

Readfield Select Board
January 23, 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.

23-070 - Minutes: Select Board meeting minutes of January 9, 2023.

23-071 - Warrants: #29-30

Communications - 15 min.

Select Board communications. - 5 min.

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.

23-072 - Consider the appointment of Robert Bittar to the Age Friendly Committee

Public Hearing - Open Space Planning - 30 min.

Conduct a Public Hearing on Open Space in Readfield 30 min.

Old Business - 5 min.

23-062 - Consider a revised Community Action Grant Select Board Resolution - 5 min.

New Business - 55 min.

23-073 - Consider a Consent Agreement for Map 140, Lot 071 - 10 min.

23-074 - Consider CMP Town Pole Permit - 5 min.

23-075 - Consider a letter of support to investigate broadband internet with Fidium Fiber - 15 min.

23-076 - Discuss Draft Select Board procedures - 10 min.

23-077 - Consider a First Draft budget (first set of departments) - 15 minutes

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, January 9, 2023 – *Unapproved*

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

Excused Absent:

Others Attending: Eric Dyer (Town Manager)

Pledge of Allegiance

Regular Meeting Items - 5 min.

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

- Sean **motioned** to approve, Carol **seconded**, **5-0 vote** in favor

23-048 – Warrants: #25-28

- Warrant #25 & 26 – Carol **motioned** to approve, Sean **seconded**, **5-0 vote** in favor
- Warrant #27 & 28 - Sean **motioned** to approve, Steve **seconded**, **5-0 vote** in favor

Communications - 25 min.

Select Board Communications – 5 min.

- Sean thanked the Maintenance and Transfer Station personnel for all they have done through the last couple of winter weather and storms
- Kathryn asked Eric to forward Sean’s thanks on to the people receiving them and also mentioned that she handed out the Christmas Gift Baskets to staff and they were well received

Staff Reports

- Town Managers Report
- Treasurer’s Report – December

Boards, Committees, Commissions & Departments – 5 min.

- Board and Committee Minutes
- Recognize the contributions of Steve Monsulick to the Readfield Enterprise Committee, First Park, and the Town of Readfield
 - Steve one of the first people in town to look at economic development, had a big role in making First Park profitable, worked on the Readfield Enterprise Committee giving loans to local businesses. Steve was helpful, a problem solver, generous, supportive of the community children, he will be missed.

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

Readfield Select Board
Regular Meeting Minutes – Monday, January 9, 2023 – *Unapproved*

- Linnea Koons – Open Space Plan, pleased to see a comment made that having scenic areas and vistas dependent on land owners for being maintained is problematic, the existing plan lays out the problems very clearly.
- Bruce Hunter – Asked Eric if he has received a bill from Harold Piper for fixing the roads at the Town Forest – Eric responded that he believes we have paid out what needed to be paid out; he will double check with Teresa.
- Greg Leimbach has proposed an idea for a youth day camp during the summer, he will be bringing the idea to the attention of the Rec Board and will be presenting to the Select Board in further detail at the next meeting on January 23, 2023.

New Business – 30 min.

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

- Active public engagement process, mailer sent out, many meetings, one public hearing with four more planned, collected over 100 long form surveys and sixty short form surveys and administrative steps taken towards getting the updated plan accomplished. The town is asking for as much public participation as possible. Currently 2/3 of the way through with the process, a Public Hearing is scheduled for January 28th at 10am with Comp Plan Members, KVCOG, and there will be time for residents come in and speak about their vision for the town and any issues they would like addressed. Kathryn asked about the mailing that went out as she did not receive one, Eric will check in with the Post Office to ensure they also sent the mailings out to post office boxes.

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

- The board discussed the process for the Town Manager evaluation; four components of the evaluation are feedback from employees, board committee and commissions' chairs, major vendors and interlocal partners, and the public. It is highly encouraged that all of these components participate. Select Board members assigned to collecting input from each component are as follows:
 - Employees – Sean Keegan
 - Board, committee and commission chairs – Steve
 - Major vendors and interlocal partners – Carol
 - Public - Dennis

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

Readfield Select Board
Regular Meeting Minutes – Monday, January 9, 2023 – *Unapproved*

- The town has heard a lot of concerns about open space and conservation and have begun to budget towards those areas to refocus and invest. The comprehensive plan process has showed how concerned the public is with the conservation of open spaces in town to include the town cemeteries.
 - Kathryn **motioned** to direct the following advisory committees (Age Friendly, Cemetery, Conservation, Recreation and Trails) of the town of Readfield to work jointly in updating the current Open Space Plan dated 2006 with the particular focus on these areas:
 - Inclusion of all town owned properties
 - All information verified to be current
 - Active and passive recreation on all town lands
 - Planning work will begin with the workshop at the select board meeting on the 23rd of January, with each committee having a representative present to begin planning for the update work which can begin following town meeting approval of the comprehensive plan. Sean **seconded**, Carol inquired about a list of the town owned properties and Eric responded that there is a list and a map already in place however both need updating. Sean mentioned the possibility of including the snowmobile club and Eric suggested the historical society as well. Carol did have some concern about the funding being classified within a group rather than separately, Eric responded that the grouping is done by the Budget Committee and was voted on by the public through the last Town Meeting. It was also explained that this particular vote pertains only to the updating to the open space plan and to make more transparent the town owned property and get the publics input on how that should be used and what should be spent preserving and maintaining it.
 - Jerry Bley from the Conservation Commission – Mentioned a tremendous amount has occurred since the last Open Space plan update (not involving town dollars), 200 contiguous open space acres have increased to 1000 through Kennebec Land Trust. Jerry also mentioned that the town of Winthrop is considering creating a plan for themselves and also inquired about cooperating with Readfield to potentially do a joint plan. He thinks it is a worthwhile endeavor to bring in a range of interests and awareness of all the conservation acquisitions in town but to be mindful of both the positive outcomes possible as well as implications that could come of it.
 - Bruce Hunter – Sees Carol’s concern, feels that top priority is that everyone in town is warm and fed.

Readfield Select Board
Regular Meeting Minutes – Monday, January 9, 2023 – *Unapproved*

- **Vote 4-0** in favor on the motion made by Kathryn and seconded by Sean.

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.

- Previously, the opportunity to apply for a \$50k grant opportunity was voted on and approved by the Select Board. This grant will be applied for in partnership with KVCOG. Robyn of KVCOG attended to discuss the opportunity. Robyn explained the areas that would be considered, the process and partnership between KVCOG and the Town as well as the different tiers of funding. Possibilities towards resiliency include but are not limited to energy efficiency such as converting town office lighting to LED, updating drafty old windows in the building to save heating and electricity costs, and potentially buying out the lease on the Town electric vehicle. The items mentioned are already things the town has been considering, but the grant could fund these things at no cost to the taxpayers. The draft resolution provides options to recognize and acknowledge impacts to agriculture and community due to things like weather events and energy consumption. The draft resolution includes ideas geared towards modernizing and improving resiliency in these areas with help from grant money through the partnership with KVCOG, along with input and feedback from the public.

Workshop – Emergency Operations Plan Tabletop Exercise – 30 min.

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

- Lee appeared to brief the board and public on Readfield's Emergency Operations Plan, updates and policy. Lee discussed types of disasters and areas that fall under localized events, weather events, isolation events, power outages. The importance of keeping records, role changes for Select Board personnel and town staff, training required. Scheduling changes and press conferences, command center set up, all circumstances pertaining to the Emergency Operations Plan and what is required to protect the people of the town in the event of an emergency.
- An inventory of the Emergency Operations kits include tools, a copy of the current plan, maps, radios connected to the Fire Departments frequencies for communication, office supplies, flashlights, visibility vests, among other items. The three kits can be found at the town office, fire department and transfer station.
- Lee also recommended all involved people take the ICS 800 training which can be found online.

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

Readfield Select Board
Regular Meeting Minutes – Monday, January 9, 2023 – *Unapproved*

Motion to adjourn made by Sean at 8:30 PM **seconded** by Carol, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary

Jan. 17, 2023 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
29	278	\$ 105,260.09	Warrant		Three	
A	278	\$ 4,562.00	State Fees	D Price	One	1/5/2023
B	278	\$ 5,435.50	State Fees	D Price	One	1/17/2023
30	304	\$ 21,633.70	Payroll		One	

SUM \$ 126,893.79

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

Treasurer's Warrant

Warrant #29 & 30

\$126,893.79

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	\$21,633.70	72140-72151 172140-172154
VARIOUS VENDORS	Accounts Payable	\$105,260.09	72091-72139
	Total	\$126,893.79	

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	24.94	01/19/23	29	0031 Central Maine Power Co
P	999	472.99	01/19/23	29	0031 Central Maine Power Co
P	999	636.69	01/19/23	29	0031 Central Maine Power Co
P	999	341.37	01/19/23	29	0031 Central Maine Power Co
P	999	20.16	01/19/23	29	0031 Central Maine Power Co
P	999	476.74	01/19/23	29	0031 Central Maine Power Co
P	999	43.80	01/19/23	29	0031 Central Maine Power Co
P	72091	4,562.00	01/05/23	29	0086 SECRETARY OF STATE (MOTOR VEH)
P	72092	5,435.50	01/12/23	29	0086 SECRETARY OF STATE (MOTOR VEH)
R	72093	446.40	01/19/23	29	0682 Adept Screen Printing
R	72094	11,185.34	01/19/23	29	0045 Androscoggin Bank
R	72095	3,045.84	01/19/23	29	0599 Archie's Inc.
R	72096	2,615.12	01/19/23	29	0391 Atlantic Recycling Equipment, LLC
V	72097	0.00	01/19/23	29	0024 Baker & Taylor, Inc
R	72098	1,043.44	01/19/23	29	0024 Baker & Taylor, Inc
R	72099	961.74	01/19/23	29	0288 Cardmember Service
R	72100	165.98	01/19/23	29	0072 Consolidated Communications
R	72101	38,060.00	01/19/23	29	0453 Cushing Construction, LLC
R	72102	2,000.00	01/19/23	29	0591 David Ledew
R	72103	5,953.68	01/19/23	29	0853 David Morrow
R	72104	15.00	01/19/23	29	0803 Donald Turcotte
R	72105	196.82	01/19/23	29	0079 Downeast Energy
R	72106	2,131.80	01/19/23	29	0054 ecomaine
R	72107	1,034.45	01/19/23	29	0704 Fabian Oil
R	72108	351.97	01/19/23	29	0823 GONETSPEED
R	72109	13.43	01/19/23	29	0206 Gralnger
R	72110	28.00	01/19/23	29	0791 Group Dynamic Inc
R	72111	1,240.00	01/19/23	29	0052 Hussey Communications, Inc
R	72112	676.76	01/19/23	29	0385 Hygrade Business Group, Inc
R	72113	42.00	01/19/23	29	0752 Karen Peterson
R	72114	95.00	01/19/23	29	0083 Kennebec Cnty Registry Of Deeds
R	72115	1,162.61	01/19/23	29	0055 KV Humane Society
R	72116	15.00	01/19/23	29	0363 Larry Burnham
R	72117	469.06	01/19/23	29	0152 Lowe's
R	72118	40.00	01/19/23	29	0066 Maine Municipal Association
R	72119	3,200.00	01/19/23	29	0424 Main-Land Dev. Consultants, Inc
R	72120	24.89	01/19/23	29	0751 Michael Morang
R	72121	2,355.60	01/19/23	29	0428 Morton Salt
R	72122	264.00	01/19/23	29	0174 Perry J Johnson II
R	72123	510.00	01/19/23	29	0686 Pine Tree Veterinary Hospital
R	72124	60.00	01/19/23	29	0080 READFIELD CORNER WATER ASSOC.
R	72125	107.23	01/19/23	29	0013 S & H Plumbing & Heating
R	72126	311.42	01/19/23	29	0406 SAM'S CLUB
R	72127	1.56	01/19/23	29	0794 SBA Towers III LLC
R	72128	93.00	01/19/23	29	0192 SEACOAST SECURITY & TELE.,INC
R	72129	51.94	01/19/23	29	0021 Sonya Clark
R	72130	17.75	01/19/23	29	0632 Southern Maine Planning and Development
R	72131	13.17	01/19/23	29	0696 Spectrum

A / P Check Register
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	72132	80.48	01/19/23	29	0462 STAPLES CREDIT PLAN
R	72133	45.00	01/19/23	29	0509 TREAS., STATE OF MAINE (DEP)
R	72134	515.00	01/19/23	29	0103 TREAS.,STATE OF MAINE (PLUMB)
R	72135	950.00	01/19/23	29	0032 Troiano Waste Service,Inc
R	72136	47.85	01/19/23	29	0615 Verizon
R	72137	10,786.88	01/19/23	29	0709 WASTE MANAGEMENT OF PORTLAND
R	72138	385.11	01/19/23	29	0831 William Starrett
R	72139	435.58	01/19/23	29	0087 WT Cox Information Services
Total		105,260.09			

Count

Checks	55
Voids	1

Warrant Recap

Warrant 29

Vendor-----	Amount	Account-----
00682 Adept Screen Printing	446.40	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00045 Androscoggin Bank	11,185.34	CAPITAL IMPR / Transfer Sta - EQUIP REPLAC / CAPITAL EQP
00599 Archie's Inc.	3,045.84	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00391 Atlantic Recycling Equipment, LLC	2,615.12	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQUIP MAINT
00024 Baker & Taylor, Inc	177.58	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	460.06	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	47.74	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	21.07	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	155.21	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	28.21	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	59.57	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	36.23	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	23.79	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	33.98	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00288 Cardmember Service	320.00	COMM SERVICE / Readfield TV - EQUIP REPLAC / CAPITAL EQP
00288 Cardmember Service	22.50	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00288 Cardmember Service	131.84	GENERAL GOVT / Admin - ADMIN / Publications
00288 Cardmember Service	175.03	GENERAL GOVT / Admin - ADMIN / POSTAGE
00288 Cardmember Service	149.42	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00288 Cardmember Service	33.95	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00288 Cardmember Service	129.00	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00031 Central Maine Power Co	24.94	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	472.99	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	636.69	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	341.37	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	20.16	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	476.74	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	43.80	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00072 Consolidated Communications	50.97	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	54.53	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	60.48	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00453 Cushing Construction, LLC	38,060.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00591 David Ledew	2,000.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00853 David Morrow	3,835.17	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00853 David Morrow	873.67	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00853 David Morrow	765.22	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00853 David Morrow	479.62	SOLID WASTE / TRANSFER STA - BUILDING O&M / MAINTENANCE
00803 Donald Turcotte	15.00	COMM SERVICE / Animal Cntrl - CONTRACT SVC / Rabies Clini
00079 Downeast Energy	196.82	PROTECTION / Tower Sites - EQUIP O,R &M / FUEL/OIL
00054 ecomaine	2,131.80	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00704 Fabian Oil	193.50	Maintenance / Bldg Maint - BUILDING O&M / FURNACE MAIN
00704 Fabian Oil	840.95	Maintenance / Bldg Maint - UTILITIES / HEATING
00823 GONETSPEED	331.46	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 GONETSPEED	20.51	COMM SERVICE / Library - UTILITIES / TELEPHONE

Warrant Recap

Warrant 29

Vendor-----	Amount	Account-----
00206 Grainger	13.43	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00791 Group Dynamic Inc	20.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00052 Hussey Communications, Inc	1,240.00	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00385 Hygrade Business Group, Inc	467.64	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00385 Hygrade Business Group, Inc	209.12	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00752 Karen Peterson	42.00	SOLID WASTE / TRANSFER STA - PERSONNEL / CLOTHING
00083 Kennebec Cnty Registry Of Deeds	95.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00055 KV Humane Society	1,162.61	COMM SERVICE / Animal Cntrl - CONTRACT SVC / KVHS
00363 Larry Burnham	15.00	COMM SERVICE / Animal Cntrl - CONTRACT SVC / Rabies Clini
00152 Lowe's	69.44	Rds & Drain / Road Maint - PUBLIC WAYS / PATCHING
00152 Lowe's	92.94	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00152 Lowe's	10.43	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00152 Lowe's	37.95	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00152 Lowe's	94.98	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	14.24	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00152 Lowe's	142.41	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	6.22	SOLID WASTE / BACKHOE - EQUIP O,R &M / Backhoe
00152 Lowe's	0.45	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00066 Maine Municipal Association	40.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00424 Main-Land Dev. Consultants, Inc	3,200.00	CAPITAL IMPR / Roads - CONTRACT SVC / ENGINEERING
00751 Michael Morang	24.89	SOLID WASTE / TRANSFER STA - PERSONNEL / MILEAGE
00428 Morton Salt	2,355.60	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00174 Perry J Johnson II	264.00	CEMETERIES / CEMETERIES - COMMUNITY SV / Vet Memorial
00686 Pine Tree Veterinary Hospital	510.00	GENERAL FUND / ACCOUNTS PAY
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00080 READFIELD CORNER WATER ASSOC.	30.00	Maintenance / Bldg Maint - UTILITIES / WATER
00013 S & H Plumbing & Heating	107.23	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00406 SAM'S CLUB	41.00	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	181.12	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	88.30	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	1.00	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00794 SBA Towers III LLC	1.56	PROTECTION / Tower Sites - CONTRACT SVC / TOWER SITE
00192 SEACOAST SECURITY & TELE.,INC	93.00	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00086 SECRETARY OF STATE (MOTOR VEH)	4,562.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	5,435.50	GENERAL FUND / Motor Veh Fe
00021 Sonya Clark	35.87	GENERAL GOVT / Admin - ADMIN / POSTAGE
00021 Sonya Clark	16.07	COMM SERVICE / Library - ADMIN / MISC.
00632 Southern Maine Planning and Development	17.75	GENERAL GOVT / Code Enforce - ADMIN / MISC.
00696 Spectrum	13.17	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00462 STAPLES CREDIT PLAN	80.48	COMM SERVICE / Library - ADMIN / OFFICE SUP
00509 TREAS., STATE OF MAINE (DEP)	45.00	GENERAL FUND / Plmg-DEP SUR
00103 TREAS.,STATE OF MAINE (PLUMB)	515.00	GENERAL FUND / PLUMB-STATE

Warrant Recap

Warrant 29

Vendor-----	Amount	Account-----
00032 Troiano Waste Service,Inc	875.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00615 Verizon	47.85	Rds & Drain / Winter Maint - PUBLIC WAYS / SIGNS/SUPPLY
00709 WASTE MANAGEMENT OF PORTLAND	2,115.52	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
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	5,826.36	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00831 William Starrett	47.27	COMM SERVICE / Readfield TV - EQUIP REPLAC / CAPITAL EQP
00831 William Starrett	45.89	COMM SERVICE / Readfield TV - EQUIP REPLAC / CAPITAL EQP
00831 William Starrett	59.00	COMM SERVICE / Readfield TV - EQUIP REPLAC / CAPITAL EQP
00831 William Starrett	232.95	COMM SERVICE / Readfield TV - EQUIP REPLAC / CAPITAL EQP
00087 WT Cox Information Services	435.58	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL

Prepaid Total--	12,014.19
Current Total--	93,245.90
Warrant Total--	105,260.09

COMMUNICATIONS

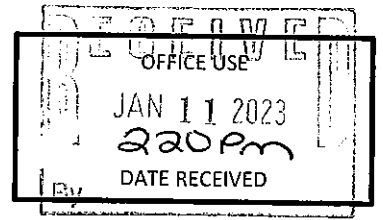
- **SELECT BOARD**
- **STAFF REPORTS**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**

**THIS PAGE INTENTIONALLY
LEFT BLANK**

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

TOWN OF READFIELD

APPOINTMENT APPLICATION



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

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

Please check one: 1st time appointment re-appointment

Which Board, Committee or Commission

are you applying for?

Age friendly town

Term:

2024

Name:

Robert Star

Phone (H):

561 397 4335

Street address:

1125 Main

Phone (C):

Mailing address:

E-Mail:

RB.STAR@IQACC.COM

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

I Am old

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

I love old people

If you are currently employed, what is your position?

I've been in organizations that supported old people

APPLICATION FOR APPOINTMENT FOR:

Name:

[Signature]

Position:

[Signature]

Term:

Nov 2024

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

Check one!

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

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

Name:

[Signature]

Date:

1/10/23

CLERK'S USE BEFORE THE APPOINTMENT

Please check one:

1st time Appointment

Re-Appointment

Was this position advertised?

Yes

No

If no, please explain: _____

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

SELECT BOARD APPROVAL

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

[Redacted] thru [Redacted]. Given under our hand this [Redacted], day of [Redacted], 20__.

Dennis Price

Steve DeAngelis

Sean Keegan

Carol Doorenbos

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

Yes

No

If yes, what date:

[Redacted]

Is an Oath appropriate:

Yes

No

If yes, what date

[Redacted]

PUBLIC HEARING /

WORKSHOP

**THIS PAGE INTENTIONALLY
LEFT BLANK**

OLD BUSINESS



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 on January 9, 2023 which prioritized the following action areas:

- Town Building Envelope Energy Efficiency Improvements (particularly windows and air sealing)
- Town Building LED Lighting Conversions
- Sever Storm Damage Prevention (particularly for roads, ditches, and culverts)
- Cost Savings and Government Efficiency

WHEREAS, the Town's Select Board has established energy efficiency 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 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, the Town of Readfield is prepared to demonstrate leadership in reducing energy use, and increasing the resilience of people, infrastructure, and businesses;

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

NEW BUSINESS

CONSENT AGREEMENT

By and Between
Pamella and Rene Beliveau
and
The Town of Readfield

WHEREAS, Pamella and Rene Beliveau (“Owners”) are the current owners of record of certain real estate located in the Tallwoods Subdivision at 0 Greenes Way in the Town of Readfield, Kennebec County, State of Maine, and identified as Map 140, Lot 071-1 on the Town’s tax maps current as of the date of this Agreement (“the Property”);

WHEREAS, the Town of Readfield has found that excessive trees and other vegetation have been cut on the Property, resulting in the following violations of the Land Use Ordinance (“LUO”):

1. Failure to obtain the necessary permits from the Town of Readfield Code Enforcement Officer for all tree clearing performed within the Property, as set forth in Section 5 and Table 1 of the LUO.
2. Failure to place and maintain erosion control requirements as set forth in Section 11 of the LUO.

WHEREAS, The Town of Readfield and Owners acknowledge the need to bring the Property into compliance with the LUO, and wish to enter this Agreement to resolve this matter without the need for prosecution; and

WHEREAS, both parties acknowledge that there is an inherent benefit to each other by reaching a settlement of these matters;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

AGREEMENT

1. Owners shall within 30 days from executing this Agreement obtain at their own expense and provide to the Code Enforcement Officer a survey prepared by a licensed professional surveyor, showing all areas of tree canopy clearing.
2. Owners shall within 30 days of executing this Agreement obtain at their own expense and provide to the Town a replanting/reforestation plan prepared by an appropriately qualified expert and based upon the survey required in paragraph 1. The replanting plan shall, where reasonably practical, provide for replanting to be completed by the end of the 2023 planting season (approximately November 1, 2023). The Code Enforcement Officer will review and either approve the plan or hire, at Owners’ expense, a third-party expert to review and make further recommendations on the plan. Once approved by the Code Enforcement Officer, the replanting/reforestation plan shall be appended to and become incorporated with this Agreement.

3. Owners shall engage a qualified landscape contractor to complete the replanting as set forth in the replanting/reforestation plan. Owners or their landscape contractor shall contact the Town's Code Enforcement Officer prior to replanting. Costs of the contracted forester for these reviews shall be borne by Owners.
4. Owners or their landscape contractor shall notify the Code Enforcement Officer upon completion of replanting, at which point a further inspection shall be conducted to confirm compliance with this Agreement.
5. Owners shall ensure that all plantings are maintained as set forth in the replanting/reforestation plan. All revegetation shall be replanted to provide an 80% survival rate during the first three years following the planting or anything above the 20% vegetation failure shall be replaced with a planting of the same species and similar size as soon as the season and weather permit.
6. Owners shall freely permit inspections during normal business hours by Town officials and contractors, with reasonable notice, as necessary to confirm continued compliance with this Agreement. The Town's inspections rate shall be set at \$30.00 per hour. Owners shall pay to the Town the amount of \$2,500 to be held in escrow to fund inspection costs. Should a balance remain in this account three years after the date of this Agreement, and provided the property remains in compliance with this Agreement, the balance shall be returned to Owners.
7. A new subsurface wastewater disposal system design completed by a licensed subsurface wastewater systems engineer and permit application shall be submitted to the CEO in coordination and together with all permits required for future development.
8. Owners shall have a properly certified contractor evaluate and perform erosion and sediment control work as necessary to ensure against erosion and sedimentation. A report shall be provided to the Code Enforcement Officer at the earliest availability of said certified evaluator. The Owners shall maintain erosion and sedimentation controls in conformance with the requirements set forth in Section 11 of the LUO.
9. Per the Planning Board's approval for the Tallwood subdivision, the 50-foot easement over the Property shall be utilized and maintained as a walkway with parking for access located across the Greene's Way Road from the premises in the area designated on the approved subdivision plan. Easement holders may not utilize the 50-foot easement for vehicular access or parking of vehicles at any time without prior approvals of the Town of Readfield.
10. Within 30 days of executing this Agreement, Owners must present payment to the Town of Readfield in the amount of \$10,000 as a penalty for the violation noted herein and as consideration for the settlement thereof.
11. Pursuant to future development, the Owners' may apply and receive approval for building permits in coordination and together with any permits required to perform replanting necessary to remedy the violations set forth herein.
12. The Town of Readfield agrees not to prosecute any of the violations outlined herein provided Owners fully comply with all of the conditions agreed to herein. Damage to plantings or further loss of trees due to weather events will not be considered a violation of this Agreement.
13. The specific details of any remediation work agreed to herein may be modified upon agreement of the Owners or their representative and the Town of Readfield Code Enforcement Officer. Any modifications agreed to shall be memorialized in writing.

14. The Town of Readfield reserves the right to enforce all of its land use laws regarding the Property and reserves the right to prosecute any violations of the Town of Readfield Ordinances or of this Agreement and to seek any recoverable costs or penalties, should any of the above conditions not be met.
15. Owners agree to hold harmless and indemnify the Town against any claim arising from the Town's investigation, determinations or enforcement actions related to the claimed violations.
16. This Agreement shall be binding upon Owners' successors and assigns and shall be disclosed to any prospective purchaser of the Property along with any other disclosures required by law, until such time mitigation has been determined to be completed or if the property is listed for sale within three years of this Agreement.

BY THE TOWN OF READFIELD
through its Board of Selectboard:

Dated: _____

(1) _____

Print Name: _____

(2) _____

Print Name: _____

(3) _____

Print Name: _____

(4) _____

Print Name: _____

(5) _____

Print Name: _____

BY PAMELLA BELIVEAU (Owner)

Dated: _____

BY RENE BELIVEAU (Owner)

Dated: _____

14. The Town of Readfield reserves the right to enforce all of its land use laws regarding the Property and reserves the right to prosecute any violations of the Town of Readfield Ordinances or of this Agreement and to seek any recoverable costs or penalties, should any of the above conditions not be met.
15. Owners agree to hold harmless and indemnify the Town against any claim arising from the Town's investigation, determinations or enforcement actions related to the claimed violations.
16. This Agreement shall be binding upon Owners' successors and assigns and shall be disclosed to any prospective purchaser of the Property along with any other disclosures required by law, until such time mitigation has been determined to be completed or if the property is listed for sale within three years of this Agreement.

BY THE TOWN OF READFIELD
through The Selectboard:

BY PAMELLA BELIVEAU (Owner)

Dated: _____

Pamella Beliveau
Dated: January 18, 2023

(1) _____

Print Name: _____

BY RENE BELIVEAU (Owner)

(2) _____

Print Name: _____

René Beliveau
Dated: January 18, 2023

(3) _____

Print Name: _____

(4) _____

Print Name: _____

(5) _____

Print Name: _____

Anjelica Pittman

From: MONAHAN, CASEY <casey.monahan@avangrid.com>
Sent: Monday, December 12, 2022 1:44 PM
To: Anjelica Pittman
Subject: 10103427905 TPP Sadie Dunn Rd AKA Dunns Corner Rd Readfield
Attachments: 10103427905 TPP Telco.pdf

**Central Maine Power
Town Pole Permit
Fax Cover Sheet**

Date 12/12/22

Subject: Town Pole Permit

To: Town/City of Readfield

Road: Sadie Dunn Rd AKA Dunns Rd

CMP Job # 10103427905

From: Casey, CMP Line Clerk
E-mail Lineclerknewservice@cmpco.com
Fax: 207-629-2527

Please sign attached and fax or e-mail back.

If you have any concerns or questions, please call me direct at 1-207-629-2527

Thank You

Casey Monahan
Line Clerk, New Service
438 Sanford Road, Alfred, ME, 04002
Telephone 1-800-750-4000

Notification: 10103427905

Work Order: 801000507066

CENTRAL MAINE POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Readfield, Maine

To the: City

Town

County of: Kennebec, Maine

Central Maine Power hereby applies for permission to:

Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below. Consolidated Comm of Maine

Central Maine Power Company and ~~FairPoint New England~~ jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: existing p 5

2. Road (State & CMP): Sadie Dunn Road - aka Dunns Corner Road

3. Direction: north

4. Distance: 235 feet

5. Number of Poles: 5

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

Public Notice of this application has been given by publishing the text of the same

Not Published

In: []

On: []

Consolidated Comm of Maine

CENTRAL MAINE POWER COMPANY

~~FairPoint New England~~

By: Darlene Crockett

Date: 11/17/2022

By: Jessica Theriault 11/23/2022

Jessica Theriault - Right of Way

Notification: 10103427905
Work Order: 801000507066

LOCATION PERMIT

Consolidated Comm of Maine

Upon the Application of Center Maine Power Company and ~~FairPoint New England~~
dated 11/17/2022, asking for permission, in accordance with law, to construct and
maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
over, under, along or across certain highways and public roads in the location described in said application,
permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
said facilities and appurtenances in the City / Town of Readfield

approximately located as follows:

- 1. Starting Point: existing p 5
- 2. Road (State & CMP): Sadle Dunn Road - aka Dunns Corner Road
- 3. Direction: north
- 4. Distance: 235 feet
- 5. Number of Poles: 5

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

We (EMP) are wanting to fill this gap and do some relocating of poles in order to provide better service to our customers.

1:4,514

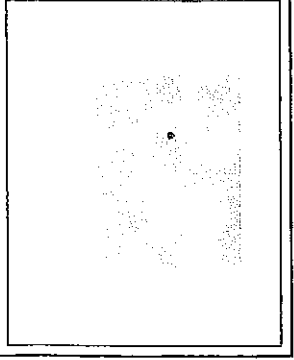


7523 0 376.17 7523 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd

THIS MAP IS NOT TO BE USED FOR NAVIGATION



- Legend**
- AnnoText
 - Damage Assessment Obstruct
 - Damage Assessment Tree
 - Damage Assessment Pole
 - <all other values>
 - OK
 - Learning
 - BrokenDown
 - Tracking
 - SwitchingAndOutageArea
 - DigLocation
 - DNRArea
 - ElectricStation
 - <all other values>
 - CustomerStation
 - Main Station
 - Net Station
 - RegulatorStation
 - Substation
 - TransmissionStation
 - StickyNotePoint
 - Customers
 - MiscNetworkFeature
 - <all other values>
 - Fault Indicator
 - ManPoint

NOTES



TOWN OF READFIELD

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355
Office (207) 685-4939 • Fax (207) 685-3420
Website: www.readfieldmaine.org

Simon Thorne
Senior Manager - Government Affairs
Consolidated Communications, Inc. (CCI)

January 23, 2023

Dear Mr. Thorne,

The Town of Readfield has been actively investigating approaches to bring affordable, reliable, and competitive broadband internet service to our residents for over four years. Our initial approach was to pursue a municipally owned and privately operated network. The prospect of a solution similar to CCI's "Fidium Fiber" was not on the table during that time but we are excited to consider it now, particularly in collaboration with some of our neighboring towns.

Your presentation has been reviewed by our Select Board and Broadband Internet Committee and both have recommend that the Town of Readfield pursue a partnership with CCI to investigate our service options, pursue grant funding, and seek to bring true broadband internet to all of our residents and businesses. We look forward to working with you in the coming months.

Thank you,

Readfield Select Board:

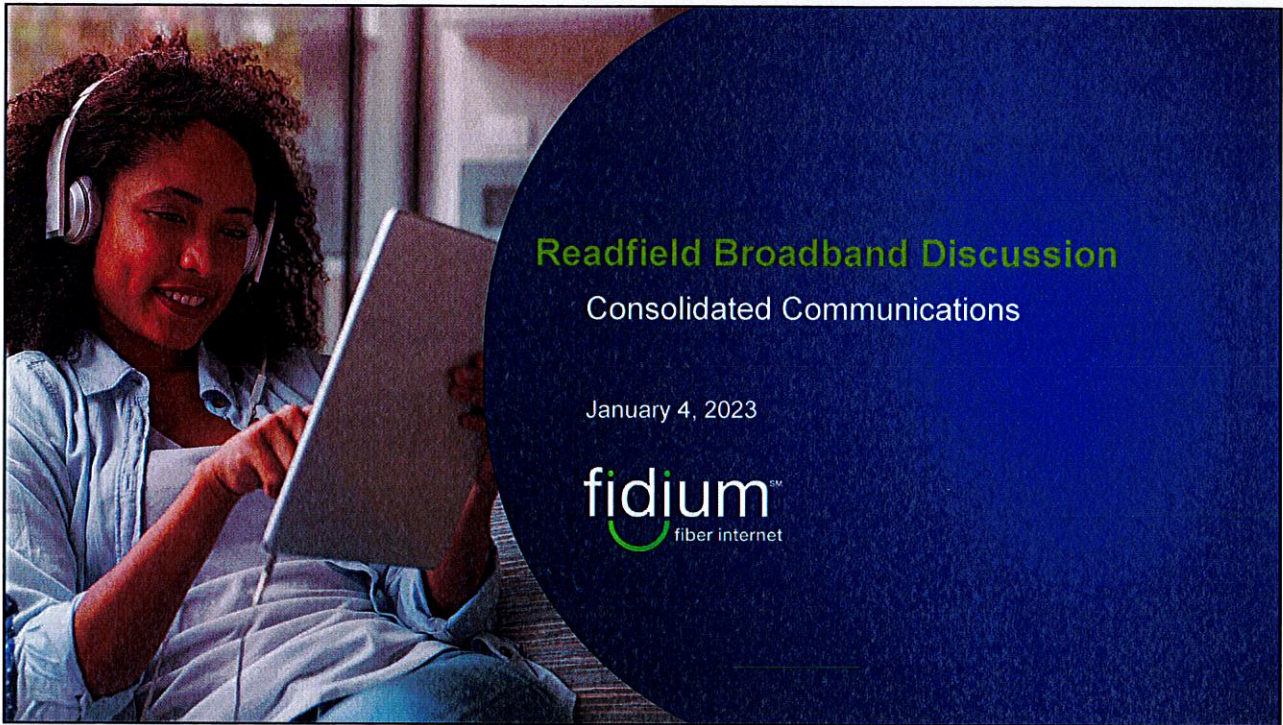
Dennis Price, Chair

Kathryn Mills Woodsum, Vice Chair

Steve DeAngelis

Carol Doorenbos

Sean Keegan



Agenda



- Introductions
- CCI's Community Broadband Team
- Company Overview & New Brand – “Fidium”
 - Speeds
 - Pricing
 - Contracts
 - Installation charges
- Funding Sources
 - Maine Connectivity Authority
 - ✓ Explanation of current grants
- Vetro Mapping
- Questions

CONFIDENTIAL AND PROPRIETARY – ONLY FOR INTERNAL USE

Introductions



Community Broadband Team – The team has significant experience working with Federal delegation and broadband programs, State officials and agencies like the Maine Connectivity Authority and their broadband programs, along with hundreds of towns and broadband groups across Vermont, New Hampshire and Maine.

- Rob Koester – Sr. Vice President of Product Management – 20 years
- Steve Freeman – Senior Director of Engineering – 20 years
- Erik Garr – President, Consumer and Small Business
- Mary Ellen Player – Vice President - Go to Market
- Brian Lim – Market Research Analyst
- Sarah Davis – Sr. Director – Gov’t Relations and Wholesale Strategies – 15 years
- Simon Thorne – Sr. Manager – Governmental Affairs – 22 years
- Jeff McIver – Project Manager – 10 years

We also have dedicated Maine Engineering and Design Group, and Operations Organization consisting of Construction and Installation and Repair workforce.

CONFIDENTIAL AND PROPRIETARY – ONLY FOR INTERNAL USE


Consolidated Overview



- **Extensive network:**
23 states; 46,300 fiber route miles
- **Top 10 fiber provider in the U.S.**
- **8,200 fiber miles in Maine**
- **3,400 employees**
- **690 employees in Maine**
- **780,000 Data and Internet Connections**
- **Diverse Carrier, Commercial and Consumer Customer Base**
- **Broad range of fiber-based broadband services**




Customer Experience – Pricing



<p style="text-align: center; font-weight: bold; font-size: 1.2em;">2 Gigs</p> <p>\$165/mo 1-year rate lock (\$190/mo after) Installation is \$199*** No contract Futuristic</p>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">1 Gig</p> <p style="text-align: right; font-size: 0.8em; border: 1px solid #92d050; border-radius: 50%; padding: 2px;">Most Popular</p> <p>\$70/mo 1-year rate lock (\$95/mo after) FREE installation No contract Supreme</p>	<p>All plans include:</p> <p>WiFi 6 gateway to enable faster speeds and wider coverage</p> <p>WiFi extenders we'll provide up to 2, plus additional extenders if needed</p> <p>Whole-home WiFi app to put you in control</p> <p>Proactive network monitoring to help resolve any issues</p> <p>Professional installation for speeds up to 1 Gig)</p> <p>\$5 discount with subscription to Paperless Billing and AutoPay</p>
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">250 Mbps</p> <p>\$60/mo 1-year rate lock (\$85/mo after) FREE installation No contract Advanced</p>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">50 Mbps</p> <p>\$35/mo 1-year rate lock (\$55/mo after) FREE installation No contract Essential</p>	

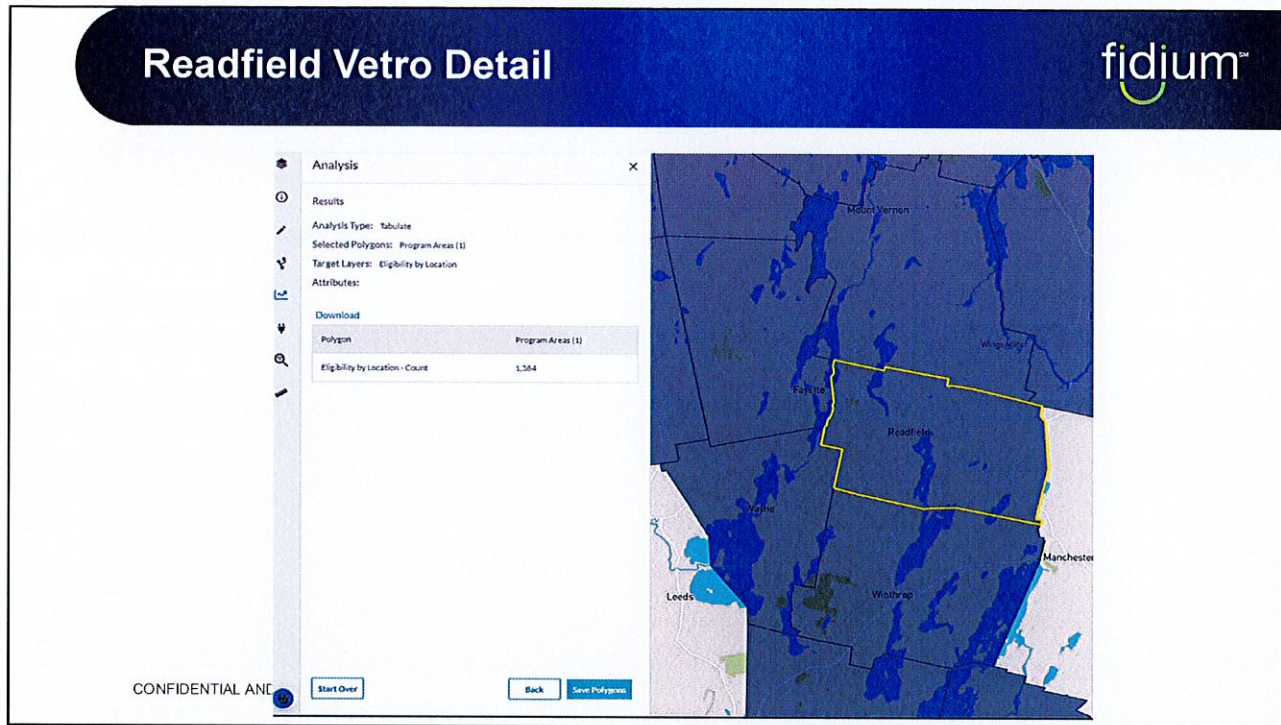
Fidium@Work business internet plans



<p style="text-align: center; font-weight: bold; font-size: 1.2em;">2 Gigs</p> <p>\$240.00/mo Same predictable price – year after year Installation is \$199 No contract Futuristic</p>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">1 Gig</p> <p style="text-align: right; font-size: 0.8em; border: 1px solid #92d050; border-radius: 50%; padding: 2px;">Most Popular</p> <p>\$190.00/mo Same predictable price – year after year FREE installation No contract Supreme</p>	<p>All plans include:</p> <p>WiFi 6 gateway to enable faster speeds and wider coverage</p> <p>WiFi extenders up to 2 available, if you need them, add'l for purchase</p> <p>Attune@Work WiFi app to put you in control</p> <p>Dynamic IP address 1 Static IP available for charge</p> <p>Proactive network monitoring to help resolve any issues</p> <p>Professional installation for speeds up to 1 Gig (\$199 for 2 Gigs)</p> <p>\$5 discount with subscription to Paperless Billing and AutoPay included in advertised price</p> <p>Optional add-on: 1 or 2 Unlimited Local & LD VoIP Calling Plan for \$20 per line</p>
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">600 Mbps</p> <p>\$140.00/mo Same predictable price – year after year FREE installation No contract Advanced</p>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">300 Mbps</p> <p>\$80.00/mo Same predictable price – year after year FREE installation No contract Essential</p>	

CONFIDENTIAL AND PROPRIETARY – ONLY FOR INTERNAL USE

Readfield Vetro Detail



Grant Process




○ Maine Connectivity Authority Grants

- Total eligible locations per Vetro mapping = 1384
- Total Ineligible locations per Vetro mapping = 3?
- Grant requirements of the November grant application
 - CCI must bring \$700 per passing to this grant regardless of any other commitments = \$968,800
 - Readfield can chose to make a financial contribution as well. This is not a CCI requirement.
 - Note that the MCA strongly encourages this contribution.
 - \$15 per location brings an extra 1 point to the overall grant = \$20,760
 - \$150 per location brings an extra 10 points to the overall grant = \$207,600
 - Build would take place at some point in 2024 depending on the grant guidance due sometime next spring.
- Construction would take somewhere between 3 to 6 months to complete (2024).
- Long driveways... how do we handle these.
 - Aerial
 - Underground
- Nation wide pricing.

CONFIDENTIAL AND PROPRIETARY – ONLY FOR INTERNAL USE

Funding Structures



Grant Funded

Consolidated Ownership Model

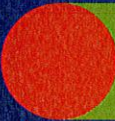
- Simplest option
- Consolidated Owns the entire network
- Town has no ownership responsibilities

Bond Funded


Partner Ownership Model

- Town owns backbone
- CCI owns drops and ONT's
- CCI acts as operator for Town owned infrastructure
- CCI owns CCI and RDOF funded infrastructure
- Small service fee for customers

9



Questions?



DRAFT

Readfield Select Board
January 23, 2023
Item # 23-076



Town of Readfield
Rules and Order of Business
[Procedures Manual for Board Members]

Table of Contents

- I. Purpose of Readfield’s Procedures Manual 2
- II. Overview of Basic Town Documents 3
- III. Readfield Select Board: General Powers and Responsibilities 4
- IV. Support Provided to Select Board 7
- V. Financial Matters 9
- VI. Communications.....10
- VII. Interaction with Town Staff/Officials12
- VIII. Select Board Meetings & Workshop16
- IX. Procedure Administration28
- X. Additional Training & Resource Materials29
- XI. Leaving Office30
- XII. Definitions.....31
- XIII. Appendices32
 - A. Resolution Adopting Select Board Rules of Conduct and Voting Procedures Chart
 - B. Boards and Commissions
 - C. Town Manager’s Ad Hoc Committees
 - D. Code of Ethics
 - E. Public Records and Proceedings – Freedom of Access Law – 2011
 - F. Legislative History
 - G. Ordinances, Policies, Permit Applications and the State Fireworks Law
 - H. Bylaws of the Select Board of Readfield, Maine
 - I. Select Board Orientation List
 - J. Town Manager Roles and Responsibilities

Approved: Month Day, 2023

“As a Select Board member, you not only establish important and often critical governance policies for the community, but you are also a board member, and responsible for the fiscal health, of a public corporation having an annual budget of over \$6 million. The scope of services and issues addressed by the Town organization go well beyond those frequently reported in the newspaper or discussed at Select Board meetings.”

I. Purpose of Readfield’s Procedures Manual

The Select Board of Readfield, Maine has prepared and adopted its own procedures manual to assist the Select Board by documenting accepted practices and clarifying expectations, all based on the Bylaws of the Select Board of Readfield, Maine. (See Appendix G.) Through agreement of the Select Board and staff to be bound by these practices, administration of Select Board affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Board members in their actions governing the Town of Readfield. This procedures manual will aid the Select Board in taking bold/responsible action, when necessary, to keep Readfield on the growing edge of well run, well managed, innovative towns.

Board Vision: *Our vision is a high quality of life for Readfield citizens. Central to this vision is a sustainable economy that offers an opportunity for everyone to have rewarding employment and for business to prosper, now and in the future. The people of Readfield bring this vision into reality by working together and building on our tradition of hard work, dedication, and ingenuity. **What is our vision statement?***

The following values should be maintained by the Board:

- High energy, open minded, achievement oriented,
- Have respect and care for each other,
- Be straightforward, no hidden agendas,
- Maintain humor,
- Traditions are respected, but not binding,
- Deliberate in many voices, but govern in one, and
- Collective rather than individual decisions.

Orientation of New Members: It is important that members of the Board gain an understanding of the full range of services and programs provided by the organization. As new members join the Select Board, department heads and committee chairs are instructed to provide invitations for members to tour facilities and meet with key staff. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations. An orientation list is provided in the Appendix H and will be reviewed at the Select Board Orientation meeting held in June.

II. Overview of Basic Town Documents

This procedures manual provides a summary of important aspects of Select Board activities. However, it cannot incorporate all material and information necessary for undertaking the business of a Select Board. Many other laws, plans, and documents exist which bind the Select Board to certain courses of action and practices. A summary of some of the most notable documents that establish Select Board direction is provided below.

Readfield Ordinances: The Town 's ordinances contain local laws and regulations approved by voters. They cover a variety of laws including, but not limited to, licensing, planning and land use, Floodplain Management, and Vehicles and Traffic. Town Ordinances are available at the Town Office and on the Town Website.

Readfield Policies: There are an array of policies that the Select Board has reviewed and approved over the year, including an Employee Handbook which was intended to address the overall expectations of all Readfield employees and Readfield as the Employer. Town Policies are available at the Town Office and on the Town Website.

Maine Statutes: State Law contains many requirements for the operation of Town government and administration of meetings of Select Boards throughout the state. Readfield is organized in accordance with provisions of the statutes. Readfield has the Select Board-Town Manager form of government. This form of government prescribes that a Select Board's role is to establish policies and priorities, while the role of the Town Manager is the chief executive officer.

Annual Budget: The fiscal year of the Town shall begin on the first day of July and end on the last day of June of the ensuing year. The Town's annual budget provides a description of Town services and the resources used to provide services. The document contains a broad overview of the budget as well as descriptions of programs offered within each division of the organization. The Maranacook school budget is developed solely by the School Board and is voted on by the public through secret ballot.

Comprehensive Plan: A state-mandated comprehensive plan adopted by the Board addresses future land development plans and policies. This is required to be reviewed and re-written every ten years.

Capital Plan: The Town has developed an extensive capital plan for projects. The plan includes development fees, taxes, and other revenues dedicated to capital expenditures.

Annual Report: This document is a requirement by State law. It provides an overview of Town departments, divisions, and programs as well as some performance metrics and is published in May.

Comprehensive Annual Financial Report (CAFR): This set of U.S. government financial statements comprises the financial report of the Town of Readfield. It complies with the accounting requirements established by the Governmental Accounting Standards Board (GASB). GASB provides standards for the content of a CAFR in its annually updated publication Codification of Governmental Accounting and Financial Reporting Standards.

A CAFR is audited by an external firm hired by Select Board. The document is composed of three sections: Introductory, Financial and Statistical. It combines the financial information of fund accounting and Enterprise Authorities accounting. Our accounting firm audits this document for Board acceptance each year.

III. Readfield Select Board: General Powers and Responsibilities

- A. **Select Board Generally:** The powers of a Select Board in Maine to establish policy are quite broad. Essentially, Boards may undertake any action related to Town affairs other than those forbidden or pre-empted by State or Federal law. Specifically, the Board shall have the power, in the name of the Town, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which the Constitution and laws of the State of Maine do not specifically forbid.

It is important to note that the Board acts as a body. No member has any extraordinary powers beyond those of other members. While the Town Manager has some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting, and in other significant areas, all Board members are equal.

It is also important to note that policy is established by at least a majority vote of the Board. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Town to a course of action. In turn, it is staff's responsibility to ensure the policy of the Board is upheld. Actions of staff to pursue the policy direction established by a majority of Board do not reflect any bias against Board members who held a minority opinion on an issue.

Limitations are imposed on a Board member's ability to serve on advisory boards of the Town. No member of the Board shall be appointed to or serve as a voting member of any Select Board, committee, or commission, whether composed of citizen volunteers, Town employees, or a combination of both, except where the committee specifically requires a Select Board representative, such as the multitown Solid Waste and Recycling Committee. This is not construed as prohibiting members of the Board from serving on committees or subcommittees of the Board itself, or of agencies representing other levels of government.

In fact, Board members are encouraged to participate and provide leadership in regional, state, and national programs and meetings. Board members are strongly encouraged to report to the Board on matters discussed at subcommittees and other regional, state, and national board/agency/group activities in which they have been involved.

Board members may choose to participate in community activities, committees, events, and task forces. When a Board member participates in these types of activities, the Board member is acting as an interested party rather than acting on behalf of the Select Board.

Select Board members should familiarize themselves with all Ordinances, Policies, Permit Applications and the State Fireworks Law, all of which are listed in Appendix F and can be located and read on the Town website readfieldmaine.org

- B. **Hiring of a Town Manager:** The Select Board hires one position within the Town organization: the Town Manager who serves at the will of the Select Board.
1. The Town Manager is an employee of the Town and shall have an employment agreement that specifies the terms of employment including an annual evaluation by the Select Board.
 2. The Town Manager shall receive a negotiated contractual salary.
 3. The appointment shall be for a term of up to three (3) years.
 4. The Town Manager is responsible for all other personnel appointments within the Town.

c. **Role of the Town Manager:** The Town Manager is the functional head of the Town. The specific duties of the Town Manager are laid out in the Town Manager Roles and Responsibilities document which is included here in Appendix I.

The Town Manager is assigned by the Select Board to consult and coordinate with the Select Board Chair and Vice-Chair in the development of agendas for meetings of the Select Board. The scope of such review focuses on the timing of business items and the volume of business that can be considered at any one meeting. Such review does not allow for a unilateral unlimited delay of items to be considered by the Board. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by the full Select Board.

The Town Manager may call attention to any point the Town Manager may believe is a critical factor relating to an item before the Select Board during their meeting.

D. Deputy Town Manager: Appointed by the Town Manager. The Deputy Town Manager shall perform the duties of the Town Manager during the Town Manager's absence or disability. The Deputy Town Manager shall serve in this capacity at the pleasure of the Select Board. In the event of a vacancy in the office of Town Manager, the Deputy Town Manager shall assume the office of Town Manager with all the duties and obligations of that office until a new Town Manager is hired by the Select Board.

E. Appointment of Advisory Bodies: The Town has several standing boards/committees/commissions. In addition, special-purpose citizen committees are encouraged and are often appointed by the Select Board to address issues of interest. Some boards/committees/commissions will consist of a Select Board member who in some cases have voting privileges. The members who are residents of Readfield are nominated by the Town Manager and confirmed by the full Board. The following procedures reflect the policy of the Select Board regarding the appointment of volunteer citizens to the various advisory bodies of the Town.

1. The establishment of these procedures ensures that well-qualified, responsible and willing citizens are given the opportunity to serve the Town and participate in the governing of their community. These procedures apply to all appointments and reappointments to standing advisory bodies.
2. **Qualifications:** A member must be knowledgeable in the areas of interest of the board/commission on which they wish to serve. All members must be residents of the Town of Readfield during the term of appointment. Non-residents may participate in committee activities but cannot hold an official appointment.
3. Names to be considered for appointment will be submitted to the Town Manager. The applicant must be at least 18 years of age at the time of appointment unless it is specified that a youth member is desired. While seated commission members may request that the Town Manager seek certain qualifications from new appointees, only the Select Board appoints.
4. **Terms:** Unless otherwise stated by the Code, the term of office on most boards/committees/commissions is three (3) or five (5) years for regular members. The term of office for alternate members varies.
5. No person should serve on more than one board/committee/commission at a time. However, individuals with special qualifications may be asked to serve on an additional board/committee/commission, and some boards/committees/commissions may require representation from other bodies.

F. Board Role in Disaster (Emergency Management): It is the intent and purpose of this article to establish an office that will ensure the complete and efficient utilization of all Readfield facilities to prepare for and respond to disasters; natural, fabricated enemy attack, or others. The Office of Emergency Management will be the coordinating agency for all activity in connection with emergency planning. This article will not adversely affect the work of any volunteer agency organized for relief in disaster emergencies. It will be the instrument through which the community officials may exercise the authority and discharge the responsibilities vested in them in Title 37-B, M.R.S.A. §781-834. The Board's role is described in the Emergency Management Regulations.

IV. Support Provided to Select Board

- A. **Staff/Clerical Support:** General staff and administrative support to members of the Select Board is provided through the Town Manager’s Office. Support services including scheduling of appointments, receipt of telephone messages, assistance with the Internet and town assigned email, and other reasonable items as needed.
- B. **Interference with Administration:** Except for the purposes of inquiries, the Select Board, or any of its members, shall deal with Town employees who are subject to the direction and supervision of the Town Manager solely through the Town Manager. The Select Board, or any of its members, shall not give orders to any such employees either publicly or privately. Sensitivity to the workload of support staff members in the Town Manager’s Office is appreciated. Please note that the individual may have other work assigned with high priority. Should requested tasks require significant time commitments, prior consultation with the Town Manager is requested.
- C. **E-mail & Computer Access:** Each Board member is provided with a Town of Readfield email account for corresponding to constituents, other members of Board, and other Town related contacts. Please use the Town’s e-mail system for the conduct of official business, and not for personal or political reasons.
1. All email correspondence, both in and out of Town issued email accounts are public records under the “Right to Know Law”. This means that they open for public viewing in the event of any legal discovery including inquires under the Maine Freedom of Access Act (FOAA). Emails are retained via backup procedures for these purposes, this includes emails deleted from your mailbox.
 2. Access to email is currently provided to Board in two forms through a local Microsoft Exchange server with web backup. Microsoft Outlook offers both app-based and browser-based options for use by Town employees and elected officials. Microsoft Outlook is operating system agnostic and can be used on any computer.
 3. Computer access for Select Board members is provided through Surface tablets assigned to each Board member, which will be outlined later in the document.
 4. Distribution of email accounts and email access is given after the Board is inaugurated.
 5. The appropriation of email accounts are as follows:
 - Town Manager and all Board Members are given a Town email address;
 - In June following an election, the Select Board receive @Readfieldmaine.org addresses;
 - A packet containing information on how to access the email system and a detailed instructional packet is provided after inauguration.
 - Automatic message forwarding is prohibited.
 - The Communications Department will provide a signature template.
 6. Individual Email Accounts:
 - Town Manager manager@Readfieldmaine.org
 - Select Board Chair dprice@Readfieldmaine.org
 - Select Board Vice-Chair kwoodsum@Readfieldmaine.org
 - Select Board Member sdeangelis@Readfieldmaine.org
 - Select Board Member cdoorenbos@Readfieldmaine.org
 - Select Board Member skeegan@Readfieldmaine.org
 7. **It is important to note that emails between Select Board members can only include the sender and one other Select Board member in order to not constitute a meeting which must be in public.**

Brief overview of accessing the secure email system.

- Navigate one's favorite web browser to <https://mail.readfieldmaine.org>
- Members will be able to log in using their assigned username and password.
- Once inside the program – email, calendar, and contacts will be accessible.

- D. **Meeting Rooms:** A conference room is available on the first floor of Town Hall for shared use by staff and members of the Select Board. To reserve this room, please contact the front desk clerk in the Town office (207) 685- 4939.
- E. **Mail, Deliveries:** Members of the Select Board do receive mail and other materials from the public, private interests, and staff at Town Hall. A mailbox is maintained in the Town Managers Office at Town Hall. Meeting agendas and packets are sent electronically on Friday afternoons prior to a scheduled Board meeting.
- F. **Tablets:** The Town of Readfield will make available to Select Board members a Windows Surface device during their term in office. After their term, the Surface device becomes the sole property of the Town. The Town will purchase and install all software required to use the Surface device for Town business. The Town Manager and IT support will only provide Surface device support as it relates to Town needs and applications while the Select Board member is in office.

V. **Financial Matters**

- A. **Select Board Compensation:** The Town Warrant provides compensation to members of the Select Board. The Select Board members shall receive an annual stipend, payable quarterly in an amount established through the budget process. A seated Select Board may not increase its own salary. The Board may, by warrant article, change the annual salary of the Select Board Members, but no such salary shall become effective until approved by the voters of Readfield in the next regularly scheduled municipal election, either primary or general.
- B. **Expenditure Allowance:** The annual Town budget includes an expenditure allowance for expenses necessary for members to undertake official Town business. Eligible expenses include membership in professional associations, attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. In addition, mileage reimbursement is made for Town business.

It is very important to note that any expense must be related to Town affairs. Public property and funds may not be used for any private or personal purpose. Courts have ruled that this prohibition includes personal political purposes.

- C. **Town budgetary practices and accounting controls apply to expenditures within the Select Board budget:** Board members expenditures will be handled by the Town Manager and shall remain within the annual allocation. When exceptional circumstances require that additional amounts be allocated, the request must be made to the Town Manager, and Select Board action may be necessary. Reimbursement requests should be made through the Town Manager's Office immediately following an expense, with receipts. Expenditure records are public information.

VI. Communications

- A. Overview:** Perhaps the most fundamental role of the Board as a group is communication – communication with the public to assess community opinions and needs as well as communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the Select Board performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Board. Equally important, when members are expressing personal views and not those of the Board, the public should be so advised.
- B. Correspondence from Board Members:** Members of the Select Board could be called upon to write letters to citizens, businesses, or other public agencies. Typically, the Town Manager will be charged with transmitting the Town’s official position on policy matters to outside agencies on behalf of the Select Board. Individual members of Board could be asked to prepare letters for constituents in response to inquiries or to provide requested information.
1. On occasion, members may wish to transmit correspondence on an issue upon which the Board has yet to take a position or about an issue for which the Board has no position. In these circumstances, members should clearly indicate within letters that they are not speaking for the Select Board as a whole, but for themselves as one member of Board.
 2. After the Select Board has taken a position on an issue, official correspondence should reflect this position. In addition, Town letterhead and staff support cannot be utilized for personal or political purposes.
 3. Board members could be asked to prepare letters of recommendation for students and others seeking appointment. It is appropriate for individual Board members to utilize Town letterhead and their Board titles for such letters. No review by the full Board is required.
 4. Speaking for “the Town” – Similar to written correspondence, when members are requested to speak to groups or are asked the Board’s position on an issue, the response should reflect the position of the Board as a whole. Of course, a member may clarify their vote on a matter by stating, “While I voted against X. the Select Board voted in support of it.” When representing the Town at meetings or other venues, it is important that those in attendance gain an understanding of the Select Board’s position as well as that of the individual member.
 - a. **Official Select Board Positions:** The primary use of Town letterhead is to communicate official Board positions on matters of public concern. It is the role of the Town Manager to communicate these positions. No other Board member shall communicate official Select Board positions utilizing Town letterhead or the Town logo or any approximation of either in their correspondence.
 - b. **Individual Board members Concerning Town Matters:** Individual Board members may not use Town Letterhead or the Town Logo in correspondence on matters concerning official Town business including a Board member’s independent opinion on any official matter. All materials must adhere to local, state, and federal retention requirements.

C. Social Media

1. Select Board Members, Committee, Commission and/or Board Members may choose to post and/or comment on various social media sites using their personal accounts. In these instances, it is recommended that the content and tenor of online comments and information posts should model the same decorum displayed during Select Board, Committee, Commission, Board and community meetings. Please use good judgement when posting to social media.
2. **Public Records and Retention:** All information posted, and other activity conducted on social media sites is subject to the Public Records Act and record retention guidelines.
3. All information and content on a Town social media site that is required to be retained under state and local retention policies and guidelines shall be maintained for the required retention period in a format that preserves the metadata of the original record. Prior approval of the retention format and procedures for each Town social media tool being used shall be received from the Town Manager.
4. All laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Town of Readfield's own copyrights and brands shall be followed on social media sites.

D. Press Conference: Prior to holding a press conference, the Town Manager should, as a courtesy, inform members of the Select Board. Statements representing community positions on any issue requires a prior affirmative Board vote endorsing the stated position.

E. Role of Commission Liaison: Members of the Select Board may be assigned to serve in a liaison capacity with one or more Boards, Committees or Commissions. The purpose of the liaison assignment is to facilitate communication between the Select Board and the advisory body. The liaison also helps to increase the Select Board's familiarity with the membership, programs, and issues of the advisory body. In fulfilling their liaison assignment, members may elect to attend Board/Committee/Commission meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis.

In interacting with commissions, Board members are to reflect the views of the Board as a body. Typically, assignments to commission liaison positions are made at the beginning of a Board term. The Town Manager will request liaison assignments which are desired by each member and will submit recommendations to the full Board of the various committees, boards, and commissions which Select Board members will represent as a liaison. A vote of the Select Board will be taken to confirm all appointments.

F. Boards, Committees and Commissions: See Appendix F – Boards, Committees and Commissions

VII. Interaction with Town Staff/Officials

- A. **Overview:** Select Board policy is implemented through professional staff. Therefore, it is critical that the relationship between the Select Board and staff be well understood by all parties so policies and programs may be implemented successfully. The Town of Readfield has a long tradition of positive relationships between members of the Select Board and staff. To maintain these effective relationships, it is important that roles be clearly recognized.
- B. **Town Manager-Select Board Form of Government:** Readfield has adopted a Town Manager - Select Board form of government. This structure reflects that it is the Select Board's role to establish Town policy and priorities. The Select Board hires a Town Manager to implement this policy and undertake the administration of the organization. The Select Board shall work through the Town Manager in dealing with Town staff.

The Town Manager is hired by the Select Board to enforce its laws, to direct the daily operations of Town government, to prepare and monitor the budget, and to implement the policies and programs initiated by the Select Board. The Town Manager is responsible to the Select Board rather than to individual Board members, and directs and coordinates the various departments.

- C. **Board/Administrator Relationship:** The employment relationship between the Select Board and 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. 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.
- D. **Evaluation:** 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 several areas of performance when evaluating the Town Manager: leadership, judgment and problem solving, communications, interpersonal/ community relations, and ability to accomplish goals and objectives are a few examples.
- E. **Communication:** 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 the formal Board meetings, the Town Manager sends email communication to the Board to keep them informed on topics. Communication must be undertaken in such a way that all Board members are treated similarly and kept equally informed. It is equally important that the Board provide ongoing feedback, information, and perceptions to the Town Manager including some response to written communication requesting feedback. It is important to note that emails between Select Board members can only include the sender and one other Select Board member in order to not constitute a meeting which must be in public.
- F. **Town Manager's Code of Ethics:** The Town Manager is subject to a professional code of ethics from the professional association (ICMA). 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.

G. Select Board/Town Attorney Relationship: The Town Attorney is the chief legal advisor for the Select Board, Town Manager, and all Town departments, boards, agencies, committees, and commissions. The Town Attorney shall serve at the will of both the Town Manager and the Select Board. The Select Board shall have the right to employ or retain special attorneys, and appoint council to advise any Board, Committee or Commission, if it deems it to be in the best interests of the Town. Individual Select Board Members are prohibited from contacting the Town Attorney without prior approval by the Board as a whole. The general legal responsibilities of the Town Attorney are to:

1. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
2. Represent the Town's interest, as determined by the Town Manager, in litigation, administrative hearings, negotiations, and similar proceedings;
3. Assist preparation of ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes for which they are prepared; and
4. Keep the Select Board and staff apprised of court rulings and legislation affecting the legal interest of the Town. It is important to note that the Town Solicitor does not represent individual members of Board, but the Select Board as a whole.

H. Roles and Information Flow

1. **Objectives:** It is the intent of staff to ensure Select Board member's free access to information from the Town and to ensure that such information is communicated completely and with candor to those making the request. To carry out this responsibility, however, Select Board members must avoid intrusion into those areas that are the responsibility of staff. Individual Select Board members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Select Board as a whole. This is necessary to protect staff from undue influence and pressure from individual Select Board members, and to allow staff to execute priorities given by management and the Select Board as a whole without fear of reprisal.
2. **Select Board roles:** The Select Board by ordinance, may create, change, and abolish offices, departments, and agencies. The Select Board, by ordinance, may assign additional functions or duties to offices, departments, or agencies.
 - Individual members of the Select Board should not attempt to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities without the prior knowledge and approval of the Board as a whole. If a Select Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Select Board to do so as a matter of Select Board policy.
 - Should a Select Board member become dissatisfied about a department, they should always talk it over with the Town Manager, not the department head. Concerns about the department head must be taken to the Town Manager only. Individuals are responsible to initiate resolution of problems as soon as possible and not let them fester.
3. **Access to Information:** Individual Select Board members as well as the Select Board as a whole are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and

candor of staff in being provided with any requested information. Appropriate personnel will pass critical information to all Select Board members. The Town Manager or appropriate staff will always inform the Select Board when a critical or unusual event occurs about which the public would be concerned.

4. **Public Records:** The law's definition of "public records," while broad, excludes records designated confidential by other laws (see 1 M.R.S.A. § 402(3)). Because such designations are widely scattered throughout both State and federal statutes, some commonly encountered exclusions are listed alphabetically below.
 - a. Ambulance and rescue records, including medical records, 1 M.R.S.A. § 402(3)(H).
 - b. Concealed weapons applications, 25 M.R.S.A. § 2006.
 - c. Criminal history and records information, 16 M.R.S.A. § 611 et seq. This law covers only certain records held by municipal police departments; you must read the definition section carefully to identify what is and is not confidential.
 - d. General assistance, 22 M.R.S.A. § 4306.
 - e. Identities of minors participating in municipal recreation programs, 1 M.R.S.A. § 402(3)(K).
 - f. Income tax information, 26 U.S.C. § 6103 et seq. MMA Legal Services routinely advises that tax-related information is not public under most circumstances. This includes FICA withholding and other deductions or withholdings.
 - g. Juvenile records and reports of municipal fire departments regarding the investigation and family background of a juvenile fire setter, 1 M.R.S.A. § 402 (3) (I).
 - h. Nutrient Management Plan, 7 M.R.S.A. § 4202(1) submitted by a person who owns or operates a farm.
 - i. Personnel records, 30-A M.R.S.A. § 2702. This includes records pertaining to an identifiable employee and containing the following: medical information (physical and mental problems); performance evaluations and personal references: credit information, information about the personal history, general conduct or character of members of an employee's immediate family; complaints, charges and accusations of misconduct and replies to same, and other information which may result in disciplinary action. Resumes, applications, references, and other information submitted by a person seeking municipal employment, are confidential, but except for letters and notes of reference expressly submitted in confidence, the application, resume, and letters and notes of reference of a successful applicant become public records after that applicant is hired. (Unlisted telephone numbers remain protected.)
 - j. Poverty abatement applications, 36 M.R.S.A. § 841.
 - k. Protection from abuse, 19-A M.R.S.A. § 4008. This law authorizes the court to order the omission or deletion from publicly available records of the address of the plaintiff or minor child; when a municipal official receives a copy of such an order, they must maintain the confidentiality of that address.
 - l. Voter address, 21-A M.R.S.A. § 22(3). Where a voter submits to the registrar a signed statement that the voter has good reason to fear for the safety of the voter or the voter's family if the voter's address were public, the registrar shall treat that voter's address only as confidential, and not as a public record. Moreover, because new statutes regarding confidentiality are enacted almost annually, a thorough search of Maine statutes should be undertaken before granting a request for records. Select Board members have a responsibility in this information flow as well. It is critical that they make extensive use of staff and commission reports and commission minutes. 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 from staff, if necessary.
5. **Staff roles:** 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 Select Board as a whole or from the appropriate management supervisors. Staff is directed to reject any attempts by individual members of the Select Board to unduly 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 requests made by individual Select Board members for information or assistance, 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 one hour or more of staff time to complete, that request may be included as a request submitted by Select Board on the formal Select Board agenda for full Select Board discussion.

6. **Magnitude of Information Request:** Any information, service-related needs, or policy positions perceived as necessary by individual Select 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.

7. **Staff Relationship with Advisory Bodies, Boards, Committees and Commissions:** Staff support and assistance may be provided to commissions and task forces, but advisory bodies do not have supervisory authority over Town employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the Town Manager. The members of the committee/commission/ board are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with its policies. Staff support includes preparation of a summary agenda, and preparation of reports providing a brief background of the issue, a list of alternatives, recommendations, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person may serve as secretary, taking minutes as needed. It is important that advisory bodies wishing to communicate recommendations to the Select Board do so through adopted or approved Select Board agenda procedures. In addition, when a commission wishes to correspond with an outside agency, correspondence should be reviewed and approved by the Select Board. Individuals who would like a commission to review a particular issue must also gain approval for such a request from the full Select Board. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations. The Select Board has determined that Select Board members should not lobby Advisory body board members for particular votes. However, Select Board members may request that board members consider certain issues during their deliberations.

VIII. Select Board Meetings

- A. **Board Meeting Schedule:** Meeting times and dates are established annually by the Select Board, and the Select Board shall meet regularly at least once in every month.
1. **Regular Board Meetings:** Regular meetings are held every other Monday in the Town Hall upstairs meeting room, 8 Old Kents Hill Road, Readfield, Maine. The public sessions of meetings begin at 6:30 p.m. with executive sessions generally being held prior to that time. There will be no new business after 8:30pm, unless the Select Board votes to continue. In the event that a regular meeting of the Board falls on a legal holiday or the day prior to a holiday, the meeting is usually held the day following observance of the holiday. Board members should inform the Town Manager as soon as possible if they intend to be out of town on a set meeting date. Meetings are always available via Zoom for the public and for Select Board members when a need arises.
 2. **Special Board Meetings:** Special meetings may be called by the Town Manager, or by four members of the Select Board. Written notice must be given to the Select Board and to the media 24 hours prior to a special meeting. No business other than that announced may be discussed. All meetings shall be public. Notice requirements of the Right to Know Law shall be complied with for all meetings; minutes of the meeting shall be taken by the Town Clerk or designee and shall be available for public inspection.
 3. **Other Locations:** The Board may, from time to time, elect to meet at other locations within the Town and upon such election shall give public notice of the change of location in accordance with provisions of the Code.
 4. **Location During Local Emergency:** If, by reason of fire, flood or other emergency, it shall be unsafe to meet in the Town Hall, the meetings may be held for the duration of the emergency at such other place as may be designated by the Town Manager or, if the Town Manager does not so designate, by the Deputy Town Manager.
 5. **Canceled Meetings:** In the event that a regular meeting of the Select Board falls on a legal holiday or the day prior to a holiday, the meeting is usually held the day following observance of the holiday. At other times when the Select Board deems appropriate, one or more regular meetings may be canceled by a majority vote of the Select Board. The Select Board must meet regularly, however, at least once each month. The Town Manager may cancel a Select Board meeting during a winter storm event.
- B. **Placing Items on the Agenda**
1. **Town Manager or Select Board:** The Town Manager or a Select Board member may request an item to be considered on a future agenda. Such request should be submitted to the Town Manager for review and action.
 2. **Readfield Town Staff:** Many times, Town Staff will have ideas, projects, or items which require Select Board input or approval. Such items should be submitted to the Town Manager for review and action.
 3. **Members of the Public:** A member of the public may request an item/and or petition to be placed on a future agenda through communication with Select Board members or the Town Manager. The Town Manager will review and act upon the request. Some requests may not require Select Board action.

4. **Emergency Items and Items not on the agenda:** Emergency items and items not on the agenda may be added to an agenda under “Other Business”. Emergency items are only those matters affecting public health, life, property, or the public peace.
5. **Deadlines:** The agenda shall close seventy-two (72) hours before such meeting and shall be made public. All item commentaries and supporting documentation for Board meetings must be turned in by 2:00 p.m. on the Wednesday before the scheduled meeting, so that the agenda and packets can be prepared and ready to go prior to 5:00 p.m. on Friday. When commentaries are not turned in by the deadline, it then places the burden on the Town Manager who will then need to work after hours to get the packets done and this sometimes doesn’t give enough time for officials and media to review them. Any agenda items receiving new information on the day of the meeting may be tabled until the next meeting.

C. Tips on the Dais

1. **Televised meetings:** As part of its franchise agreement with the Town of Readfield, Charter provides the Town with a channel on the local cable television system as a means for providing municipal information to the citizens of Readfield. The Town Hall upstairs room is equipped with a public address system. The system provides microphones at the dais, and a podium. There are several issues related to the sound system which are important to keep in mind:
 - Board members should remember to lean forward and speak into the microphone which amplifies into Board chambers and provides the audio for those viewing on television.
 - Use caution when discussing matters near a microphone before the meeting starts. During the cable television setup process, microphones are on and televising background sounds even before the meeting starts.
 - Speakers shall come forward to the podium. Do not allow people to speak from the audience, as those viewing on television cannot hear them.

D. Order of Business

The Select Board establishes the general order of meetings through the adoption of a resolution. This section summarizes each meeting component (the format is also provided in Appendix C).

- i. **Call to Order:** Select Board Chair’s responsibility to start the meeting.
- ii. **Pledge of Allegiance:** Please stand and participate in the Pledge.
- iii. **Roll Call:** Recognition of members present, those absent, and those excused.
- iv. **Regular Meeting Items:**
 1. **Approval of Minutes:** Minutes of the Select Board meetings are narrative minutes, wherein general narrative is included, with motions and votes shown in the record. Such minutes shall be submitted to the Board for approval and/or correction in draft form at a subsequent meeting under new business. It is the policy of the Select Board that only the Town Manager, members of the Board, and the Select Board Secretary has the authority to revise the minutes subject to a majority vote of the Select Board. Board members having only typographical corrections to minutes are encouraged to provide such corrections to the Select Board Secretary directly and need not wait to submit such corrections at a meeting. As a time saving measure, even full correction items should be written ahead and passed to the Select Board Secretary before the meeting. Minutes are recorded in a book designated for Select Board Minutes only, and are accessible on the Town website.
 2. **Approval of Warrants:** A member of the Select will present the current warrants for payments and provide a brief summary of expenditures. The warrants are printed in the packet and available to the public. Each Select Board member is responsible for warrant review for one quarter each fiscal year with the exception of the Chair who fills in when notified of a time conflict by the member. The Select Board votes to accept the warrants.

- v. **Communications:** This is a time for general communication to and from the Select Board.
 1. **Select Board:** An opportunity for Board Members to share topics of interest to them, events taking place, requests for further information, or future agenda items for consideration. No discussion of agenda items may be held here.
 2. **Staff Reports:** The Town Manager presents the current status report since the last meeting. An opportunity for the Town Manager to share with the Select Board, and the General Public issues or concerns of staff, the community at large, or future items that the Board may need to take action on (not ready for new business discussion or debate, but topics that may already being discussed publicly). The Treasurer presents the monthly report for the previous month at the first meeting of the month.
 3. **Boards, Committees, Commissions and Departments:** Representatives from different advisory boards, committees, or commissions may speak to the Board. It is encouraged that members of these organizations inform the Town Manager prior to their attendance so that they can plan accordingly.
 4. **Boards, Committees and Commissions Minutes:** Minutes are recognized from the most recent meetings. Minutes are due to the Town Office within a week of each meeting.
 5. **Public:** The Public will be allowed to speak for a maximum of three (3) minutes during the public comment item on the agenda. Members of the public will sign up ahead of the start to the meeting and state their full name and address of residence. In addition, the public is allowed to speak at the Town Manager's discretion and during public hearings on specific matters.
- vi. **Appointments, Reappointments, and Resignations:** This section is for dealing with membership to boards/committees/commissions.
- vii. **New Business:** Items requiring Board vote that may require additional information. A Board member may ask questions on any item on the agenda. Board members are encouraged to seek clarifications prior to the meeting, if possible. A member may request an item be referred to the next Board meeting for further discussion. Examples of items include reading and adoption of ordinances, various resolutions approving agreements, minor budgetary items, public hearings, status reports, approval of bids, routine Town operations, various licenses and permits, reviewing plans that are in progress, consideration of proposals, and any other business items that have not previously come before the Select Board. These items shall be approved, adopted, accepted, etc., by motion of the Select Board.
- viii. **Old Business:** Items requiring Board vote that have previously been considered by the Select Board and may require additional information. A Board member may ask questions on any item on the agenda. Board members are encouraged to seek clarifications prior to the meeting, if possible. A member may request an item be referred to the next Board meeting for further discussion. These items shall be approved, adopted, accepted, etc., by motion of the Select Board.
- ix. **Other Business, Upcoming Meetings, and Future Agenda Items:** This section is informative only and used primarily for planning purposes with the entire Select Board.
- x. **Workshop:** This is a chance for discussion, presentation, or problem solving with the Board and is a part of the larger meeting. Items discussed will not have any Select Board action, but may be moved to the New Business section at a future meeting.
- xi. **Executive Session (closed to the public):** The ability of a Select Board to conduct executive sessions is restricted by state law. A motion to go into executive session shall indicate the precise nature of the business of the executive session. Certain defined circumstances exist wherein a Select Board

may meet without the public in attendance. Such circumstances include:

1. **Real Property:** The purchase, sale, exchange, or lease of real property with the Town's negotiator must be announced in open session prior to the executive session.
2. **Litigation:** Pending or a significant exposure to litigation, or the decision to initiate litigation. The litigation or title must be identified in open session prior to the executive session unless the Select Board states that to do so would jeopardize its ability to conclude existing settlement negotiations or make service of process.
3. **Personnel:** An executive session is held to discuss the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear complaint against the employee unless the employee requests a public hearing.
4. **Labor:** Labor contracts, proposals, and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions.
5. **Poverty Property Tax Abatements:** Under 36 M.R.S.A §841, municipalities may abate (forgive) a property tax for "error or mistake" including illegality or irregularity, or for reason of "infirmity or poverty".

In order to make this somewhat confusing process an understandable one for the individual(s) involved, a policy and application were drafted. It is critical to stress that there shall be no violation of closed session confidential information. Members of the Select Board, employees of the Town, or anyone else present shall not disclose to any person, including effected/opposing parties, the press, or anyone else, the content or substance of any discussion, which takes place in a closed session without Select Board direction and concurrence. Typically, executive sessions are scheduled prior to the public portions of the meeting. This is done so public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a time certain and the Town Manager and Town Manager will consult as to when the timing of an executive session will take place.

- xii. **Report from Executive Session:** A motion to exit executive session shall be held as part of public record. After a motion, second and vote take place, further action should be considered, and a motion should be made. This would be the report from executive session. If there is no report, that should be stated by a member of the Board.
- xiii. **Adjournment:** A motion, a second, and a vote of the Board would be required to end a meeting.

E. General Procedures

The Select Board may choose to use a modified version of Roberts Rules of Order. Roberts Rules was developed for large-scale legislative bodies. A scaled-down and modified version is more appropriate for a Board having five members. It is the policy of the Board not to become involved in the entanglements over a parliamentary procedure. Consistent with any applicable Town ordinance, statute or other legal requirement, any issue of procedure relating to the conduct of a meeting or hearing not otherwise provided for herein may be determined by the Town Manager, subject to appeal to the full Select Board.

1. **Presiding Officer:** The Select Board Chair is the Presiding Officer at Select Board meetings. In the absence or incapacity of the Select Board Chair, the Select Board Vice-Chair serves as presiding officer. The Select

Board Chair shall have authority to preserve order at all Select Board meetings, to remove any person from any meeting of the Select Board for disorderly conduct and to enforce the rules of the Select Board.

2. **Seating Arrangement of the Board:** The Select Board Chair and Vice-Chair are seated in the center of the dais with the other members and the Town Manager seated on each side.
3. **Signing of Town Documents:** The Town Manager shall sign all Resolutions, Special permits, contracts, and other documents, which have been adopted by the Select Board and require an official signature, as directed by the Select Board.
4. **Quorum:** Three-fifths of the Board members constitute a quorum for the transaction of business.
5. **Discussion Rules:** To assist the Select Board in the development of a structure for orderly discussion of items, rules have been prepared which represent accepted practices for the management of Select Board meetings. Only items on the agenda shall be addressed during meetings. All discussion on an item takes place during the item time and will not be revisited. Other rules as follows below. These rules are set in place at the first Board meeting after elections in June. The Select Board Chair shall be the facilitator of Select Board meetings. In the role as facilitator, the Select Board Chair will assist the Select Board to focus on their agenda, discussions, and deliberations.
6. **Obtaining the Floor:** A member of the Select Board or staff shall first address the Select Board Chair and gain recognition. Comments and questions should be limited to the issue before the Board.
7. **Questions to Staff:** A Select Board member shall, after recognition by the Select Board Chair, address questions to the Town Manager, department head or designated staff member. If a Select Board member has questions related to an item on the agenda, that member should contact the Town Manager prior to the meeting in order to allow staff time to research a response/answer for the meeting.
8. **Comments for the Record:** If a Select Board member desires for a comment to be included in the minutes, it is their responsibility to indicate that the statement is “for the record” before making the comments.
9. **Interruptions:** Once recognized, a Select Board member is considered to have the floor, and other Select Board members may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the Select Board member holding the floor shall cease speaking until the point of order or privilege is resolved. Upon being recognized by the Select Board Chair, members of the staff shall hold the floor until completion of their remarks or until the Select Board Chair withdraws recognition.
10. **Discussion limit:** A Select Board member should not speak more than once on a particular subject until every other Select Board member has had the opportunity to speak. Select Board members are encouraged to discuss items during the decision-making process and may ask staff to respond when appropriate. The Select Board Chair should allow other members to speak first and then give their own views and summarize.
11. **Tabling procedure:** Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to a time and date certain.
12. **Right of protest:** A Select Board member is encouraged but never required to state reasons for a dissenting vote.
13. **Move the question:** The purpose of moving the question is to disallow further debate and put an issue to an immediate vote. A Select Board member may “move the question” on an item which is being considered. The

motion requires a second, is not debatable, and must pass by a three-fifths vote. If the motion carries, the item is no longer debatable, and the Select Board must vote on the issue at hand in a separate vote.

14. **Abstention from Voting:** A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Select Board member will not participate in the discussion or vote on the item and should remove themselves from the dais while the item is on the floor. If a Select Board member abstains because of a legal conflict, the member must briefly state on the record the nature of the conflict. The clerk will register an “Abstained” vote in the minutes.
 15. **Conducting Business at a Late Hour:** After 8:30 p.m. a three-fifths vote of the Select Board is required to begin consideration of any further items on the agenda.
 16. **Other Protocol:** Other guidelines have also been adopted to ensure meetings of the Select Board emphasize the importance of the business being conducted in a professional manner. Select Board members, staff, and the public shall:
 - Work to preserve appropriate order and decorum during all meetings,
 - Discourage side conversations, disruptions, interruptions, or delaying efforts,
 - Select Board members should inform the Select Board Chair when departing from a meeting,
 - Limit disruptive behavior. The Select Board Chair will call persons demonstrating rude, boisterous, or profane behavior to order. If such conduct continues, the Select Board Chair may call a recess, request the removal of such person(s) from the Chambers, adjourn the meeting, or take such other appropriate action,
 - Recognize that only the Select Board, staff, advisory body chairs, or designated representatives, and those authorized by the presiding officer shall be permitted to address the Board directly during new business.
 - Limit breaks of the Select Board to 5 minutes. The Select Board has authorized the Select Board Chair to resume the meeting if a quorum exists and other members have not returned from break within this time.
 17. **Enforcement of Order:** Any Select Board member may request the presiding officer to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.
 18. **Values of Respect:** The Select Board has also recognized the importance of approaching the public’s business in an environment of personal respect and courtesy that places emphasis on the consideration of policy and avoids personalization of comments. Some general guidelines utilized by the Select Board include:
 - Discussion should focus on policy matters,
 - Personal criticism of members is inappropriate,
 - Proper decorum should be displayed as other members express their views, and
 - Treat members of the public equally.
- F. **Voting Procedures:** When present, all Select Board members are to vote, unless they exercise their right of abstention. Failure of a seated member to express a vote constitutes an affirmative vote. Voting shall be by raised hand, and the Yeas and Nays shall be recorded in the minutes. No ordinance, resolution, or motion shall be passed or become effective without an affirmative vote. Select Board members may declare consensus at the discretion of the Select Board Chair, if there are no negative votes or objections. Upon the request of any Select Board member, a raised hand vote will be taken and recorded.
1. **Tie Vote:** The Select Board Chair votes to break the tie.
 2. **Courtesy Vote:** At times, a member will be absent from a meeting. Issues will arise that would pass if that member were present. Another Board member who is present, yet planning to vote against an item, may sometimes alter their vote to an affirmative vote in recognition that the measure would have passed if the absent member attended.

3. **Motions:** There are a number of types of motions, each of which must meet certain requirements before a vote can be taken. A reference guide to motions is provided in chart form in Appendix C of this manual. General Procedure:
- Discussion on an agenda item may take place prior to a motion being made.
 - Select Board members wanting to make a motion should be recognized by the Select Board Chair.
 - Before a motion can be considered or debated it must be seconded.
 - Once the motion has been properly made and seconded, the Select Board Chair shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Select Board member properly recognized by the Select Board Chair.
 - Once the matter has been fully discussed and the Select Board Chair calls for a vote, no further discussion will be allowed, provided, however, before the call for the vote, Select Board members may be allowed to explain their vote. After the first vote is cast, explanations must wait until all votes are cast.
 - **Executive Session:** The Maine Freedom of Access Law, 1 MRSA 405, states that “Executive sessions may be called only by a public, recorded vote of 3/5 of the members present and voting. ... A motion to go into executive session must indicate the precise nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session for that business.” Accordingly, the following chart shall apply:

Members Present and Voting	3/5	Affirmative Votes Required
5	3.0	3

- G. **Amendments:** When a motion is on the floor, and an amendment is offered and seconded, the amendment should be acted upon prior to acting on the main motion.
- H. **Reconsideration:** The motion to reconsider enables the majority of the assembly to bring back for further consideration a motion that has been voted on during the course of a meeting. Only a member who voted with the prevailing side can make this motion. If approved, the item can then be taken up.
- I. **Notification and Advertising:** The Town attempts to publicize matters of significant neighborhood or community public interest that appear on a Select Board agenda, as well as all matters where advertising is required by law. Advertisements may include location maps, project descriptions and, in some instances posting of property, if required, written in plain English in order to fully inform all interested individuals. All advertising is to be accomplished in an economical manner.
- J. **Development of Agenda:** A long-range calendar that reflects an estimate of when items will be scheduled is developed by the Town Manager on a regular basis (as determined by the parties). All agenda packets are delivered on Friday. Given this agenda development schedule, it will usually require at least one week for the preparation of a report requested by the Select Board. Complex reports, of course, will require more time to prepare, and an estimated time of completion can be provided to the Select Board.
- K. **Public Hearings:**
1. **General Procedure:** The Select Board procedure for the conduct of public hearings is generally as follows:
 - The Select Board Chair takes a vote to open the hearing from the Select Board.
 - The Select Board Chair opens the public hearing.
 - Staff presents its report.
 - Board members may ask questions of staff if they so desire.

- The applicant or appellant then has the opportunity to present comments, testimony, or arguments. In the case of an appeal when the appellant is different from the applicant, the appellant should be called up first to provide comments or testimony.
 - Members of the public are provided with the opportunity to present their comments, testimony, or argument.
 - The applicant or appellant is given an opportunity for rebuttal or concluding comments. In the case of an appeal when the appellant is different from the applicant, the appellant is given the opportunity for closing comments.
 - The public hearing is closed by vote of the Select Board.
 - The Select Board deliberates on the issue.
 - If the Select Board raises new issues through deliberation and seeks to take additional public testimony (questions of the public, applicant, or appellant), the Public Hearing must be reopened. At the conclusion of the public testimony, the Public Hearing is again closed.
 - The Select Board deliberates and takes action.
 - The Select Board Chair announces the final decision of the Select Board.
2. **Time for Consideration:** Matters noticed to be heard by the Select Board will commence at the time specified in the notice of hearing, or as soon thereafter, as is reasonably possible, and will continue until the matter has been completed or until other disposition of the matter has been made.
 3. **Continuance of Hearings:** Any hearing being held, noticed, or ordered to be held by the Select Board at any meeting of the Select Board may, be continued or re-continued to any subsequent meeting.
 4. **Public Discussion at Hearings:** When a matter for public hearing comes before the Select Board, the Select Board Chair will open the public hearing. Upon opening the public hearing and before any motion is adopted related to the merits of the issue to be heard, the Select Board Chair shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence respecting the matter.
 5. **Public Member Request to Speak:** Any person desiring to speak or present evidence shall make their presence known to the Select Board Chair and upon being recognized by the Select Board Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the Select Board Chair.
 6. **Select Board Questions of Speakers:** Members of the Select Board who wish to ask questions of the speakers or each other must do so through the Select Board Chair during the public hearing portion but only after first being recognized by the Select Board Chair. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue. Select Board members should avoid raising questions as a method to extend the allocated time for a speaker.
 7. **Due Process:** The Select Board Chair shall conduct the meeting in such a manner as to afford due process.
 8. **Public Oral Presentations:** All Select Board rules pertaining to oral presentation by members of the public apply during public hearings.
 9. **Materials for Public Record:** All persons interested in the matter being heard by the Select Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence. All such evidence presented will be retained by the Town Clerk as part of the Clerk's record of the hearing, unless otherwise directed.

10. **Germane Comments:** No person will be permitted during the hearing to speak about matters or present evidence, which is not germane to the matter being considered. A determination of relevance shall be made by the Select Board Chair, but may upon motion by a Select Board member be appealed to the full Board.
11. **Communications and Petitions:** Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the Select Board Chair. A reading in full shall take place if requested by any member of the Select Board.
12. **Admissible Evidence:** Hearings need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence may be considered if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs.

L. Addressing the Select Board:

1. **Staff Presentations:** Staff presentations will be limited to 10 minutes. The Select Board Chair must approve longer staff presentations prior to the Select Board Meeting.
2. **New Business Oral Presentations:** The Select Board Chair may allow any member of the public wishing to address the Select Board orally on Town Business matters appearing on the Select Board agenda to do so when that item is taken up by the Board, or as otherwise specified by the Select Board or its presiding officer.
3. **Time Limit:** Oral presentations may not exceed three minutes unless otherwise provided.
4. **Project Applicant or Appellant:** The project applicant, appellant, or other person or entity with a substantial direct property interest, or their representative shall have a total of 5 minutes for their presentations. The initial comments or presentation shall be limited to 3 minutes and the rebuttal or concluding comments shall be limited to 2 minutes.
5. **All Other Persons:** All other persons wishing to speak on the matter shall be limited to 3 minutes unless changed by Select Board action. Speaker time limits are inclusive of oral and visual presentations and shall constitute the cumulative 5-minute time limit for each speaker for the meeting.
6. **The Select Board Chair:** with the concurrence of the Select Board, may alter any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item.
7. **Presentation Submitted in Writing:** Persons who anticipate oral presentations exceeding five minutes are encouraged to submit comments in writing at the earliest possible time for distribution to the Select Board and other interested parties. Comments should be submitted sufficiently in advance of the scheduled meeting date to insure distribution to the Select Board prior to the meeting.
8. **Oral Presentations & Public Communications Cumulative Time Limit:** Members of the public making oral presentations to the Board in connection with one or more agenda items at a single meeting shall be limited to a cumulative total of thirty (30) minutes, and three (3) minutes per person for oral presentations at such meeting unless otherwise provided.
9. **Comments in Writing Encouraged:** Members of the public may submit, and are encouraged to submit, comments in writing to the Select Board relating to any items of Town business, whether on the Select Board agenda or otherwise. Such written comments will be distributed to members of the Select Board and considered and acted upon, or not acted upon, as the Select Board in its judgment may deem appropriate.

10. Repetitious or Dilatory Comments Prohibited:

- A speaker shall not present the same or substantially same items or arguments to the Select Board repeatedly or be repetitious or dilatory in presenting their oral comments. If a matter has been presented orally before the Select Board, whether the Select Board has taken action, or determined to take no action, the same person may not present the same or substantially same matter orally. Nothing in the foregoing precludes submission of comments to the Select Board in writing for such action or non-action, as the Board, in its discretion, may deem appropriate.
- In order to expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Whenever any group of persons wishes to address the Select Board on the same subject matter, those persons are encouraged to designate a spokesperson to address the Select Board. With the consent of the Select Board, the Select Board Chair may extend the time allocation for a designated spokesperson.

M. Waiver of Rules: Any of the procedures herein may be waived by majority vote of the Select Board members present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

N. Non-Exclusive Rules: The rules set forth are not exclusive and do not limit the inherent power and general legal authority of the Select Board, or of its presiding officer, to govern the conduct of Select Board meetings as may be considered appropriate from time to time or in particular circumstances for purposes of orderly and effective conduct of the affairs of the Town.

O. Open Meeting Laws: (Freedom of Access Law a/k/a “Right to Know Law”) Operations and procedures of the Town and Select Board incorporate requirements of the state’s Right to Know Law. Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below for your information and future reference.

1. **Applicability and Penalties:** The entire Town organization conducts its business in compliance with the Freedom of Access Law. The intent of the Law is to ensure that deliberation and actions of local public agencies are conducted in open and summarized in this chapter.
2. **Applicability:** The Law applies to Board and all commissions, boards, and task forces that advise Board. Staff cannot promote actions that would violate the Law.
3. **Meetings:** All meetings shall be open and public. A Select Board meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions and email qualify as meetings. Social functions (e.g., receptions, dinners) do not fall under the Act unless Town business is discussed in public meetings. A presentation of the Law is provided to all Select Board members when assuming office (as required by law).
4. **Exceptions:** An emergency situation exists (determined by a majority of the Select Board). The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by 2/3 vote of the Board; or if less than 2/3 are present, by unanimous vote). The item was continued to another meeting.
5. **Public Input:** The public, by law, has an opportunity to address the Select Board, at the time the matter is heard as a public hearing on any item of interest within the jurisdiction of the Select Board. The Select Board Chair has the right to establish a time limit on speakers and the total time-allocated for a particular issue. Three minutes per speaker have been standard, but in extreme cases, shorter or longer time periods may be enacted.

Speakers should state their name and residency for the record.

6. **Public Disruptions:** A portion or all of the public may be removed if willful disruption makes conducting the meeting “unfeasible”; the press may remain unless they participate in the disruption.
7. **Correspondence:** All writings distributed for discussion or considerations at a public meeting are public records except those listed in the right-to-know law.
8. **Public Hearings:** The item commentary is read. A motion is made to move and second the opening of the hearing. Anyone who has comments or concerns including Select Board members can address the Select Board. A motion is made to move and second the closing of the hearing. The motion on the item is made. A Select Board member vote is taken. The Select Board Chair announces the final decision of the Select Board (see I above).
9. **Special Meetings:** The Select Board Chair or a majority of the Select Board may call special meetings provided strict notification requirements for delivery to the media and the Select Board 24 hours before the time of the meeting be met.
10. **Emergency Meetings:** Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.
11. **Other Provisions:** The Law provides many other restrictions and requirements; this chapter is intended merely as a Select Board summary and overview of the Law and nothing in this Chapter supersedes the provisions of the right to know law. Please check with the Town Attorney and/or the Town Clerk for more information.
12. **Serial Meetings:** Serial meetings are meetings that at any one time involve only a portion of the Select Board, but eventually involve a quorum. Serial meetings can yield a process which deprives the public the opportunity for a meaningful contribution to the decision-making process. Board members are encouraged to consider the implications of serial meetings when engaging in discussion with their colleagues on a matter within the jurisdiction on the Town.
13. **Business Minutes:** The body of the minutes should contain a separate paragraph for each subject matter, giving, in the case of all-important motions, the name of the mover, the second, and should show:
 - the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically); and the disposition of the motion, including – if it was temporarily disposed of – any primary and secondary amendments and all adhering secondary motions that were then pending;
 - secondary motions that were not lost or withdrawn. (Roberts Rules of Order, 10th Ed. pg. 452)

IX. Procedure Administration

- A. Annual Review of Select Board Protocols:** The Select Board will review and revise the Select Board Protocols as needed or every two years.
- B. Adherence to Protocols:** During Select Board discussions, deliberations, and proceedings, the Select Board Chair is primarily responsible to ensure that the Select Board, staff, and members of the public adhere to the Select Board's adopted procedures.
- C. Town Manager as Protocol Advisor:** The Town Manager assists the Select Board Chair as a resource to confer with and an advisor for interpreting the Select Board's adopted protocols.
- D. Adherence to Administrative Procedure and Process Procedures:** The Select Board has delegated the Select Board Chair responsible to discuss, on behalf of the full Select Board, any perceived or inappropriate administrative action with a Select Board member. The Select Board Chair will discuss with the Select Board member the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the Select Board Chair will report the concern to the full Select Board.

X. Additional Training & Resource Materials

- A. Maine Municipal Association (MMA):** The MMA is an association of cities in Maine, of which the Town of Readfield is a member. It provides many levels of service including the production of educational conferences for local officials, publication of various newsletters, and a monthly magazine Maine Town & Town (formerly The Maine Townsman). As well, MMA's members' services legal staff is available to respond to questions with regard to policy and legal questions. The MMA also has lobbyists on staff that represent the interest of cities before the state legislature and federal government. Committees having local officials as members are also organized around the interests of Town departments (e.g. Select Board, Town Manager, Town Clerk, Fire, Police, Community Services, Community Development) to address issues as they arise. The MMA website is www.memun.org. MMA annually holds an Elected Officials seminar. New Select Board members are encouraged to attend.
- B. International Town Management Association (ICMA):** ICMA is a professional association of local government chief executives, of which the Town of Readfield and its Town Manager is a member. The association has an extensive list of publications to assist local officials. The Association's Elected Officials Handbook series can be of great value to Board members. Publications have also been developed on every basic Town service.
- C. Town Administration Office:** The reference material listed below is available upon request to the Town Manager's Office:
- Roberts Rules of Order, Newly Revised
 - Town Manager Code of Ethics
 - Resolution Adopting Select Board Rules or Order and Voting Procedures Chart
 - A Guide to the Freedom of Access Law a/k/a "Right to Know Law"
 - Property Tax Abatement Policy
 - Other Reference Material on File – Other reference material that may be of interest is on file with the Town Clerk Materials include:
 - i. Elected Officials Handbook/Presentation
 - ii. Town of Readfield Municipal Code
 - iii. Maine Revised Statutes Annotated
 - iv. Current Operating and Capital Budget
 - v. Annual Audit and CAFR Document
-

XI. Leaving Office

- A. **Return of Materials and Equipment:** Any item owned by the Town that is currently in the possession of the elected official will be returned to the Town.
- B. **Lobbying Restrictions:** The Town discourages lobbying by former Board members for a period of one year after leaving office. The following policy has been established to maintain an environment where in every person has the opportunity to address the Town's legislative bodies and have their opinion heard and considered. No former Town official, for one year after leaving office or one year after termination of their employment with the Town, shall, for compensation, act as agent or attorney for any other person by making any formal or informal appearance before the Select Board if the purpose of the appearance or communication is to influence legislative or administrative action by the Town.
1. **Definition of Official:** Official means a Select Board member, Town Manager, Town Attorney, and the heads of the Town departments, including the Fire Chief, the Police Chief, the Town Clerk, the Finance Director, the Building Inspector, the Tax Assessor, the Economic Development Director, the Director of Planning, the Director of Public Works, the Director of Water Resource Recovery, and the Director of Parks and Recreation.
 2. **Exemptions:** The following activities are not subject to the prohibition:
 - Appearance or communications by a former Town official for the sole purpose of representing themselves or members of their immediate family in connection with any matter pending before the Town;
 - If a Town official becomes an officer or employee of another public agency, appearance or communication made on behalf of that other public agency in connection with matters pending before the Town.
- C. **Vacancies, Forfeiture of Office, Filling of Vacancies Summary:**
1. **Vacancies:** The office of Town Manager or a Select Board Member shall become vacant upon death, resignation, removal from office in the manner authorized by law, or forfeiture of office.
 2. **Forfeiture of Office:** The Town Manager or a Select Board Member shall forfeit the office if they:
 - Lacks at any time during the term of office any qualification for the office prescribed by ordinance or by law.
 - Is convicted of a crime or offense involving moral turpitude.
 - Fails to attend three consecutive regular meetings of the Select Board without being excused by the Select Board.
 3. **Filling of Vacancies:** Deputy Town Manager shall fill a vacancy in the office of Town Manager. In the case of a vacancy created in the Select Board State statute shall apply.
-

XII. Definitions

- A. **Ordinance:** The term is used to designate the enactments of the Town of Readfield. It designates a local law of the Town of Readfield, duly enacted by the proper authorities (the voting public is the legislative body), prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs or the government of its inhabitants of the municipality. Ordinances govern the administrative code, zoning, building, safety, etc., matters of the municipality.
- B. **Order:** A mandate; precept; command or direction authoritatively given; policy or procedure. The Select Board can give instructions to the Town Manager in the form of an order. A motion adopts an order after one reading.
- C. **Resolution:** The term is usually employed to denote the subject matter of which would not properly constitute an ordinance, such as a mere expression of opinion; a vote of thanks or of censure, etc. Such is not law but merely a form in which the Select Board expresses an opinion, will, or intent. A motion adopts a resolve after one reading.

The chief distinction between a “resolution” and an “order” is that the former is used whenever the Select Board wishes merely to express an opinion as to some given matter or thing, while by an “order” it is intended to direct and control matters applying to persons or things in general.

Ordinance distinguished. “Resolution” denotes something less formal than “ordinance”; generally, it is mere expression of opinion or mind of the Select Board concerning some matter of administration, within its official cognizance.

- D. **Appropriation:** Select Board authorization for the expenditure of monies and stipulating the amount, manner, and purpose of the item of expenditure. Adoption of the budget constitutes appropriations of the amounts specified therein.

XIII. Appendices

2023-2024 (FY 24) BUDGET & WARRANT PROCESS SCHEDULE As Amended

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 ^

Custom Budget Report

Expense

Dept/Div: 10-10 GENERAL GOVERNMENT / Administration	2020		2021		2022		2023		2023		2024		Man Req vs"		Man Req vs	
	Actual	Actual	Actual	Budget	YTD	Manager	Change \$	Change %								
ADMINISTRATION																
10-10 ADVERTISING	1,078.90	930.10	1,632.00	2,500.00	2,193.93	2,500.00	0.00	.00%								
10-30 ELECTIONS	2,056.59	9,736.41	9,170.63	4,000.00	874.60	10,000.00	6,000.00	150.00%								
10-40 Publications	0.00	284.70	0.00	2,000.00	272.00	1,000.00	-1,000.00	-50.00%								
10-45 MEMBERSHIPS	4,175.81	4,145.92	4,625.53	4,200.00	464.49	5,000.00	800.00	19.05%								
10-55 OFFICE SUPPLIES	3,378.58	2,538.84	4,702.93	3,000.00	1,998.71	3,000.00	0.00	.00%								
10-60 POSTAGE	5,175.83	4,305.50	3,192.81	5,000.00	3,175.99	5,000.00	0.00	.00%								
10-75 RECORDING - REGISTRY OF DEEDS	2,926.00	2,628.00	1,362.00	3,000.00	1,311.00	2,500.00	-500.00	-16.67%								
10-77 Selectboard	3,984.59	918.90	0.00	1,000.00	590.00	1,000.00	0.00	.00%								
10-78 SB Employee Recognition	108.00	544.00	0.00	500.00	0.00	500.00	0.00	.00%								
10-80 TRAINING & CONFERENCES	830.00	1,042.60	2,019.99	2,000.00	2,085.06	3,200.00	1,200.00	60.00%								
Includes Planning & Board of Appeals																
10-85 VOLUNTEERS	22.99	0.00	389.80	500.00	74.95	500.00	0.00	.00%								
PERSONNEL																
ADMINISTRATION																
20-20 FICA	13,697.92	14,565.86	16,780.22	18,930.00	10,485.58	20,350.00	1,420.00	7.50%								
20-30 MILEAGE	249.09	90.83	27.72	100.00	260.00	200.00	100.00	100.00%								
20-40 RETIREMENT	7,512.28	6,725.41	13,931.83	19,600.00	11,962.02	21,000.00	1,400.00	7.14%								
20-50 TM Mileage & Phone	300.00	300.00	378.75	550.00	259.07	550.00	0.00	.00%								
20-60 WAGES	163,298.21	174,310.67	196,818.33	218,500.00	118,979.48	233,550.00	15,050.00	6.89%								
20-90 CLOTHING ALLOWANCE	77.50	0.00	0.00	500.00	0.00	500.00	0.00	.00%								
PERSONNEL																
STIPEND																
25-30 HEALTH OFFICER	0.00	0.00	150.00	150.00	0.00	165.00	15.00	10.00%								
25-50 Select Board	4,250.00	4,250.00	6,000.00	6,000.00	3,000.00	6,600.00	600.00	10.00%								
25-60 Merit Bonus	0.00	0.00	1,980.97	3,200.00	3,120.00	4,700.00	1,500.00	46.88%								

Custom Budget Report

Dept/Div: 10-10 GENERAL GOVERNMENT / Administration CONTD	Expense					Man Req vs"		Man Req vs	
	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 YTD	2024 Manager	Curr Bud Change \$	Curr Bud Change %	
UTILITIES									
40-80 TELEPHONE	5,123.20	2,652.43	4,668.48	5,000.00	2,740.29	5,000.00	0.00	.00%	
UTILITIES	5,123.20	2,652.43	4,668.48	5,000.00	2,740.29	5,000.00	0.00	.00%	
CONTRACT SERVICES									
50-20 AUDIT SERVICES	6,500.00	7,000.00	6,900.00	8,000.00	4,100.00	10,000.00	2,000.00	25.00%	
\$7000 Annual Audit, \$3000 Supplemental Services									
50-25 Software/License/Support	15,358.68	16,126.63	17,013.60	24,000.00	17,949.34	0.00	-24,000.00	-100.00%	
50-86 Tires	15.00	0.00	0.00	25.00	18.00	25.00	0.00	.00%	
50-91 HOUSE HOLD HAZARDOUS WASTE	0.00	4,453.00	5,804.06	6,000.00	4,330.35	5,000.00	-1,000.00	-16.67%	
50-95 WEB HOSTING	2,700.00	1,193.25	1,488.37	1,500.00	1,562.80	1,800.00	300.00	20.00%	
CONTRACT SERVICES	24,573.68	28,772.88	31,206.03	39,525.00	27,960.49	16,825.00	-22,700.00	-57.43%	
EQUIP OPERATION, REPAIR, MAINT									
60-10 COMPUTER Hardware	3,162.75	1,895.19	2,018.81	3,000.00	4,928.84	6,000.00	3,000.00	100.00%	
60-20 Computer Software	177.42	0.00	0.00	100.00	0.00	100.00	0.00	.00%	
EQUIP OPERATION, REPAIR, MAINT	3,340.17	1,895.19	2,018.81	3,100.00	4,928.84	6,100.00	3,000.00	96.77%	
Administration	246,159.34	260,638.24	301,056.83	342,855.00	196,736.50	349,740.00	6,885.00	2.01%	
Dept/Div: 10-12 GENERAL GOVERNMENT / Insurance									
INSURANCE									
15-20 HEALTH INSURANCE	84,226.94	87,485.50	66,545.21	98,000.00	41,807.76	100,870.00	2,870.00	2.93%	
15-25 HEALTH REIMBURSEMENT	2,048.00	609.25	8,880.67	12,500.00	545.00	12,500.00	0.00	.00%	
15-40 PROPERTY & LIABILITY	20,404.00	21,139.00	22,177.00	23,000.00	23,302.00	23,500.00	500.00	2.17%	
15-60 UNEMPLOYMENT	-244.04	-87.91	2,382.98	2,075.00	153.77	2,075.00	0.00	.00%	
15-80 WORKERS COMP	12,996.97	16,488.62	21,266.67	21,750.00	4,995.86	21,750.00	0.00	.00%	

Custom Budget Report

Expense

	2020		2021		2022		2023		2023		2024		Man Req vs"		Man Req vs	
	Actual	Budget	Actual	Budget	Actual	Budget	YTD	Manager	Change \$	Change %						
Dept/Div: 10-12 GENERAL GOVERNMENT / Insurance CONTD																
INSURANCE	119,431.87	125,634.46	121,252.53	157,325.00	70,804.39	160,695.00	3,370.00	2.14%								
PERSONNEL																
20-20 FICA	488.74	503.79	838.02	550.00	600.14	1,130.00	580.00	105.45%								
FICA - Healthcare buyout																
PERSONNEL	488.74	503.79	838.02	550.00	600.14	1,130.00	580.00	105.45%								
Insurance	119,920.61	126,138.25	122,090.55	157,875.00	71,404.53	161,825.00	3,950.00	2.50%								
Dept/Div: 10-15 GENERAL GOVERNMENT / Computer/Office Equipment																
ADMINISTRATION																
10-60 POSTAGE	300.00	384.61	309.48	500.00	154.74	0.00	-500.00	-100.00%								
ADMINISTRATION																
300.00	384.61	309.48	500.00	154.74	0.00	-500.00	-100.00%									
CONTRACT SERVICES																
50-24 Information Tech Services	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00	100.00%								
50-25 Software/License/Support	0.00	0.00	0.00	0.00	0.00	19,000.00	19,000.00	100.00%								
CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00	100.00%								
EQUIP OPERATION, REPAIR, MAINT																
60-25 OFFICE EQUIPMENT LEASES	5,294.79	5,328.53	5,348.04	5,400.00	3,149.09	5,850.00	450.00	8.33%								
Copier & Postage Meter Leases																
EQUIP OPERATION, REPAIR, MAINT	5,294.79	5,328.53	5,348.04	5,400.00	3,149.09	5,850.00	450.00	8.33%								
EQUIPMENT REPLACEMENT																
65-10 COMPUTER HARDWARE	1,420.10	0.00	0.00	1,000.00	0.00	2,000.00	1,000.00	100.00%								
EQUIPMENT REPLACEMENT																
Computer/Office Equipment	1,420.10	0.00	0.00	1,000.00	0.00	2,000.00	1,000.00	100.00%								
Computer/Office Equipment	7,014.89	5,713.14	5,657.52	6,900.00	3,303.83	32,850.00	25,950.00	376.09%								
Dept/Div: 10-20 GENERAL GOVERNMENT / Assessing																
ADMINISTRATION																

Custom Budget Report

Expense

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 YTD	2024 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 10-20 GENERAL GOVERNMENT / Assessing CONTD								
10-40 Publications	2,400.00	2,400.00	2,400.00	4,500.00	2,400.00	0.00	-4,500.00	-100.00%
10-75 RECORDING - REGISTRY OF DEEDS	165.92	195.42	174.00	175.00	0.00	200.00	25.00	14.29%
CONTRACT SERVICES								
ADMINISTRATION	2,565.92	2,595.42	2,574.00	4,675.00	2,400.00	200.00	-4,475.00	-95.72%
50-10 ASSESSING AGENT	14,400.00	17,700.00	18,000.00	24,000.00	13,500.00	24,000.00	0.00	.00%
50-11 Contracted Services Tax bill & insert	565.60	925.71	567.10	1,000.00	596.32	1,000.00	0.00	.00%
CONTRACT SERVICES Assessing	14,965.60	18,625.71	18,567.10	25,000.00	14,096.32	25,000.00	0.00	.00%
Dept/Div: 10-30 GENERAL GOVERNMENT / Code Enforcement								
ADMINISTRATION								
10-45 MEMBERSHIPS	0.00	0.00	0.00	35.00	40.00	40.00	5.00	14.29%
10-80 TRAINING & CONFERENCES	0.00	80.00	25.00	500.00	35.00	500.00	0.00	.00%
ADMINISTRATION								
PERSONNEL	0.00	80.00	25.00	535.00	75.00	540.00	5.00	.93%
20-20 FICA	2,262.91	4,596.83	5,076.03	5,800.00	3,185.25	6,120.00	320.00	5.52%
20-30 MILEAGE	487.20	436.27	83.44	0.00	0.00	0.00	0.00	.00%
20-40 RETIREMENT	0.00	0.00	4,154.05	6,100.00	3,755.57	6,440.00	340.00	5.57%
20-60 WAGES	26,352.58	49,942.95	62,050.20	67,100.00	37,882.50	71,555.00	4,455.00	6.64%
PERSONNEL								
STIPEND	29,102.69	54,976.05	71,363.72	79,000.00	44,823.32	84,115.00	5,115.00	6.47%
25-60 Merit Bonus	0.00	0.00	0.00	1,875.00	0.00	0.00	-1,875.00	-100.00%
STIPEND								
UTILITIES	0.00	0.00	0.00	1,875.00	0.00	0.00	-1,875.00	-100.00%
40-10 CELL PHONE	0.00	175.00	378.74	550.00	258.99	445.00	-105.00	-19.09%
UTILITIES	0.00	175.00	378.74	550.00	258.99	445.00	-105.00	-19.09%

Custom Budget Report

Expense

	2020		2021		2022		2023		2023		2024		Man Req vs"	
	Actual	Budget	Actual	Budget	Actual	Budget	YTD	Manager	Change \$	Change %				
Dept/Div: 10-30 GENERAL GOVERNMENT / Code Enforcement CONT'D														
EQUIP OPERATION, REPAIR, MAINT														
60-74 Personal Protective Gear	30.95	0.00	0.00	50.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	.00%	
EQUIP OPERATION, REPAIR, MAINT	30.95	0.00	0.00	50.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	.00%	
EQUIPMENT REPLACEMENT														
65-50 TOOLS	23.70	56.99	0.00	50.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	.00%	
EQUIPMENT REPLACEMENT	23.70	56.99	0.00	50.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	.00%	
Code Enforcement	29,157.34	55,288.04	71,767.46	82,060.00	45,157.31	85,200.00	3,140.00	3.83%						
Dept/Div: 10-40 GENERAL GOVERNMENT / Planning Board														
ADMINISTRATION														
10-80 TRAINING & CONFERENCES														
Added to Admin Training	0.00	105.00	45.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00	-100.00%		
ADMINISTRATION														
PERSONNEL	0.00	105.00	45.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00	-100.00%		
20-20 FICA	0.00	28.02	18.16	65.00	40.47	0.00	0.00	0.00	0.00	0.00	-65.00	-100.00%		
20-40 RETIREMENT	0.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00	50.00	0.00	-50.00	-100.00%		
20-60 WAGES	0.00	365.97	237.30	800.00	528.98	0.00	800.00	-800.00	-100.00%					
Included in Admin Wages														
PERSONNEL	0.00	393.99	255.46	915.00	569.45	0.00	0.00	0.00	0.00	0.00	-915.00	-100.00%		
Planning Board	0.00	498.99	300.46	1,015.00	569.45	0.00	0.00	0.00	0.00	0.00	-1,015.00	-100.00%		
Dept/Div: 10-50 GENERAL GOVERNMENT / Appeals Board														
ADMINISTRATION														
10-80 TRAINING & CONFERENCES														
Included in Admin Training/Conferences	0.00	135.00	0.00	50.00	45.00	0.00	0.00	0.00	0.00	0.00	-50.00	-100.00%		
ADMINISTRATION	0.00	135.00	0.00	50.00	45.00	0.00	0.00	0.00	0.00	0.00	-50.00	-100.00%		

Custom Budget Report

Expense

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 YTD	2024 Manager	Man Req vs" Curr Bud	Man Req vs Curr Bud
							Change \$	Change %
Dept/Div: 10-50 GENERAL GOVERNMENT / Appeals Board								
Appeals Board	0.00	135.00	0.00	50.00	45.00	0.00	-50.00	-100.00%
Dept/Div: 10-60 GENERAL GOVERNMENT / Grants & Planning								
ADMINISTRATION	0.00	0.00	0.00	2,000.00	128.94	2,000.00	0.00	.00%
10-50 MISC.	0.00	0.00	0.00	2,000.00	128.94	2,000.00	0.00	.00%
ADMINISTRATION	0.00	0.00	0.00	2,000.00	128.94	2,000.00	0.00	.00%
CONTRACT SERVICES								
50-11 Contracted Services	0.00	0.00	9,706.64	5,000.00	10,170.10	0.00	-5,000.00	-100.00%
CONTRACT SERVICES	0.00	0.00	9,706.64	5,000.00	10,170.10	0.00	-5,000.00	-100.00%
Grants & Planning	0.00	0.00	9,706.64	7,000.00	10,299.04	2,000.00	-5,000.00	-71.43%
Dept/Div: 10-70 GENERAL GOVERNMENT / Heating Assistance								
UTILITIES								
40-60 HEATING	1,595.82	740.70	2,147.96	2,500.00	0.00	2,500.00	0.00	.00%
UTILITIES	1,595.82	740.70	2,147.96	2,500.00	0.00	2,500.00	0.00	.00%
Heating Assistance	1,595.82	740.70	2,147.96	2,500.00	0.00	2,500.00	0.00	.00%
Dept/Div: 10-75 GENERAL GOVERNMENT / Attorney Fees								
ADMINISTRATION								
10-20 ATTORNEY FEES	19,847.96	9,847.44	21,602.62	50,000.00	11,919.80	25,000.00	-25,000.00	-50.00%
ADMINISTRATION	19,847.96	9,847.44	21,602.62	50,000.00	11,919.80	25,000.00	-25,000.00	-50.00%
Attorney Fees	19,847.96	9,847.44	21,602.62	50,000.00	11,919.80	25,000.00	-25,000.00	-50.00%
GENERAL GOVERNMENT	441,227.48	480,220.93	555,471.14	679,930.00	355,931.78	684,315.00	4,385.00	.64%

Custom Budget Report

Revenue

Dept: 10 GENERAL GOVERNMENT	2020		2021		2022		2023		2023		2024		Man Req vs"		Man Req vs	
	Actual	Budget	Actual	Budget	Actual	Budget	YTD	Manager	Change \$	Change %	Curr Bud	Change \$	Change %	Curr Bud	Change %	
1011 REAL ESTATE PROPERTY TAX	4,676,344.31	4,599,029.27	4,601,683.55	4,725,669.00	4,741,750.73	4,725,669.00	0.00	0.00%								
1012 PERSONAL PROPERTY TAX	32,524.09	21,961.37	19,929.54	15,591.00	15,591.03	15,591.00	0.00	.00%								
1013 STATE REVENUE SHARING	230,696.29	314,539.68	457,067.44	400,000.00	249,855.90	450,000.00	50,000.00	12.50%								
1014 INTEREST ON TAXES	32,851.65	33,389.53	19,721.17	25,000.00	7,134.52	20,000.00	-5,000.00	-20.00%								
1021 INVESTMENT INCOME	13,884.66	9,588.18	6,788.91	6,000.00	7,045.24	7,000.00	1,000.00	16.67%								
1031 VETERANS EXEMPTION	2,802.00	2,876.00	2,245.00	2,500.00	2,080.00	2,500.00	0.00	.00%								
1032 HOMESTEAD EXEMPTION	180,460.00	240,493.00	220,070.00	204,643.00	183,515.00	204,643.00	0.00	.00%								
1033 TREE GROWTH REIMBURSEMENT	8,553.17	8,301.53	10,775.89	10,000.00	13,989.98	14,000.00	4,000.00	40.00%								
1034 BETE REIMBURSEMENT	12,661.00	7,778.00	7,046.00	5,974.00	5,974.00	5,974.00	0.00	.00%								
1040 Grants/Planning	0.00	0.00	135,769.11	0.00	0.00	0.00	0.00	.00%								
1051 BOAT EXCISE TAXES	7,973.90	9,235.50	8,882.20	8,500.00	1,209.80	8,500.00	0.00	.00%								
1052 MOTOR VEHICLE TAXES	600,149.64	702,922.23	660,313.97	650,000.00	363,445.68	600,000.00	-50,000.00	-7.69%								
1053 AGENT FEE	12,201.25	16,111.75	15,064.25	14,000.00	7,956.25	14,000.00	0.00	.00%								
1054 NEWSLETTER ADS	100.00	100.00	112.00	0.00	0.00	0.00	0.00	.00%								
1056 Public Notice Fees	0.00	0.00	0.00	500.00	0.00	500.00	0.00	.00%								
1060 Business License Fees	30.00	50.00	1,540.00	50.00	40.00	50.00	0.00	.00%								
1065 CERTIFIED COPY FEES	1,541.00	1,503.20	1,770.20	1,500.00	959.40	1,500.00	0.00	.00%								
1090 OTHER INCOME	6,377.08	12,938.38	4,933.42	5,000.00	3,672.49	5,000.00	0.00	.00%								
1095 Heating Assistance	2,793.95	3,243.60	3,834.25	2,500.00	3,129.15	2,500.00	0.00	.00%								
3010 PLUMBING FEES	4,800.00	6,982.50	6,445.00	5,000.00	3,412.50	6,000.00	1,000.00	20.00%								
3020 LAND USE FEES	6,208.79	10,214.35	11,168.33	6,000.00	16,789.00	15,000.00	9,000.00	150.00%								
3040 Interlocal CEO	0.00	22,307.54	36,884.19	38,800.00	23,370.24	42,000.00	3,200.00	8.25%								
5000 Use of Undesignated Funds	0.00	0.00	0.00	250,000.00	0.00	0.00	-250,000.00	-100.00%								
5001 Use of Carry Forward	0.00	0.00	0.00	207,253.00	0.00	0.00	-207,253.00	-100.00%								
5003 Trust Fund Use	0.00	0.00	0.00	6,000.00	0.00	10,000.00	4,000.00	66.67%								
GENERAL GOVERNMENT	5,832,952.78	6,023,565.61	6,232,044.42	6,590,480.00	5,650,920.91	6,150,427.00	-440,053.00	-6.68%								

Custom Budget Report

Expense

Dept/Div: 12-10 Maintenance / General Maintenance	2020	2021	2022	2023	2023	2024	Man Req vs"		
	Actual	Actual	Actual	Budget	YTD	Manager	Curr Bud	Change \$	Man Req vs Curr Bud
ADMINISTRATION									
10-80 TRAINING & CONFERENCES	150.00	0.00	25.00	500.00	325.00	500.00	0.00	0.00	.00%
ADMINISTRATION	150.00	0.00	25.00	500.00	325.00	500.00	0.00	0.00	.00%
PERSONNEL									
20-20 FICA	4,717.43	5,169.67	6,257.41	8,100.00	4,120.11	8,780.00	680.00	8.40%	
20-30 MILEAGE	77.05	204.99	43.37	100.00	0.00	0.00	-100.00	-100.00%	
20-40 RETIREMENT	1,858.77	2,105.78	3,198.08	7,100.00	4,703.04	7,600.00	500.00	7.04%	
20-60 WAGES	58,891.85	64,790.07	74,544.10	97,000.00	47,773.33	104,255.00	7,255.00	7.48%	
20-90 CLOTHING ALLOWANCE	601.86	342.04	764.19	800.00	335.00	950.00	150.00	18.75%	
3-boots \$450, 2-clothing \$400, PT EE \$100									
PERSONNEL	66,146.96	72,612.55	84,807.15	113,100.00	56,931.48	121,585.00	8,485.00	7.50%	
STIPEND									
25-40 Safety Officer	0.00	125.00	166.67	250.00	125.00	275.00	25.00	10.00%	
\$550 Split with the TS									
25-60 Merit Bonus	0.00	0.00	2,067.31	1,200.00	1,168.75	2,600.00	1,400.00	116.67%	
STIPEND	0.00	125.00	2,233.98	1,450.00	1,293.75	2,875.00	1,425.00	98.28%	
UTILITIES									
40-10 CELL PHONE	600.00	600.00	657.48	550.00	518.19	900.00	350.00	63.64%	
UTILITIES	600.00	600.00	657.48	550.00	518.19	900.00	350.00	63.64%	
EQUIP OPERATION, REPAIR, MAINT									
60-40 Tools Repair & Maint	711.27	363.51	727.23	600.00	53.98	600.00	0.00	.00%	
60-74 Personal Protective Gear	287.30	454.28	1,365.96	400.00	279.72	800.00	400.00	100.00%	
EQUIP OPERATION, REPAIR, MAINT	998.57	817.79	2,093.19	1,000.00	333.70	1,400.00	400.00	40.00%	
EQUIPMENT REPLACEMENT									
65-50 TOOLS	989.17	1,381.19	797.87	1,000.00	999.32	1,500.00	500.00	50.00%	

Custom Budget Report

Expense

Dept/Div: 12-30 Maintenance / Vehicle/Equipment Maintenance CONTD	2020	2021	2022	2023	2023	2024	Man Req vs"		
	Actual	Actual	Actual	Budget	YTD	Manager	Curr Bud	Change \$	Man Req vs
									Curr Bud
									Change %
60-30 FUEL/OIL	1,474.27	1,747.61	3,832.71	2,500.00	2,986.96	6,000.00	3,500.00	140.00%	
60-35 EQUIPMENT MAINTENANCE	492.24	74.74	1,730.76	500.00	750.89	1,000.00	500.00	100.00%	
60-50 Pickup Truck	143.07	0.00	0.00	500.00	249.58	500.00	0.00	.00%	
60-51 Dump Truck	1,474.61	6,088.01	4,359.00	2,000.00	1,358.37	2,000.00	0.00	.00%	
60-52 TRACTOR	966.08	3,983.22	1,085.91	1,000.00	4,986.19	2,000.00	1,000.00	100.00%	
60-56 Walker Mower	22.50	0.00	2,159.01	250.00	0.00	0.00	-250.00	-100.00%	
60-57 Mowers	1,340.51	229.43	1,401.13	1,000.00	2,438.09	1,500.00	500.00	50.00%	
60-65 Bobcat Skid Steer	315.33	186.30	498.61	500.00	73.94	500.00	0.00	.00%	
EQUIP OPERATION, REPAIR, MAINT	6,228.61	12,309.31	15,067.13	8,250.00	12,844.02	13,500.00	5,250.00	63.64%	
Vehicle/Equipment Maintenance	6,228.61	12,309.31	15,067.13	8,250.00	12,844.02	13,500.00	5,250.00	63.64%	
Maintenance	120,269.03	121,263.95	143,656.34	160,300.00	90,259.19	176,710.00	16,410.00	10.24%	

Custom Budget Report

		Expense					Man Req vs"		Man Req vs	
		2020	2021	2022	2023	2023	2024	Curr Bud	Curr Bud	
		Actual	Actual	Actual	Budget	YTD	Manager	Change \$	Change %	
Dep't/Div: 80-10 REGIONAL ORGANIZATIONS / COBOSSEE WATER DISTRICT										
ASSESSMENTS										
45-10 COBOSSEE WATERSHED DISTRICT		22,797.00	22,797.00	23,937.00	25,613.00	17,075.34	27,665.00	2,052.00	8.01%	
ASSESSMENTS		22,797.00	22,797.00	23,937.00	25,613.00	17,075.34	27,665.00	2,052.00	8.01%	
COBOSSEE WATER DISTRICT		22,797.00	22,797.00	23,937.00	25,613.00	17,075.34	27,665.00	2,052.00	8.01%	
Dep't/Div: 80-40 REGIONAL ORGANIZATIONS / First Park FINANCIAL										
12-50 FIRSTPARK INVESTMENT FINANCIAL		24,796.15	24,236.52	16,637.00	25,000.00	8,437.50	20,000.00	-5,000.00	-20.00%	
First Park		24,796.15	24,236.52	16,637.00	25,000.00	8,437.50	20,000.00	-5,000.00	-20.00%	
REGIONAL ORGANIZATIONS		47,593.15	47,033.52	40,574.00	50,613.00	25,512.84	47,665.00	-2,948.00	-5.82%	

Custom Budget Report

Revenue

	2020		2021		2022		2023		2023		2024	
	Actual	Actual	Actual	Actual	Actual	Budget	YTD	Manager	Man Req vs" Curr Bud	Change \$	Man Req vs Curr Bud	Change %
Dept: 80 REGIONAL ORGANIZATIONS												
1250 First Park	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00	20,000.00	-5,000.00	-20.00%		
REGIONAL ORGANIZATIONS	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00	20,000.00	-5,000.00	-20.00%		

Custom Budget Report

Expense

Dept/Div: 81-20 KENNEBEC CNTY TAX / KENNEBEC CNTY TAX	2020	2021	2022	2023	2023	2024	Man Req vs"		
	Actual	Actual	Actual	Budget	YTD	Manager	Curr Bud	Change \$	Man Req vs Curr Bud Change %
ASSESSMENTS									
45-20 KENNEBEC COUNTY TAX	285,399.45	300,846.43	319,743.02	352,031.00	352,031.00	380,195.00	28,164.00	8.00%	
ASSESSMENTS	285,399.45	300,846.43	319,743.02	352,031.00	352,031.00	380,195.00	28,164.00	8.00%	
KENNEBEC CNTY TAX	285,399.45	300,846.43	319,743.02	352,031.00	352,031.00	380,195.00	28,164.00	8.00%	
KENNEBEC CNTY TAX	285,399.45	300,846.43	319,743.02	352,031.00	352,031.00	380,195.00	28,164.00	8.00%	

Custom Budget Report

Expense

Dept/DW: 95-10 GENERAL ASSISTANCE / GENERAL ASSISTANCE	2020	2021	2022	2023	2023	2024	Man Req vs"		
	Actual	Actual	Actual	Budget	YTD	Manager	Curr Bud	Change \$	Man Req vs Curr Bud
ADMINISTRATION	0.00	211.00	525.00	5,000.00	0.00	5,000.00	0.00	0.00	.00%
10-50 MISC.	0.00	211.00	525.00	5,000.00	0.00	5,000.00	0.00	0.00	.00%
ADMINISTRATION	0.00	211.00	525.00	5,000.00	0.00	5,000.00	0.00	0.00	.00%
UTILITIES	0.00	0.00	0.00	0.00	257.00	0.00	0.00	0.00	.00%
40-30 ELECTRIC	188.00	0.00	438.60	0.00	0.00	0.00	0.00	0.00	.00%
40-60 HEATING	188.00	0.00	438.60	0.00	257.00	0.00	0.00	0.00	.00%
UTILITIES	188.00	211.00	963.60	5,000.00	257.00	5,000.00	0.00	0.00	.00%
GENERAL	188.00	211.00	963.60	5,000.00	257.00	5,000.00	0.00	0.00	.00%
GENERAL ASSISTANCE	188.00	211.00	963.60	5,000.00	257.00	5,000.00	0.00	0.00	.00%
GENERAL ASSISTANCE	188.00	211.00	963.60	5,000.00	257.00	5,000.00	0.00	0.00	.00%
Expense Totals:	6,051,412.79	6,630,028.12	5,792,257.13	6,956,700.00	3,970,782.75	7,044,491.00	87,791.00	1.26%	

Custom Budget Report

Revenue

	2020		2021		2022		2023		2023		2024		Man Req vs"	
	Actual	Budget	Actual	Budget	Actual	Budget	YTD	Manager	Man Req vs	Curr Bud	Change \$	Man Req vs	Curr Bud	Change %
Dept: 95 GENERAL ASSISTANCE														
1010 GENERAL ASSIST-STATE	131.60		0.00	367.50	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00				
REIMBURSE														
GENERAL ASSISTANCE	131.60		0.00	367.50	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00				
Revenue Totals:	6,718,396.18	6,324,116.32	7,050,793.35	6,956,701.00	5,872,736.98	6,540,170.00	-416,531.00	-5.99%						

OTHER BUSINESS

**THIS PAGE INTENTIONALLY
LEFT BLANK**
