	Upgrade streetlights and exterior lighting for municipally/tribally-owned facilities with energy efficient LED lighting (and minimize light pollution with downlighting where possible).	Efficiency Maine: Public Sector (\$)
B6	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.	

Advance the Design and Construction of New Buildings

B7	Adopt the energy efficiency stretch building code (currently IECC 2021).	International Energy Conservation Code 2021
B8	Require EV charging readiness and solar energy readiness for all new construction.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
B9	Support regular professional development for code enforcement officers, especially Efficiency Maine's code trainings.	Efficiency Maine trainings
B10	Adopt C-PACE ordinance for commercial property owners to install renewable energy systems, energy efficiency measures, and EV charging infrastructure (pending state program launch).	Efficiency Maine: Energy Loan Comparison Chart (PDF)

Strategy Area C: Reduce Emissions through Clean Energy Innovation

Reduce Greenhouse Gas (GHG) Emissions		
C1	Conduct a baseline for energy usage by municipal/tribal government including electricity, heating and transportation fuels, and other energy sources.	
C2	Identify and track a simplified set of emissions indicators for community emissions reduction (e.g. number of EVs registered in the community, number of homes with solar panels, number of heat pump rebates from Efficiency Maine).	
C3	Adopt a resolution setting targets and a plan for reducing emissions and advancing clean energy from municipal/tribal operations that align with the state's targets.	
Advance Clean Energy Adoption		
C4	Adopt a renewable energy ordinance(s) that allows, enables, or encourages community-appropriate renewable energy and energy storage installations.	US DOE SolSmart program and technical assistance
C5	Adopt a streamlined permitting process for small-scale renewable energy installations.	US Department of Energy: SolarApp
Transition to Clean Energy		
C6	Enter into a long-term service contract or power purchase agreement (PPA) or adopt a clean power purchase policy to ensure increasing local government energy supplies come from renewable energy.	USDA Rural Development: Rural Energy for America (\$)
C7	Install a renewable energy project (solar, wind, geothermal, anaerobic digestion, etc.) on municipal/tribal property (e.g. school rooftop, wellhead protection area, landfill, brownfield site, etc.).	USDA Rural Development: Rural Energy for America (\$)

Strategy Area D: Grow Jobs and Protect Natural Resource Industries

Support Maine's Natural Resource Economy

D1	Adopt policies that enable, support, or incentivize local food production and consumption, including community gardens.	
D2	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.	

Support Clean Energy Jobs and Businesses

D3	Assess the suitability of privately-owned brownfield and disturbed/contaminated sites for clean energy projects and encourage project development.	US EPA RePowering America's Land program
D4	Establish incentives for clean energy industry or businesses to locate in community.	
D5	Encourage and support clean energy industries in economic development plans.	

Strategy Area E: Protect the Environment & Promote Natural Climate Solutions

Protect Natural and Working Lands and Waters

E1	Set targets for increasing green space and tree planting to increase shade and water access in public spaces and carbon sequestration.	DACF Project Canopy (\$)
E2	Incorporate a goal into conservation plans of conserving 30% of land in the community by 2030 (including undeveloped town property), with a priority on addressing conservation gaps related to high biodiversity areas, undeveloped blocks, and land and water connectivity.	IWF: Beginning with Habitat
E3	Create or update a watershed plan to identify flooding and water quality priorities and adaptation options.	
E4	Develop a natural resource and habitat inventory that includes climate stressors and impacts.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E5	Conserve, revegetate and reconnect floodplains and buffers in riparian areas.	
E6	Preserve climate-threatened natural areas such as wetlands, riparian areas, and headwater streams through zoning or other regulations.	
E7	Implement a source water protection program.	
E8	Adopt policies that prioritize natural, nature-based or ecologically enhanced shoreline protection for coastlines, rivers, and lakes.	
E9	Identify and protect sites for living shorelines and saltmarsh migration areas.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E10	Identify and protect open space in the floodplain to increase flood buffers and community resilience.	ME Natural Areas Program: Maps, Data, and Technical Assistance

Strategy Area F: Build Healthy & Resilient Communities

Plan for Community Resilience	
F1	Conduct a community vulnerability assessment that identifies climate risks and vulnerable populations and includes a review of existing plans and policies. Adopt a climate resilience plan that describes high priority strategies for reducing risk and vulnerabilities (may be a standalone plan or included in a comprehensive plan).
F2	Update the local or county EMA hazard mitigation plan to address changing/future conditions and identify specific strategies to reduce vulnerability and increase resilience to climate change impacts.
F3	Develop or enhance early warning systems and community evacuation plans.
F4	Develop a storm debris management plan.
Reduce Flood Risk	
F5	Complete the Maine Flood Resilience Checklist.
F6	Participate in the National Flood Insurance Program (NFIP).
F7	Enroll in the NFIP's Community Rating System (CRS) at Class 9 or better, reducing flood insurance premiums for community residents.
F8	Achieve CRS Class 6 or better, maximizing flood insurance savings for community residents.
F9	Map sea level rise projections in the local or county EMA hazard mitigation plan.
F10	Require consideration of sea level rise projections and impacts in planning and permitting coastal development.
F11	Adopt freeboard requirements in the special flood hazard area and higher freeboard critical infrastructure and long-lifespan assets.
F12	Adopt a low-impact design (LID) standard for stormwater management.

[Maine Flood Resilience Checklist](#)

[FEMA's Community Rating System](#)

[FEMA's Community Rating System](#)

[FEMA's Community Rating System](#)

[Low Impact Design Manual for Maine Communities \(PDF\)](#)

Strengthen Public Health	
F13	Identify and plan to reduce public health threats in the community that are exacerbated by climate change.
F14	Develop and implement an extreme temperatures emergency plan, including strategies that increase use of cooling centers by residents.
F15	Establish a peer-to-peer program for checking in on vulnerable community members during extreme heat or cold events.
F16	Increase community-level resilience to mosquito-borne diseases by implementing vector controls to decrease mosquito habitat.
F17	Implement school-based programs to educate students about prevention of mosquito- and tick-borne diseases.
	US CDC Health Harm Cards and Climate & Health Planning Worksheet
	US CDC Heat & Health Tracker Resources: Heat Response Plans and Use of Cooling Centers
	Maine CDC Mosquito-Borne Illness Prevention & Response Guidance for Maine Towns and Communities (PDF)
	https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/school-curriculum/index.shtml

Strategy Area G: Invest in Climate-Ready Infrastructure

Assess climate vulnerability of infrastructure

G1	<p>Conduct a vulnerability assessment for critical community infrastructure that includes: 1) the climate hazards to which infrastructure assets are exposed and how the intensity and likelihood will change over time; 2) the susceptibility to damage or failure given location, design, age, condition, and state of repair; and 3) the consequences that impairment or failure of the infrastructure will have on the community.</p>	
G2	<p>Develop a Capital Investment Plan that a) identifies vulnerable municipal/tribal facilities and assets, and b) prioritizes resilience improvements and/or new construction.</p>	
<p>Utilize climate-ready standards, designs, and practices to improve infrastructure</p>		
G3	<p>Improve and protect drinking water and wastewater treatment facilities to reduce physical damage and sustain function during extreme weather events.</p>	
G4	<p>Adopt a policy that prioritizes green infrastructure to manage stormwater in developed areas.</p>	
G5	<p>Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements. Identify vulnerable crossings and apply for DEP improvement funds.</p>	<p>DEP Stream Smart Crossings Grants and Pocket Guide (\$)</p>
G6	<p>Assess wastewater treatment facilities for clean energy potential (solar, anaerobic digester, etc.).</p>	

Strategy Area H: Engage Maine People

H1	Establish or recognize an official committee of community stakeholders.	
Increase public awareness of climate change impacts and opportunities to take action		
H2	Create a climate change education, outreach, and engagement program, focusing on mitigation and adaptation for residents and businesses.	US CDC Climate & Community Health (PDF)
H3	Amplify public health advisories for climate-related health and weather events, such as air quality advisories, extreme heat or cold events, extreme storms, power outages, waterborne disease outbreaks, harmful algal blooms, vectorborne disease trends, etc.	NWS advisories (weather.gov/gyx and weather.gov/car); DEP air quality advisories (maine.gov/dep/air/ozone/index.html); ME Tracking Network displays of near real-time heat illness, cold illness, or tickborne diseases (data.mainepublichealth.gov/tracking)
H4	Engage youth in resilience, clean energy, and energy use reduction.	
H5	Engage populations that are vulnerable to climate impacts in resilience, clean energy, and GHG emissions reduction.	
Engage the business community and recognize climate leadership		
H6	Create and support an energy reduction campaign or challenge among businesses.	
H7	Initiate a community bulk purchasing program with a vendor, or vendors, to provide low cost equipment such as heat pumps and solar for interested residents and businesses.	Portland's "Electrify Everything!" Initiative

Community Resilience Self-Evaluation

Instructions: This tool is intended to help organize your community’s approach to increasing resilience to natural hazards and climate change impacts. Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community. Provide any relevant information in the explanation field. If it is difficult to give a clear yes or no response to a question, use the explanation field to explain why. **There are no wrong answers and the responses here will not affect your community’s eligibility to receive grants.** Where the response to a question is no, that may indicate an area of opportunity to address through a Community Action Grant.

Community name:	Town of Readfield
Self-Evaluation responses provided by: Please include contact info	Eric Dyer, Town Manager manager@readfieldmaine.org 207-685-1818
Date:	November 30, 2022
Was this evaluation discussed during a community workshop? Include the date of the workshop.	Not Yet...

Once the questions on the following pages are complete, use these prompts to identify potential next steps for your community:

What are two things your community is doing well?	<ol style="list-style-type: none"> 1) Providing consistent land use planning and regulation consistent with our rural residential character. 2) Prioritizing outdoor recreation investment as a community focus.
What are two areas that could be improved in the short-term?	<ol style="list-style-type: none"> 1) Balancing staffing levels with community needs (we are short-staffed). 2) Continuing to invest in technology to increase efficiency and service provision.
What is important for your community to address in the long-term?	We have a need for age-friendly and workforce housing, as well as outdoor recreation facilities to attract and retain residents.
What specific 3 to 5 actions are priorities for your community?	<p>Taken from the 2022 Select Board Planning Retreat Report:</p> <ol style="list-style-type: none"> 1) Build a community park at the Fairgrounds property. 2) Construct the Church Rd. sidewalk 3) Improve our facilities at the public beach. 4) Provide Parks and Recreation staff support. 5) Build a stronger relationship with Regional School Unit #38.

vector-borne diseases from ticks and mosquitos.	
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Understanding Sensitivity and Building Resilience	
9) Is your community tracking underlying societal characteristics and trends that increase vulnerability?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
This information might be found in your community's comprehensive plan or economic development plan. Examples of characteristics and trends might include older or low-income populations, low housing availability, reliance on a single economic driver, aging infrastructure, environmental degradation, etc.	Explanation: We are currently updating our Comprehensive Plan and have observed several changes and trends in our community demographics - mostly, we are getting older!
10) Is your community proactively addressing vulnerabilities associated with these underlying characteristics?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Look in your community's comprehensive plan or economic development plan for strategies that might address these trends.	Explanation: We regularly update a list of vulnerable community members that is both self-reported and accepts recommendations from friends and family. We have an Age-friendly committee that works closely with AARP. We have a "Handy Helpers" program to offer assistance to help older residents stay in their homes.
10) Does your community have financial resources in reserve to cope with or absorb shocks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
For example, a rainy-day fund.	Explanation: We have a minimum 2/12 of our full operating budget in reserve at all times, plus we have healthy capital reserves and significant borrowing capacity.
12) Is your community building flexible human capacity that can be drawn on in emergencies?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
For example, community emergency response teams (CERT) or mutual aid agreements with neighboring communities.	Explanation: We rely on and utilize mutual aid on a regular basis. We also work to cultivate community volunteers before emergencies to assist with administrative and field support.

Improving Long-term Adaptive Capacity	
13) Does your community have plans or policies that anticipate future climate risks and community sensitivity trends?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a comprehensive plan	Explanation: Our comprehensive Plan update includes a

FY 2023 Meeting Calendar - DRAFT

July							August							September							October							
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26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30			

Select Board
 Budget Committee
 Joint Select Board & Budget Committee
 Town Meeting
 Holiday

TOWN OF READFIELD
Certification of Abatement
Tax Year: 2021/2022

U.S. Bank Trust, N.A.
LSF Master Participation Trust

Real Estate Tax: Map 139-003
Account #1192

Location: Huntoon Road

We have abated the following sum of Real Estate Taxes assessed for 2021/2022:

Valuation	\$149,700
Mil Rate	<u>x .01579</u>
Tax Amount	\$2,363.76

Reason for the abatement: This property was assessed to U.S. Bank Trust in error

Selectmen of Readfield Date _____

_____ Dennis Price, Chair

_____ Kathryn Mills Woodsum Vice Chair

_____ Steve DeAngelis

_____ Carol Doorenbos

_____ Sean Keegan

Brenda Struck was foreclosed upon by U.S. Bank Trust in 2017. She subsequently filed for protection with the Court and was able to refinance and receive her property back within a year. No notice of the process was received so the assessment to U.S. Bank Trust continued. All taxes paid to date have been paid by Ms. Struck. No refund is to be issued to U.S. Bank Trust.

TOWN OF READFIELD
Certification of Abatement
Tax Year: 2020/2021

U.S. Bank Trust, N.A.
LSF Master Participation Trust

Real Estate Tax: Map 139-003
Account #1192

Location: 6 Huntoon Road

We have abated the following sum of Real Estate Taxes assessed for the 2020/2021 Tax Year

Valuation	\$137,200
Mil Rate	<u>x .01757</u>
Tax Amount	\$2,410.43

Reason for the abatement: This property was assessed to U.S. Bank Trust in error

Selectmen of Readfield

Date _____

_____ Dennis Price, Chair

_____ Kathryn Mills Woodsum Vice Chair

_____ Steve DeAngelis

_____ Carol Doorenbos

_____ Sean Keegan

Brenda Struck was foreclosed upon by U.S. Bank Trust in 2017. She subsequently filed for protection with the Court and was able to refinance and receive her property back within a year. No notice of the process was received so the assessment to U.S. Bank Trust continued. All taxes paid to date have been paid by Ms. Struck. No refund is to be issued to U.S. Bank Trust.

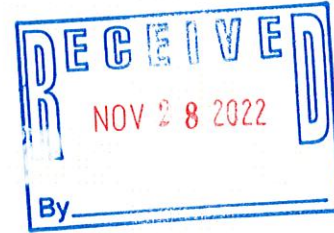
OTHER BUSINESS

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FYI



November 22, 2022



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

PO Box 132
Mount Vernon,
ME 04352
(207) 860-4043
info@30mileriver.org
www.30mileriver.org

Lidie Robbins
Executive Director

Whitney Baker
Program Manager

Lori Putnam
*Development
Director*

Board of Directors

Kirstie Ludwig
Chair

Nancy Hemphill
Vice Chair

Diana McLaughlin
Secretary

Andy Tolman
Treasurer

Tom Arminio
Buddy Cummings
Doug Frantzen
Bill MacDonald
Cindy Ripley
Jane Rogers
Jeremy Smith
Bill Swan
Susan Tinguely
Andy Tolman
Don Welsh

Dear Eric,

Thank you for your generous contribution of \$2,500, which we received on 11/2/22. We could not have the impact we are having without the commitment of our supportive towns and their residents.

With invasive milfoil and algal blooms now threatening one of the lakes in our watershed, the need for this work is greater than ever. Your membership supports water quality monitoring and data analysis; courtesy boat inspections; invasive plant surveys and removal; watershed surveys; Youth Conservation Corps erosion control projects; LakeSmart assessments and developing watershed management plans to protect our lakes.

Our commitment to protecting our precious lakes never stops. As new threats arise, **working together as a community for clean and healthy lakes, ponds and streams in our watershed** has never been more important. The interconnectedness of our waters means collective stewardship is vital and only possible because of the support of our partners.

We cannot thank the residents of the Town of Readfield enough for their support and caring about our lakes and the quality of life in our precious watershed.

With appreciation,

Lidie Robbins,
Executive Director