

Readfield Select Board
January 9, 2023, 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.

23-065 - Minutes: Select Board meeting minutes of December 12, 2022.

23-066 - Warrants: #25-28

Communications - 20 min.

Select Board communications. - 5 min.

Staff Reports - 5 min

- Town Manager Report
- Treasurer's Report - December

Boards, Committees, Commissions & Departments - 5 min.

- Board and Committee Minutes (listed separately)
- Recognize the contributions of Steve Monsulick to the Readfield Enterprise Committee, FirstPark, and the Town of Readfield.

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

New Business - 30 min.

23-067 - Discuss the Comprehensive Plan update process - 5 min.

23-068 - Discuss the annual Town Manager evaluation - 5 min.

23-069 - Discuss Select Board approaches to open space policy and an update to the Open Space Plan - 20 min.

Public Hearing - Community Resilience - 30 min.

Conduct a Public Hearing to discuss community resilience in Readfield in relation to the Maine Community Resilience Partnership Community Action Grant.

Workshop - Emergency Operations Plan Tabletop Exercise - 30 min

Conduct an Emergency Operations Plan Tabletop Exercise with Fire Chief Lee Mank.

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, December 12, 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), Erika McKay (RHR Smith)

Pledge of Allegiance

Regular Meeting Items - 5 min.

23-047 – Minutes: Select Board meeting minutes of November 14, 2022

- Kathryn **motioned** to approve, Steve **seconded**, **5-0 vote** in favor

23-048 – Warrants: #21-24

- Warrant #21 & 22 – Sean **motioned** to approve, Kathryn **seconded**, **5-0 vote** in favor
- Warrant #23 & 24 - Sean **motioned** to approve, Carol **seconded**, **5-0 vote** in favor

Communications - 25 min.

Select Board Communications – 5 min.

- Sean thanked the Library, Mr. D's Trees and the Middle School Choir for putting on great tree lighting ceremony at the Library this year.
- Kathryn asked Eric to remind committee and board chairpersons to put together something monthly to be added to the Town Newsletter, she would like to see all boards and committees participate; Dennis agreed.
- Steve mentioned that the Senior Café at the middle school is in work to begin again after the pandemic.
- Dennis reported that the Pre-K Playgroup at the Readfield Elementary School is also returning beginning January 5, 2023 from 9:30 am to 11am sponsored by the Recreation Board, more info to come soon.

Staff Reports

- Town Managers Report
- Treasurer's Report – November

Boards, Committees, Commissions & Departments – 5 min.

- Board and Committee Minutes

Public Communications – Members of the public may address the Select Board – 5 min.

Readfield Select Board
Regular Meeting Minutes – Monday, December 12, 2022 – *Unapproved*

- None

Appointments, Reappointments, and Resignations 5 min.

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

- Kathryn **motioned** to approve for a term expiring January 1, 2025, Sean **seconded**, **5-0 vote** in favor

New Business – 75 min.

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

- Erika McKay of RHR Smith discussed the process of updating and streamlining town account reserves and carry forward balances to make the budget more accountable and improve operational costs in the general fund. More specifically, the goal is to set up carry forwards into reserves for specific accounts instead of carrying forward into the general fund. A policy for each reserve will be created which will define each reserve, where funding is from, what expenditures are allowed, and who has the authority to approve such expenditures. Capital funds would be set up as a transfer into the operational budgets accordingly. Eric is requesting board approval to set up this new account structure along with the adjoining policies to prepare to transition in February to this new format. Doing so would ultimately prepare the budget for success in June when we changeover into the new fiscal year. Sean **motioned** to approve, Kathryn **seconded**, **vote 5-0** in favor

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

- Eric and the Board discussed future projects and funding for the Capital Plan review, as a reminder, a large capital impact does not necessarily mean a large impact. As Kathryn said, no matter where the money comes from (grants, taxes, donation, etc.), it must be reflected in the budget in order to spend it.

23-061 – Conduct and Emergency Operations Plan review – 15 min.

- In January, there will be a tabletop exercise done with the Fire Chief Lee Mank and the Board, review of the program is being done now. Emergency kits that were placed at the elementary and high schools have since disappeared so Eric has been working on rebuilding the kits and they will instead be placed at the Transfer Station, Town Hall, and Fire Department. Kathryn mentioned in January, for each of the two Select Board meetings, one half of the meeting time will be dedicated to the Emergency Operations workshop, and half will be a regular Select Board meeting. The workshops will entail updating information for roads and businesses, revisions and updates, as well as individual roles and duties assigned to those involved. Eric also mentioned training opportunities that are coming up along with some required training that is due by Select Board members.

Readfield Select Board
Regular Meeting Minutes – Monday, December 12, 2022 – Unapproved

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

- Eric discussed a new Grant opportunity, Community Resilience Partnership which is offering towns in Maine a grant for up to \$50K and requires only a town self-assessment and Public Hearing and requested the Select Board make a motion to allow him to pursue the application process for the Grant. Kathryn made a **motion** to allow the Town Manager to pursue the Community Resilience Partnership Grant including the self-evaluation and planning to assess the grant opportunity with a Public Hearing for resident communication as to where the grant money should be spent, Sean **seconded, 4-1 vote** in favor with Carol voting against the motion.
- Kathryn **motioned** to extend the meeting by 11 minutes, Steve **seconded, vote 5-0** in favor

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

- Board members reviewed the FY 2023 meeting schedule dates, they only changed one meeting date from June 19 to June 20, 2023, as June 19 or Juneteenth is a federally recognized holiday.

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

- Property taxes that were assessed to the incorrect property are now being corrected, however since there are two years prior to the current year, the Assessor requires Select Board approval. Carol **motioned** to accept abatements to US Bank & Trust for 2021 & 2022 fiscal years, **seconded** by Steve, **vote 5-0** in favor.

Old Business 5 min.

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

Motion to adjourn made by Sean at 8:40PM **seconded** by, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary

Dec. 19, 2022 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
25	234	\$ 41,562.27	Warrant	S. DeAngelis	Three	12/20/2022
A	234	\$ 2,182.00	State Fees	S. DeAngelis	One	12/9/2022
B	234	\$ 1,331.50	State Fees	K. Woodsum	One	12/15/2022
26	252	\$ 33,798.20	Payroll	S. DeAngelis	One	12/20/2022

SUM \$ 75,360.47

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

Treasurer's Warrant

Warrant #25 & 26

\$75,360.47

Dates: 12/22/2022

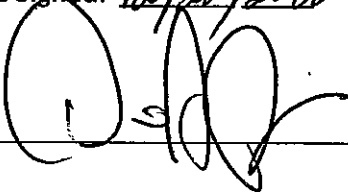
To the Treasurer of Readfield:

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	\$33,798.20	72023-72052 172023-172036
VARIOUS VENDORS	Accounts Payable	\$41,562.27	71968-71989
	Total	\$75,360.47	

Date Signed:

12/22/2022



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	27.37	12/22/22	25	0031 Central Maine Power Co
P	999	20.16	12/22/22	25	0031 Central Maine Power Co
P	999	336.25	12/22/22	25	0031 Central Maine Power Co
P	999	410.43	12/22/22	25	0031 Central Maine Power Co
P	999	556.32	12/22/22	25	0031 Central Maine Power Co
P	999	300.95	12/22/22	25	0031 Central Maine Power Co
P	999	25.28	12/22/22	25	0031 Central Maine Power Co
P	71990	2,182.00	12/08/22	25	0086 SECRETARY OF STATE (MOTOR VEH)
P	71991	1,331.50	12/15/22	25	0086 SECRETARY OF STATE (MOTOR VEH)
R	71992	800.00	12/22/22	25	0682 Adept Screen Printing
R	71993	6.76	12/22/22	25	0022 Audette's Hardware
R	71994	193.70	12/22/22	25	0013 Barry Crowell Plumbing & Heating, LLC
R	71995	1,406.85	12/22/22	25	0288 Cardmember Service
R	71996	283.00	12/22/22	25	0576 Chewonki Foundation
R	71997	45.00	12/22/22	25	0035 Community Advertiser
R	71998	164.93	12/22/22	25	0072 Consolidated Communications
R	71999	2,000.00	12/22/22	25	0591 David Ledew
R	72000	3,797.79	12/22/22	25	0054 ecomaine
R	72001	1,193.74	12/22/22	25	0704 Fabian Oil
R	72002	693.00	12/22/22	25	0043 Fire Tech and Safety
R	72003	351.76	12/22/22	25	0823 GONETSPEED
R	72004	33.84	12/22/22	25	0206 Grainger
R	72005	28.00	12/22/22	25	0791 Group Dynamic Inc
R	72006	536.80	12/22/22	25	0818 Hannah Flannery
R	72007	250.00	12/22/22	25	0112 Kennebec Land Trust
R	72008	9,700.00	12/22/22	25	0134 Leslie Pepper
R	72009	392.54	12/22/22	25	0152 Lowe's
R	72010	45.00	12/22/22	25	0066 Maine Municipal Association
R	72011	11,651.00	12/22/22	25	0065 MAINE MUNICIPAL EMP. HEALTH
R	72012	19.50	12/22/22	25	0138 On Scene Tags
R	72013	85.00	12/22/22	25	0231 Parks Towing
R	72014	42.05	12/22/22	25	0858 PETTY CASH
R	72015	720.00	12/22/22	25	0841 PretiFlaherty
R	72016	42.50	12/22/22	25	0784 Snowman Group
R	72017	17.96	12/22/22	25	0021 Sonya Clark
R	72018	574.29	12/22/22	25	0462 STAPLES CREDIT PLAN
R	72019	200.00	12/22/22	25	0294 Travis James Humphrey
R	72020	50.00	12/22/22	25	0051 TREAS, STATE OF ME.(ELEVATOR)
R	72021	775.00	12/22/22	25	0032 Troiano Waste Service,Inc
R	72022	272.00	12/22/22	25	0768 Two Trees Forestry

Total 41,562.27

Count

Checks	40
Voids	0

Jan. 3, 2023 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
27	260	\$ 392,437.69	Warrant		Three	
A	260	\$ 3,024.00	State Fees	S. Keegan	One	12/22/2022
			State Fees		One	
28	275	\$ 21,595.89	Payroll		One	
SUM		\$ 414,033.58				

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

Treasurer's Warrant

Warrant #27 & 28

\$414,033.58

Dates: 12/22/2022

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	\$21,595.89	72081-72090 172081-172094
VARIOUS VENDORS	Accounts Payable	\$392,437.69	72053-72080
	Total	\$414,033.58	

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	240.09	01/05/23	27	0047 Shift 4
P	295	184.91	01/05/23	27	0295 US CELLULAR
P	999	82.83	01/05/23	27	0031 Central Maine Power Co
P	999	53.17	01/05/23	27	0031 Central Maine Power Co
P	72053	3,024.00	12/22/22	27	0086 SECRETARY OF STATE (MOTOR VEH)
R	72054	107.47	01/05/23	27	0022 Audette's Hardware
R	72055	413.80	01/05/23	27	0024 Baker & Taylor, Inc
R	72056	488.65	01/05/23	27	0779 Color Graphics, LLC
R	72057	507.50	01/05/23	27	0810 Eric Dyer
R	72058	1,038.12	01/05/23	27	0704 Fablan Oil
R	72059	1,989.06	01/05/23	27	0043 Fire Tech and Safety
R	72060	989.34	01/05/23	27	0797 Gorrill Palmer Consulting Engineers Inc
R	72061	163.42	01/05/23	27	0629 Irving Oil Marketing, Inc
R	72062	108.00	01/05/23	27	0752 Karen Peterson
R	72063	57.00	01/05/23	27	0083 Kennebec Cnty Registry Of Deeds
R	72064	15.00	01/05/23	27	0868 Maine Laundry Centers
R	72065	11,651.00	01/05/23	27	0066 Maine Municipal Association
R	72066	8,581.44	01/05/23	27	0065 MAINE MUNICIPAL EMP. HEALTH
R	72067	1,759.93	01/05/23	27	0111 MaineToday Media
R	72068	124.80	01/05/23	27	0360 North Coast Services LLC
R	72069	5.50	01/05/23	27	0858 PETTY CASH
R	72070	309,458.75	01/05/23	27	0069 Regional School Unit#38
R	72071	44,858.33	01/05/23	27	0008 Scott Horne Construction
R	72072	1,015.00	01/05/23	27	0086 SECRETARY OF STATE (MOTOR VEH)
R	72073	23.00	01/05/23	27	0561 Shredding on Site
R	72074	449.87	01/05/23	27	0313 Toshiba Financial Services
R	72075	326.00	01/05/23	27	0100 TREAS., STATE OF MAINE (DOGS)
R	72076	4,202.00	01/05/23	27	0098 TREAS., STATE OF MAINE (IFW)
R	72077	113.60	01/05/23	27	0101 TREAS.,STATE OF MAINE (Vitals)
R	72078	3.89	01/05/23	27	0765 W.B. Mason Co., Inc
R	72079	345.44	01/05/23	27	0094 WHITE SIGN
R	72080	56.78	01/05/23	27	0273 WINTHROP AUTO SUPPLY
Total		392,437.69			

Count

Checks	32
Voids	0

Warrant 27

Vendor-----	Amount	Account-----
00022 Audette's Hardware	30.13	SOLID WASTE / TRANSFER STA - PUBLIC WAYS / SIGNS/SUPPLY
00022 Audette's Hardware	20.98	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00022 Audette's Hardware	14.37	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00022 Audette's Hardware	41.99	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00024 Baker & Taylor, Inc	64.09	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	261.72	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	10.10	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	21.07	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	56.82	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	82.83	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	53.17	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00779 Color Graphics, LLC	488.65	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00810 Eric Dyer	507.50	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00704 Fabian Oil	1,038.12	Maintenance / Bldg Maint - UTILITIES / HEATING
00043 Fire Tech and Safety	1,989.06	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00797 Gorrill Palmer Consulting Engineers Inc	989.34	CAPITAL IMPR / Sidewalks - PUBLIC WAYS / CONTRACT SVC
00629 Irving Oil Marketing, Inc	163.42	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00752 Karen Peterson	108.00	SOLID WASTE / TRANSFER STA - PERSONNEL / CLOTHING
00083 Kennebec Cnty Registry Of Deeds	57.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00868 Maine Laundry Centers	15.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00066 Maine Municipal Association	11,651.00	GENERAL GOVT / Insurance - INSURANCE / PROP & LIAB
00065 MAINE MUNICIPAL EMP. HEALTH	2,487.37	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,847.64	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	100.50	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	132.42	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	13.51	GENERAL FUND / VSP Vision
00111 MaineToday Media	1,529.36	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00111 MaineToday Media	230.57	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00360 North Coast Services LLC	124.80	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH .	5.50	GENERAL GOVT / Admin - ADMIN / POSTAGE
00069 Regional School Unit#38	309,458.75	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00008 Scott Horne Construction	44,858.33	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	3,024.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	1,015.00	GENERAL FUND / Motor Veh Fe
00047 Shift 4	240.09	SOLID WASTE / TRANSFER STA - ADMIN / OFFICE SUP
00561 Shredding on Site	23.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00313 Toshiba Financial Services	449.87	GENERAL GOVT / Office Equip - EQUIP O,R &M / OFFICE LEASE
00100 TREAS., STATE OF MAINE (DOGS)	326.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	4,202.00	GENERAL FUND / Rec Veh Fees
00101 TREAS.,STATE OF MAINE (Vitals)	113.60	GENERAL FUND / Vitals State
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

Warrant Recap

Warrant 27

Vendor-----	Amount	Account-----
00765 W.B. Mason Co., Inc	3.89	COMM SERVICE / Library - ADMIN / OFFICE SUP
00094 WHITE SIGN	345.44	SOLID WASTE / TRANSFER STA - PUBLIC WAYS / SIGNS/SUPPLY
00273 WINTHROP AUTO SUPPLY	31.73	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00273 WINTHROP AUTO SUPPLY	25.05	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Dump Truck
Prepaid Total--	3,585.00	
Current Total--	388,852.69	
Warrant Total--	392,437.69	

COMMUNICATIONS

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

Stephen A. Monsulick

August 18, 1950 - December 5, 2022



Readfield - Stephen A Monsulick Jr., 72, a resident of Readfield, Maine passed away in the comfort of his home on Monday, December 5, 2022, surrounded by family. Born on August 18, 1950, in Milbridge, Maine as the youngest child of Norma (Phinney) and Stephen Monsulick Sr.

He grew up moving between Cherryfield and Milbridge, ME. He spent a few summers on Spring River Lake with his pet trout Herkemyer, playing baseball, working in his father's sardine factory, raking blueberries and in the mud flats digging for blood worms and clams. Stephen was educated at Hebron Academy and graduated in 1968. At Hebron Academy he worked on the school newspaper, ran cross country and alpine skied. He graduated cum laude with an AB in English from Harvard in 1972. He continued his education in English at the University of Maine Orono. During this time he worked with his friend Al Korenek as a booking agent for bands and met his future wife Beverly at The Bounty Tavern in Bangor, where he was a regular. In 1976 Stephen married Beverly and they moved to Kents Hill to expand his family's business, Kents Hill Lumber, where they worked for the next 36 years. Kents Hill Lumber would later expand to a second store, Homestead Building Supply, managed by Stephen's sister Bonnie. During those years Stephen and Beverly built a home in Readfield, raised two children, and Stephen was an active member of the community. Stephen was the Readfield representative of FirstPark, in Oakland Maine, from its inception to present.

Stephen dedicated his spare time to his wife and two children. He was involved with all of his children's activities, whether it was coaching soccer, baseball, driving to gymnastics practices, camping trips with Readfield family friends, taking roadside naps, or sprinting around nordic ski and cross-country courses. Stephen taught his children to love running and he was their biggest fan. He and his wife spent many fall seasons traveling across the country to watch them race. He always offered pre race pep talks, mid race splits and post race congratulations or comforts.

After Stephen retired, he enjoyed traveling with his wife and his friends. Many of his summers and weekends were spent remodeling his family's two camps and his children's homes. One retirement activity he kept secret from most friends and family was his enjoyment of writing. He published his first novel Tides under the pen name S. Andrew Morningstar in 2018. He currently has several other novels waiting to be published.

He was predeceased by his mother, Norma Monsulick; his father, Stephen Monsulick Sr., father-in-law, Fred "Buster" McLaughlin; and brother-in-law, Jimmy Whitten.

He is survived by his wife, Beverly Monsulick; son, Stephen Monsulick III and his fiancée, Katie Miller, daughter, Jennifer Monsulick and her husband, Stephen Bates; mother-in-law, Eloise McLaughlin; his sister, Minerva "Bonnie" Whitten and her children, Christopher, Matthew, and Stephen Norman; his sister, Madeline "Sis" Leighton, Carroll Leighton and their children, Laurie and Lynn; his brother-in-law, Fred McLaughlin Jr., his wife, Eva and their children, Shannon and Heather; his sister-in-law Brenda McCormack and her husband, Peter.

Prepared By:
Greg Leimbach
E.D. - Public Comm.

Readfield Day Camp

Concept: A self supporting economical summer day camp for Readfield children aged 9 through 12 focused on outdoor activities at the town beach, fairgrounds and Middle school. Groups organized by age / grade and gender spend a magical summer fostering teamwork, kindness, self sufficiency, and peer to peer friendships. The overarching goal is to make positive childhood memories and friendships that last a lifetime! Secondary goals: Meaningful community based jobs and increased social and economic activity in the Readfield village area. Foster involvement of talented community volunteers & retirees, and a vibrant, safe space at our beach and Fairgrounds.

Outdoor Activities: Softball, Kickball, Soccer, Ultimate Frisbee, Capture the Flag, Flag Football, Volleyball, Hiking, Orienteering, Swim lessons

Indoor Activities: Arts & Crafts, Storytelling, Basketball, Four Square, Dodgeball, Board Games

Dates & Schedule: Starts on July 5th and ends on August 11th 2023. Schedule: 8:00AM-4:00 PM. Pickup & drop off at MCS Middle School.

Staff: Camp Director, EMT/LPN, 8+- Senior Counselors, 2 Lifeguards: MCS / KHS Seniors / graduates aged 18 and above. 16+- Junior Counselors: 8th -10th Grade MCS / KHS Students (Community Service Volunteers). Arts & Crafts, & other special activities: Adult / Retired Community Volunteer Specialists.

Resources Required: DHHS License, Qualified staff, Athletic Fields, First Aid Supplies, Hiking Trails, Beach, Swimming Area, Float, Gymnasium, Cafeteria, Arts & Crafts supplies, Pickup / Drop-off point.

Budget Estimate: (6 Week / 30 Camp Workday Duration) Compensation for medical aid staff, Lifeguards & Counselors is \$20.00 per hour.

		Cost/Day:	Cost/Week	Total/Summer:
Director:	1 @	\$ 200	\$1,000	\$ 6,000
EMT/LPN	1 @	\$ 160	\$ 800	\$ 4,800
Counselors:	8 @	\$1,280	\$6,400	\$38,400
Lifeguards:	2 @	\$ 320	\$1,600	\$ 9,600
Totals:		\$1,960	\$9,800	\$58,800

Cost per Camper (80 Campers) \$ 24.50 \$ 122.50 \$ 735

Note: DHHS rules require 1:8 counselor-camper ratio for this age category.

Timeline / Suspense:

Camp Ends:	11 August 2023
Camp Starts:	5 July 2023
School Ends:	15 June 2023
Admin packets (Sched / Orientation, etc)	May 2023
Signups:	April & May 2023
Flyer / Notification:	April 2023
Volunteer Solicitation:	March - May 2023
Facilities reserved:	March 2023
DHHS License submitted:	March 2023
Interest solicitation:	Jan-Feb 2023
Counselor Recruitment:	Present -May 2023
Lifeguard Recruitment:	Present -May 2023
Director / Med staff Recruitment:	Present-May 2023
Municipal Review / Approval:	January - February 2023

NEW BUSINESS

Comprehensive Plan Update Process 2020-2023

Summary:

The last update of the Town of Readfield Comprehensive Plan was completed in 2009. In the fall of 2020 the Town began the update process again. Major events and activities are summarized below:

Quick Reference Key	
	Administrative Functions
	Public Hearings
	Comp Plan Committee Meetings (open to the public)
	Public Outreach / Engagement Actions

2020 Activity:

Date	Action / Activity
August 17, 2020	Select Board approves Comp Plan Update process
August 24, 2020	Town and KVCOG sign Comp Plan Update Service Agreement
September 14, 2020	Select Board establishes guidance for Comp Plan Committee
September 18, 2020	Comp Plan Process Memo prepared by Town Manager
September 22, 2020	Comprehensive Plan Committee webpage created on Town website
October 19, 2020	Comp Plan Update Introduction / Informational Meeting
November 16, 2020	Most Comp Plan Committee appointments made
December 15, 2020	Comp Plan Committee Meeting

2021 Activity:

Date	Action / Activity
January 20, 2021	Comp Plan Committee Meeting
March 17, 2021	Comp Plan Committee Meeting
April 21, 2021	Comp Plan Committee Meeting
May 19, 2021	Comp Plan Committee Meeting
June 16, 2021	Comp Plan Committee Meeting
July 21, 2021	Comp Plan Committee Meeting
September 22, 2021	Comp Plan Committee Meeting
October 20, 2021	Comp Plan Committee Meeting
November 17, 2021	Comp Plan Committee Meeting
December 15, 2021	Comp Plan Committee Meeting

2022 Activity:

Date	Action / Activity
January 19, 2022	Comp Plan Committee Meeting
May 18, 2022	Comp Plan Committee Meeting
June 15, 2022	Comp Plan Committee Meeting
July 20, 2022	Comp Plan Committee Meeting
August 12, 2022	Short-form (paper) Community Surveys become available
August 13, 2022	Comp Plan Awareness Event / Survey Collection at Heritage Days
August 17, 2022	Comp Plan Committee Meeting
November 7, 2022	Long-form (online) Community Survey became available
November 8, 2022	Survey Collection / Plan Update awareness event at the Election
November 16, 2022	Comp Plan Committee Meeting
December 21, 2022	Comp Plan Committee Meeting

2023 Activity:

Date	Action / Activity
January 4, 2023	Comp Plan Update Mailer sent out EDDM
January 18, 2023	Comp Plan Committee Meeting
January 28, 2023	Comp Plan Public Hearing (primarily soliciting vision & suggestions)
February 15, 2023	Comp Plan Committee Meeting
February 25, 2023	Comp Plan Public Hearing (primarily soliciting vision & suggestions)
March 15, 2023	Comp Plan Committee Meeting
March 22, 2023	Comp Plan Public Hearing (review of final draft plan)
March 29, 2023	Comp Plan Committee Meeting (final plan revisions and approval)
April 7, 2023	Final Comp Plan Update submitted to Select Board for TM Warrant
April 19, 2023	Comp Plan Committee Meeting
May 17, 2023	Comp Plan Committee Meeting
May 31, 2023	Comp Plan Public Hearing (review of completed plan)
June 13, 2023	Town Meeting Secret Ballot Vote
June 14, 2023	Updated and approved Comp Plan submitted to the State of Maine

Activity Summary:

As of January 6, 2023:

Metric	Quantity
Committee Meetings	18 held, 6 planned (24 total)
Public Outreach Actions	6 conducted (6 total)
Public Hearings	1 held, 4 planned (5 total)
Surveys Collected	90 long-form, 58 short form, 8 business (target of 200+)
Households Receiving Mailings	939 by Every Door Direct Mail (939 total)
Administrative Actions	5 completed, 3 planned (8 total)



Town of Readfield
8 Old Kents Hill Rd.
Readfield, ME
04355

LOCAL POSTAL
CUSTOMER

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM Retail



Town of Readfield Comprehensive Plan

Readfield's Comprehensive Plan is our "blueprint" to encourage orderly growth and development in appropriate areas, preserve the Town's rural character, protect natural resources, make efficient use of public services, and build a community in which we love to live. Readfield last updated our Plan in 2009. The 2022 update process currently underway will help us:

- Find out how our town has changed in the last decade
- Assess the effectiveness of the current plan and goals
- Set new goals for where the town's residents want to be in the future
- Develop strategies to get us there

The comprehensive planning process is critical to a thoughtful future for
the Town of Readfield.

We Need Your Help

Take the Survey - Attend the Public Hearings - Talk to the Manager - Vote!

(See reverse side for details)

Take The Survey

Tell us about **your priorities** for our town, what makes Readfield so special, and what we can do to make it a better place in the future! Scan the QR code, visit www.readfieldmaine.org, or call the Town Office at 685-4939 and we'll mail you a survey and return envelope!



Attend The Hearings

Attend any of the upcoming **Public Hearings** at the Town Office:

- January 28, 10:00am (Saturday)
- February 25, 2:00pm (Saturday)
- March 22, 6:30pm (Wednesday)
- May 31, 6:30pm (Wednesday)



We will have remote participation options - check the website for details!

Talk To The Manager

Every Thursday morning in January from 7:30am to 9:30am stop by the Town Office for a **cup of coffee with the Town Manager** and talk about the Comprehensive Plan or other issues. You can also call 685-4939 or email manager@readfieldmaine.org any time.



Vote!



The Comprehensive Plan will be on the **Town Meeting** Secret Ballot for voter approval on June 13th. Please Vote!

For More Information Visit:

<https://www.readfieldmaine.org/comprehensive-plan-committee>

Readfield Town Manager Evaluation Proposed process for annual review

The goal of this review is to provide an annual evaluative communication between the Select Board and Town Manager on a formal basis. The features of this particular evaluation are as follows:

- This review is timed to coincide with annual contract renewal
- The annual review is built on common features from the six month review
- The process provides 360° informative direction and helpful feedback to the Town Manager
- The intermediate process provides the Select Board with useful feedback from Town Manager regarding work direction management and challenges

The evaluation format of the annual review is as follows:

- This annual evaluation primarily consists of an oral and written feedback exchange

The review process for intermediate and annual reviews observes the following guidelines:

- Reviews are made in the best interest of the larger community with both openness and confidentiality as appropriate
- The community is aware of how the evaluation process is implemented
- The Board speaks with one voice to the Manager striving for consensus feedback but informing the Manager of ranges of feedback if necessary
- Written reviews are appropriately filed

Process: Select Board will complete this form in Executive Session together and present it confidentially to the Town Manager in advance of a second Executive Session which includes the Manager to discuss and engage in two-way feedback. The accompanying 360° component with its tie-in process is illustrated on page 2 of this form. The Board may revise its evaluation based on this discussion. The community is informed that the annual review has been completed and a general characterization of the review is shared.

Each of the following areas are rated with the following indicators and characterized with examples and/or observations.

Indicators:

1. Additional Focus Needed
 2. Direction Supports Expectations
 3. Expectations Achieved
 4. Expectations Exceeded
- Public Service – citizen relations, communications

- Personnel – hiring, managing, staff relations
- Financial – fiscal management, budgeting, budget execution, communication
- Physical Assets – maintenance, planning
- External Relations – contractors, community engagement, resource development
- Professional – conduct, policy development and observation
- Governance – Board/Committee relations and support; technical/professional advice
- Flexibility – reactivity and pro-activity
- Vision – long term planning, resource development, community betterment, innovation
- Personal – work habits, communication, inclusiveness, initiative, relationship building
- Additional Feedback

360° Evaluation Procedure:

The primary purpose of the 360° evaluation is to inform the Select Board's process and is to be completed prior to the board's completion of their evaluation prior to meeting with the Town Manager. The Board may elect to share information from the 360° feedback as it deems useful.

This part of the evaluation is broken into four components and one or more Select Board members will be appointed as lead persons for gathering and characterizing the feedback received. Since feedback is voluntary, the lead persons will make every effort to characterize feedback in a manner that is balanced. Two questions are provided for each of the first three components.

1. Component – Employees

- Does the Town Manager help you grow as an employee and provides the resource you need to perform your duties to the best of his/her capabilities? Please provide examples.
- Does the Town Manager treat you in a professional and fair manner? Please provide examples.

2. Component – Board, Committee, and Commission Chairs

- Does the Town Manager provide you and your committee with the information and support needed to carry out your mission? Please provide examples.
- Does the Town Manager deal with you and members of your committee in a professional manner? Please provide examples.

3. Component – Major Vendors and Inter-local Partners

- Does the Town Manager communicate with you in a concise manner that assists the understanding of Readfield's needs? Please provide examples.
- Does the Town Manager deal with you in a professional and fair manner? Please provide examples.

4. Component – Public

- Comments are accepted with the following notice:

“The Town Manager is being evaluated at this time by the Select Board for his/her regularly scheduled annual review. Members of the public are invited to constructively comment on his/her performance in relation to their expectations of a Town Manager on behalf of Readfield. Comments must be in writing and may be sent to:

_____ by ___/___/____. Comments are accepted on both a signed or anonymous basis. Your input will help inform the Select Board in the evaluation process. Thank you.”

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

Purpose of Town Manager

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

Appointment of Town Manager

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

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

Duties of the Town Manager

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

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

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

2. **Administers offices**

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

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

3. **Executes law and ordinances**

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

supervision, are faithfully executed.

4. Is the department head

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

5. Appoints department heads

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

6. Appoints some town officials

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

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

7. Is purchasing agent

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

8. Must attend meetings of the Select Board

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

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

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

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

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

10. Shall attend Town Meeting and hearings

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

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

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

12. Shall collect data necessary to prepare the annual budget

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

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

13. Shall assist residents

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

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

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

Select Board/Town Manager Relationship

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

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

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

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

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

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

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

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

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

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

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

Town Manager's Code of Ethics

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

Conflict with Laws

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

Amendments

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

READFIELD OPEN SPACE PLAN



Prepared for the Town of Readfield
By Kent Associates Planning & Design

SPRING 2006

ACKNOWLEDGEMENTS

The Readfield Open Space Plan was prepared by Kent Associates Planning & Design, in cooperation with the Readfield Conservation Commission. Brian Kent, President of Kent Associates, and Amanda Walker, Land Use Planning & Design Associate at Kent Associates, were the principal consultants. Mapping was prepared by the Kennebec County Soil & Water Conservation District (KCSWCD), Dale Finseth, Executive Director, and Jeff Fredenburg, GIS Coordinator, with assistance from Kent Associates. Photos in this Plan were provided by Kent Associates and Jym St. Pierre.

The consultants wish to acknowledge the members of the Conservation Commission, who helped to develop this plan:

David Bagley
Jerry Bley
Gary Keilty
Matt Moore
Bob Mohlar
Tim Sniffen
Jym St. Pierre

The Commission members provided guidance and assistance throughout the project, and helped coordinate outreach within the community and public participation events (workshops). Special thanks to Jym St. Pierre and Jerry Bley for their work on the Plan.

Additional project assistance came from Clif Buuck, Readfield Code Enforcement Officer.

Thanks go to many of the community members and groups that participated in the development of the Open Space Plan, including:

Readfield Recreation Association
Readfield Snowmobile Club (Dave Buker)
Readfield Select Board
And the many individuals who attended the public workshops

Funding for the Plan was provided by the Town of Readfield, and L. L. Bean, Inc., through the efforts of the Kennebec Land Trust.

Readfield Open Space Plan

TABLE OF CONTENTS

Acknowledgements

Table of Contents

I. Introduction

- 1.1 What is an Open Space Plan?*
- 1.2 Readfield Open Space Plan Goals*
- 1.3 What is Open Space?*
- 1.4 Functions of Open Space in Readfield*
- 1.5 The Conservation Process*
 - Land Conservation Efforts in Readfield*
 - Conservation Tools*
 - Conservation Partners*

II. Open Space Assessment

- 2.1 Existing Open Space Parcels*
- 2.2 Inventory of Natural & Rural Resources and Outdoor Recreation*
- 2.3 Existing Conservation & Protection*
- 2.4 Resource & Conservation Analysis*
- 2.5 Open Space Values & Priorities for Conservation & Recreation*

III. Vision & Plan Summary

- 3.1 Envisioning the Future of Readfield's Recreational & Natural Resources*
- 3.2 Plan Summary Recommendations*

IV. Open Space Strategies & Opportunities

- 4.1 Outdoor Recreation*
- 4.2 Wildlife Habitat & Natural Resources*
- 4.3 Rural Character: Scenic, Cultural, & Rural Land Resources*

V. Appendices

- 5.1 Funding Opportunities*
 - 5.2 Fold-out Plan Maps (11x17 inch format)*
 - 5.3 Public Workshop Survey Results*
-

I Introduction

1.1 WHAT IS AN OPEN SPACE PLAN?

An Open Space Plan is a plan that outlines the vision, priorities and strategies for conservation and outdoor recreation in the community for the next 10 to 20 years. This plan takes stock of what open space resources Readfield has now, what the future needs and conservation priorities might be, and develops a set of recommendations for how to meet the town’s open space needs and goals. And like the Comprehensive Plan, it is developed through a public participation process to involve diverse local interests.

What can an Open Space Plan do for Readfield?

This Plan is an opportunity for the community to envision the future of open space in the town, and what can be done about it. A plan addresses:

- ◆ Protecting natural resources as the town grows and changes;
- ◆ Providing outdoor recreation (trails, fishing, walking, etc.) as the town grows and changes;
- ◆ Maintaining rural character, quality of life;
- ◆ Supplementing the Comprehensive Plan & growth management planning;
- ◆ Outlining values and priorities to help guide future decision-making for conservation & outdoor recreation in town;
- ◆ Helping to secure funding for conservation & outdoor recreation actions/initiatives.

1.2 OPEN SPACE PLAN GOALS

This Plan was developed with the following key goals in mind:

- Identify Readfield’s open space needs and priorities (short- and long-term);
- Develop a plan that provides local government and private conservation organizations with a “blueprint” for future land conservation efforts;
- To develop an Open Space Plan that supplements the updated Comprehensive Plan.

COMPREHENSIVE PLAN UPDATE

The Open Space Plan is an important supplement to the town’s Comprehensive Plan, providing a vision and plan specifically for conservation and recreation.

Excerpted text from the draft Comprehensive Plan

Policy:

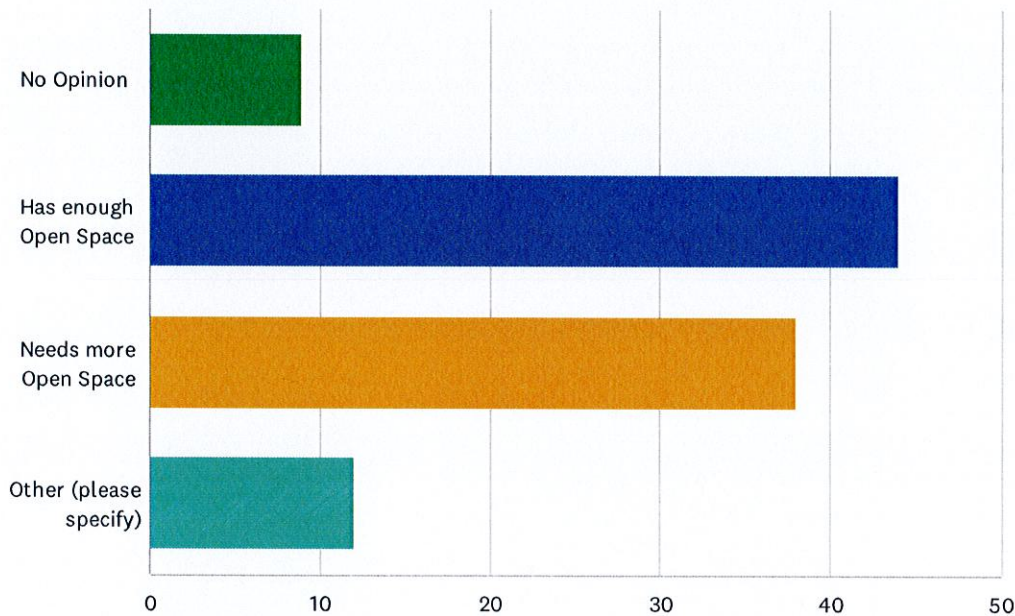
“Develop an Open Space Plan to preserve significant corridors and public access to passive recreational resources.” (*Chapter 7, Outdoor Recreation*)

Strategies:

- Determine appropriate levels and locations for open space and recreation land within Readfield.
- Incorporate trail network concept into open space plan.
- Identify and promote greenbelts through the Town for wildlife habitat, open space, and recreation that could be established in cooperation with public and private landowners.
- Add to the Open Space Fund established for future acquisition of natural lands through fund-raising, grants, and impact fees, as identified in the open space plan.

Q31 Open Space is land which is set aside, either in a natural state or for recreational and/or passive purposes and is protected from future development in perpetuity. Open space may include nature preserves (i.e. wildlife habitat, natural resource areas), wetlands (tidal and inland), farms, cemeteries, forests, parks, beaches and other recreational facilities. It may be privately owned (by a land trust or neighborhood association, for example) or publicly owned (by the town or the state). Some open space land is available for public use, while access to other land is restricted. Open space planning can link land parcels to form wildlife corridors or protect important wetland systems, or provide trails for passive recreation. In your opinion, the Town of Readfield:

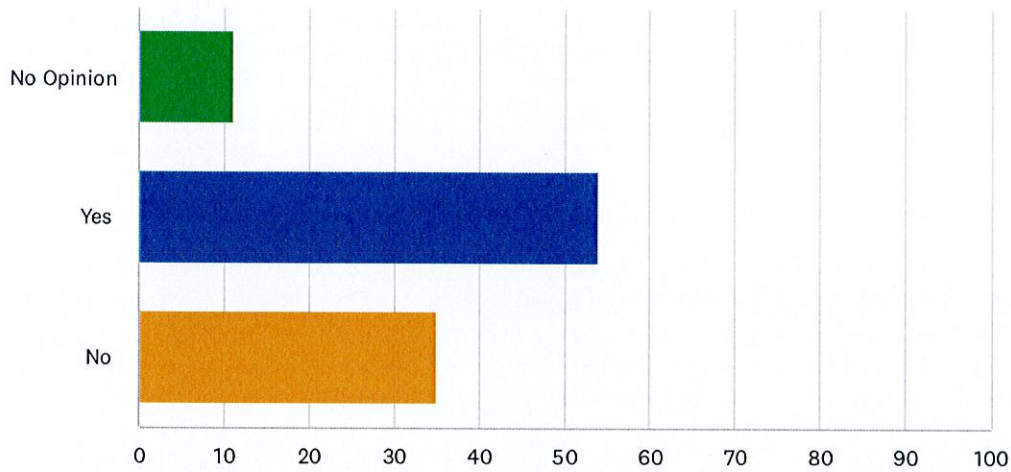
Answered: 100 Skipped: 0



ANSWER CHOICES	RESPONSES	
No Opinion	9.00%	9
Has enough Open Space	44.00%	44
Needs more Open Space	38.00%	38
Other (please specify)	12.00%	12
Total Respondents: 100		

Q32 Do you think the Town of Readfield should use taxpayer money to buy and maintain open space in the town?

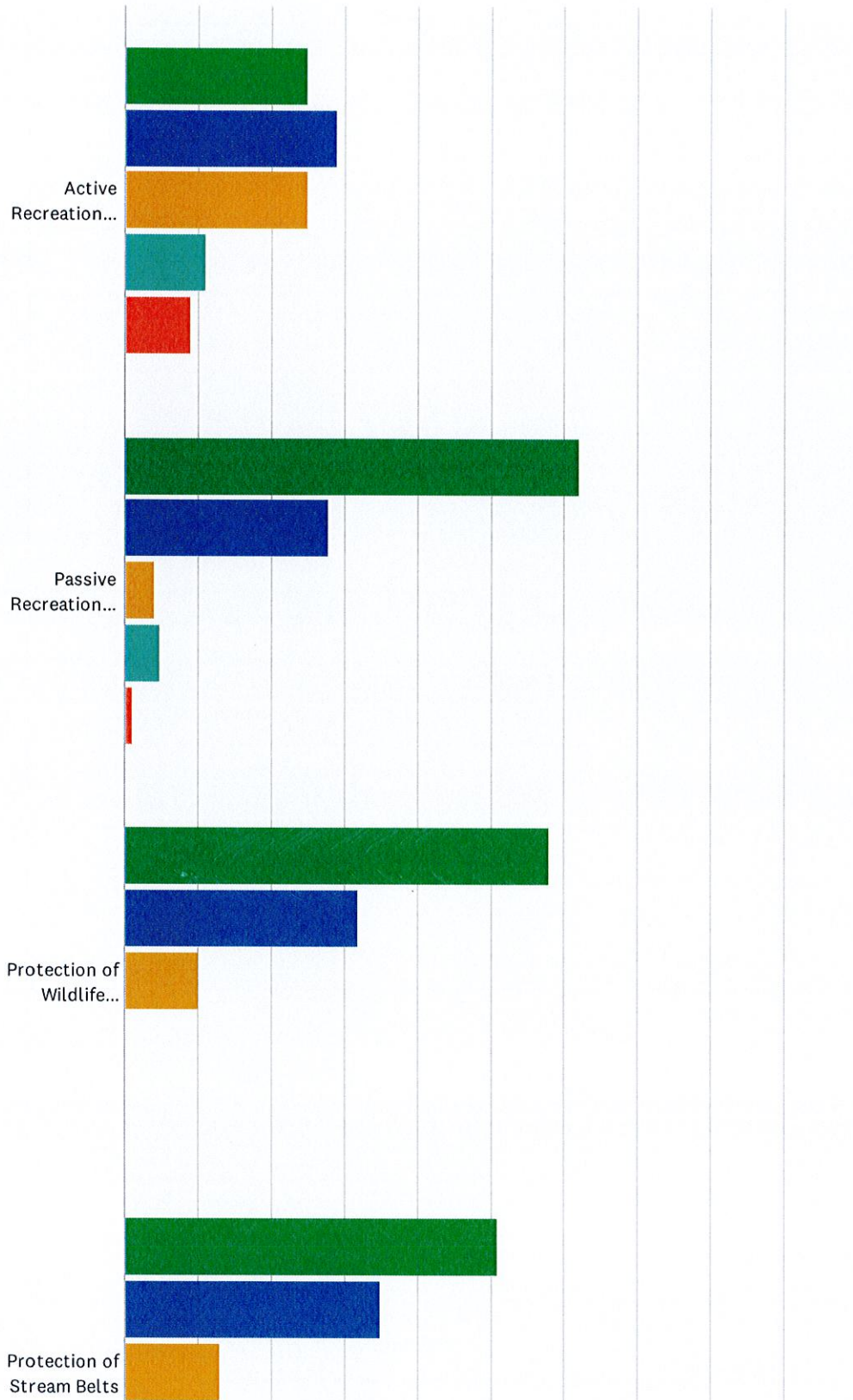
Answered: 100 Skipped: 0



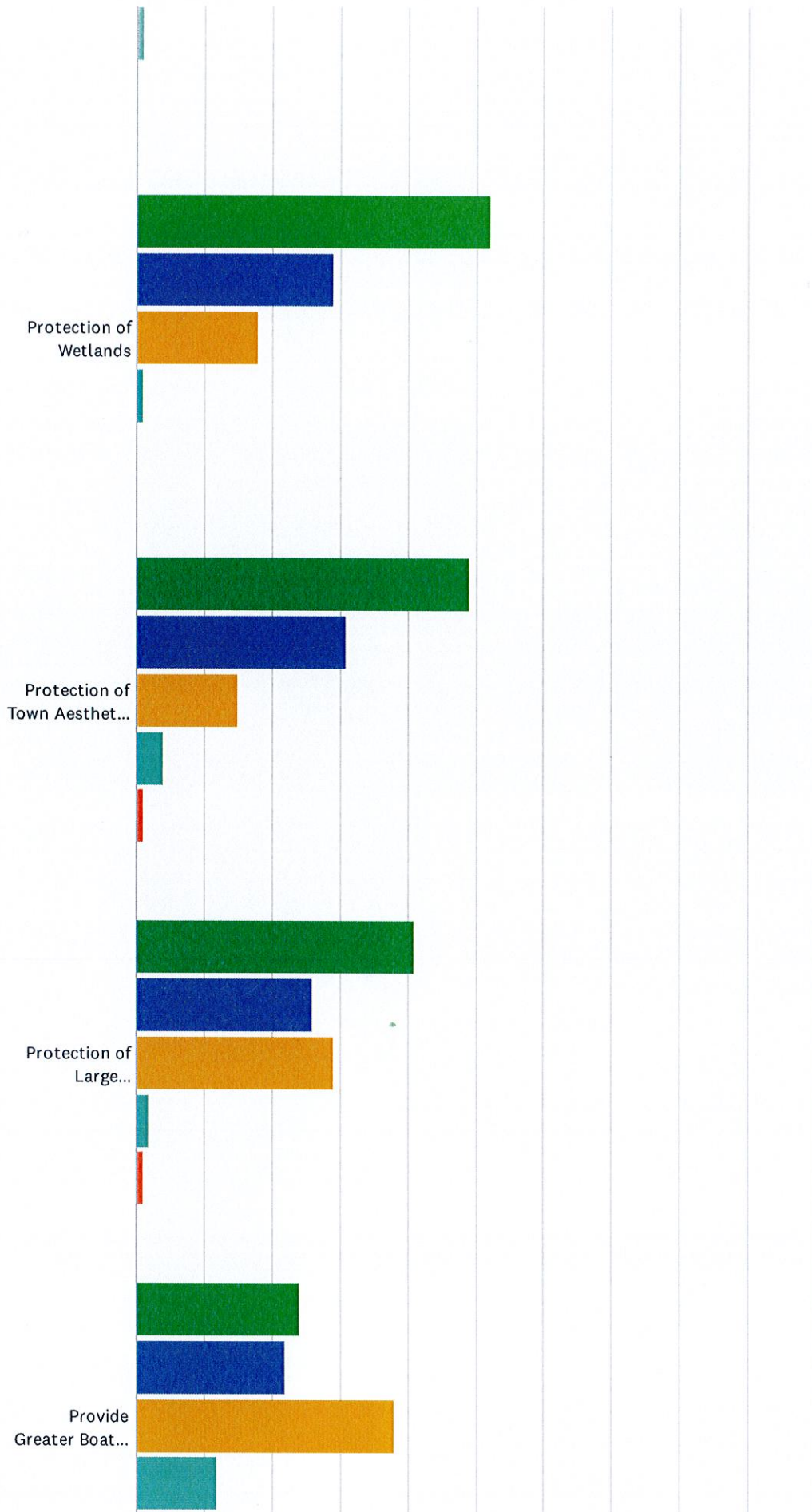
ANSWER CHOICES	RESPONSES	
No Opinion	11.00%	11
Yes	54.00%	54
No	35.00%	35
TOTAL		100

Q33 Please indicate how important each of the following open space categories is to you.

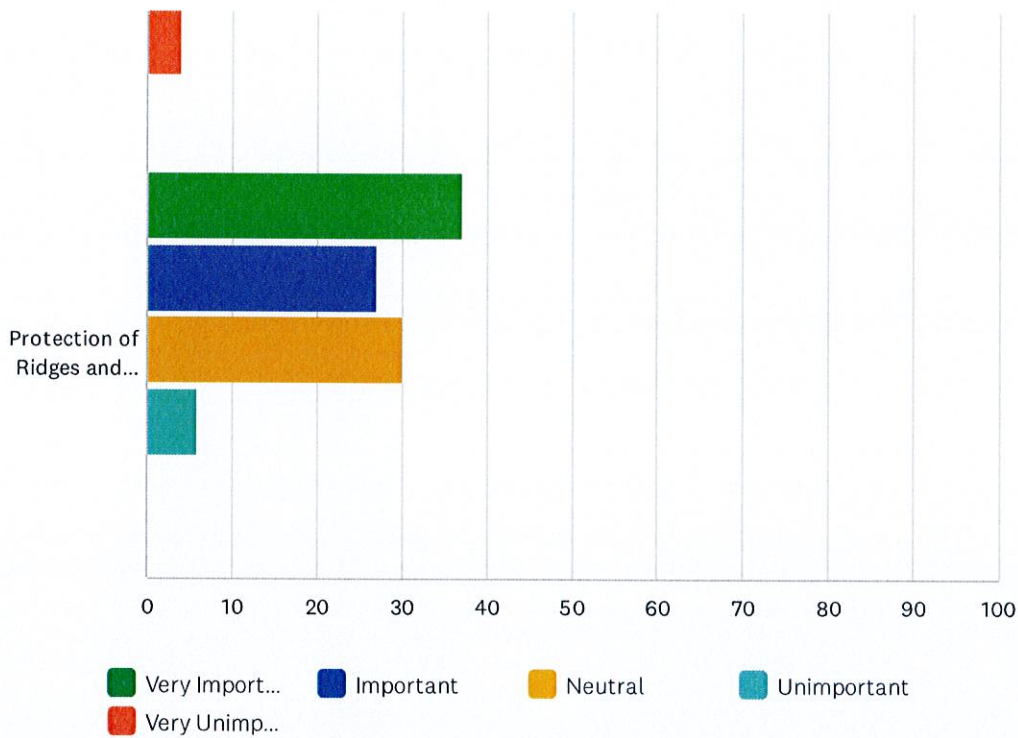
Answered: 100 Skipped: 0



Readfield Comprehensive Plan Survey



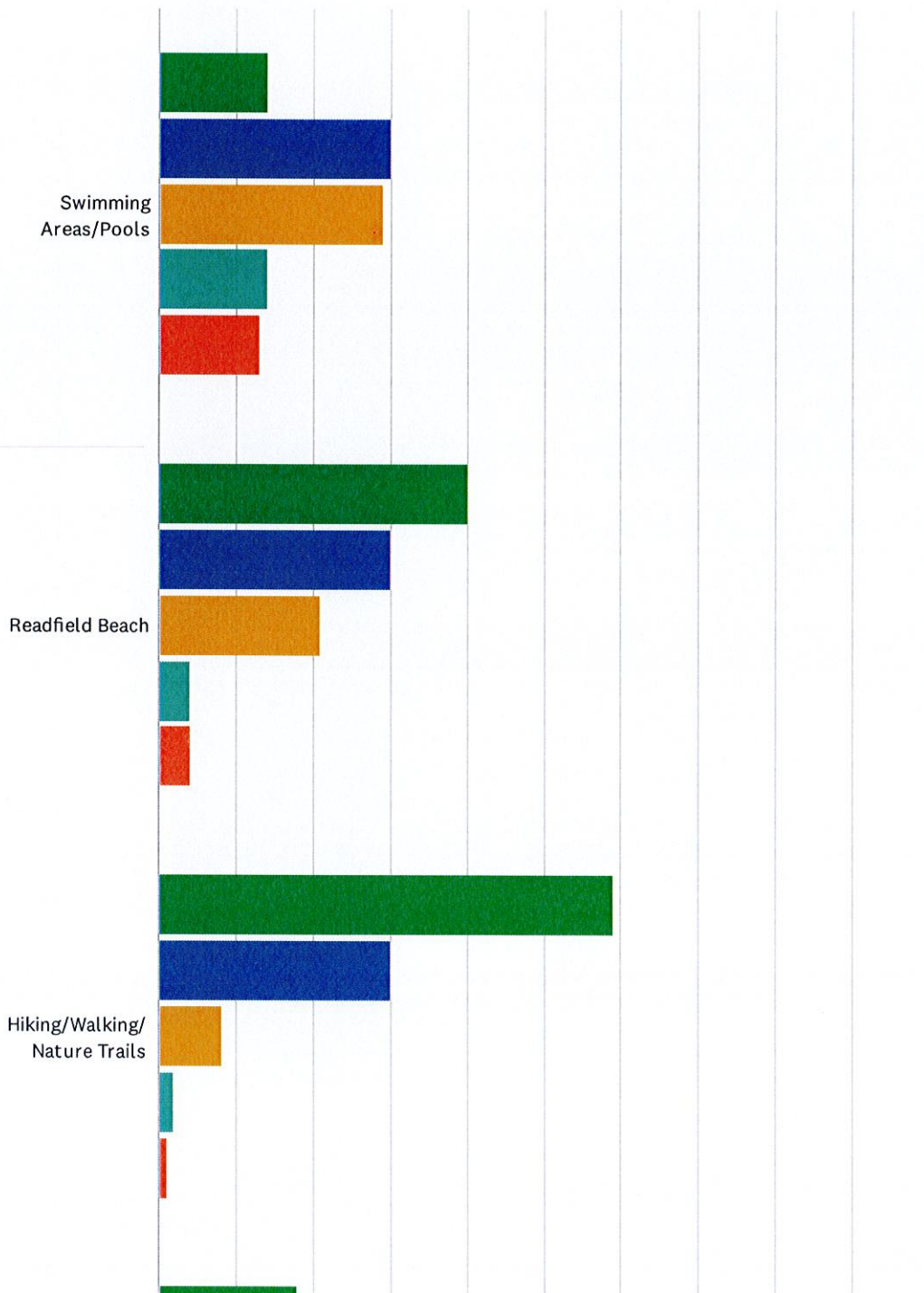
Readfield Comprehensive Plan Survey



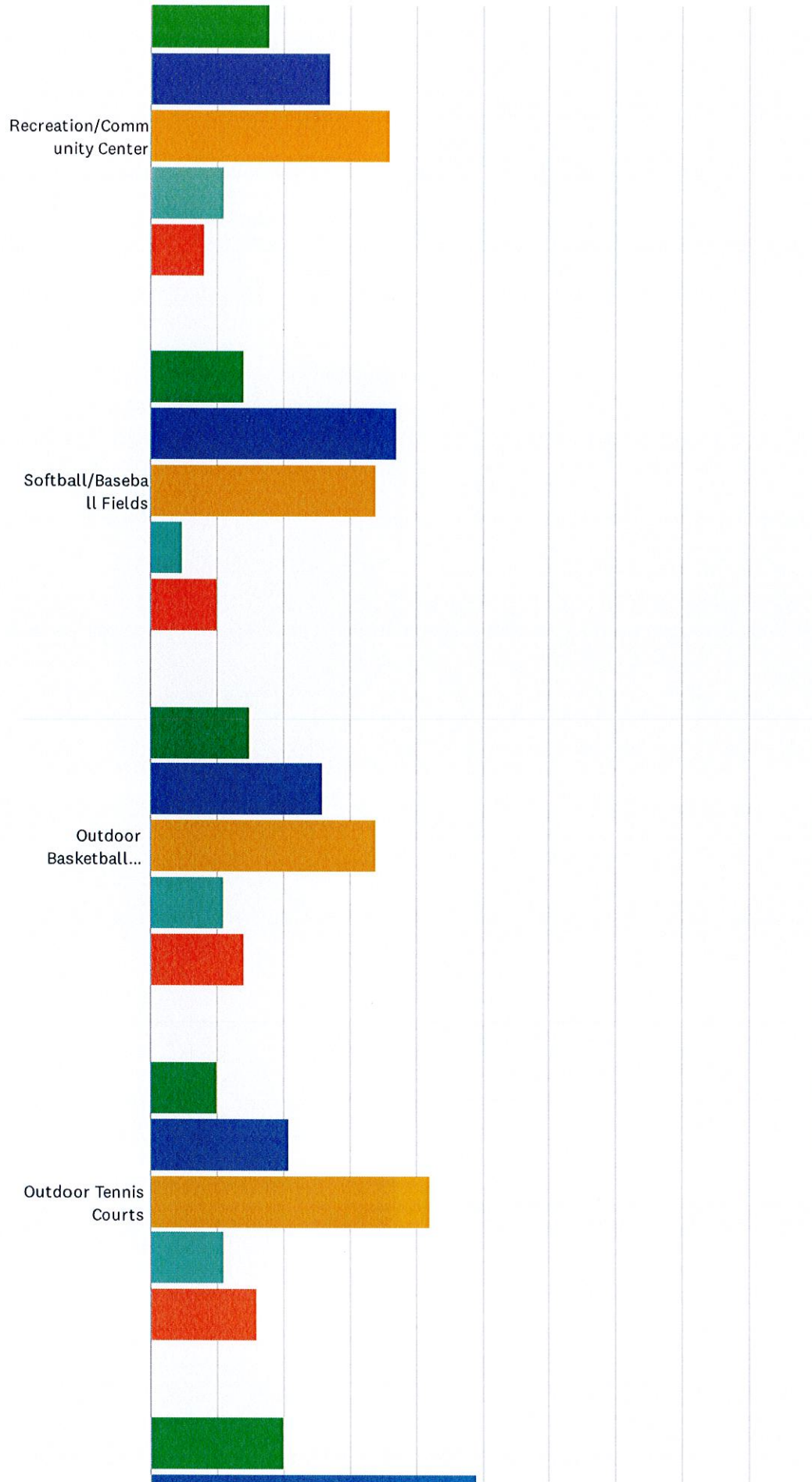
	VERY IMPORTANT	IMPORTANT	NEUTRAL	UNIMPORTANT	VERY UNIMPORTANT	TOTAL	WEIGHTED AVERAGE
Active Recreation (ball fields, biking, tennis, pools)	25.25% 25	29.29% 29	25.25% 25	11.11% 11	9.09% 9	99	2.49
Passive Recreation (walking trails, nature preserves)	62.00% 62	28.00% 28	4.00% 4	5.00% 5	1.00% 1	100	1.55
Protection of Wildlife Habitat	58.00% 58	32.00% 32	10.00% 10	0.00% 0	0.00% 0	100	1.52
Protection of Stream Belts	51.00% 51	35.00% 35	13.00% 13	1.00% 1	0.00% 0	100	1.64
Protection of Wetlands	52.00% 52	29.00% 29	18.00% 18	1.00% 1	0.00% 0	100	1.68
Protection of Town Aesthetics and Character	49.00% 49	31.00% 31	15.00% 15	4.00% 4	1.00% 1	100	1.77
Protection of Large Unfragmented Tracts of Land	41.41% 41	26.26% 26	29.29% 29	2.02% 2	1.01% 1	99	1.95
Provide Greater Boating and Fishing Access	24.00% 24	22.00% 22	38.00% 38	12.00% 12	4.00% 4	100	2.50
Protection of Ridges and Hilltops	37.00% 37	27.00% 27	30.00% 30	6.00% 6	0.00% 0	100	2.05

Q34 Public facilities include schools, roads, parks and municipal buildings and other structures. These facilities and the services they provide are paid for, in large part, through the property taxes that citizens pay. The following questions are designed to allow the town to determine what level of facilities improvements would be supported. Please indicate how important each of the following recreation categories is to you.

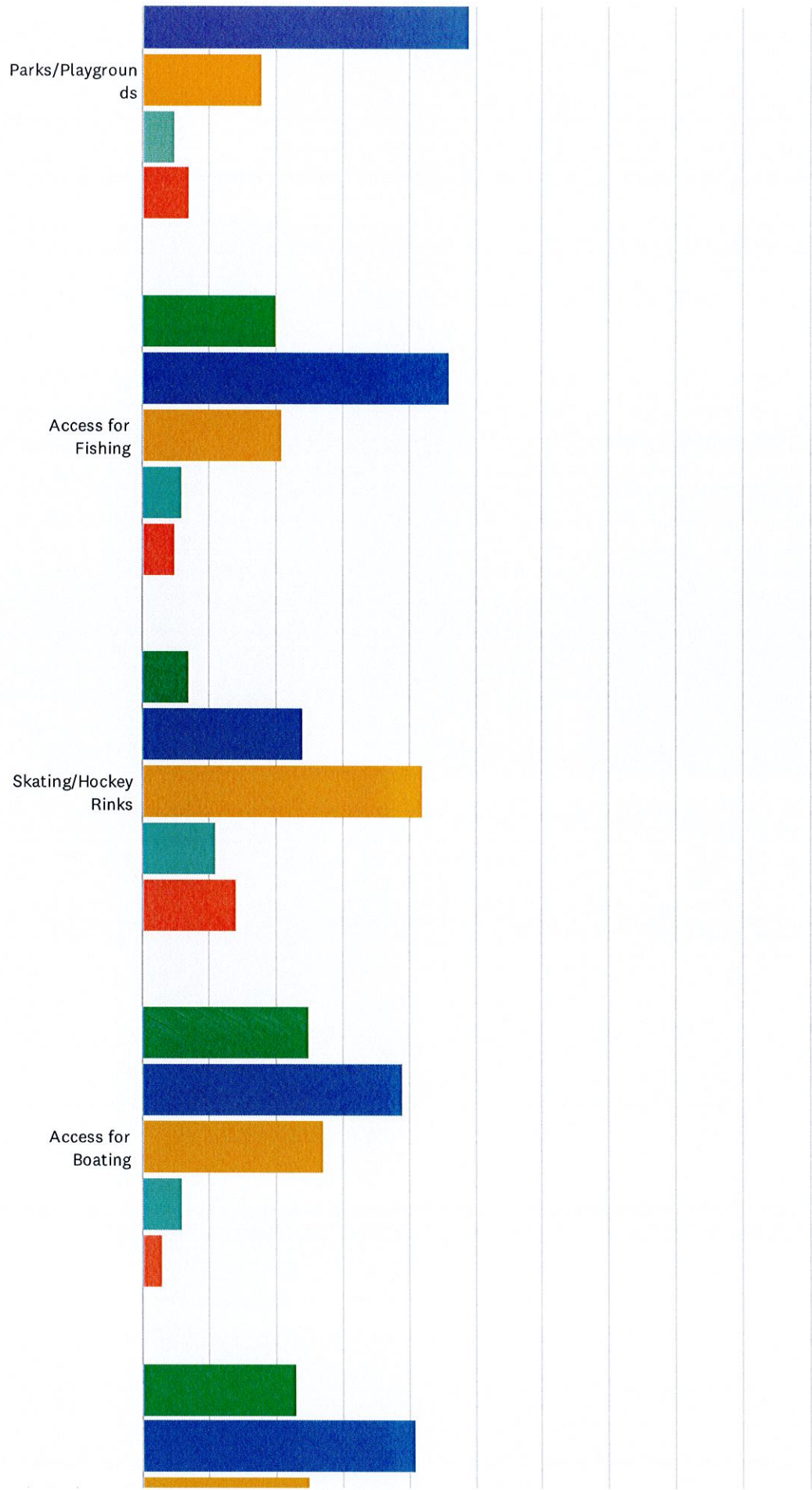
Answered: 100 Skipped: 0



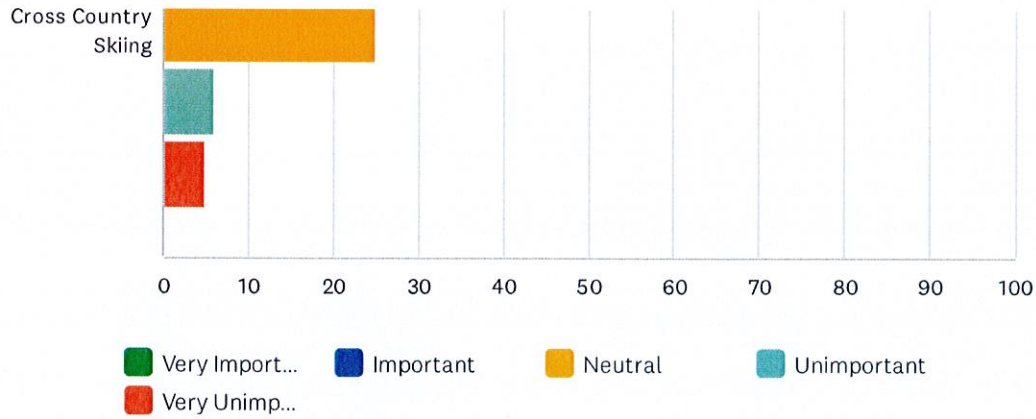
Readfield Comprehensive Plan Survey



Readfield Comprehensive Plan Survey



Readfield Comprehensive Plan Survey



	VERY IMPORTANT	IMPORTANT	NEUTRAL	UNIMPORTANT	VERY UNIMPORTANT	TOTAL	WEIGHTED AVERAGE
Swimming Areas/Pools	14.00% 14	30.00% 30	29.00% 29	14.00% 14	13.00% 13	100	2.82
Readfield Beach	40.40% 40	30.30% 30	21.21% 21	4.04% 4	4.04% 4	99	2.01
Hiking/Walking/Nature Trails	59.00% 59	30.00% 30	8.00% 8	2.00% 2	1.00% 1	100	1.56
Recreation/Community Center	18.00% 18	27.00% 27	36.00% 36	11.00% 11	8.00% 8	100	2.64
Softball/Baseball Fields	14.00% 14	37.00% 37	34.00% 34	5.00% 5	10.00% 10	100	2.60
Outdoor Basketball Courts	15.00% 15	26.00% 26	34.00% 34	11.00% 11	14.00% 14	100	2.83
Outdoor Tennis Courts	10.00% 10	21.00% 21	42.00% 42	11.00% 11	16.00% 16	100	3.02
Parks/Playgrounds	20.20% 20	49.49% 49	18.18% 18	5.05% 5	7.07% 7	99	2.29
Access for Fishing	20.41% 20	46.94% 46	21.43% 21	6.12% 6	5.10% 5	98	2.29
Skating/Hockey Rinks	7.14% 7	24.49% 24	42.86% 42	11.22% 11	14.29% 14	98	3.01
Access for Boating	25.00% 25	39.00% 39	27.00% 27	6.00% 6	3.00% 3	100	2.23
Cross Country Skiing	23.00% 23	41.00% 41	25.00% 25	6.00% 6	5.00% 5	100	2.29

PUBLIC HEARING /

WORKSHOP



DRAFT

TOWN OF READFIELD

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355
Office (207) 685-4939 • Fax (207) 685-43420
Website: www.readfieldmaine.org

SELECT BOARD RESOLUTION:

WHEREAS, the Town of Readfield has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop(s) on [REDACTED] which prioritized the following action areas [REDACTED];

WHEREAS, the Town's Select Board has established energy efficiency, outdoor recreation, and infrastructure investment as current community priorities through their annual goal setting in 2022;

WHEREAS, the Town's 2023 Comprehensive Plan Update prioritizes the preservation of our natural environment and outdoor recreational opportunities, fostering resource based economic development, and protecting our infrastructure investments;

WHEREAS, the Town of Readfield experiences intense windstorms and rainstorms, blizzards and ice storms, periodic drought conditions, and other natural hazards and seeks to better prepare for future conditions;

WHEREAS, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

WHEREAS, investing in energy efficiency and weatherization improvements is proven to lower municipal electricity expenses and make buildings more comfortable for employees and visitors;

WHEREAS, shifting seasonal temperature and precipitation patterns threaten local natural ecosystems, economic activity such as agriculture, tourism, and seasonal recreation, including winter sports and other outdoor activities, and public health due to increased incidence of heat-related illness and tick-borne illnesses such as Lyme disease;

WHEREAS, the Town of Readfield is prepared to demonstrate leadership in reducing energy use, and increasing the resilience of people, infrastructure, and businesses;

WHEREAS, the Community Resilience Partnership provides grants to municipalities and Tribal Governments for activities that lower energy expenses, reduce greenhouse gas emissions, and increase community resilience in alignment with the state's climate action plan and goals;

BE IT RESOLVED, the Town of Readfield commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the Town of Readfield designates Town Manager Eric Dyer to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership;

Adopted this _____ day of _____, _____

Dennis Price, Select Board Chair

Kathryn Mills Woodsum, Select Board Vice Chair

Sean Keegan, Select Board

Carol Doorenbos, Select Board

Steve DeAngelis, Select Board

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.

Community Resilience Partnership

List of Community Actions

Revised December 1, 2021

Strategy Areas & Actions

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.)
A2	Install EV chargers in public parking areas.
A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.
A4	Adopt an anti-idling ordinance.

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.
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.

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.
B2	Upgrade to energy efficient interior lighting in municipal/tribal buildings.
B3	Upgrade to energy efficient appliances in municipal/tribal buildings.
B4	Install a heat pump system or VRF system for heating/cooling and heat pump water heating in municipal/tribal
B5	Upgrade streetlights and exterior lighting for municipally/tribally-owned facilities with energy efficient LED lighting (and minimize light pollution with downlighting where possible).
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).
B8	Require EV charging readiness and solar energy readiness for all new construction.

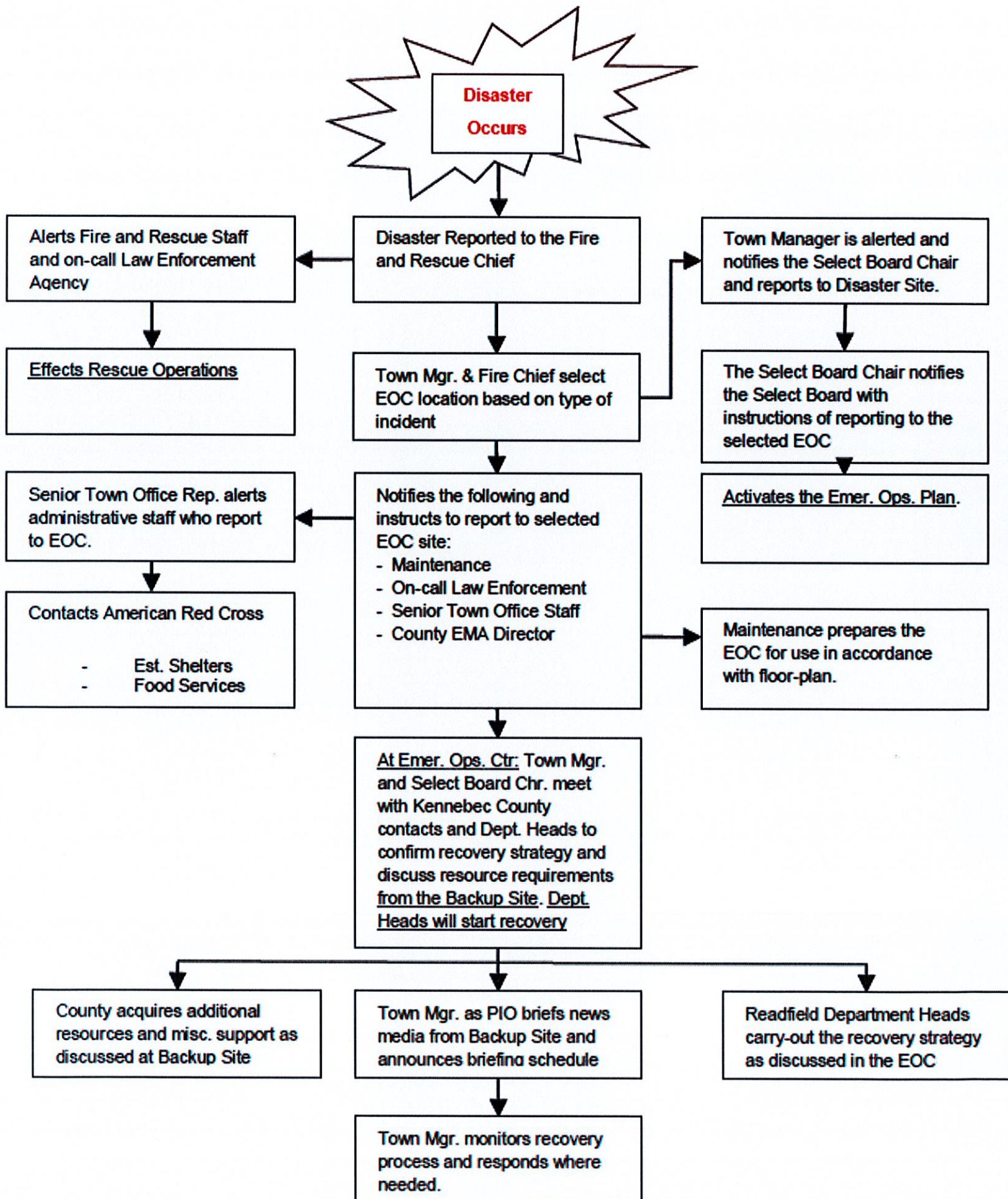
	B9	Support regular professional development for code enforcement officers, especially Efficiency Maine's code
	B10	Adopt C-PACE ordinance for commercial property owners to install renewable energy systems, energy efficiency measures, and EV charging infrastructure (pending state program launch).
Strategy Area C: Reduce Emissions through Clean Energy Innovation		
Reduce Greenhouse Gas (GHG) Emissions		
	C1	Conduct a baseline for energy useage 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
	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.
	C5	Adopt a streamlined permitting process for small-scale renewable energy installations.
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.
	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.).
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
	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.
	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
	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.
	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.
	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
	E7	Implement a source water protection program.
	E8	Adopt policies that prioritize natural, nature-based or ecologically enhanced shoreline protection for coastlines,
	E9	Identify and protect sites for living shorelines and saltmarsh migration areas.
	E10	Identify and protect open space in the floodplain to increase flood buffers and community resilience.

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
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-
F12		Adopt a low-impact design (LID) standard for stormwater management.
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
F15		Establish a peer-to-peer program for checking in on vulnerable community members during extreme heat or cold
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.
Strategy Area G: Invest in Climate-Ready Infrastructure		
Assess climate vulnerability of infrastructure		
G1		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.
G2		Develop a Capital Investment Plan that a) identifies vulnerable municipal/tribal facilities and assets, and b) prioritizes resilience in improvements and/or new construction.
Utilize climate-ready standards, designs, and practices to improve infrastructure		
G3		Improve and protect drinking water and wastewater treatment facilities to reduce physical damage and sustain function during extreme weather events.
G4		Adopt a policy that prioritizes green infrastructure to manage stormwater in developed areas.
G5		Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements. Identify vulnerable crossings and apply for DEP improvement funds.
G6		Assess wastewater treatment facilities for clean energy potential (solar, anaerobic digester, etc.).
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.

	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,
	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.

PUBLIC HEARING /
WORKSHOP

Recovery Flow Chart



OTHER BUSINESS

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FYI

2023-2024 (FY 24) BUDGET & WARRANT PROCESS SCHEDULE *As Amended 1/3/2023*

Date	Meeting / Event / Task	Time
10/17/22	Select Board Meeting - Budget process review & goals discussion	6:30 PM
11/14/22	Select Board Meeting - Warrant discussion	6:30 PM
11/17/22	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
11/18/22	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
12/12/22	Select Board Meeting - Capital Investment Planning Discussion	6:30 PM
12/30/22	Preliminary Dept., Board & Committee budget #s due	N/A
01/11/23	Budget Committee Meeting - Departments I	6:30 PM
01/23/23	Select Board Meeting - First Budget Draft	6:30 PM
01/25/23	Budget Committee Meeting - Departments II	6:30 PM
02/01/23	Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review	6:30 PM
02/13/23	Select Board Meeting - Second Budget Draft	6:30 PM
02/15/23	Budget Committee Meeting - Departments III	6:30 PM
02/23/23	100 days before vote - Nomination Papers available	N/A
03/03/23	Deadline for warrant article and ordinance submissions - Select Board Review	N/A
03/08/23	Budget Committee Meeting - Budget review	6:30 PM
03/13/23	Select Board Meeting - Budget & Warrant review	6:30 PM
03/15/23	School Board meeting with Select Boards - About 75% of tax bills is education spending	6:30 PM
03/17/23	Deadline for legal review of the proposed warrant	N/A
03/22/23	Public Budget Meeting / Hearing - Public Comment and Recommendations on DRAFT Budget	6:30 PM
04/10/23	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/12/23	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/14/23	60 days before voting - Nomination Papers & Referendum Questions due - Warrant due to Clerk	3:30 PM
04/28/23	Draft annotated Warrant due & Official Ballot sent to printer (46 days prior to voting)	N/A
05/12/23	30 days before voting - Absentee Ballots available (actually 32 as the 14th is a Sunday)	3:30 PM
05/31/23	Public Hearing - Public Comment and Information on COMPLETED Warrant	6:30 PM
06/03/23	10 days before voting - Last day to hold referendum question hearings (Saturday)	N/A
06/08/23	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
06/13/23	Town Meeting	8:00 AM

Notes:

^ Involvement - The Select Board, Budget Committee, Other Boards & Committees, Town Manager, Finance Officer, and interested Residents will have ongoing roles in the budget process. All meetings are public open to public comment.

Select Board Attendance - Joint meetings and regular Select Board meetings will have full Select Board attendance and budget meetings may have members of the Select Board in attendance.

^ Public Budget Meetings - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget, budget process, and final budget in conjunction with budget presentations / information.

Departments I - Includes the following: **General Government** (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Grants / Planning, Heating Assistance, Legal), **Maintenance** (General, Buildings, Vehicle / Equipment, Interlocal) **Boards & Committees** (Appeals Board, Planning Board), **Regional Assessments** (Cobbossee Watershed, First Park), **Kennebec County Tax** (County Tax), **General Assistance** (General Assist.)

Departments II - Includes the following: **Recreation and Open Space** (Beach, Conservation, Recreation Board, Heritage Days, Town Properties, Trails), **Roads & Drainage** (Roads & Drainage, Winter Maintenance), **Capital Improvements** (Admin Technology, Library Building, Cemetery, Roads, Equipment, Leases, Transfer Station, Maranacook Lake Dam), **Debt Service** (Debt Service),

Departments III - Includes the following: **Community Services** (Animal Control, Kennebec Land Trust, KVCOG, Age Friendly initiatives, Library, Public Access TV, Street Lights), **Protection** (Fire Department, Fire Equipment, Ambulance, Water Holes, Tower Sites, Dispatching, Personal Protection Gear, Emergency Ops), **Cemeteries** (Cemeteries), **Solid Waste** (Transfer Station, Backhoe),

Unclassified (Abatements / Overlay, Tax Relief, Non-profits, Contingency, Snowmobiling, Enterprise Fund, Revaluation)

Legend:

Select Board Meetings ^

Budget Committee Meetings ^

Joint Select Board and Budget Committee Meetings ^

 Statutory Deadlines

 Formal Public Hearings ^