

Town of Readfield

Boards, Committees & Commissions

Approved Meeting Minutes

- Age Friendly Committee June 7, 2023
- Cemetery Committee June 26, 2023
- Planning Board February 28, 2023
- Planning Board April 25, 2023
- Planning Board May 9, 2023
- Solid Waste & Recycling Committee April 12, 2023

Approved AFC minutes for June 7, 2023

Present: Maggie, Eric J. Deb, Margaret, Ed, Marianne, Elaine

Old Business:

- 1) Election Day Table: Schedule - 8 – 10 am Marianne
10 – noon Ed
Noon – 2 Deb
2 – 4 Marge
4 – 8 Elaine

Encourage promoting NDN Kick Off June 25 and all our other activities.

- 2) Tuesday Coffee Hour at the library – we need to be there at 9:30 am to prep for 10 -11.

Schedule June 20 – Maggie and Marianne (talk up the NDN Kick Off)
June 27 – Elaine and Deb
July 11 – Eric and Marge
July 18 – Ed
July 25 ? – Marianne

- 3) NON Kick Off – Sunday June 25, 2-4 at Gile Hall

AFC will help with publicity and refreshments.

- 4) Ideas for AFC participation at Heritage Days and Maker's Market.

AFC will have an Information Table on Sat Aug 12 from 12 – 4 at the Readfield Beach

Marge attended the Planning meeting. AF will come up with a simple game - pitching ping pong balls into the buckets with simple prizes.

Information table will have info about Readfield U, NDN, Senior Café, Handy Helpers

Maggie will look into getting T-shirts for AFC members and some other give away like pens.

- 5) Welcome Basket ideas

What to include? Maggie will ask the Eric/SB who will cover the costs and how will distribution work.

Ideas as to what to include: AFC brochures and magnets/ NDN info/ AFC pens/ Apple Shed bakery item/ Readfield Trails maps/Meeting House and Vestry info/ Readfield Gallery info/ Alpaca Teddy Bears/ info from area churches/Masons/WeatherVane Restaurant.

Different AFC members will make these inquiries.

6) AARP Progress Report

Romain indicated she just needed help inserting the pictures and then it will be ready for submission.

New Business:

1) Dementia Awareness Grant:

Melissa has applied for a mini grant of \$ 500 that runs from May – Sept. The goal is to make libraries/communities more accessible to individuals and caretakers dealing with dementia. AFC will work with Melissa to promote a speaker event. We will also explore other presentations on topics such as Music and Memory, Dementia Café Support Groups such as what is offered at the Cohen Center.

Meeting adjourned 10:20

Next Meeting: July 12

Respectfully submitted,

Elaine

Readfield Cemetery Committee Meeting Minutes

June 26, 2023

Present: Andy Tolman (Chair), Grace Keene, Brenda Lake, Lee Livingston, Tom Molokie, Pam Osborn, Marianne Perry, Karen Peterson and Ben Rodriguez.

Meeting was called to order by the Chair at 10:50 am.

Sexton's Report: Ben Rodriguez

Rain has affected everything, especially the mowing.

Case Cemetery:

Ben and Matt repaired the sign holder and put the sign back up. Of great concern is the grub problem here and terrible pH values. Ben recently walked around the cemetery with John Bennett from Turf Solutions, LLC. He recommended removing the surface stones first and then applying some pesticide for the grub problem. A small excavator would be used to lay some loam and then hydroseed. This project would be done in the fall. \$3,000 in the budget might be used for this lawn project at Case; Ben predicts the total cost will be more than \$5,000. Grace suggested that no flowers be planted at Case Cemetery until next year after the grub work has been completed.

Readfield Corner Cemetery:

Marianne and Ben picked out flowering plants to replace plantings which were not doing well. Total cost was \$332.53. Ben might put out some potted plants at Readfield Corner and other cemeteries as well. There is \$442 left in the grounds budget line. A Brute trash barrel would be useful. Ben will call John Cushing to see if he has been paid for his work here and at Kents Hill Cemetery. Total cost was \$1600.

Cemetery Policies:

Marianne and Pam led a discussion on a policy for cemetery decorations and ornaments. The Committee recognized their hard work on this. Readfield residents want to have a park-like appearance and a tranquil atmosphere. Ben will read over existing rules and regulations to weed out redundancies, etc. He also suggested we conduct a public forum on the topic.

Ben is getting more comfortable broaching rule issues with grieving families. He is a caretaker, and aware that it is often a difficult time for the families.

Ben will let us know when John Bennett will be at Case.

Joe Ferraro will be in town the second week of July.

Next meeting will be at the Town Office on July 17th at 10:30 am.

Meeting was adjourned at 12:27 pm.

Respectfully submitted,

Brenda Lake, Secretary Pro Tem

Readfield Planning Board

Meeting Minutes of February 28, 2023 - Approved

Planning Board Members Present: Paula Clark (Chair), Jack Comart, Henry Clauson, Jan Gould, Don Witherill, George O'Connor

Excused:

Others Attending: Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Dan and Connie Roy, Constance and Duane Fortini, Grace (Zoom), Vicky (Zoom)

Meeting called to order by Paula at 6:30PM

Public Hearing:

86 Torsey Shores Road

Dan and Connie Roy consulted with King's Arrow Company to find possible alternative locations on the property to place their shed. Dan stated that King's Arrow Company determined the current spot the shed is located in meets Land Use Ordinance requirements to the "greatest practical extent". A small move closer to the current walkway would put the shed 87' from the water rather than 79' (was previously reported to be 75').

Dan reported that Kings Arrow Company did consider the options the Planning Board had mentioned at the previous meeting; however those options were not viable for various reasons such as needing to excavate which could potentially interrupt the French drain system the Roys have.

It was determined by the Board that issues with the application include: expansion of the accessory structure, placement of the accessory structure closer to the water than the principal structure, and nonconformance with the required setback from the normal high water line. The application addressed the three alternate locations that the Planning Board had suggested be evaluated, and one that proposed moving the structure to 87 feet from the normal high water line.

Dan and the board agreed that it may be best to table the application until a site visit can be accomplished; everyone agreed end of March to early April would be a good time to complete a site visit.

Jack **motioned** to continue the Hearing and schedule a site visit, Henry **seconded**, **vote 7-0** in favor.

Public Meeting:

88 Nobis Point Road

Constance and Duane Fortini applied to build a 28' x 28', 5-foot-high foundation under their currently non-conforming house. The Fortinis did look into moving the house further away from the lake; however, that would infringe on the new septic holding tank. The Fortinis do not live on this property full time, but it might be used occasionally in the future in the off-season months. The home does have a woodstove, a heat pump was recently installed; water is pumped from the lake, and there is no drilled well.

Prepared by Anjelica Pittman, Board Secretary (approved 07/11/2023)

Readfield Planning Board

The board shared its view that the situation may fit the definition of a “seasonal conversion” due to development activity which would require a change of use approval by the board. The board directed Chip to assist the Fortinis in modifying their application to include the information needed for a seasonal conversion including storm water and erosion control plans.

Planning Board Communication:

Chip did express some trepidation about requiring seasonal conversion approvals based on septic system updates and replacements, which are now required by State law. Chip is concerned that forcing seasonal homes into conversion status could create more development and impacts on water quality. The board responded that the new septic system was only one aspect of the improvements and development at this property that prompted the seasonal conversion application request.

Other Business:

Discussion on Land Use Ordinance Changes:

The biggest proposed change to the LUO is reorganization and language changes related to the non-conforming structure section (Article 3 Section 4) for clarity and ease of use. Jack decided not to pursue the issue of parking and notices to abutters when the CEO makes a decision.

Chip liked the idea of providing and thought it could be helpful, if the board could find a way to make it work. The board agreed to revisit the next time around.

The anticipated schedule for the hearing is March 14, which gives time to get the notice into the Kennebec Journal and the draft LUO to the Select Board no later than April 10.

Chip requested the application fees be increased due to the higher prices of publishing in the Kennebec Journal versus the Advertiser. The board said fee increases may need Select Board approval.

Don mentioned he will be traveling March 14 and may not make the meeting in time. Jan may be late, and everyone else is planning to attend.

Meeting Minutes:

Planning Board meeting minutes of January 10, 2023

- Some corrections made along with Jack’s original edits, Paula has some more to add to the Comprehensive Plan portion, minutes were tabled until the next meeting.

Planning Board meeting minutes of February 13, 2023

- Jack **motioned** to approve the minutes as amended, **Don** seconded, **5-0 vote** with Henry abstaining as he was absent for that meeting.

Meeting adjourned by Paula at 8:45 PM

Readfield Planning Board

Meeting Minutes of April 25, 2023 - Approved

Planning Board Members Present: Paula Clark (Chair), Bill Buck, Jack Comart, Jan Gould, Noel Madore, Henry Clauson

Excused: Don Witherill, George O'Connor

Others Attending: Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Constance Fortini, Woody & Janet Tarbuck, Todd (via zoom), Margo Stern

Meeting called to order by Paula at 6:30 PM

Public Hearing:

88 Nobis Point Road – Constance Fortini attended and gave an overview of their application and the changes that have come about along the way. The Fortinis would like to build a foundation under their home as well as seek approval for a seasonal conversion on the advice of the Planning Board. A site visit was conducted by the board, during which it was determined the house could not be moved forward or back due to the septic system in the rear and the well rooted trees in the front. Water off the roof does go into the lake as it sits now; the Planning Board recommended that a storm water management plan be put in place as required by the LUO. Bill Monagle of Cobbossee Watershed also inspected the property and agreed that the structure should not be moved, however, erosion control measures should be in place such as silt fencing, mulch, and hay bales.

Jack **motioned** to close the hearing, Bill **seconded**, **vote 5-0** in favor.

Jack **motioned** to approve the application as amended to build a foundation less than 6 feet high, and seasonal conversion, conditional on standard conditions of approval and submittal of a storm water management plan to the Code Enforcement Officer 10 days before construction. Bill **seconded**, **5-0 vote** in favor.

Public Meeting:

Menatoma Camp Road Association – Woody and Jan Tarbuck attended the meeting to propose construction of a U shaped foundation (probably more than 6 feet, depending on the engineers suggestion) to salvage the old boy's camp craft house building. The building is over 100 years old and is not structurally sound. Thayer engineering will be the consultant, and Horne Construction the contractor, for the project. The Department of Environmental Protection and Army Corps of Engineers have both approved the plan. Foresters have also been out to look at the large legacy pine trees on the property and determined that the trees should be left as they are to avoid damage to roots and subsequently the trees themselves, since they serve to stabilize and limit and movement of the structure. Chip also stated that he would not advise removal of any of the trees as they are within 100 feet of the shore. The board discussed the need for a flood hazard

Prepared by Anjelica Pittman, Board Secretary (approved 7/11/2023)

Readfield Planning Board

plan, the Site Plan (done by Thayer), a storm water plan, and a letter from the Forester about the legacy pines on the property.

Jack **motioned** to find the application complete conditional on submission of the flood hazard plan, site plan, storm water plan and letter from the forester to Chip. Once those items are received, a site visit will be scheduled, abutters will be notified and a Public Hearing will be scheduled, **seconded** by Bill, **vote 5-0** in favor.

Consider approval of minutes from 01/10/2023 & 03/28/2023

1/10/2023 – Jack **motioned** to approve as amended, **seconded** by Bill, **vote 6-0** in favor

3/28/2023 – Jan motioned to approve as amended, Bill **seconded**, **vote 4-0** in favor with Henry and Noel abstaining as they were excused from that meeting.

Other Business:

Paula gave the board an update on the LUO revisions. Proposed ordinance changes are complete, awaiting addition of the previously discussed DEP diagram. The package will be sent to Eric Dyer for inclusion as a warrant article on the June 13, 2023 Town Meeting ballot.

Paula gave a status report on the Comprehensive Plan update. She, and others, have been working on the Land Use chapters including further discussion of the modified impact fee idea from Don that would provide additional money to provide incentives for certain types of development in certain locations. The concept has been included in the Plan without details, which could be explored in the future. Paula encouraged everyone to take a look at the Plan especially the portions which are more specific to the Planning Board. Next week the Final draft should be available on the website.

The board and Chip discussed the boat storage facility on Route 41, specifically some of the conditions not yet completed, such as vegetation planting and the cupola. The certificate of use/occupancy was issued before all conditions were met because the applicant needed to utilize the building for the winter. Chip has been in contact with the applicant and was assured that those conditions will be met and the project is still being monitored. The trees required were difficult to find due to the time of the year and Covid, and there was some confusion about how a cupola would affect the allowed height of the building. The applicant is willing to do whatever the board would like done. The board will review the original application and proceed from there.

Meeting adjourned by Paula at 8:06 PM

Readfield Planning Board

Meeting Minutes of May 9, 2023 - Approved

Planning Board Members Present: Paula Clark (Chair), Bill Buck, Jack Comart, Don Witherill, George O'Connor

Excused: Jan Gould, Henry Clauson, Noel Madore

Others Attending: Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Dan & Connie Roy

Meeting called to order by Paula at 6:38 PM

Public Hearing:

86 Torsey Shores Road: Dan and Connie Roy returned for a continuation of the public hearing on their application for an after-the-fact approval of a site review permit for an accessory structure (shed) located in the Shoreland Residential zone. The Roys hired a consultant to put together the application as well as come up with possible alternative locations for the shed, considering conformance to the setback requirements to the greatest practical extent. The board also did a site visit with most of the Board members in attendance.

Public Comment: None

Motion to close the Public Hearing made by Bill, **seconded** by Don, **vote 4-0** in favor

The board reviewed and discussed the location options with the Roys. Due to the structure being within the 100 ft. setback, the height of the building at 10 ft. is more than the 8 ft. allowed in the LUO.

The consensus of the PB is that the proposed alternative location (at 87 feet from the high water mark) for the accessory structure meets the Greatest Practical Extent requirement. However, the PB is unable to approve the application because the height of the structure exceeds the height limitation of 8 feet. See Article 3, Section 4 (H). Only the Board of Appeals has the authority, through the Variance process, to modify dimensional requirements. See Article 7, Section 6, Note #5.

The PB discussed the options going forward with the Roys; the Roys indicated that they would likely choose to apply to the Board of Appeals for a variance of the height limit.

Motion to table the pending application so the Roys can decide whether they wish to revise their pending application to address the height limitation or pursue a variance for the height of the structure, George **seconded**, **5-0 vote** in favor.

Public Meeting:

Prepared by Anjelica Pittman, Board Secretary (approved 07/11/2023)

Readfield Planning Board

Menatoma Camp Road Association: Meeting postponed, awaiting additional paperwork

Consider approval of minutes from 02/28/2023 & 04/25/2023

Minutes tabled until the next meeting so all board members have a chance to review them.

Other Business:

The board discussed the meeting schedule for the next Planning Board Meeting. Jack and Don will be unable to attend and Jan will be unable to participate in the Menatoma application. Paula informed everyone that the LUO Revisions the board completed have been submitted and are in the warrant article for the June 13, 2023 Town Meeting. There is a Comprehensive Plan Public Meeting for the Final draft is next Wednesday at 6PM; the Comp Plan will also be a warrant article for the June Town Meeting.

Meeting adjourned by Paula at 7:21 PM

Solid Waste and Recycling Committee (SWRC)

Minutes Approved 4-12-23

Wednesday January 11, 2023

Starling Hall, Fayette

Attending: Aaron Chrostowsky, Amy Black, Mike Carlson, Kellie Hess, Karen Peterson, Brent St. Clair, Kathryn Woodsum

Minutes from the 10/13/22 meeting were approved:

Motion by Kathryn, **Seconded** by Kellie, **Vote:** Unanimous

Karen reviewed the **second quarter operational and financial report** that was sent by Eric and distributed to committee members.

Operational highlights: MSW compactor issues addressed in early January. Electrical supply damaged by a hauler and reimbursed by hauler's insurance company. Underground electric installed in attendant booth. New lighting installed over SSR compactor.

Personnel highlights: There were intermittent transfer station absences covered by Readfield maintenance employees. A new part-time "on call" employee was hired to provide additional coverage.

Programming & Policy: The new electronic payment system has some added costs but continues to have significant benefits and value. The Swap Shop is well managed. It is more selective and structured. The new approved transfer station fee schedule that approved in Q3 went into effect in January. All towns were notified and sent notice of price increases to residents.

Tipping & Hauling: Increased disposal costs.

The **financial summary** report was reviewed. Revenues are at 55.55% and Expenses are at 49.69%

There were no member comments.

Karen reported that **new signage** for the transfer station has been received. Some signs were partially paid for by the food composting grant. Other transfer station signage includes a new sign for the entrance as well as directional signs for route 17. Installation is pending based on weather.

There were a number of capital improvements this year and no anticipated capital projects in FY 24. Karen will check with Eric regarding equipment replacement timelines.

The FY 24 Budget was reviewed. Revenues increased by 12.49%. Expenses increased by 13.63%. Budget changes are primarily driven by significant increases in the cost of transportation and disposal, and the need for adequate staffing. All wages are increasing by 8%, in line with the mandated minimum wage increase of 8%.

Budget estimates are being sent to all towns with estimated increases at 15.9%.

At the end of the fiscal year there will be an accounting shift to account for the transfer station as a separate enterprise activity.

Next Meeting: April 12th at the Readfield town office, 5:30 pm.

Respectfully Submitted, Amy Black