

**Readfield Select Board**  
**August 21, 2023, Meeting Agenda**  
Select Board Meeting starts: 6.00 PM

Select Board Meeting ends (unless extended) at 8:40 PM  
*Meeting duration and agenda item times are estimates and may be reduced or extended*

**Pledge of Allegiance**

**Executive Session (6:00) - 30 min.**

The Select Board will hold an Executive Session meeting to discuss a legal matter concerning a potentially illegal junkyard pursuant to 1 MRSA, Section 405, subsection 6(E).

**Regular Meeting Items (6:30) - 5 min.**

24-015 - Minutes: Select Board meeting minutes of July 24, 2023

24-016 - Warrants: #6-10

**Communications - 30 min.**

Select Board Communications - Members of the Board may present general information- 5 min.

Staff communication - 10 min.

- Town Manager's Report
- Treasurer's Report - July

Boards, Committees, Commissions & Departments - 5 min.

- Board and Committee Minutes (listed separately)

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

**Appointments, Re-appointments, and Resignations - 45 min.**

24-017 - Consider the appointment of the following applicants to the RSU #38 School Board - 30 min.

- Chris Alvarado
- Patricia Clark
- Samantha Horn
- Lydia Leimbach

24-018 - Consider the appointment of the following applicants to the Board of Appeals - 5 min.

- Bruce Bourgoine
- Les Priest
- Al Prysunka

24-019 - Consider the appointment of the following applicants to the library Board - 5 min.

- Christine Olson
- Rick Wilson

24-020 - Consider changes to the appointment structure of the Fairgrounds Working Group - 5 min.

**Old Business - 5 min.**

23-127 - Discuss the August 11-12 Heritage Days celebration - 5 min.

**New Business - 35 min.**

24-021 - Consider a Special Event Liquor License for Camp KV - 5 min.

24-022 - Consider a Memorandum of Understanding (MOU) with the Weathervane Restaurant and Lounge - 5 min

24-023 - Consider the management of surplus proceeds from the sale of tax acquired property - 10 min.

- Consider the return of surplus proceeds from the sale of Map 118 - Lot 016
- Consider a process for the revision and conversion of the existing policy on the Disposition of Tax Acquired Property to an ordinance

24-024 - Consider any appropriate action pursuant to Executive Session discussions - 5 min.

24-025 - Review the Administrative Calendar for the Select Board and Town Manager - 5 min.

24-026 - Conduct a 1<sup>st</sup> reading of Readfield Select Board Meeting Public Participation Guidelines - 5 min.

**Other Business, Upcoming Meetings, and Future Agenda Items - 10 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

# **EXECUTIVE SESSION**

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# **REGULAR MEETING**

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

**Readfield Select Board  
Regular Meeting Minutes – July 24, 2023 – unapproved**

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**Select Board Members Present:** Kathryn Woodsum, Sean Keegan, Steve DeAngelis, Carol Doorenbos, Dave Linton

**Excused Absent:**

**Others Attending:** Eric Dyer (Town Manager), Anjelica Pittman (Boards Secretary), Chip Stephens (CEO), Melissa Small (Librarian) Brandon Fike, Cristobal Alvarado, Peter Bickerman, Pam & John Mitchell, George O'Connor, Joel Parker, Bill Starrett, Liz Glover, Grace Keene, Paula Clark, Jack Comart, Ellen

**Pledge of Allegiance**

**Regular Meeting Items - 5 min.**

- 24-001 - Minutes: Select Board meeting minutes of June 20, 2023
  - **Motion** made by Sean to approve as amended **seconded** by Steve **vote 5-0** in favor
- 24-002 - Warrants: #51-55 (FY23), and 1-5 (FY24)
  - **Motion** made by Sean to approve Warrants 51 & 52 in the amount of \$104,620.95 **seconded** by Dave **vote 5-0** in favor
  - **Motion** made by Sean for Warrant 53 in the amount of \$356,369.75 **seconded** by Kathryn **vote 5-0** in favor
  - **Motion** made by Sean for Warrant 54 in the amount of \$8,708.43 **seconded** by Kathryn **vote 5-0** in favor
  - **Motion** made by Sean for Warrant 55 in the amount of \$18,383.70 **seconded** by Steve **vote 5-0** in favor
  - **Motion** made by Sean for Warrants 1 & 2 in the amount of \$424,885.62 **seconded** by Dave **vote 5-0** in favor
  - **Motion** made by Sean for Warrants 3 & 4 in the amount of \$ 66,345.06 **seconded** by Carol **vote 5-0** in favor
  - **Motion** made by Sean for Warrant 5 in the amount of \$617,591.00 **seconded** by Kathryn **vote 5-0** in favor

**Communications - 30 min.**

- Select Board Communications - 15 min.
  - Members of the Board may present general information - 5 min.
    - Kathryn – Shared recommendations for running productive meetings: Roberts Rules, come prepared, read the entire agenda packet prior to the meeting. Select Board policy requires board members to contact the town manager prior to the meeting for questions and concerns. Please be proactive and come with solutions in mind and present them positively, utilize ‘Select Board Communications’ time for upcoming events and thanks etc., use the future items at the end of the meeting for other issues. Select board retreat is the time to discuss the coming year.
    - Carol – Commemorated Milton Wright’s passing and all he did for our town; he will be missed.
  - Select Board Meeting Protocol and Policy - 5 min.
    - Eric discussed streamlining the public participation process with the Select Board leading by example. Reminder that the Standards of Conduct are on the wall in Giles Hall. He

**Readfield Select Board**  
**Regular Meeting Minutes – July 24, 2023 – unapproved**

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suggested accomplishing things with minimal conflict, and to speak to each other civilly. Personnel matters for staff and volunteers should not be discussed during Select Board meetings. Eric is available to discuss personnel matters outside of the meetings.

- Public Communications Policies
  - Kathryn would like to add parts of the Lewiston policy to soften the language in our current policy. She will distribute to the board what she comes up with.
- Staff communication - 5 min.
  - Town Manager's Report – given by Eric
  - Treasurer's Report - June
- Boards, Committees, Commissions & Departments - 5 min.
  - Board and Committee Minutes (listed separately)
- Public Communication - Members of the public may address the Select Board - 10 min.
  - Cristobal Alvarado – Came to the Select Board as he does not feel that his concerns with RSU #38 are being heard by the School Board.
  - Joel Parker –Concerned the Fire Department staffing is being limited due to the requirement of the Covid vaccine. Would like to see Readfield's Fire Department not require the vaccine.

**Appointments, Re-appointments, and Resignations - 15 min.**

- 24-003 - Consider the resignation of Michelle Fiori from the Library Board of Directors
  - **Motion** regretfully made by Sean **seconded** by Steve **vote 5-0** in favor
- 24-004 - Consider the resignation of Patricia Gordon from the RSU #38 Board
  - **Motion** regretfully made by Sean **seconded** by Steve **vote 5-0** in favor
    - The Select Board directed the Town Manager to advertise the appointment opening beginning tomorrow, with applications due by Wednesday, August 16, 2023. A regular appointment application will be used in this case. This will be a temporary term until the next Town Meeting in 2024.
- 24-005 - Consider the re-appointment of Ellen Jane Schneiter to the Budget Committee
  - **Motion** made by Sean beginning tonight through June 30, 2026 **seconded** by Steve **vote 5-0** in favor
- 24-006 - Consider the re-appointment of Michael Laberge to the Road Committee
  - **Motion** made by Sean beginning tonight through June 30, 2026 **seconded** by Carol **vote 5-0** in favor
- 24-007 - Consider the re-appointment of George O'Connor to the Planning Board
  - **Motion** made by Dave to appoint George to a full-time position from tonight through June 30, 2028 **seconded** by Kathryn **vote 5-0** in favor.
- 24-008 - Consider the appointment of the following applicants to one regular Planning Board position and two alternate Planning Board positions:
  - Peter Bickerman
  - Brandon Fike
  - John Mitchell
    - **Motion** made by Steve to appoint:
      - Peter as a full time member (beginning tonight until June 30, 2028)
      - Brandon as an alternate (beginning tonight until June 30, 2027)
      - John as an alternate (beginning tonight until June 30, 2028)

**Readfield Select Board**  
**Regular Meeting Minutes – July 24, 2023 – unapproved**

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- **Seconded** by Kathryn **vote 4-1** with Carol opposed.
- **Motion** amended by Steve to have everyone complete 5-year terms ending in 2028, **seconded** by Carol, **vote 5-0** in favor.
- 24-009 - Consider the appointment of Peter Thompson to the Kennebec Regional Development Authority
  - **Motion** made by Carol for one year appointment and to waive the notice for the need to appear **seconded** by Dave **vote 5-0** in favor.

**Old Business - 15 min.**

- 23-127 - Discuss the August 11-12 Heritage Days celebration - 5 min.
  - The schedule is printed and available at the Town Office as well as posted online. Thanks to Dennis Price for getting this project together. Volunteer appreciation Community Pot Luck on Saturday has been added for the volunteers and Spirit of America awards. We have three Spirit of America award winners this year.
- 23-143 - Discuss Select Board policy on “Capital Reserve” accounts and warrant articles - 10 minutes
  - Marty Hanish attended to discuss a new refined option for capital reserve accounts and warrant articles. Dave suggested an option to allow the board to break something out outside of the general guideline in the policy. Kathryn suggested more clear and concise communication of the warrants as soon as possible. Eric noted that the capital improvement plan is good but could be better with a clearer presentation of the process.
  - Carol **motioned** to accept this policy as stated by Marty **seconded** by Steve, **vote 5-0** in favor.
  - **Motion** to extend the meeting at 8:27pm for an additional 30 minutes **seconded** by Dave, **vote 5-0** in favor.

**New Business - 45 min.**

- 24-010 - Consider a revision to the Land Use Fee Schedule - 10 min.
  - **Motion** made by Sean to approve and accept the updated fee schedule presented by CEO Chip Stephens **seconded** by Steve **vote 5-0** in favor
- 24-011 - Consider proposals for intersection work at the Nickerson Hill Rd. and P-Ridge Rd. - 10 min
  - **Motion** made by Sean to reject bids for current RFP and instruct the town manager to reach out to the lowest bidder to hopefully work out a less costly solution that all parties can agree on, **seconded** by Steve **vote 5-0** in favor.
- 24-012 - Consider a Resolution of Intent and Fire Apparatus Proposal for the purchase of an E-1 Freightliner Pumper Fire Truck from Greenwood Emergency Vehicles - 10 min.
  - **Motion** made by Sean to accept the resolution and sign as presented and engage Eric in signing the contract, **seconded** by Carol **vote 5-0** in favor.
- 24-013 - Consider the following scheduling items - 10 min.
  - Financial Calendar and Warrant Review – Monday nights or Tuesday mornings
  - Summer Residents Meeting (August 4<sup>th</sup> at 5pm proposed) – Dave and Kathryn will attend
  - Annual Select Board Planning Retreat (September 25<sup>th</sup> at 5pm proposed) – Confirmed for September 11<sup>th</sup> at 5:30pm
- 24-014 - Consider a ballot for the Maine Municipal Association Annual Election - 5 min.
  - **Motion** made by Sean to have Eric sign **seconded** by Steve **vote 5-0** in favor

**Readfield Select Board**  
**Regular Meeting Minutes – July 24, 2023 – unapproved**

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**Other Business, Upcoming Meetings, and Future Agenda Items - 10 min.**

Carol – Would like to address Covid vaccine policy for the Fire Department and get a roster. Can get with Lee to discuss the state policy which is what is driving the town's policy. Carol would like to see the policy however it could be privileged information. Possibly Lee could give a statement to more specifically what the town policy is based on. Eric will collect and distribute the Fire Chief's policy.

**Motion** to adjourn made by Sean at 9:00pm **seconded** by Steve **vote 5-0** in favor.

**Adjournment**

*Minutes submitted by Anjelica Pittman, Board Secretary*



July 31, 2022 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
6	30	\$ 445,140.15	Warrant	S. Keegan	Three	
A	30	\$ 5,534.00	State Fees	K. Woodsum	One	7/21/2023
B	30	\$ 3,107.74	State Fees	S. Keegan	One	7/27/2023
7	46	\$ 28,680.39	Payroll	S. Keegan	One	

SUM \$ 473,820.54

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

# Treasurer's Warrant

Warrant #6 &7

\$473,820.54

Dates: 8/03/2023

To the Treasurer of Readfield:

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

Payee EMPLOYEES	Account Payroll	Amount \$28,680.39	Check #'s 72840-72853 172840-172859
VARIOUS VENDORS	Accounts Payable	\$445,140.15	72812-72839
	Total	\$473,820.54	

Date Signed: \_\_\_\_\_

\_\_\_\_\_ Steven DeAngelis

\_\_\_\_\_ Carol Doorenbos

\_\_\_\_\_ Sean Keegan

\_\_\_\_\_ David Linton

\_\_\_\_\_ Kathryn Woodsum

### A / P Check Register

Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	999	89.18	08/03/23	6	0031 Central Maine Power Co
P	72812	5,534.00	07/20/23	6	0086 SECRETARY OF STATE (MOTOR VEH)
P	72813	3,107.74	07/27/23	6	0086 SECRETARY OF STATE (MOTOR VEH)
R	72814	23.99	08/03/23	6	0022 Audette's Hardware
R	72815	1,042.77	08/03/23	6	0024 Baker & Taylor, Inc
R	72816	36.00	08/03/23	6	0035 Community Advertiser
R	72817	967.00	08/03/23	6	0347 Creative Digital Imaging
R	72818	115.40	08/03/23	6	0860 DR Designs
R	72819	209.95	08/03/23	6	0288 Elan Financial Services
R	72820	250.00	08/03/23	6	0314 Gerard Boyle
R	72821	4,883.19	08/03/23	6	0797 Gorrill Palmer Consulting Engineers Inc
R	72822	510.00	08/03/23	6	0219 HUB International NE LLC
R	72823	484.87	08/03/23	6	0629 Irving Oil Marketing, Inc
R	72824	979.96	08/03/23	6	0676 Kramer's Inc.
R	72825	1,162.61	08/03/23	6	0055 KV Humane Society
R	72826	47.50	08/03/23	6	0929 LM Enterprises
R	72827	47.88	08/03/23	6	0152 Lowe's
R	72828	30,115.68	08/03/23	6	0458 Lucas Striping, LLC
R	72829	297.50	08/03/23	6	0218 MAINE RESOURCE RECOVERY ASSOC
R	72830	14.73	08/03/23	6	0229 Melissa A Small
R	72831	21.00	08/03/23	6	0138 On Scene Tags
R	72832	167.50	08/03/23	6	0858 PETTY CASH
R	72833	55,068.00	08/03/23	6	0673 PIKE INDUSTRIES, INC.
R	72834	1,000.00	08/03/23	6	0640 Pitney Bowes, Inc (Reserve)
R	72835	338,036.42	08/03/23	6	0069 Regional School Unit#38
R	72836	162.18	08/03/23	6	0647 Soule's Auto Supply
R	72837	13.18	08/03/23	6	0696 Spectrum
R	72838	296.00	08/03/23	6	0191 Standard Chair of Gardner
R	72839	455.92	08/03/23	6	0313 Toshiba Financial Services
<b>Total</b>		<b>445,140.15</b>			

**Count**

Checks	29
Voids	0

## Warrant Recap

### Warrant 6

Vendor-----	Amount	Account-----
00022 Audette's Hardware	23.99	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00024 Baker & Taylor, Inc	45.00	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	106.01	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	540.07	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	104.29	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	247.40	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	89.18	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00035 Community Advertiser	36.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00347 Creative Digital Imaging	967.00	GENERAL GOVT / Admin - ADMIN / POSTAGE
00860 DR Designs	115.40	COMM SERVICE / Age Friendly - COMMUNITY SV / Age Friendly
00288 Elan Financial Services	109.99	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00288 Elan Financial Services	99.96	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00314 Gerard Boyle	250.00	COMM SERVICE / Library - ADMIN / MISC.
00797 Gorrill Palmer Consulting Engineers Inc	4,883.19	CAPITAL IMPR / Sidewalks - PUBLIC WAYS / CONTRACT SVC
00219 HUB International NE LLC	510.00	PROTECTION / FIRE DEPART - INSURANCE / FF Gap
00629 Irving Oil Marketing, Inc	77.07	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	73.11	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	92.32	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	7.38	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	81.13	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	96.86	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	57.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00676 Kramer's Inc.	979.96	Maintenance / Gen Maint - EQUIP REPLAC / TOOLS
00055 KV Humane Society	1,162.61	COMM SERVICE / Animal Cntrl - CONTRACT SVC / KVHS
00929 LM Enterprises	47.50	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00152 Lowe's	34.16	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00152 Lowe's	4.26	Maintenance / Gen Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	9.46	REC,PARKS/AT / BEACH - BUILDING O&M / SUPPLIES
00458 Lucas Striping, LLC	30,115.68	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00218 MAINE RESOURCE RECOVERY ASSOC	297.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00229 Melissa A Small	8.33	COMM SERVICE / Library - ADMIN / MISC.
00229 Melissa A Small	6.40	COMM SERVICE / Library - ADMIN / MISC.
00138 On Scene Tags	21.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00858 PETTY CASH	25.89	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	1.95	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	39.66	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	100.00	REC,PARKS/AT / HERITAGE DAY - ADMIN / MISC.
00673 PIKE INDUSTRIES, INC.	554.60	Rds & Drain / Road Maint - PUBLIC WAYS / Gravel/Sand
00673 PIKE INDUSTRIES, INC.	54,513.40	CAPITAL IMPR / Roads - PUBLIC WAYS / PAVING
00640 Pitney Bowes, Inc (Reserve)	1,000.00	GENERAL GOVT / Comptr/Equip - ADMIN / POSTAGE
00069 Regional School Unit#38	338,036.42	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00086 SECRETARY OF STATE (MOTOR VEH)	5,534.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,107.74	GENERAL FUND / Motor Veh Fe
00647 Soule's Auto Supply	162.18	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE TRUCKS

### Warrant Recap

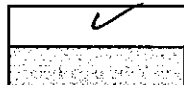
Warrant 6

Vendor-----	Amount	Account-----
00696 Spectrum	13.18	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00191 Standard Chair of Gardner	296.00	SOLID WASTE / TRANSFER STA - ADMIN / SB EE Recog
00313 Toshiba Financial Services	455.92	GENERAL GOVT / Comptr/Equip - EQUIP O,R &M / OFFICE LEASE
<b>Prepaid Total--</b>	<b>8,730.92</b>	
<b>Current Total--</b>	<b>436,409.23</b>	
<b>Warrant Total--</b>	<b>445,140.15</b>	

**Aug 9, 2023 Warrant Summary**

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
8	53	\$ 4,100.00	Warrant	S Keegan	Three	8/9/2023
A	53		State Fees		One	
B	53		State Fees		One	
			Payroll		One	

**SUM \$ 4,100.00**



Indicates public review is required following prior approval

Indicates public review and approval are both required

# Treasurer's Warrant

Warrant #8

\$4,100.00

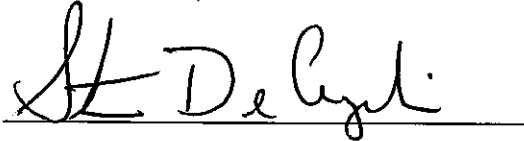
Dates: 8/09/2023

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	\$0	
VARIOUS VENDORS	Accounts Payable	\$4,100.00	72857-72858
	Total	\$4,100.00	

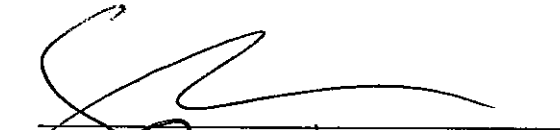
Date Signed: 8/9/23



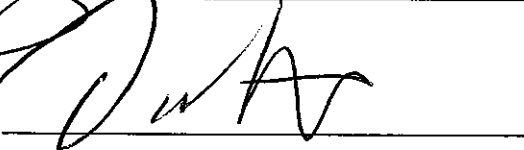
Steven DeAngelis

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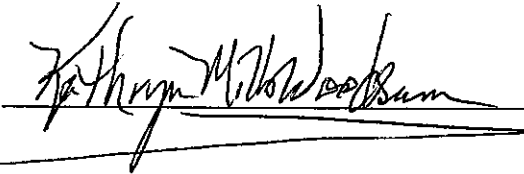
Carol Doorenbos



Sean Keegan



David Linton



Kathryn Woodsum

**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
R	72857	3,500.00	08/09/23	8	0921 Central Maine Pyrotechnics, Inc
R	72858	600.00	08/09/23	8	0292 Evan R Haines
<b>Total</b>		<b>4,100.00</b>			

<b>Count</b>	
Checks	2
Voids	0



Aug 14, 2023 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
9	53	\$ 100,650.06	Warrant	S. Keegan	Three	8/14/2023
A	53	\$ 8,686.70	State Fees	S. Keegan	One	8/4/2023
B	53	\$ 5,140.56	State Fees	S. Keegan	One	8/11/2023
10	73	\$ 26,371.81	Payroll	S. Keegan	One	8/14/2023

**SUM** \$ 127,021.87

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

# Treasurer's Warrant

Warrant # 9&10

\$127,021.87

Dates: 8/17/2023

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	\$26,371.81	72891-72903 172891-172909
VARIOUS VENDORS	Accounts Payable	\$100,650.06	72854-72855 72856-72890
	Total	\$127,021.87	

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Steven DeAngelis

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
David Linton

\_\_\_\_\_  
Kathryn Woodsum

**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	47	127.54	08/17/23	9	0047 Shift 4
P	295	184.99	08/17/23	9	0295 US CELLULAR
P	999	80.19	08/17/23	9	0031 Central Maine Power Co
P	999	37.00	08/17/23	9	0031 Central Maine Power Co
P	999	187.82	08/17/23	9	0031 Central Maine Power Co
P	999	30.91	08/17/23	9	0031 Central Maine Power Co
P	999	30.91	08/17/23	9	0031 Central Maine Power Co
P	999	373.51	08/17/23	9	0031 Central Maine Power Co
P	999	585.80	08/17/23	9	0031 Central Maine Power Co
P	999	176.82	08/17/23	9	0031 Central Maine Power Co
P	999	0.01	08/17/23	9	0031 Central Maine Power Co
P	72854	4,916.70	08/03/23	9	0086 SECRETARY OF STATE (MOTOR VEH)
P	72855	3,761.00	08/03/23	9	0098 TREAS., STATE OF MAINE (IFW)
P	72856	9.00	08/03/23	9	0100 TREAS., STATE OF MAINE (DOGS)
P	72859	5,140.56	08/10/23	9	0086 SECRETARY OF STATE (MOTOR VEH)
R	72860	475.00	08/17/23	9	0643 A.A.A. PORTABLE TOILETS
R	72861	224.85	08/17/23	9	0015 American Awards, Inc
R	72862	2,836.68	08/17/23	9	0599 Archie's Inc.
R	72863	55.00	08/17/23	9	0782 By The Board Lumber Company
R	72864	623.58	08/17/23	9	0002 Casco Bay Advisors, LLC
R	72865	23.60	08/17/23	9	0183 Copies, Etc.
R	72866	32,915.17	08/17/23	9	0225 Douglas Alleborn
R	72867	199.40	08/17/23	9	0860 DR Designs
R	72868	2,246.10	08/17/23	9	0054 ecomaine
R	72869	383.93	08/17/23	9	0288 Elan Financial Services
R	72870	851.56	08/17/23	9	0704 Fabian Oil
R	72871	4,919.17	08/17/23	9	0043 Fire Tech and Safety
R	72872	140.00	08/17/23	9	0480 Granite State Analytical Services, LLC
R	72873	28.00	08/17/23	9	0791 Group Dynamic Inc
R	72874	1,645.00	08/17/23	9	0052 Hussey Communications, Inc
R	72875	95.00	08/17/23	9	0083 Kennebec Cnty Registry Of Deeds
R	72876	817.00	08/17/23	9	0083 Kennebec Cnty Registry Of Deeds
R	72877	48.99	08/17/23	9	0676 Kramer's Inc.
R	72878	8,592.03	08/17/23	9	0065 MAINE MUNICIPAL EMP. HEALTH
R	72879	223.32	08/17/23	9	0111 MaineToday Media
R	72880	64.42	08/17/23	9	0858 PETTY CASH
R	72881	1,216.00	08/17/23	9	0841 PretiFlaherty
R	72882	3,185.77	08/17/23	9	0261 Quirk Auto Group
R	72883	2,243.75	08/17/23	9	0605 RHR Smith & Company
R	72884	21.60	08/17/23	9	0561 Shredding on Site
R	72885	80.00	08/17/23	9	0784 Snowman Group
R	72886	152.98	08/17/23	9	0462 STAPLES CREDIT PLAN
R	72887	8,610.00	08/17/23	9	0398 SW Cole Engineering, Inc
R	72888	1.00	08/17/23	9	0102 TREAS.,STATE OF MAINE (SURPLU)
R	72889	177.32	08/17/23	9	0495 United AG & Turf NE
R	72890	11,911.08	08/17/23	9	0709 WASTE MANAGEMENT OF PORTLAND

**A / P Check Register**  
Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
<b>Total</b>		<b>100,650.06</b>			

<b>Count</b>	
Checks	46
Voids	0

**Warrant Recap**

Warrant 9

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	300.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00643 A.A.A. PORTABLE TOILETS	175.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00015 American Awards, Inc	224.85	GENERAL GOVT / Admin - ADMIN / VOLUNTEERS
00599 Archie's Inc.	2,836.68	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00782 By The Board Lumber Company	55.00	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00002 Casco Bay Advisors, LLC	623.58	UNCLASSIFIED / Contingency - ADMIN / MISC.
00031 Central Maine Power Co	80.19	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00031 Central Maine Power Co	37.00	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	187.82	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	30.91	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	30.91	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	373.51	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	585.80	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	176.82	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	0.01	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00183 Copies, Etc.	23.60	REC,PARKS/AT / HERITAGE DAY - ADMIN / ADVERTISING
00225 Douglas Alleborn	32,915.17	GENERAL GOVT / Admin - ADMIN / MISC.
00860 DR Designs	199.40	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00054 ecomaine	2,246.10	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00288 Elan Financial Services	34.94	Special Rev / Library - Special Rev / Grants
00288 Elan Financial Services	53.85	Special Rev / Library - Special Rev / Grants
00288 Elan Financial Services	43.89	Special Rev / Library - Special Rev / Grants
00288 Elan Financial Services	153.37	Special Rev / Library - Special Rev / Grants
00288 Elan Financial Services	79.93	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD SUPPLIES
00288 Elan Financial Services	17.95	REC,PARKS/AT / HERITAGE DAY - RECREATION / HD EQUIP
00704 Fabian Oil	851.56	Maintenance / Bldg Maint - UTILITIES / HEATING
00043 Fire Tech and Safety	1,266.67	CAPITAL IMPR / Fire Dept - EQUIP REPLAC / CAPITAL EQP
00043 Fire Tech and Safety	2,785.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00043 Fire Tech and Safety	297.50	PROTECTION / FIRE DEPART - EQUIP O,R &M / FIRE EQUIP
00043 Fire Tech and Safety	570.00	PROTECTION / FIRE DEPART - EQUIP O,R &M / PPG
00480 Granite State Analytical Services, LLC	140.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
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	1,645.00	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00083 Kennebec Cnty Registry Of Deeds	817.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00083 Kennebec Cnty Registry Of Deeds	95.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00676 Kramer's Inc.	48.99	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00065 MAINE MUNICIPAL EMP. HEALTH	2,487.37	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	5,847.64	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	100.50	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	143.01	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	13.51	GENERAL FUND / VSP Vision
00111 MaineToday Media	223.32	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00858 PETTY CASH	5.85	GENERAL GOVT / Admin - ADMIN / POSTAGE

## Warrant Recap

### Warrant 9

Vendor-----	Amount	Account-----
00858 PETTY CASH	58.57	GENERAL GOVT / Admin - ADMIN / VOLUNTEERS
00841 PretiFlaherty	636.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00841 PretiFlaherty	580.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00261 Quirk Auto Group	3,185.77	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Dump Truck
00605 RHR Smith & Company	1,681.25	GENERAL GOVT / Admin - CONTRACT SVC / AUDIT SERV
00605 RHR Smith & Company	562.50	GENERAL GOVT / Admin - CONTRACT SVC / AUDIT SERV
00086 SECRETARY OF STATE (MOTOR VEH)	4,916.70	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	5,140.56	GENERAL FUND / Motor Veh Fe
00047 Shift 4	127.54	SOLID WASTE / TRANSFER STA - FINANCIAL / CC FEES
00561 Shredding on Site	21.60	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00784 Snowman Group	18.25	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00784 Snowman Group	30.87	GENERAL GOVT / Code Enforce - ADMIN / OFFICE SUP
00784 Snowman Group	30.88	Special Rev / CEO Intrlcl - Special Rev / Misc
00462 STAPLES CREDIT PLAN	152.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00398 SW Cole Engineering, Inc	8,500.00	CAPITAL IMPR / Roads - CONTRACT SVC / ENGINEERING
00398 SW Cole Engineering, Inc	110.00	CAPITAL IMPR / Roads - CONTRACT SVC / ENGINEERING
00100 TREAS., STATE OF MAINE (DOGS)	9.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	3,761.00	GENERAL FUND / Rec Veh Fees
00102 TREAS.,STATE OF MAINE (SURPLU)	1.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00495 United AG & Turf NE	52.33	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Mowers
00495 United AG & Turf NE	32.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Walker Mower
00495 United AG & Turf NE	92.99	Maintenance / Gen Maint - EQUIP O,R &M / TOOLS R&M
00295 US CELLULAR	37.00	GENERAL GOVT / Admin - PERSONNEL / TM Mile/Phon
00295 US CELLULAR	37.00	GENERAL GOVT / Code Enforce - UTILITIES / CELL PHONE
00295 US CELLULAR	73.99	Maintenance / Gen Maint - UTILITIES / CELL PHONE
00295 US CELLULAR	18.50	COMM SERVICE / Animal Cntrl - UTILITIES / CELL PHONE
00295 US CELLULAR	18.50	Special Rev / CEO Intrlcl - Special Rev / Misc
00709 WASTE MANAGEMENT OF PORTLAND	2,063.16	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	2,506.90	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	50.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	7,291.02	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
<b>Prepaid Total--</b>	<b>15,642.76</b>	
<b>Current Total--</b>	<b>85,007.30</b>	
<b>Warrant Total--</b>	<b>100,650.06</b>	

# **COMMUNICATIONS**

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

Treasurer's Report

Reporting Date:

8/21/2023

July 2023

Report Period: July-23

Fiscal Year: 2023

Ongoing Financial Management Activities:

Check Reconciliation: Check reconciliation was completed through 7/31/2023. Our accounts are in balance with our bank statements. All bank activity appeared to be normal.

Audit: We continue to work on implementing the new account structure, finding some issues with reporting and tracking for special revenue accounts. In early August Teresa met with one of our audit team to understand the flow and prepare sample transactions.

Investments: Also in early August we proceeded with investing in laddered CDs and CDARs through Androscoggin Bank to make the best use of available cash balances and reserves, as follows:

15 Month CD - \$250,000 - 4.85% APY - \$15,247 est. Yield

6 Month CDAR - \$500,000 - 5.0% APY - \$12,348 est. Yield

12 Month CDAR - \$250,000 - 4.6% APY - \$11,500 est. Yield

I would like to add another block so we have maturity every 3 months, but our balances will dictate that.

Financial Reporting: I will be significantly revising the Treasurer's Report in the coming months to show more budget to actual comparisons, and modify the key indicator summary data.

Comments:

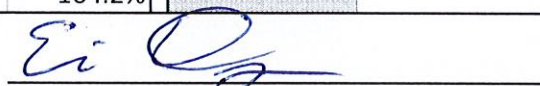
This report covers the month of July. Revenues and expenses should be at about 8%. YTD and Monthly values are the same as this is the first month of the year. The purchase of the fire truck is the reason our bank account and Capital Expenses are showing large changes relative to the prior year. It is encouraging to see real estate payments continuing to come in earlier each year.

Summary Data:

	Month			Fiscal Year-to-Date		
	Jul-23	Jul-22	% Change	2023	2022	% Change
<b>KEY INDICATORS:</b>						
Checking Accounts	\$ 2,125,486	\$ 2,839,355	-25.1%	N/A	N/A	N/A
Posted Journals	50	48	4.2%			
Real Estate Payments	\$ 73,839	\$ 56,101	31.6%			
Total Receipts	\$ 272,410	\$ 229,051	18.9%			
<b>MAJOR NET REVENUES:</b>						
State Revenue Sharing	\$ 47,093	\$ 54,645	-13.8%			
Interest on Taxes	\$ 1,762	\$ 2,128	-17.2%			
Homestead Exemption	\$ 38,483	\$ -	-			
Motor Vehicle Payments	\$ 50,220	\$ 73,230	-31.4%			
Transfer Station Fees	\$ 6,988	\$ 5,753	21.5%			
All Other Revenues	\$ 5,135,933	\$ 4,754,167	8.0%			
TOTAL NET REVENUES	\$ 5,280,479	\$ 4,889,923	8.0%			
<b>MAJOR NET EXPENSES:</b>						
General Government	\$ 57,646	\$ 37,286	54.6%			
Protection	\$ 11,213	\$ 8,971	25.0%			
Roads and Drainage	\$ 21	\$ 5,517	-99.6%			
Capital Improvements	\$ 639,760	\$ 9,189	6862.2%			
Solid Waste	\$ 6,135	\$ 10,509	-41.6%			
Education	\$ 338,036	\$ 309,459	9.2%			
Regional Organizations	\$ 9,135	\$ 8,538	-			
Debt Service	\$ -	\$ -	-			
All Other Expenses	\$ 29,662	\$ 23,654	25.4%			
TOTAL NET EXPENSES	\$ 1,091,608	\$ 413,123	164.2%			

Eric Dyer, Treasurer

Signature:







**CDARS Rates – fully FDIC Insured**

**08/01/23**

**New clients, minimum balance \$250,000**

**Existing clients, Minimum balance of \$10,000**

	<u>APY</u>
1 Month	2.50%
3 Months	3.10%
6 Months	5.00%
12 Months	4.60%
18 Months	4.40%
24 Months	4.21%
36 Months	4.05%
48 Months	3.92%
60 Months	3.80%

**For more information please contact**

**Lena Hann**

**Androscoggin Bank**

[lhann@androscogginbank.com](mailto:lhann@androscogginbank.com)

**207-376-3571**

Checking Recon

Jul-23

	Camden Money M	Andro45053704	Andro45156092	And4520544	Totals
	\$ 236,505.68	\$ 50,000.00	\$ 2,487,822.12	\$ 2,203.48	\$ 2,776,531.28
O/S Checks	\$ (386.09)	\$ (650,659.28)			\$ (651,045.37)
	<b>\$ 236,119.59</b>	<b>\$ (600,659.28)</b>	<b>\$ 2,487,822.12</b>	<b>\$ 2,203.48</b>	<b>\$ 2,125,485.91</b>
Computer/Manual Bal	\$ 237,004.97	\$ 1,719,054.80			\$ 1,956,059.77
Interest	\$ 11.94		\$ 1,777.17	\$ -	\$ 1,789.11
O/S DepositJ# 50	\$ (879.12)				\$ (879.12)
O/S DepositJ# 44 Andro Williams			\$ (199.00)		\$ (199.00)
Transfer in Limbo			(\$19,844.65)		\$ -
Deposit Tickets	\$ (18.20)				\$ (18.20)
Transfer from MMBB			\$ 200,000.00		\$ 200,000.00
O/S DepositJ# 44 CC			\$ (1,775.89)		\$ (1,775.89)
O/S Online Boat Sandler			(6.00)		\$ (6.00)
O/S Online Boat Mancini			(\$38.00)		\$ (38.00)
O/S Andro Parks			\$ (25.00)		\$ (25.00)
O/S Andro Mrazik			\$ (50.00)		\$ (50.00)
O/S Andro MacDearmid			(50.00)		\$ (50.00)
O/S Andro Dagneau			(25.00)		\$ (25.00)
O/S Andro Leighton			(25.00)		\$ (25.00)
O/S Andro Grover			(\$25.00)		\$ (25.00)
O/S Andro Reed			(\$25.00)		\$ (25.00)
O/S Andro Robitaille			(25.00)		\$ (25.00)
O/S Andro Norwood			\$ (25.00)		\$ (25.00)
O/S Andro Richardson			\$ (50.00)		\$ (50.00)
O/S Andro Young			\$ (178.58)		\$ (178.58)
O/S Shift 4 7-30-23			\$ (25.74)		\$ (25.74)
O/S J# 50 CC			\$ (431.05)		\$ (431.05)
BMV Ck 72812 on August Warrant			\$ (5,534.00)		\$ (5,534.00)
BMV Ck 72813 on August Warrant			\$ (3,107.74)		\$ (3,107.74)
					\$ -
					\$ -
	<b>\$ 236,119.59</b>	<b>\$ 1,719,054.80</b>	<b>\$ 170,311.52</b>	<b>\$ -</b>	<b>\$ 2,125,485.91</b>
Camden Bank Total	\$ 236,119.59				
Camden Bank Total	\$ 236,119.59				
	\$ -				
Andro Bank Total	\$ 1,889,366.32				
Andro Manual Total	\$ 1,889,366.32				
	\$ -				

Completed 8/3/23 Andro Teresa  
 Completed 8/2/23 Camden Teresa

Reviewed By:



# Check Reconciliation

## Balancing Report

Statement Date: 07/31/23

Check	Type	Date	Amount	--Status--		Payee
				Code	Date	
172849	OD	08/03/23	1,380.04	VOID	07/31/23	
172850	OD	08/03/23	1,323.00	VOID	07/31/23	
172851	OD	08/03/23	1,250.23	VOID	07/31/23	
172852	OD	08/03/23	1,557.29	VOID	07/31/23	
172853	OD	08/03/23	886.81	VOID	07/31/23	
172854	OD	08/03/23	2,069.14	VOID	07/31/23	
172855	OD	08/03/23	996.73	VOID	07/31/23	
		Count	32	Total	41,054.88	

BEGINNING BALANCE.....	2,918,578.36	
+ DEPOSITS ON STMT....	264,745.40	70
- RETURNED CHECKS.....	242.64	1
+ INTEREST.....	1,777.17	1
+ OTHER CREDITS.....	238,983.99	17
- CASHED CHECKS.....	863,972.03	116
- OTHER DEBITS.....	19,844.65	1
<b>STATEMENT BALANCE.....</b>	<b>2,540,025.60</b>	
+ OUTSTANDING DEPOSITS	2,935.26	15
- OUTSTANDING CHECKS..	649,449.28	28
+ OUTSTANDING OTHER	2,121.04	4
<b>CHECKBOOK AT STMT DATE.</b>	<b>1,895,632.62</b>	
+ OTHER DEPOSITS.....	12,785.24	1
- ISSUED CHECKS.....	466,388.80	56
+ ISSUED OTHER	0.00	0
<b>CURRENT CHECKBOOK.....</b>	<b>1,442,029.06</b>	

# Check Reconciliation

## Balancing Report

Statement Date: 07/31/23

Check	Type	Date	Amount	Code	Date	Payee
				--Status--		
BEGINNING BALANCE.....			245,111.33			
+ DEPOSITS ON STMT....			16,400.61		16	
+ INTEREST.....			11.94		1	
- OTHER DEBITS.....			25,018.20		2	
STATEMENT BALANCE.....			236,505.68			
+ OUTSTANDING DEPOSITS			879.12		1	
+ OUTSTANDING OTHER			0.00		0	
CHECKBOOK AT STMT DATE.			237,384.80			
+ ISSUED OTHER			0.00		0	
CURRENT CHECKBOOK.....			237,384.80			

# Journal Summary List

All Journal Types

July

Jrnl	Date	Type	Per	Expense	Revenue	G / L	Cash	Enc	Description
0001	07/07/23	AP	07	397,420.35	0.00	0.00	-397,420.35	0.00	AP 7/6/23
0002	07/07/23	PY	07	27,625.50	0.00	-160.23	-27,465.27	0.00	07/06/2023 Payroll
0003	07/03/23	CR	07	0.00	-7,627.49	-5,258.12	12,885.61	0.00	07/03/2023 C/R
0004	07/06/23	CR	07	0.00	-5,142.31	-3,275.19	8,417.50	0.00	07/05/2023 C/R
0005	07/19/23	AP	07	20,001.40	0.00	10,267.91	-30,269.31	0.00	AP 7/20/2023
0006	07/10/23	CR	07	0.00	-5,047.54	-5,759.93	10,807.47	0.00	07/07/2023 C/R
0007	07/11/23	CR	07	0.00	-4,712.51	-1,671.68	6,384.19	0.00	07/10/2023 C/R
0008	07/11/23	CR	07	0.00	-828.81	0.00	828.81	0.00	07/11/2023 R/R Deposit
0009	07/11/23	CR	07	0.00	-754.53	0.00	754.53	0.00	07/11/2023 R/R Deposit
0010	07/11/23	CR	07	0.00	-991.42	0.00	991.42	0.00	07/11/2023 R/R Deposit
0011	07/11/23	CR	07	0.00	-89.53	0.00	89.53	0.00	07/11/2023 R/R Deposit
0012	07/11/23	GJ	07	0.00	-229.20	0.00	229.20	0.00	Online Boats
0013	07/12/23	CR	07	0.00	-2,250.32	-3,632.94	5,883.26	0.00	07/11/2023 C/R
0014	07/13/23	CR	07	0.00	-2,693.52	-1,254.50	3,948.02	0.00	07/12/2023 C/R
0015	07/14/23	CR	07	0.00	-4,906.28	-13,065.69	17,971.97	0.00	07/14/2023 C/R
0016	07/25/23	AP	07	617,591.00	0.00	0.00	-617,591.00	0.00	AP 7/20/23 Fire Truck
0017	07/18/23	PY	07	36,235.98	0.00	-160.23	-36,075.75	0.00	07/20/2023 Payroll
0018	07/17/23	CR	07	0.00	-2,501.50	-3,461.78	5,963.28	0.00	07/17/2023 C/R
0019	07/18/23	CR	07	0.00	-1,294.35	0.00	1,294.35	0.00	07/18/2023 R/R Deposit
0020	07/18/23	CR	07	0.00	-86.76	0.00	86.76	0.00	07/18/2023 R/R Deposit
0021	07/18/23	CR	07	0.00	-335.39	0.00	335.39	0.00	07/18/2023 R/R Deposit
0022	07/18/23	CR	07	0.00	-342.22	0.00	342.22	0.00	07/18/2023 R/R Deposit
0023	07/18/23	CR	07	0.00	-494.88	0.00	494.88	0.00	07/18/2023 R/R Deposit
0024	07/18/23	CR	07	0.00	-2,016.26	-2,955.04	4,971.30	0.00	07/18/2023 C/R
0025	07/19/23	GJ	07	0.00	0.00	0.00	0.00	0.00	TS Unemploy, WC, Retire
0026	07/19/23	CR	07	0.00	-633.72	0.00	633.72	0.00	07/19/2023 R/R Deposit
0027	07/19/23	GJ	07	0.00	0.00	-2,077.04	2,077.04	0.00	Beg Bal Adjustments
0028	07/19/23	GJ	07	0.00	0.00	27,092.13	-27,092.13	0.00	EOY AP Cash Adjustments
0029	07/20/23	CR	07	0.00	-3,695.99	-7,534.27	11,230.26	0.00	07/19/2023 C/R
0031	07/20/23	GJ	07	0.00	0.00	0.00	0.00	0.00	Beg Bal Adjustments
0032	07/24/23	CR	07	0.00	-4,154.03	-17,302.06	21,456.09	0.00	07/21/2023 C/R
0033	07/24/23	CR	07	0.00	-305.94	0.00	305.94	0.00	07/24/2023 R/R Deposit
0034	07/24/23	CR	07	0.00	-111.79	0.00	111.79	0.00	07/24/2023 R/R Deposit
0035	07/24/23	GJ	07	0.00	-6.00	0.00	6.00	0.00	Online Boat 7/20/23
0036	07/25/23	CR	07	0.00	-88,524.13	-6,029.23	94,553.36	0.00	07/24/2023 C/R
0037	07/26/23	CR	07	0.00	-2,176.04	-1,884.71	4,060.75	0.00	07/25/2023 C/R
0038	07/27/23	CR	07	0.00	-4,258.49	-12,995.80	17,254.29	0.00	07/26/2023 C/R
0039	07/28/23	GJ	07	0.00	0.00	0.00	0.00	0.00	Initial Budget
0040	07/28/23	CR	07	0.00	-698.61	0.00	698.61	0.00	07/28/2023 R/R Deposit
0041	07/28/23	CR	07	0.00	-1,155.77	0.00	1,155.77	0.00	07/28/2023 R/R Deposit
0042	07/28/23	CR	07	0.00	-809.09	0.00	809.09	0.00	07/28/2023 R/R Deposit
0043	07/28/23	CR	07	0.00	-255.88	0.00	255.88	0.00	07/28/2023 R/R Deposit
0044	07/28/23	CR	07	0.00	-4,759.91	-10,516.42	15,276.33	0.00	07/28/2023 C/R
0045	07/31/23	CR	07	0.00	-163.72	0.00	163.72	0.00	07/31/2023 R/R Deposit
0047	07/31/23	GJ	07	0.00	-44.00	0.00	44.00	0.00	Online Boats July
0048	07/31/23	GJ	07	0.00	-5,080,699.54	5,080,699.54	0.00	0.00	2023 Tax Commitment
0049	07/31/23	GJ	07	0.00	-20,103.57	20,103.57	0.00	0.00	2023 Tax Commitment
0050	07/31/23	CR	07	0.00	-28,066.59	-3,279.75	31,346.34	0.00	07/31/2023 C/R
0067	08/11/23	AP	07	0.00	0.00	0.00	0.00	0.00	CEO Phone split
0086	08/18/23	GJ	07	-7,266.43	2,488.99	4,777.44	0.00	0.00	July TS
<b>Totals</b>				<b>1,091,607.80</b>	<b>-5,280,478.64</b>	<b>5,040,665.98</b>	<b>-851,795.14</b>	<b>0.00</b>	

\* - Incorrect control entry

- 50 Journals Listed
- 0 Out of Balance
- 0 Expense Control Errors
- 0 Revenue Control Errors
- 0 Encumbrance Control Errors

Actual Date Between 07/01/2023 and 07/31/2023, Receipt Types:  
1,2,3,4,5,6,7,8,9,10,11,22,23,24,26,29,31,32,33,35,43,44,45,46,47,48,49,50,51,52,53,54,55,57,58,59,60,64,67,68,70,73,81,90,91,92,93,94,95,96,97,98,99,190,800,801,802,803,804,890,891,893,894,895,896,901,999

**Receipt Summary**

<b>Type</b>	<b>Count</b>	<b>Amount</b>
1 AUTO REGISTRATION	2	52.00
2 BOATS	45	3,169.00
3 ATV AND SNOWMOBILES	11	1,048.00
5 SPORTING LICENSE	11	451.00
7 Heating Assistance	1	486.55
8 Boards	2	191.67
24 BEACH PERMIT	65	1,260.00
26 Beach Rental	7	541.00
29 VITAL RECORDS	5	93.00
33 CEMETERY	1	5.58
35 COPIES	1	2.50
43 MISCELLANEOUS	6	28.50
44 CEO/LPI PERMITS	9	983.00
46 LIBRARY INCOME	2	106.41
49 STATE REIMBURSEMENT	3	86,626.00
51 RECREATION	10	325.00
53 Interlocal	1	3,140.76
55 CABLE FEES	1	14,834.47
57 TRANS STATION FEES	1	10,453.67
58 TRANS STATION FEES	25	6,987.91
59 TRANS STATION Other	5	1,773.70
90 Real Estate Payment	125	73,838.88
91 Tax Lien Payment	4	4,375.88
99 Motor Vehicle	265	61,590.54
800 Dog Registration	4	45.00
	612	272,410.02

## Revenue Summary Report

Department(s): ALL

July

Account	Budget Net	- C U R R Debits	M O N Credits	YTD Net	Uncollected Balance	Percent Collected
<b>10 - GENERAL GOVERNMENT</b>	<b>7,332,934.00</b>	<b>193.45</b>	<b>5,243,023.36</b>	<b>5,242,829.91</b>	<b>2,090,104.09</b>	<b>71.50</b>
1011 - REAL ESTATE PROPERTY TAX	5,080,699.00	0.00	5,080,699.54	5,080,699.54	-0.54	100.00
1012 - PERSONAL PROPERTY TAX	20,104.00	0.00	20,103.57	20,103.57	0.43	100.00
1013 - STATE REVENUE SHARING	430,000.00	0.00	47,093.00	47,093.00	382,907.00	10.95
1014 - INTEREST ON TAXES	20,000.00	0.00	1,762.48	1,762.48	18,237.52	8.81
1021 - INVESTMENT INCOME	37,000.00	0.00	0.00	0.00	37,000.00	0.00
1031 - VETERANS EXEMPTION	2,500.00	0.00	1,050.00	1,050.00	1,450.00	42.00
1032 - HOMESTEAD EXEMPTION	208,770.00	0.00	38,483.00	38,483.00	170,287.00	18.43
1033 - TREE GROWTH REIMBURSEMENT	14,000.00	0.00	0.00	0.00	14,000.00	0.00
1034 - BETE REIMBURSEMENT	32,508.00	0.00	0.00	0.00	32,508.00	0.00
1051 - BOAT EXCISE TAXES	8,500.00	0.00	1,098.20	1,098.20	7,401.80	12.92
1052 - MOTOR VEHICLE TAXES	600,000.00	193.45	50,413.27	50,219.82	549,780.18	8.37
1053 - AGENT FEE	14,000.00	0.00	1,367.00	1,367.00	12,633.00	9.76
1056 - Public Notice Fees	500.00	0.00	0.00	0.00	500.00	0.00
1060 - Business License Fees	50.00	0.00	0.00	0.00	50.00	0.00
1065 - CERTIFIED COPY FEES	1,500.00	0.00	81.80	81.80	1,418.20	5.45
1090 - OTHER INCOME	5,000.00	0.00	31.00	31.00	4,969.00	0.62
1095 - Heating Assistance	2,500.00	0.00	0.00	0.00	2,500.00	0.00
3010 - PLUMBING FEES	6,000.00	0.00	402.50	402.50	5,597.50	6.71
3020 - LAND USE FEES	15,000.00	0.00	438.00	438.00	14,562.00	2.92
3040 - Interlocal CEO	42,000.00	0.00	0.00	0.00	42,000.00	0.00
5000 - Use of Undesignated Funds	300,000.00	0.00	0.00	0.00	300,000.00	0.00
5001 - Use of Carry Forward	482,303.00	0.00	0.00	0.00	482,303.00	0.00
5003 - Trust Fund Use	10,000.00	0.00	0.00	0.00	10,000.00	0.00
<b>25 - COMMUNITY SERVICES</b>	<b>36,500.00</b>	<b>0.00</b>	<b>14,971.88</b>	<b>14,971.88</b>	<b>21,528.12</b>	<b>41.02</b>
<b>30 - RECREATION, PARKS,&amp; ACTIVITIES</b>	<b>21,100.00</b>	<b>0.00</b>	<b>2,126.00</b>	<b>2,126.00</b>	<b>18,974.00</b>	<b>10.08</b>
<b>40 - PROTECTION</b>	<b>3,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,700.00</b>	<b>0.00</b>
<b>60 - Roads &amp; Drainage</b>	<b>36,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,000.00</b>	<b>0.00</b>
<b>65 - CAPITAL IMPROVEMENTS</b>	<b>395,783.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>395,783.00</b>	<b>0.00</b>
<b>70 - SOLID WASTE</b>	<b>260,561.00</b>	<b>5,051.07</b>	<b>0.00</b>	<b>-5,051.07</b>	<b>265,612.07</b>	<b>-1.94</b>
<b>80 - REGIONAL ORGANIZATIONS</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>
<b>90 - UNCLASSIFIED</b>	<b>4,735.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,735.00</b>	<b>0.00</b>
<b>95 - GENERAL ASSISTANCE</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>
<b>98 - Special Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>22,480.84</b>	<b>22,480.84</b>	<b>-22,480.84</b>	<b>----</b>
<b>99 - Capital Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>3,121.08</b>	<b>3,121.08</b>	<b>-3,121.08</b>	<b>----</b>
<b>Final Totals</b>	<b>8,113,813.00</b>	<b>5,244.52</b>	<b>5,285,723.16</b>	<b>5,280,478.64</b>	<b>2,833,334.36</b>	<b>65.08</b>

**Expense Summary Report**

ALL Departments

July

Account	Budget - C U R R M O N T H - Net	Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVT	697,980.00	58,106.73	460.31	57,646.42	640,333.58	8.26
12 - Maintenance	176,710.00	16,139.72	0.00	16,139.72	160,570.28	9.13
25 - COMM SERVICE	79,220.00	7,812.60	0.00	7,812.60	71,407.40	9.86
30 - REC,PARKS/AT	49,548.00	4,902.68	0.00	4,902.68	44,645.32	9.89
40 - PROTECTION	184,835.00	11,213.18	0.00	11,213.18	173,621.82	6.07
50 - CEMETERIES	19,500.00	0.00	0.00	0.00	19,500.00	0.00
60 - Rds & Drain	586,750.00	21.17	0.00	21.17	586,728.83	0.00
65 - CAPITAL IMPR	1,197,282.00	639,759.82	0.00	639,759.82	557,522.18	53.43
70 - SOLID WASTE	390,752.00	14,486.29	8,351.35	6,134.94	384,617.06	1.57
75 - EDUCATION	4,056,437.00	338,036.44	0.00	338,036.44	3,718,400.56	8.33
80 - REGIONAL ORG	47,665.00	9,135.33	0.00	9,135.33	38,529.67	19.17
81 - COUNTY TAX	355,185.00	0.00	0.00	0.00	355,185.00	0.00
85 - DEBT SERVICE	154,192.00	0.00	0.00	0.00	154,192.00	0.00
90 - UNCLASSIFIED	112,757.00	787.00	0.00	787.00	111,970.00	0.70
95 - GENERAL ASST	5,000.00	0.00	0.00	0.00	5,000.00	0.00
98 - Special Rev	0.00	18.50	0.00	18.50	-18.50	----
Final Totals	8,113,813.00	1,100,419.46	8,811.66	1,091,607.80	7,022,205.20	13.45



### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>10 GENERAL GOVT</b>					
<b>REVENUES</b>					
1011 R-PROP TAX	5,080,699.00	5,080,699.54	5,080,699.54	-0.54	100.00
1012 P-PROP TAX	20,104.00	20,103.57	20,103.57	0.43	100.00
1013 STATE REV SH	430,000.00	47,093.00	47,093.00	382,907.00	10.95
1014 INT ON TAXES	20,000.00	3,784.70	3,784.70	16,215.30	18.92
1021 INVEST INC	37,000.00	0.00	0.00	37,000.00	0.00
1031 VETERAN EXMP	2,500.00	1,050.00	1,050.00	1,450.00	42.00
1032 HOMESTD EXMP	208,770.00	38,483.00	38,483.00	170,287.00	18.43
1033 TREE GROWTH	14,000.00	0.00	0.00	14,000.00	0.00
1034 BETE Reimb	32,508.00	0.00	0.00	32,508.00	0.00
1051 BOAT EXCISE	8,500.00	1,285.40	1,285.40	7,214.60	15.12
1052 MOTOR VEH	600,000.00	83,370.53	83,370.53	516,629.47	13.90
1053 AGENT FEE	14,000.00	2,130.00	2,130.00	11,870.00	15.21
1056 Notices	500.00	0.00	0.00	500.00	0.00
1060 Business Lic	50.00	0.00	0.00	50.00	0.00
1065 CERT COPY F	1,500.00	94.80	94.80	1,405.20	6.32
1090 OTHER INCOME	5,000.00	2,560.75	2,560.75	2,439.25	51.22
1095 Heating Asst	2,500.00	0.00	0.00	2,500.00	0.00
3010 PLUMBING FEE	6,000.00	447.50	447.50	5,552.50	7.46
3020 LAND USE FEE	15,000.00	3,313.00	3,313.00	11,687.00	22.09
3040 Interloc CEO	42,000.00	0.00	0.00	42,000.00	0.00
5000 Use Undesign	306,000.00	0.00	0.00	306,000.00	0.00
5001 Use Carryfor	0.00	0.00	0.00	0.00	0.00
5003 Trust Fund U	0.00	0.00	0.00	0.00	0.00
Revenue Total	6,846,631.00	5,284,415.79	5,284,415.79	1,562,215.21	77.18
<b>EXPENSES</b>					
<b>10 Admin</b>	<b>355,395.00</b>	<b>84,065.09</b>	<b>84,065.09</b>	<b>271,329.91</b>	<b>23.65</b>
10 ADMIN	34,200.00	35,343.97	35,343.97	-1,143.97	103.34
20 PERSONNEL	279,255.00	41,479.03	41,479.03	237,775.97	14.85
25 STIPEND	14,015.00	4,608.09	4,608.09	9,406.91	32.88
40 UTILITIES	5,000.00	390.25	390.25	4,609.75	7.81
50 CONTRACT SVC	16,825.00	2,243.75	2,243.75	14,581.25	13.34
60 EQUIP O,R &M	6,100.00	0.00	0.00	6,100.00	0.00
<b>12 Insurance</b>	<b>161,835.00</b>	<b>26,050.67</b>	<b>26,050.67</b>	<b>135,784.33</b>	<b>16.10</b>
15 INSURANCE	160,705.00	25,872.79	25,872.79	134,832.21	16.10
20 PERSONNEL	1,130.00	177.88	177.88	952.12	15.74
<b>15 Comptr/Equip</b>	<b>32,850.00</b>	<b>1,945.74</b>	<b>1,945.74</b>	<b>30,904.26</b>	<b>5.92</b>
10 ADMIN	0.00	1,000.00	1,000.00	-1,000.00	0.00
50 CONTRACT SVC	25,000.00	33.90	33.90	24,966.10	0.14
60 EQUIP O,R &M	5,850.00	911.84	911.84	4,938.16	15.59
65 EQUIP REPLAC	2,000.00	0.00	0.00	2,000.00	0.00
<b>20 Assessing</b>	<b>25,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,200.00</b>	<b>0.00</b>
10 ADMIN	200.00	0.00	0.00	200.00	0.00
50 CONTRACT SVC	25,000.00	0.00	0.00	25,000.00	0.00
<b>30 Code Enforce</b>	<b>85,200.00</b>	<b>11,781.37</b>	<b>11,781.37</b>	<b>73,418.63</b>	<b>13.83</b>
10 ADMIN	540.00	30.87	30.87	509.13	5.72
20 PERSONNEL	84,115.00	11,695.00	11,695.00	72,420.00	13.90
40 UTILITIES	445.00	55.50	55.50	389.50	12.47
60 EQUIP O,R &M	50.00	0.00	0.00	50.00	0.00
65 EQUIP REPLAC	50.00	0.00	0.00	50.00	0.00
<b>60 Grant/Plan</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
10 GENERAL GOVT CONT'D					
10 ADMIN	0.00	0.00	0.00	0.00	0.00
<b>70 Heating Ast</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
40 UTILITIES	0.00	0.00	0.00	0.00	0.00
<b>75 Attorney Fee</b>	<b>25,000.00</b>	<b>6,521.00</b>	<b>6,521.00</b>	<b>18,479.00</b>	<b>26.08</b>
10 ADMIN	25,000.00	6,521.00	6,521.00	18,479.00	26.08
Expense Total	685,480.00	130,363.87	130,363.87	555,116.13	19.02
<b>Net Profit / (Loss)</b>	<b>6,161,151.00</b>	<b>5,154,051.92</b>	<b>5,154,051.92</b>	<b>(1,007,099.08)</b>	

12 Maintenance

EXPENSES

<b>10 Gen Maint</b>	<b>128,760.00</b>	<b>24,266.65</b>	<b>24,266.65</b>	<b>104,493.35</b>	<b>18.85</b>
10 ADMIN	500.00	0.00	0.00	500.00	0.00
20 PERSONNEL	121,585.00	20,553.42	20,553.42	101,031.58	16.90
25 STIPEND	2,875.00	2,404.90	2,404.90	470.10	83.65
40 UTILITIES	900.00	147.97	147.97	752.03	16.44
60 EQUIP O,R &M	1,400.00	176.14	176.14	1,223.86	12.58
65 EQUIP REPLAC	1,500.00	979.96	979.96	520.04	65.33
70 BUILDING O&M	0.00	4.26	4.26	-4.26	0.00
<b>20 Bldg Maint</b>	<b>34,450.00</b>	<b>4,909.64</b>	<b>4,909.64</b>	<b>29,540.36</b>	<b>14.25</b>
40 UTILITIES	23,250.00	3,239.52	3,239.52	20,010.48	13.93
70 BUILDING O&M	11,200.00	1,670.12	1,670.12	9,529.88	14.91
<b>30 Veh/Eq Maint</b>	<b>13,500.00</b>	<b>3,823.18</b>	<b>3,823.18</b>	<b>9,676.82</b>	<b>28.32</b>
60 EQUIP O,R &M	13,500.00	3,823.18	3,823.18	9,676.82	28.32
Expense Total	176,710.00	32,999.47	32,999.47	143,710.53	18.67
<b>Net Profit / (Loss)</b>	<b>(176,710.00)</b>	<b>(32,999.47)</b>	<b>(32,999.47)</b>	<b>143,710.53</b>	

25 COMM SERVICE

REVENUES

1010 ACO DOG FEES	1,500.00	35.00	35.00	1,465.00	2.33
1011 Rabies Clini	500.00	5.00	5.00	495.00	1.00
4005 LIB DONATION	2,500.00	0.00	0.00	2,500.00	0.00
4010 LIB SALE PRD	1,500.00	985.62	985.62	514.38	65.71
4015 LIB Contrib	250.00	31.41	31.41	218.59	12.56
4020 Lib nonres P	250.00	75.00	75.00	175.00	30.00
5010 CATV FRANCHS	30,000.00	14,834.47	14,834.47	15,165.53	49.45
Revenue Total	36,500.00	15,966.50	15,966.50	20,533.50	43.74

EXPENSES

<b>10 Animal Cntrl</b>	<b>11,045.00</b>	<b>1,218.11</b>	<b>1,218.11</b>	<b>9,826.89</b>	<b>11.03</b>
10 ADMIN	250.00	0.00	0.00	250.00	0.00
20 PERSONNEL	1,550.00	0.00	0.00	1,550.00	0.00
25 STIPEND	3,300.00	0.00	0.00	3,300.00	0.00
40 UTILITIES	445.00	55.50	55.50	389.50	12.47
50 CONTRACT SVC	5,500.00	1,162.61	1,162.61	4,337.39	21.14
<b>25 KVCOG</b>	<b>4,500.00</b>	<b>4,469.00</b>	<b>4,469.00</b>	<b>31.00</b>	<b>99.31</b>
45 ASSESSMENTS	4,500.00	4,469.00	4,469.00	31.00	99.31
<b>30 Age Friendly</b>	<b>0.00</b>	<b>115.40</b>	<b>115.40</b>	<b>-115.40</b>	<b>0.00</b>
55 COMMUNITY SV	0.00	115.40	115.40	-115.40	0.00

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>25 COMM SERVICE CONT'D</b>					
<b>40 Library</b>	<b>49,925.00</b>	<b>6,941.87</b>	<b>6,941.87</b>	<b>42,983.13</b>	<b>13.90</b>
10 ADMIN	4,130.00	364.73	364.73	3,765.27	8.83
20 PERSONNEL	36,520.00	5,512.99	5,512.99	31,007.01	15.10
40 UTILITIES	1,195.00	21.38	21.38	1,173.62	1.79
55 COMMUNITY SV	8,080.00	1,042.77	1,042.77	7,037.23	12.91
<b>50 Readfield TV</b>	<b>9,700.00</b>	<b>418.30</b>	<b>418.30</b>	<b>9,281.70</b>	<b>4.31</b>
20 PERSONNEL	450.00	391.95	391.95	58.05	87.10
25 STIPEND	5,850.00	0.00	0.00	5,850.00	0.00
40 UTILITIES	1,200.00	26.35	26.35	1,173.65	2.20
60 EQUIP O,R &M	200.00	0.00	0.00	200.00	0.00
65 EQUIP REPLAC	2,000.00	0.00	0.00	2,000.00	0.00
<b>60 Street Light</b>	<b>1,500.00</b>	<b>155.70</b>	<b>155.70</b>	<b>1,344.30</b>	<b>10.38</b>
55 COMMUNITY SV	1,500.00	155.70	155.70	1,344.30	10.38
<b>90 Maran Dam</b>	<b>550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>550.00</b>	<b>0.00</b>
40 UTILITIES	300.00	0.00	0.00	300.00	0.00
70 BUILDING O&M	250.00	0.00	0.00	250.00	0.00
Expense Total	77,220.00	13,318.38	13,318.38	63,901.62	17.25
<b>Net Profit / (Loss)</b>	<b>(40,720.00)</b>	<b>2,648.12</b>	<b>2,648.12</b>	<b>43,368.12</b>	

30 REC,PARKS/AT

REVENUES

1010 BEACH INCOME	2,000.00	2,051.00	2,051.00	-51.00	102.55
2021 RB BB	6,500.00	0.00	0.00	6,500.00	0.00
2022 RB SOCCER	6,000.00	1,825.00	1,825.00	4,175.00	30.42
2024 RB Basketbal	4,500.00	0.00	0.00	4,500.00	0.00
2026 RB Softball	1,600.00	0.00	0.00	1,600.00	0.00
2030 RB OTHER	500.00	0.00	0.00	500.00	0.00
Revenue Total	21,100.00	3,876.00	3,876.00	17,224.00	18.37

EXPENSES

<b>10 BEACH</b>	<b>17,568.00</b>	<b>10,479.43</b>	<b>10,479.43</b>	<b>7,088.57</b>	<b>59.65</b>
10 ADMIN	550.00	140.00	140.00	410.00	25.45
20 PERSONNEL	12,918.00	10,102.89	10,102.89	2,815.11	78.21
40 UTILITIES	1,250.00	227.08	227.08	1,022.92	18.17
60 EQUIP O,R &M	250.00	0.00	0.00	250.00	0.00
70 BUILDING O&M	2,600.00	9.46	9.46	2,590.54	0.36
<b>20 REC BOARD</b>	<b>16,700.00</b>	<b>499.40</b>	<b>499.40</b>	<b>16,200.60</b>	<b>2.99</b>
30 RECREATION	16,700.00	499.40	499.40	16,200.60	2.99
<b>25 HERITAGE DAY</b>	<b>6,600.00</b>	<b>4,321.48</b>	<b>4,321.48</b>	<b>2,278.52</b>	<b>65.48</b>
10 ADMIN	1,000.00	123.60	123.60	876.40	12.36
30 RECREATION	5,350.00	4,197.88	4,197.88	1,152.12	78.47
40 UTILITIES	250.00	0.00	0.00	250.00	0.00
<b>30 Conservation</b>	<b>4,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,750.00</b>	<b>0.00</b>
55 COMMUNITY SV	500.00	0.00	0.00	500.00	0.00
80 PUBLIC WAYS	4,250.00	0.00	0.00	4,250.00	0.00
<b>60 Town Propert</b>	<b>2,000.00</b>	<b>43.77</b>	<b>43.77</b>	<b>1,956.23</b>	<b>2.19</b>
75 Town Propert	2,000.00	0.00	0.00	2,000.00	0.00
80 PUBLIC WAYS	0.00	43.77	43.77	-43.77	0.00
<b>70 Trails</b>	<b>1,930.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,930.00</b>	<b>0.00</b>

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
30 REC,PARKS/AT CONT'D					
10 ADMIN	350.00	0.00	0.00	350.00	0.00
80 PUBLIC WAYS	1,580.00	0.00	0.00	1,580.00	0.00
Expense Total	49,548.00	15,344.08	15,344.08	34,203.92	30.97
<b>Net Profit / (Loss)</b>	<b>(28,448.00)</b>	<b>(11,468.08)</b>	<b>(11,468.08)</b>	<b>16,979.92</b>	

40 PROTECTION

REVENUES

1010 FD DONATION	500.00	0.00	0.00	500.00	0.00
3500 Tower Sites	3,200.00	0.00	0.00	3,200.00	0.00
Revenue Total	3,700.00	0.00	0.00	3,700.00	0.00

EXPENSES

<b>10 FIRE DEPART</b>	<b>76,715.00</b>	<b>6,787.40</b>	<b>6,787.40</b>	<b>69,927.60</b>	<b>8.85</b>
10 ADMIN	4,650.00	0.00	0.00	4,650.00	0.00
15 INSURANCE	900.00	510.00	510.00	390.00	56.67
20 PERSONNEL	35,185.00	0.00	0.00	35,185.00	0.00
25 STIPEND	7,480.00	0.00	0.00	7,480.00	0.00
40 UTILITIES	1,000.00	53.63	53.63	946.37	5.36
50 CONTRACT SVC	7,500.00	0.00	0.00	7,500.00	0.00
60 EQUIP O,R &M	16,500.00	4,578.77	4,578.77	11,921.23	27.75
65 EQUIP REPLAC	3,500.00	1,645.00	1,645.00	1,855.00	47.00
<b>20 AMBULANCE</b>	<b>56,070.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,070.00</b>	<b>0.00</b>
55 COMMUNITY SV	56,070.00	0.00	0.00	56,070.00	0.00
<b>35 Tower Sites</b>	<b>4,550.00</b>	<b>154.65</b>	<b>154.65</b>	<b>4,395.35</b>	<b>3.40</b>
40 UTILITIES	1,000.00	154.65	154.65	845.35	15.47
50 CONTRACT SVC	3,000.00	0.00	0.00	3,000.00	0.00
60 EQUIP O,R &M	550.00	0.00	0.00	550.00	0.00
<b>40 Dispatching</b>	<b>46,500.00</b>	<b>10,388.00</b>	<b>10,388.00</b>	<b>36,112.00</b>	<b>22.34</b>
50 CONTRACT SVC	46,500.00	10,388.00	10,388.00	36,112.00	22.34
<b>70 Emerg Ops</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
65 EQUIP REPLAC	1,000.00	0.00	0.00	1,000.00	0.00
Expense Total	184,835.00	17,330.05	17,330.05	167,504.95	9.38
<b>Net Profit / (Loss)</b>	<b>(181,135.00)</b>	<b>(17,330.05)</b>	<b>(17,330.05)</b>	<b>163,804.95</b>	

50 CEMETERIES

EXPENSES

<b>10 CEMETERIES</b>	<b>19,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,500.00</b>	<b>0.00</b>
50 CONTRACT SVC	13,000.00	0.00	0.00	13,000.00	0.00
55 COMMUNITY SV	1,500.00	0.00	0.00	1,500.00	0.00
70 BUILDING O&M	4,000.00	0.00	0.00	4,000.00	0.00
80 PUBLIC WAYS	1,000.00	0.00	0.00	1,000.00	0.00
Expense Total	19,500.00	0.00	0.00	19,500.00	0.00
<b>Net Profit / (Loss)</b>	<b>(19,500.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>19,500.00</b>	

60 Rds & Drain

REVENUES

2010 LOCAL ROAD	36,000.00	0.00	0.00	36,000.00	0.00
Revenue Total	36,000.00	0.00	0.00	36,000.00	0.00

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>EXPENSES</b>					
<b>10 Road Maint</b>	<b>118,000.00</b>	<b>30,670.28</b>	<b>30,670.28</b>	<b>87,329.72</b>	<b>25.99</b>
65 EQUIP REPLAC	2,000.00	0.00	0.00	2,000.00	0.00
80 PUBLIC WAYS	116,000.00	30,670.28	30,670.28	85,329.72	26.44
<b>40 Winter Maint</b>	<b>468,750.00</b>	<b>52.08</b>	<b>52.08</b>	<b>468,697.92</b>	<b>0.01</b>
40 UTILITIES	650.00	52.08	52.08	597.92	8.01
80 PUBLIC WAYS	468,100.00	0.00	0.00	468,100.00	0.00
Expense Total	586,750.00	30,722.36	30,722.36	556,027.64	5.24
<b>Net Profit / (Loss)</b>	<b>(550,750.00)</b>	<b>(30,722.36)</b>	<b>(30,722.36)</b>	<b>520,027.64</b>	
<b>65 CAPITAL IMPR</b>					
<b>REVENUES</b>					
6500 Bond Proceed	348,057.00	0.00	0.00	348,057.00	0.00
6550 Sidewalks	30,000.00	0.00	0.00	30,000.00	0.00
6570 Transfer Sta	0.00	0.00	0.00	0.00	0.00
Revenue Total	378,057.00	0.00	0.00	378,057.00	0.00
<b>EXPENSES</b>					
<b>05 Fire Dept</b>	<b>0.00</b>	<b>1,266.67</b>	<b>1,266.67</b>	<b>-1,266.67</b>	<b>0.00</b>
10 ADMIN	0.00	0.00	0.00	0.00	0.00
65 EQUIP REPLAC	0.00	1,266.67	1,266.67	-1,266.67	0.00
<b>12 FS Addition</b>	<b>0.00</b>	<b>225.90</b>	<b>225.90</b>	<b>-225.90</b>	<b>0.00</b>
50 CONTRACT SVC	0.00	225.90	225.90	-225.90	0.00
<b>15 Fire Truck</b>	<b>0.00</b>	<b>617,591.00</b>	<b>617,591.00</b>	<b>-617,591.00</b>	<b>0.00</b>
65 EQUIP REPLAC	0.00	617,591.00	617,591.00	-617,591.00	0.00
<b>20 Gile Hall</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
70 BUILDING O&M	0.00	0.00	0.00	0.00	0.00
<b>30 Library Bldg</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
80 PUBLIC WAYS	0.00	0.00	0.00	0.00	0.00
<b>35 Open Space</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
30 RECREATION	0.00	0.00	0.00	0.00	0.00
<b>40 Cemetery</b>	<b>0.00</b>	<b>10,429.00</b>	<b>10,429.00</b>	<b>-10,429.00</b>	<b>0.00</b>
65 EQUIP REPLAC	0.00	10,429.00	10,429.00	-10,429.00	0.00
80 PUBLIC WAYS	0.00	0.00	0.00	0.00	0.00
<b>50 Sidewalks</b>	<b>0.00</b>	<b>4,883.19</b>	<b>4,883.19</b>	<b>-4,883.19</b>	<b>0.00</b>
80 PUBLIC WAYS	0.00	4,883.19	4,883.19	-4,883.19	0.00
<b>55 Roads</b>	<b>0.00</b>	<b>63,123.40</b>	<b>63,123.40</b>	<b>-63,123.40</b>	<b>0.00</b>
50 CONTRACT SVC	0.00	8,610.00	8,610.00	-8,610.00	0.00
80 PUBLIC WAYS	0.00	54,513.40	54,513.40	-54,513.40	0.00
<b>65 Equipment</b>	<b>0.00</b>	<b>10,429.00</b>	<b>10,429.00</b>	<b>-10,429.00</b>	<b>0.00</b>
65 EQUIP REPLAC	0.00	10,429.00	10,429.00	-10,429.00	0.00
<b>66 Leases</b>	<b>6,177.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,177.00</b>	<b>0.00</b>
60 EQUIP O,R &M	6,177.00	0.00	0.00	6,177.00	0.00
<b>70 Transfer Sta</b>	<b>30,745.00</b>	<b>1,084.92</b>	<b>1,084.92</b>	<b>29,660.08</b>	<b>3.53</b>
10 ADMIN	30,745.00	1,084.92	1,084.92	29,660.08	3.53
65 EQUIP REPLAC	0.00	0.00	0.00	0.00	0.00
80 PUBLIC WAYS	0.00	0.00	0.00	0.00	0.00

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
Expense Total	36,922.00	709,033.08	709,033.08	-672,111.08	1920.35
<b>Net Profit / (Loss)</b>	<b>341,135.00</b>	<b>(709,033.08)</b>	<b>(709,033.08)</b>	<b>(1,050,168.08)</b>	

70 SOLID WASTE

REVENUES

7010 TS FEES	63,000.00	-2,008.91	-2,008.91	65,008.91	-3.19
7023 TS RECYC MTL	18,000.00	735.50	735.50	17,264.50	4.09
7025 TS RECYC OTH	500.00	-143.04	-143.04	643.04	-28.61
7040 Com Haulers	300.00	0.00	0.00	300.00	0.00
7050 TS GRANTS	1,500.00	0.00	0.00	1,500.00	0.00
7089 TS Fayette	0.00	0.00	0.00	0.00	0.00
7090 TS WAYNE	0.00	0.00	0.00	0.00	0.00
Revenue Total	83,300.00	-1,416.45	-1,416.45	84,716.45	-1.70

EXPENSES

<b>10 TRANSFER STA</b>	<b>387,752.00</b>	<b>35,759.42</b>	<b>35,759.42</b>	<b>351,992.58</b>	<b>9.22</b>
10 ADMIN	2,750.00	542.88	542.88	2,207.12	19.74
12 FINANCIAL	1,300.00	127.54	127.54	1,172.46	9.81
15 INSURANCE	39,687.00	3,722.46	3,722.46	35,964.54	9.38
20 PERSONNEL	117,790.00	13,318.91	13,318.91	104,471.09	11.31
25 STIPEND	2,495.00	464.91	464.91	2,030.09	18.63
40 UTILITIES	6,550.00	291.36	291.36	6,258.64	4.45
50 CONTRACT SVC	202,980.00	17,291.36	17,291.36	185,688.64	8.52
60 EQUIP O,R &M	5,200.00	0.00	0.00	5,200.00	0.00
65 EQUIP REPLAC	1,500.00	0.00	0.00	1,500.00	0.00
70 BUILDING O&M	6,000.00	0.00	0.00	6,000.00	0.00
80 PUBLIC WAYS	1,500.00	0.00	0.00	1,500.00	0.00
<b>50 BACKHOE</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
60 EQUIP O,R &M	3,000.00	0.00	0.00	3,000.00	0.00
Expense Total	390,752.00	35,759.42	35,759.42	354,992.58	9.15
<b>Net Profit / (Loss)</b>	<b>(307,452.00)</b>	<b>(37,175.87)</b>	<b>(37,175.87)</b>	<b>270,276.13</b>	

75 EDUCATION

EXPENSES

<b>10 RSU#38</b>	<b>4,056,437.00</b>	<b>676,072.86</b>	<b>676,072.86</b>	<b>3,380,364.14</b>	<b>16.67</b>
45 ASSESSMENTS	4,056,437.00	676,072.86	676,072.86	3,380,364.14	16.67
Expense Total	4,056,437.00	676,072.86	676,072.86	3,380,364.14	16.67
<b>Net Profit / (Loss)</b>	<b>(4,056,437.00)</b>	<b>(676,072.86)</b>	<b>(676,072.86)</b>	<b>3,380,364.14</b>	

80 REGIONAL ORG

REVENUES

1250 First Park	20,000.00	0.00	0.00	20,000.00	0.00
Revenue Total	20,000.00	0.00	0.00	20,000.00	0.00

EXPENSES

<b>10 COBBOSSEE WD</b>	<b>27,665.00</b>	<b>9,135.33</b>	<b>9,135.33</b>	<b>18,529.67</b>	<b>33.02</b>
45 ASSESSMENTS	27,665.00	9,135.33	9,135.33	18,529.67	33.02
<b>40 First Park</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>
12 FINANCIAL	20,000.00	0.00	0.00	20,000.00	0.00
Expense Total	47,665.00	9,135.33	9,135.33	38,529.67	19.17

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>Net Profit / (Loss)</b>	<b>(27,665.00)</b>	<b>(9,135.33)</b>	<b>(9,135.33)</b>	<b>18,529.67</b>	
<b>81 COUNTY TAX</b>					
EXPENSES					
<b>20 COUNTY TAX</b>	<b>355,185.00</b>	<b>0.00</b>	<b>0.00</b>	<b>355,185.00</b>	<b>0.00</b>
45 ASSESSMENTS	355,185.00	0.00	0.00	355,185.00	0.00
Expense Total	355,185.00	0.00	0.00	355,185.00	0.00
<b>Net Profit / (Loss)</b>	<b>(355,185.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>355,185.00</b>	
<b>85 DEBT SERVICE</b>					
EXPENSES					
<b>10 Fire Truck</b>	<b>59,766.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59,766.00</b>	<b>0.00</b>
12 FINANCIAL	59,766.00	0.00	0.00	59,766.00	0.00
<b>40 Mar Lake Dam</b>	<b>18,459.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,459.00</b>	<b>0.00</b>
12 FINANCIAL	18,459.00	0.00	0.00	18,459.00	0.00
<b>80 Muni Bld Bnd</b>	<b>45,498.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,498.00</b>	<b>0.00</b>
12 FINANCIAL	45,498.00	0.00	0.00	45,498.00	0.00
<b>85 Muni Bond</b>	<b>30,469.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,469.00</b>	<b>0.00</b>
12 FINANCIAL	30,469.00	0.00	0.00	30,469.00	0.00
Expense Total	154,192.00	0.00	0.00	154,192.00	0.00
<b>Net Profit / (Loss)</b>	<b>(154,192.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>154,192.00</b>	
<b>90 UNCLASSIFIED</b>					
REVENUES					
3010 Snowmobile F	1,735.00	0.00	0.00	1,735.00	0.00
4010 REF	3,000.00	0.00	0.00	3,000.00	0.00
Revenue Total	4,735.00	0.00	0.00	4,735.00	0.00
EXPENSES					
<b>10 Abate/Overly</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>
90 ABATEMENTS	25,000.00	0.00	0.00	25,000.00	0.00
<b>15 Tax Relief</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
90 ABATEMENTS	0.00	0.00	0.00	0.00	0.00
<b>20 NON-PROFIT</b>	<b>16,022.00</b>	<b>787.00</b>	<b>787.00</b>	<b>15,235.00</b>	<b>4.91</b>
10 ADMIN	16,022.00	787.00	787.00	15,235.00	4.91
<b>40 Contingency</b>	<b>25,000.00</b>	<b>623.58</b>	<b>623.58</b>	<b>24,376.42</b>	<b>2.49</b>
10 ADMIN	25,000.00	623.58	623.58	24,376.42	2.49
<b>50 Snowmobiling</b>	<b>1,735.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,735.00</b>	<b>0.00</b>
30 RECREATION	1,735.00	0.00	0.00	1,735.00	0.00
<b>60 R Ent Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
10 ADMIN	0.00	0.00	0.00	0.00	0.00
<b>90 Revaluation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
50 CONTRACT SVC	0.00	0.00	0.00	0.00	0.00
Expense Total	67,757.00	1,410.58	1,410.58	66,346.42	2.08
<b>Net Profit / (Loss)</b>	<b>(63,022.00)</b>	<b>(1,410.58)</b>	<b>(1,410.58)</b>	<b>61,611.42</b>	

95 GENERAL ASST

### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>95 GENERAL ASST CONT'D</b>					
REVENUES					
1010 GA ST REIMB	2,500.00	0.00	0.00	2,500.00	0.00
Revenue Total	2,500.00	0.00	0.00	2,500.00	0.00
EXPENSES					
<b>10 GENERAL ASST</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>
10 ADMIN	5,000.00	0.00	0.00	5,000.00	0.00
Expense Total	5,000.00	0.00	0.00	5,000.00	0.00
<b>Net Profit / (Loss)</b>	<b>(2,500.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	
<b>96 Transfers</b>					
REVENUES					
9999 Transfer In	486,303.00	486,303.00	486,303.00	0.00	100.00
Revenue Total	486,303.00	486,303.00	486,303.00	0.00	100.00
EXPENSES					
<b>05 Special Rev</b>	<b>126,500.00</b>	<b>126,500.00</b>	<b>126,500.00</b>	<b>0.00</b>	<b>100.00</b>
96 Transfers	126,500.00	126,500.00	126,500.00	0.00	100.00
<b>07 Capital Proj</b>	<b>1,093,360.00</b>	<b>1,093,360.00</b>	<b>1,093,360.00</b>	<b>0.00</b>	<b>100.00</b>
96 Transfers	1,093,360.00	1,093,360.00	1,093,360.00	0.00	100.00
Expense Total	1,219,860.00	1,219,860.00	1,219,860.00	0.00	100.00
<b>Net Profit / (Loss)</b>	<b>(733,557.00)</b>	<b>(733,557.00)</b>	<b>(733,557.00)</b>	<b>(0.00)</b>	
<b>97 Trust Funds</b>					
EXPENSES					
<b>99 Transfers</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>	<b>0.00</b>
97 Trust Funds	0.00	10,000.00	10,000.00	-10,000.00	0.00
Expense Total	0.00	10,000.00	10,000.00	-10,000.00	0.00
<b>Net Profit / (Loss)</b>	<b>0.00</b>	<b>(10,000.00)</b>	<b>(10,000.00)</b>	<b>(10,000.00)</b>	
<b>98 Special Rev</b>					
REVENUES					
0299 Age F Trans	0.00	2,000.00	2,000.00	-2,000.00	0.00
0590 Cemetery Oth	0.00	5.58	5.58	-5.58	0.00
0599 Cemetery Tra	0.00	17,000.00	17,000.00	-17,000.00	0.00
0650 CEO Wayne	0.00	3,140.76	3,140.76	-3,140.76	0.00
1090 Enterp Other	0.00	333.33	333.33	-333.33	0.00
1099 Enterp Trans	0.00	10,000.00	10,000.00	-10,000.00	0.00
1399 Grant W Trns	0.00	10,000.00	10,000.00	-10,000.00	0.00
1590 Heat A Othr	0.00	1,038.55	1,038.55	-1,038.55	0.00
1599 Heat A Trans	0.00	2,500.00	2,500.00	-2,500.00	0.00
2099 Local Tx Trn	0.00	10,000.00	10,000.00	-10,000.00	0.00
3099 Open Sp Tran	0.00	50,000.00	50,000.00	-50,000.00	0.00
4099 Reval Transf	0.00	25,000.00	25,000.00	-25,000.00	0.00
4490 Trails Other	0.00	25.00	25.00	-25.00	0.00
7050 TS Wayne	0.00	12,392.40	12,392.40	-12,392.40	0.00
7051 TS Fayette	0.00	9,894.67	9,894.67	-9,894.67	0.00
7070 TS Fees	-36,304.61	8,581.24	8,581.24	-44,885.85	-23.64
7071 TS Bins	0.00	24.00	24.00	-24.00	0.00
7073 TS Metals	-10,377.00	1,511.70	1,511.70	-11,888.70	-14.57
7075 TS Rec Othr	-288.25	238.00	238.00	-526.25	-82.57



### Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>98 Special Rev CONT'D</b>					
7077 Corn Haulers	-172.95	0.00	0.00	-172.95	0.00
7090 TS Other	-864.75	0.00	0.00	-864.75	0.00
Revenue Total	-48,007.56	163,685.23	163,685.23	-211,692.79	-340.96
<b>EXPENSES</b>					
<b>02 Age Friendly</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-2,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	2,000.00	2,000.00	-2,000.00	0.00
<b>05 Cemetery</b>	<b>0.00</b>	<b>17,000.00</b>	<b>17,000.00</b>	<b>-17,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	17,000.00	17,000.00	-17,000.00	0.00
<b>06 CEO Intricl</b>	<b>0.00</b>	<b>1,558.42</b>	<b>1,558.42</b>	<b>-1,558.42</b>	<b>0.00</b>
20 PERSONNEL	0.00	105.93	105.93	-105.93	0.00
98 Special Rev	0.00	1,452.49	1,452.49	-1,452.49	0.00
<b>07 Conservation</b>	<b>0.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	4,000.00	4,000.00	-4,000.00	0.00
<b>10 Enterprise</b>	<b>0.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>-7,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	7,000.00	7,000.00	-7,000.00	0.00
<b>13 Grant Write</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	5,000.00	5,000.00	-5,000.00	0.00
<b>18 Legal</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	5,000.00	5,000.00	-5,000.00	0.00
<b>19 Library</b>	<b>0.00</b>	<b>2,286.05</b>	<b>2,286.05</b>	<b>-2,286.05</b>	<b>0.00</b>
98 Special Rev	0.00	2,286.05	2,286.05	-2,286.05	0.00
<b>20 Loc Tax Rel</b>	<b>0.00</b>	<b>10,198.00</b>	<b>10,198.00</b>	<b>-10,198.00</b>	<b>0.00</b>
98 Special Rev	0.00	10,198.00	10,198.00	-10,198.00	0.00
<b>40 Revaluation</b>	<b>0.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>-25,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	25,000.00	25,000.00	-25,000.00	0.00
<b>70 TS Interloca</b>	<b>-225,268.56</b>	<b>0.00</b>	<b>0.00</b>	<b>-225,268.56</b>	<b>0.00</b>
10 ADMIN	-1,585.38	0.00	0.00	-1,585.38	0.00
12 FINANCIAL	-749.45	0.00	0.00	-749.45	0.00
15 INSURANCE	-22,879.56	0.00	0.00	-22,879.56	0.00
20 PERSONNEL	-67,905.95	0.00	0.00	-67,905.95	0.00
25 STIPEND	-1,438.37	0.00	0.00	-1,438.37	0.00
40 UTILITIES	-3,776.08	0.00	0.00	-3,776.08	0.00
50 CONTRACT SVC	-117,017.97	0.00	0.00	-117,017.97	0.00
60 EQUIP O,R &M	-4,727.30	0.00	0.00	-4,727.30	0.00
65 EQUIP REPLAC	-864.75	0.00	0.00	-864.75	0.00
70 BUILDING O&M	-3,459.00	0.00	0.00	-3,459.00	0.00
80 PUBLIC WAYS	-864.75	0.00	0.00	-864.75	0.00
Expense Total	-225,268.56	79,042.47	79,042.47	-304,311.03	-35.09
<b>Net Profit / (Loss)</b>	<b>177,261.00</b>	<b>84,642.76</b>	<b>84,642.76</b>	<b>(92,618.24)</b>	

99 Cap Reserv

**REVENUES**

6199 Cap Equip Ts	0.00	33,000.00	33,000.00	-33,000.00	0.00
6499 FD Transfer	0.00	623,057.00	623,057.00	-623,057.00	0.00
6599 Rds Reser Tr	0.00	325,000.00	325,000.00	-325,000.00	0.00
6699 Sidewalk Tra	0.00	67,500.00	67,500.00	-67,500.00	0.00
6799 Twn Blg Trns	0.00	15,000.00	15,000.00	-15,000.00	0.00

## Exp / Rev Summary Report

ALL Departments  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
<b>99 Cap Reserv CONT'D</b>					
7040 TS Cap Grnts	9,925.00	0.00	0.00	9,925.00	0.00
7050 TS Cap Wayne	7,801.00	1,527.17	1,527.17	6,273.83	19.58
7051 TS Cap Fayet	0.00	1,209.08	1,209.08	-1,209.08	0.00
7052 TS Cap Read	0.00	1,084.92	1,084.92	-1,084.92	0.00
7099 TS Cap Trnsf	0.00	29,803.00	29,803.00	-29,803.00	0.00
Revenue Total	17,726.00	1,097,181.17	1,097,181.17	-1,079,455.17	6189.67
<b>EXPENSES</b>					
<b>61 Equip Reserv</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	10,000.00	10,000.00	-10,000.00	0.00
<b>64 Fire Dept</b>	<b>0.00</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>-75,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	75,000.00	75,000.00	-75,000.00	0.00
<b>65 Roads Cap</b>	<b>0.00</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>-75,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	75,000.00	75,000.00	-75,000.00	0.00
<b>66 Sidewalk</b>	<b>0.00</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>-7,500.00</b>	<b>0.00</b>
98 Special Rev	0.00	7,500.00	7,500.00	-7,500.00	0.00
<b>67 Town Bldg</b>	<b>0.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>-200,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	200,000.00	200,000.00	-200,000.00	0.00
<b>68 Town Prop</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-2,000.00</b>	<b>0.00</b>
98 Special Rev	0.00	2,000.00	2,000.00	-2,000.00	0.00
<b>70 TS Cap</b>	<b>0.00</b>	<b>29,803.00</b>	<b>29,803.00</b>	<b>-29,803.00</b>	<b>0.00</b>
98 Special Rev	0.00	29,803.00	29,803.00	-29,803.00	0.00
Expense Total	0.00	399,303.00	399,303.00	-399,303.00	0.00
<b>Net Profit / (Loss)</b>	<b>17,726.00</b>	<b>697,878.17</b>	<b>697,878.17</b>	<b>680,152.17</b>	

**APPOINTMENTS,**  
**REAPPOINTMENTS, &**  
**RESIGNATIONS**

## **School Board RSU 38 10-2021**

### Mission Statement (or equivalent)

RSU 38 Mission Statement: “A caring school community dedicated to excellence”

Vision Statement: Maranacook Schools will be safe, dynamic learning communities where people of all ages will think, aspire, and participate as responsible citizens in an ever-changing global society.

Guiding Principles: We Believe:

- Teachers, staff members, parents, and students are life-long learners with a dedication to excellence and an expectation of high achievement for all
- All learners need a safe, respectful, positive environment to achieve
- Students need an evidence based, rigorous curriculum that
  - focuses on state standards
  - promotes engagement
  - provides a challenging range of courses, experiences, and extra-curricular activities
  - recognizes the needs, interests, and abilities of all learners
  - blends the changing needs of society with the needs of individual learners
  - integrates technological advances and collaboration
- Parents and community members are a vital part of our schools
- The instruction and assessment process measures growth for all learners through feedback, collaboration, and problem solving
- The supervision and evaluation process encourages and supports staff growth and development that is designed to promote our mission and vision

*Approved by RSU #38 Board of Directors, March 6, 2019*

### Authorization

Public School System authorized by the Maine Legislature. Title 20-A, Part 2, Chapter 103-A: Regional School Units.

### Membership

The School Board is a 13-member board comprising members from four towns: Manchester, Mt. Vernon, Readfield and Wayne. Each member is elected to a 3-year term. Readfield has four member positions.

### Officers

Chair, Vice-Chair, Secretary from Superintendent’s Office.

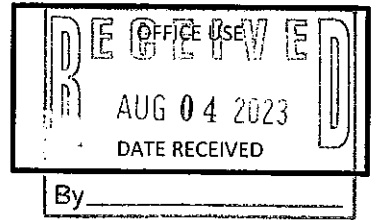
### Meetings

Regular meetings held twice monthly, usually the first and third Wednesdays, at the Maranacook Community School.

Currently there is no remote meeting policy, but the meetings are shown on Zoom for viewing only.

There is no attendance policy.

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:  1<sup>st</sup> time appointment  Re-Appointment

Which Board, Committee or Commission

are you applying for?

RSU 38 SCHOOL BOARD

Term: 2024  
CURRENT

Name: CRISTOBAL G. ALVARADO Phone (H): 207.242.7000

Street address: 342 GORDEN RD Phone (C): 207.242.7000

Mailing address: READFIELD, ME 04355

E-Mail: cgalvaradomd@gmail.com

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

- RETIRED SURGEON - 2 BOARD CERTIFICATIONS (GENERAL + THORACIC SURG)
- HOMEOWNER WITH 4 CHILDREN - 3 IN RSU 38 (PAST/PRESENT)
- PARENT REP TO MAINE SCHOOL SCIENCE/MATH STRATEGIC PLANNING COMMITTEE
- RUNNER UP (#2 OF 4 CANDIDATES) JUNE 2022 ELECTION

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

\* PLEASE SEE CANDIDATES NIG 2022 VIDEO

SCHOOL BOARD HAS MADE SERIAL POOR DECISIONS DUE TO POOR FUND OF INFORMATION, ELECTED MEMBERS HAVE BEEN NON-RESPONSIVE, EVEN DISPARAGING OF CONSTITUENTS THIS MUST CHANGE

If you are currently employed, what is your position?

3L LAW STUDENT -> JOINING SIRI & GLIMSTAD LLP AFTER GRADUATION SPRING 2024

APPLICATION FOR APPOINTMENT FOR:

2024

Name: CRISTOBAL ALVARADO Position: RSU 38 SCHOOL BOARD Term: CURRENT

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

Check one!

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

Name: Date:

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: [X] 1st time Appointment [ ] Re-Appointment

Was this position advertised? [X] Yes [ ] No If no, please explain: AT RECENT SELECT BOARD MEETING, RECOGNIZING

Confirmation from Applicant of attendance at Select Board Meeting if required. A RECENT RETIREMENT August 21, 2023

SELECT BOARD APPROVAL

To Cristobal Alvarado of Readfield, in the County of Kennebec and State of Maine: There being a position on the RSU 38 School Board 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:

8/21/2023 thru 6/30/2024. Given under our hand this [ ] , day of [ ] , 20\_\_

Steven DeAngelis

Carol Doorenbos

Sean Keegan

David Linton

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? [ ] Yes [ ] No If yes, what date:
Is an Oath appropriate: [ ] Yes [ ] No If yes, what date:



# Readfield MAINE

AUG 07 2023

Published on *Readfield ME* (<https://www.readfieldmaine.org>)

[Home](#) > [Volunteer](#) > [Appointment Application \(Web Fillable Form\)](#) > [Webform results](#) > [Appointment Application \(Web Fillable Form\)](#)

### Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) (1)

Submitted by Anonymous (not verified)

July 29, 2023 - 1:23am

2603:7080:9244:af00:84df:fc70:cafe:564d

### Date

July 28, 2023

### Which Board, Committee or Commission are you applying for?

RSU 38 School Board

	Yes	No
Do you have previous experience on this board or committee?		X

### Name

Patricia Clark

### Street Address

417 NORTH RD

### Mailing Address

417 North Road, Readfield, ME 04355

### Phone (Primary)

2076854101

### Phone (Secondary)

2078415154

### E-Mail

pclark@maine.edu

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

I taught elementary school for 20 years and high school history. Then I taught early childhood and special education at UMA for 22 years teaching teachers, social workers, librarians, criminal justice majors as well as many others. I was the Early Childhood Studies Director for Mental Health and Human Services and Education advising students and designing courses so we could offer both Early Childhood and K-3 programs for these teacher certifications. I was also active in creating a Child and Family Certificate for Mental Health and designing a certificate for educational technicians who work in schools.

I restarted the Readfield Community Library Story Time six years ago introducing the Story Time at the Beach. I have been active with it whether on Zoom or live and will lead it again this fall. Six

years ago, I began as the "Story Lady" for the Readfield Play Group. When the parent leaders of the Play Group left, I assumed leadership to keep the group active. Children in the play group learn how to interact with others, grow in language, learn songs and fingerplays, and hear stories. This summer at the beach, we have focused on motor skills as well as language.

**If you are currently employed, what is your position?**

I am semi-retired as Early Childhood Studies Director at UMA. I taught, pre-k, kindergarten, third, and fifth grades as well as alternative American History at night. I helped create the third all-day kindergarten in the State of Maine for children who were transferring from Head Start or had a disability. We partnered with Head Start for funding for the program and received it from various sources. I was an administrator for the program for seven years. It was enormously successful as tested by USM. Children gained whole years in literacy, gross motor, and social skills. It led to the MSAD 75 district providing all-day kindergarten for all children.

Please see my attached resume for more information.

I now volunteer for Library Story Time on Tuesdays and Play Group on Thursdays. I am on the Library Board, and as clerk and lector at St. Andrew's Church, Healthy Communities of the Capitol Area, and on the boards of SKCDC and Head Start.

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

I believe I have experience to add to the Readfield Board of Education with my varied positions through the years. I can see different sides of problems because of my experience as a teacher, administrator, and board member.

When I visit classrooms of student teachers I supervise, I sometimes see children struggling academically as well as socially and emotionally. I believe it's important to work toward helping children to be well-rounded.

I think my experience in public, private, and university education could offer a different perspective to the school board. I would be honored to serve in this capacity because I know children can succeed and have seen growth in our schools in Readfield and want it to continue.

**Electronic Signature**

Patricia Clark

**Check one!**

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

Source URL: <https://www.readfieldmaine.org/node/6133/submission/7441>

**Links**

[1] <https://www.readfieldmaine.org/volunteer/webforms/appointment-application-web-fillable-form>



APPLICATION FOR APPOINTMENT FOR:

Name: Patricia Clark Position: PSU 38 School Board Term: 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!

[X] 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: Electronic Date: 7/28/2023

CLERK'S USE BEFORE THE APPOINTMENT

Please check one: [X] 1st time Appointment [ ] Re-Appointment

Was this position advertised? [X] Yes [ ] No If no, please explain:

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

August 21, 2023

SELECT BOARD APPROVAL

To Patricia Clark of Readfield, in the County of Kennebec and State of Maine: There being a position on the PSU 38 School Board 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:

8/21/2023 thru 6/30/2024. Given under our hand this [ ] , day of [ ] , 20\_\_

Steven DeAngelis

Carol Doorenbos

Sean Keegan

David Linton

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? [ ] Yes [ ] No If yes, what date: [ ]

Is an Oath appropriate: [ ] Yes [ ] No If yes, what date: [ ]

**Patricia Morris Clark  
417 North Road  
Readfield, ME 04355**

**Home Phone: 207-685-4101**

**Cell Phone: 207-941-5154**

**E-Mail: pclark@maine.edu**

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## **EDUCATION**

**University of Maine at Orono, Certificate of Advanced Study, May, 2012;**  
Doctoral candidate in Early Intervention/Special Education and Public Policy  
(ABD).

**Georgetown University** Capitol Hill Seminar examining Congress, Washington  
DC, February, 2008.

**Cornell University** College of Human Ecology's Department of Human  
Development course, **Family Development Instructor Certificate**, Ithaca, NY,  
January, 2002.

**University of Southern Maine**, Gorham, Maine, GPA 3.838, **MS,**  
**Exceptionality**, May, 1993.

**University of Nebraska**, Omaha, Nebraska, Cum Laude, **BS, Elementary**  
**Education**, August, 1979.

**Midland Lutheran College**, Fremont, Nebraska, Magna cum Laude, **BA,**  
**French and Journalism**; Minors in History and English 1971-1974. Completed  
degree requirements December, 1974; walked May, 1975.

**Universite d'Avignon et des Pays de Vaucluse**, Avignon, France, six courses  
in French immersion program during junior year, 1974.

## **EMPLOYMENT**

### **University of Maine at Augusta**

**Currently** Semi-Retired teaching courses each semester

**Libra Professor** of Early Childhood Education (2001 - 2002)

**Director** of Early Childhood Services for Mental Health and Human Services  
Instructor/Lecturer: MHHS (2002 - present) and Education (2016).

**Advisor** to students, **supervises** student teachers, field experience, and  
practica students and supervisors, **develops new curriculum, designs** new  
courses, **teaches** classes on child mental health, developmental disabilities,  
early childhood education, family and human services, infants and toddlers,  
psychology, and special needs face-to-face, online, hybrid, video conferencing,

and on interactive television. **Designer of early childhood teacher education program pathways for Birth to 5 and K-3 certifications including creating or adapting 14 courses to meet state requirements; many dually listed with MHHS.** Other duties include developing early childhood program throughout the state at first through MHHS, serving as liaison with Head Start teaching cohorts of family service advocates and teachers. Also representing UMA with DHHS, DOE, early childhood committees, community colleges and university system. Also increasing awareness of program, promoting importance of collaboration with community colleges, and advocating for quality early childhood education statewide and nationally. Serving as university and early childhood representative nationally and conducting research in the field. As **Learning Support Specialist**, (2003-2004) gathered documentation of disabilities, determined type of accommodations for students with varying disabilities and served as liaison between professors and students.

#### **Office of Head Start, Washington DC**

National Head Start Fellow (October 2007 - September 2008)

Worked in **Training and Technical Assistance** and **Family and Governance**. Assisted with new **Head Start regulations**, coordinated **national committees** including technical assistance and professional development, and evaluated family development credentialing programs. Wrote, edited, analyzed, and evaluated online projects for the **Early Childhood Learning and Knowledge Center** and presented at national conferences throughout the U.S. Served as a Fellow lead for **A Head Start in Picturing America**, a collaboration between the National Endowment for the Arts and the Office of Head Start. Remained chair of the Professional Education Network, a national group devoted to professional development, higher education, and distance education into 2009.

#### **National Women's Law Center DC**

Fellow (July, 2007—December, 2007). Research and training in leadership, social justice and poverty law as it pertains to families and children. Studied bills and methods of lobbying Congress and lobbied congress with Mentor Helen Blank, Director of Childcare and Early Learning.

#### **Andover College, Portland, Maine**

Chair of the **Early Childhood** Department (1999 - 2001)

**Designed early childhood program**, classes, and syllabi. Advised, supervised students and adjuncts, taught, and developed curriculum. Served as **liaison** between the department and **college and community**. Classes taught included English, sociology, psychology, and early childhood.

#### **MSAD No. 75, Topsham, Maine**

Kindergarten teacher (1982 - 1999)

Taught kindergarten at West Harpswell and Topsham. Created one of the **first all-day kindergarten** programs in Maine, **Super K**, a transition program in **collaboration** with **Head Start** for children who were at risk of failing because of **poverty or disability**. Responsible for **identifying, testing, and writing**

**individual education programs** for students who were identified with **exceptional needs**. Supervised staff including educational technicians and home-school coordinator, managed budget, initiated parent group, and Super K Parent/Community Advisory Board. Coordinated early childhood activities at West Harpswell School for seven years. Created and co-taught transition class with first grade teacher for students needing more time to transition to first grade.

**St. John's Elementary School, Brunswick, Maine**

**Third-grade teacher (1981 - 1982)**

Taught reading, phonics, math, science, social studies, spelling, French, music, and art in self-contained room.

**Nobleboro Central School, Nobleboro, Maine**

**Fifth-grade teacher (1979 - 1981)**

Taught in self-contained classroom and middle school reading room. Helped **coordinate programs** for students with **disabilities and behavior problems**, **developed programs for gifted children**. Taught reading to students ranging in levels from **third through eighth grade**.

**Merrymeeting Adult Education, Brunswick and Topsham, Maine**

**American history teacher**, adult education program at Brunswick and Mt. Ararat High Schools (1981 - 1983) Integrated geography, speakers, field trips, and small groupings to make history personal for **adult and teenage learners**.

**Pooh's Corner Preschool, Gretna, Nebraska (1978 - 1979)**

**Nursery school and French teacher** to three and four year olds

**PROFESSIONAL TRAINING AND WORKSHOPS**

- ❖ Interviewed International Author Paul Doiron on his writing process and books on Comcast TV September 11, 2018.
- ❖ Presented on ***Exploring the Academic and Professional Needs of Educational Technicians in Maine*** at NEERO conference in Portsmouth, NH. Report with Cynthia Dean and Tim Surette. May 3, 2018
- ❖ Presented workshop on **Environment is the Third Teacher** at International School at Sosua, Dominican Republic March, 2016..
- ❖ Conducted research on art and early childhood education in **Cuba (2016), Italy (2016), Dominican Republic (2017), France (2017 and 2018)**. Visited higher education, early learning centers and schools, interviewed teachers and administrators in the countries.
- ❖ Presented ***Education in Cuba*** to Granite Hills forum sponsored by UMA Senior College September, 2016.
- ❖ Organized **Forum on Hunger** at UMA Lunch and Learn with representatives from the community including Craig Hickman and Naomi April, 2015.
- ❖ Presented on service learning and distance education at the ***Future of***

***Community Engagement in Higher Education 4<sup>th</sup> Annual Research Institute*** at Tufts University July 17-18, 2013.

- ❖ Represented Maine at the **Pyramid Model** Faculty Institute on adult-child relationships and interventions in Shrewsbury, MA June 7 and 8, 2012.
- ❖ Participated in Fusion Service Learning course, sharing information with faculty at UMA and other university sites Spring 2013.
- ❖ Assisted creating panel discussion topics for Children with Incarcerated Parents (CHIPS) Nov., 2012.
- ❖ Participated in Fusion Service Learning course, sharing information with faculty at UMA and other university sites in August and fall, 2012.
- ❖ Provided **Head Start on Picturing America** training with Meaghan Miner at Educare early childhood facility, Waterville, ME April 23, 2012.
- ❖ Presented session on **Head Start on Picturing America** at annual Conference in Orlando, FL Nov. 2-5, 2011. Coordinated with **community partners** Head Start, Maine Humanities Council Born to Read, and Colby College of Art.
- ❖ UMA delegate to Family Literacy, Barbara Bush Literacy Center-sponsored Literacy Connections March 13, 2011.
- ❖ University representative NAEYC Annual Conference Round Table, Anaheim, CA Nov. 4-8, 2011.
- ❖ Represented UMA at **Common Core State Standards** Policy Round Table sponsored by Pew Charitable Trust with stakeholders from Maine in Portland, ME on August 18, 2010.
- ❖ Assisted with program for **National Head Start Fellows Leadership Forum: Creating a Community of Practice for Learning and Action**, Washington DC: August 6-8, 2010.
- ❖ Presenter on **A Head Start on Picturing America** at the **Head Start teacher training** for Kennebec Valley Community Action Program and Kennebec Valley Child Development Corporation at Colby College in Waterville, ME: April, 2010.
- ❖ Presenter on **A Head Start on Picturing America** at the *Strengthening Families and Communities through Literacy* for Head Start, public Pre-K and elementary, preschool and child care teachers at the Literacy Connections Conference in Augusta, ME: March 12, 2010.
- ❖ Presenter and co planner in pilot project providing training on **A Head Start on Picturing America** to **Head Start teachers** from Portland and southern Maine. This was a collaboration among Head Start, Portland Museum of Art, UMA, and Maine Humanities Born to Read program in Portland and Biddeford: May, 2009, September-October, 2010.
  
- ❖ ***Teaching to the Heart of the Matter***. Regional Sloan-C Conference USM Portland, ME October 30, 2009. Presented with Leslie Costello, Terry Adams, and Mike Murphy.
- ❖ Presentation on leadership scheduled with Amanda Quesenberry, ***My Leadership Journey is Like a Rubber band: How Far Can I Stretch?*** At the Division of Early Childhood Center for Exceptional Education

- Conference, Santa Fe, NM, October 16, 2009.
- ❖ Presenter on ***Sure Start and Head Start: Recognizing the Importance of Play on Both Sides of the Pond*** at the National Association for the Education of Young Children (NAEYC) Professional Development Institute at Charlotte, NC: June 25, 2009.
  - ❖ Researcher of Sure Start Child Care Centres and comprehensive family program in London, January, 2009.
  - ❖ Presenter with Julie Wennekes on leadership, ***Following Your Yellow Brick Road***, at NAEYC National Convention in Dallas, TX: November 2008.
  - ❖ Planning and team member of NAEYC Second Annual State **Professional Development Leadership Team Work Day** with Head Start leadership team at the Professional Development Institute in New Orleans, LA: June 2008.
  - ❖ Presenter with Julie Wennekes and Angela Hudson on leadership, ***Following Your Yellow Brick Road***, at the Higher Education Grantees National Conference: February 2008.
  - ❖ Presenter on leadership with JoAn Knight Herren, and Suzanne ***Realizing Leadership Potential: Make the Most of Your Unique Qualities*** in three-hour workshop at national NAEYC convention in Chicago, IL: November 2007.
  - ❖ Panel member on Successful Career Lattice in Higher Education, NAEYC Professional Institute in Pittsburgh, PA: June 2007.
  - ❖ Presenter on ***Effects of Early Attachment to Making Connections in Foster Care***, Home Visitors/Human Services Conference: May 2006.
  - ❖ Presenter on ***Enlivening and Connecting in Long-Distance Courses, Faculty Institute*** for Distance Education, University of Maine system: May 2006.
  - ❖ Advocate, National NAEYC Conferences 2000-2007.
  - ❖ Family Focus, Literacy workshop, Brunswick, ME: July 2005.
  - ❖ Public Policy Forum, Washington DC: May 2005, March 2006, March 2007.
  - ❖ YMCA, Literacy, Attachment workshops, Augusta and Bath, ME: 2005.
  - ❖ **Presenter** on Articulation Agreements between Two-year Community Colleges and Four-year Universities, **NAEYC Conference**, Anaheim, CA: November 2004.
  - ❖ **Keynote** address, Head Start Infant and Toddler Summer Institute: August 2004.
  - ❖ Maine Child Care Advisory Board Regional Conference: March 2003, presenter on curriculum for Head Start Family Service workers.
  - ❖ **Head Start** regional conference presenter: January 2003.
  - ❖ Cornell University Family Empowerment class presenter, Ithaca, NY: January 2003.
  - ❖ Maine **School-Age Care Alliance The Role of Environment in Behavior**, State Conference presenter: December 2002.
  - ❖ **Presenter** on Science in the Classroom **Regional NAEYC Conference**

Portland, ME: April 2002.

## RESEARCH/PUBLISHING

- ❖ **Building Blocks** early literacy column (2022-present)
- ❖ OpEd **The Million Word Gap** after named as Maine Mother of the Year 2022. Literacy is primary focus.
- ❖ Quesenberry, A.C. & Clark, P.M. (2011). **Services for children with special needs in Head Start and Early Head Start**. In C. Groark, C. & S. Edelman (Eds.) *Early Childhood Intervention: Shaping the future for children with special needs and their families*, Vol. 1. Programs and policies for special needs children (pp.77-107). Santa Barbara, CA: ABC-CLIO/Praeger..
- ❖ **Head Start research** in collaboration with Southern Kennebec Child Development Corporation to identify teacher/student interaction and its effects on student outcomes in literacy, fall, 2009, 2010.
- ❖ **A Head Start in Picturing America**, (2008). Teacher's guide to developmentally appropriate activities for preschoolers. Served as Fellow lead for project sponsored by National Endowment for the Arts and Office of Head Start.
- ❖ **Clark, P.M. (2008) Literacy: Essential for Adults and Children in Head Start Classrooms**, monograph on the critical nature of literacy in Head Start classrooms online on the peer-reviewed professional of Early Childhood Learning and Knowledge Center.
- ❖ Conducted **research on retention in online courses** at UMA with Dr. Ken Elliott, psychology professor. The pilot is funded through a grant through U Maine system and results were shared regionally and nationally and incorporated in our retention policy for online courses.
- ❖ **A Closer Look, Advanced qualitative literacy research at Maine public and private schools**, spring, 2005, with University of Maine at Orono.
- ❖ **Head Start/Upward Bound research: Is there a connection between families served by Head Start and then Upward Bound?** 2004
- ❖ **Upward Bound research** report, December 2003, with John Maddaus and Seminar in Social Context of Education

## AWARDS, PROFESSIONAL SERVICES AND ORGANIZATIONS

- ❖ Named **Maine Mother of the Year 2022** with Literacy as a focus.
- ❖ Member, 2006, **Chairperson** of UMA Diversity Committee., 2014 to present.
- ❖ **Senior College** representative from UMA to board. 2011-present.
- ❖ **Higher Education** Representative to the State of Maine Department of Education Early Learning Standards Committee. Revision of standards to better connect to public Pre-K and Kindergarten in the area of creative arts 2013.
- ❖ Member **Service Learning** Committee 2010 to 2014.

- ❖ Faculty **Civic Engagement Award** at the UMA Service and Academic Awards Ceremony May 5, 2013 for incorporating service learning in two distance education courses and sharing information with faculty at the university and statewide
- ❖ Advisory Board Member, Maine State Professional Development Accountability Committee, a part of the Maine Children's Cabinet. 2011-2012.
- ❖ Division of Early Childhood and Council of Exceptional Children 2001-2010.
- ❖ Chair, Professional Education Network, a national collaboration among Head Start, higher education and professional development. 2007-2009.
- ❖ Advisory Board Member, Early Literacy Education Committee. 2008-2011
- ❖ National Women's Law Center Fellow 2008-2009; Maine Advocate of the Progressive Leadership Advocacy Network Program. 2008-2015.
- ❖ Advisory Board Member, Portland Early Learning Group with Early Reading First, 2005-2009.
- ❖ Division of Early Childhood and Council of Exceptional Children 2001-2010.
- ❖ Board member, Maine Association for the Education of Young Children.
- ❖ President, policy chair, Maine chapter of National Association for the Education of Young Children (NAEYC), 2003 to 2007.
- ❖ Affiliate representative from New England, National Association for the Education of Young Children, 2006-07.
- ❖ Diversity committee, UMA, present.
- ❖ Commencement Committee UMA-present. Education Committee UMA, 2009.
- ❖ Cross-Campus University System Distance Education Committee, 2009.
- ❖ Community Connections Committee, UMA, 2006-2007.
- ❖ Faculty Senate Alternate 2005-2007.
- ❖ Chair, Maine Higher Education Early Childhood Advisory Committee, 2002-2005, member since 1999 to present.
- ❖ ACCESS, state early childhood policy and marketing groups, leadership committee 2003-present.
- ❖ Pi Lambda Theta, national professional honor society of educators to present.
- ❖ American Association of University Women 1998 to present.
- ❖ Board Member representing four-year institutions, Maine Roads to Quality, Muskie School for Public Policy, 2002-present.
- ❖ Trainer, DHHS and Maine Roads to Quality, Muskie, 2002-present.
- ❖ Early childhood consultant for behavior and disability issues, present.
- ❖ Workshop presenter on early childhood and school-age issues, 1997-present.
- ❖ Maine School-Age Alliance 2000-2002.
- ❖ Horizon Award for Service to Young People from Nellie Mae Foundation, Braintree, MA. Visionary Leader Regional award for conception of Super K and Crossing Bridges programs, September 1999.



- ❖ Early Childhood Education District Committee, 1982-1999.
- ❖ Foreign Language District Committee, 1999.
- ❖ Gifted and Talented Committee, 1983-1986.
- ❖ Study group to research feasibility of all-day kindergarten for children at risk of failure, 1993-1999.
- ❖ Liaison between district and Head Start 1993-1999.
- ❖ Playground committee, 1998.
- ❖ Maine Teacher's Association 1979 to 1999.

## COMMUNITY ORGANIZATIONS

- ❖ Maine Cities of the Capitol Area (MCCA) Board of Advisors for 2021-present.
- ❖ SKCDC Advisory Board 2011-2017 and 2022 to present.
- ❖ Literacy for ME 2021 to present.
- ❖ Member Presidential Council on Diversity, Equity and Inclusion October, 2020
  - Integrate with schools to determine what is occurring.
  - Director of MCCA research on this.
- ❖ Director of Readfield Elementary Education Play Group 2000- present.
- ❖ Co-coordinator of Story Time at the Beach August-October since 2018..
- ❖ Co-coordinator for Story Time on Zoom May-July and scheduled for November, 2020.
- ❖ Partner with Readfield Elementary School to combine story time with weekly preschool and toddler play group at school and library. October, 2018 to 2020
- ❖ Coordinator with Readfield Recreation to present Story Time at the Beach in August, 2018, June-August, 2018 and August-October, 2020
- ❖ Clerk, lector, communicant at St. Andrew's Church in Winthrop 2018-present.
- ❖ Readfield Community Library Board member June, 2018 to present.
- ❖ Readfield Historical Society member June 2018 to present.
- ❖ Activity coordinator in children's room at Readfield Community library July, 2018 to present.
- ❖ Higher Education Adviser to ArtVan Fall, 2014-2020. Advisory Board Member to ArtVan, a program providing the arts to children in disadvantaged areas. 2012-2013.
- ❖ Advisory Board Member, Southern Kennebec Child Development Corporation (SKCDC) Board of Directors. Early childhood expert. 2011-present.
- ❖ Chaperone at Maine School of Science and Math (2000) and class trip to Montreal (2001).
- ❖ Chair of Parent's Association, Catherine McAuley High School, Portland, ME 2001-2004.
- ❖ McAuley Spirit Store manager and volunteer 2000-2004
- ❖ Communicant, liturgist and religious education committee chair and instructor, St. Mary's Catholic Church, Bath, ME, 1983 to 2003; Parish

- Council representative 1996-1999.
- ❖ St. John's School Parents' Association Room Parent and representative 1991-2000.
- ❖ St. John's Science Club founder and coordinator 1991-2000.
- ❖ St. John's School Junior High Activities Coordinator, 1999-2000.
- ❖ Catherine McAuley High School room representative 1997-1999.
- ❖ Brownie and Girl Scout leader and camp counselor, Bath and Brunswick, Maine, 1992-2001.
- ❖ Bath Rec Department ski volunteer, Bath, Maine, 1990-1996.
- ❖ Patten Free Library volunteer, Bath, Maine, 1985-present.
- ❖ National Heart Association volunteer, 1988-1992.
- ❖ March of Dimes Mother 1989-2003.

### **COLLEGE ASSOCIATIONS Undergraduate**

Editor of Midland, college newspaper; Dean's List at University of Nebraska, Midland, USM, and UMO; Alpha Lambda Delta and Cardinal Key, Women's Scholastic Honoraries; Pi Delta Epsilon journalism honorary; Nebraska Children's Museum public relations committee; Nebraska State Reading Council; International Relations Club; forensics. Division of Early Childhood and Council of Exceptional Children 2001-2010.

### **COLLEGE ASSOCIATIONS Graduate**

Golden Key academic honorary  
Phi Beta Kappa Education Honorary

### **PROFESSIONAL ASSOCIATIONS**

Maine and national chapter for NAEYC  
Infant Mental Health Association  
Division of Early Childhood of the Council for Exceptional Children  
AAUW

### **REFERENCES**

Cynthia Dean, Coordinator of Teacher Certification, University of Maine at Augusta, 46 University Drive, Augusta, ME 04330, [Cynthia.dean@maine.edu](mailto:Cynthia.dean@maine.edu), 207-621-3192.

Melissa Small, Librarian, Readfield Community Library, 1151 Main St., Readfield, ME 04355, [librarian@readfieldlibrary.org](mailto:librarian@readfieldlibrary.org), 207-685-4089.

Rev. Susan Taylor, Vicar of St. Andrew's Episcopal Church, 9 Turkey Lane, Winthrop, ME [AmmaTaylorStAndrews@gmail.com](mailto:AmmaTaylorStAndrews@gmail.com), 207-395-2015.



# Readfield MAINE

AUG 07 2023

Published on *Readfield ME* (<https://www.readfieldmaine.org>)

[Home](#) > [Volunteer](#) > [Appointment Application \(Web Fillable Form\)](#) > [Webform results](#) > [Appointment Application \(Web Fillable Form\)](#)

<p>Submission information</p> <p>Form: <a href="#">Appointment Application (Web Fillable Form)</a> [1]</p> <p>Submitted by Anonymous (not verified)</p> <p>August 6, 2023 - 10:43am</p> <p>172.101.7.92</p>
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**Date**  
August 6, 2023

**Which Board, Committee or Commission are you applying for?**  
RSU 38 school board

6/30/  
2024

	Yes	No
Do you have previous experience on this board or committee?	X	

**Name**  
Samantha Horn

**Street Address**  
46 P Ridge Rd, Reafield

**Mailing Address**  
46 P Ridge Rd, Readfield, ME 04355

**Phone (Primary)**  
2072151735

**Phone (Secondary)**

**E-Mail**  
samanthadhorn@gmail.com

**Below please tell us of any experience and/or training that might be useful in this position.**  
I served one term on the RSU 38 board from 2013-2016. I was the co-chair for one year and the chair for the final year of my term. Both of my children (now 18 and 24) have gone through the Maranacook system from kindergarten through high school.

**If you are currently employed, what is your position?**  
Self-employed as the owner of an environmental consulting business.

**Below please tell us the reason you are interested in applying for this position.**  
The operation of the schools is a critical factor in the quality of life and economic health of our community. Excellence, accountability, and fiscal responsibility must all be considered in a

transparent decision-making process. In all matters, my goal is to listen carefully and compassionately, respect those with whom I am interacting, and make sensible decisions that can be clearly explained. My hope is that my prior experience with the schools and my approach to decision-making will be an asset to the board and will enhance the outcomes for our community.

**Electronic Signature**  
Samantha Horn

Check one!

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

Source URL: <https://www.readfieldmaine.org/node/6133/submission/7446>

Links

**CLERK'S USE BEFORE THE APPOINTMENT**

Please check one:  1<sup>st</sup> 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.

August 21, 2023

**SELECT BOARD APPROVAL**

To Samantha Horn of Readfield, in the County of Kennebec and State of Maine: There being a position on the RSU 38 School Board 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:

8/21/2023 thru 6/30/2024. Given under our hand this , day of , 20  

\_\_\_\_\_  
Steven DeAngelis

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
David Linton

\_\_\_\_\_  
Kathryn Mills Woodsum

**CLERK'S USE AFTER THE APPOINTMENT**

Chair has been notified of appointment?  Yes  No If yes, what date:

Is an Oath appropriate:  Yes  No If yes, what date:



RSU 38 Board Vacancy – Samantha Horn Introduction and Statement of Interest – 8/16/23

Dear Readfield Selectboard members,

My name is Samantha Horn and I am interested in serving on the RSU 38 board for the remainder of the vacant unexpired term. Since 2004 I have lived on P Ridge Rd and raised my family here. My two sons were educated in the Maranacook schools from Kindergarten through High School. My youngest just graduated this spring! I deeply appreciate all that the teachers and staff do for our kids every day.

Recently I learned through some community contacts that there was a school board vacancy, and that it could be useful to have someone with board experience and a collaborative approach step into the role. Because I care about the school system and its success, and recognize the impact on Readfield's quality of life, financial health, and community cohesion, I decided to express my interest. In serving, the most important principles for me would be transparency, respect, digging into the details, accountability, and open communication.

My professional background is in environment and land use issues. I worked for almost 20 years for state government in the Fish and Wildlife, Marine Resources, and Agriculture, Conservation and Forestry Departments. In 2019 I joined the Nature Conservancy as the Director of Science for the Maine chapter and left that position earlier this year. I have now started an environmental consulting business and am doing work for businesses and government in issues like energy siting and planning assistance to towns and cities. My work requires a lot of careful research and analysis, strong writing skills, and most importantly good communication. Occasionally I still get to go out in the field, which is a lot of fun.

To prepare for this career, I completed an undergraduate degree in Biology and English literature, and a master's degree in wildlife and Fisheries Conservation. But that was long time ago! More relevant is my volunteer service in recent years. I am on the board of the Maine Association of Planners and am a past president of that organization. For the Maine Appalachian Trail Club, I am currently the interim chair of the marketing sub-committee and have enjoyed contributing to their trail maintenance days in the past, including installing new outhouses! In the past I enjoyed volunteering in the schools and being on the RSU 38 board for a three-year term (2013-2016), including one year as co-chair and one year as chair.

In my professional roles, including as a new small business owner, I have managed budgets and supervised staff. At times I have been asked to step in as the director of the small state agency I most recently worked for which involved a lot of attention to personnel and budget issues. And as a taxpayer I am certainly aware of how much of an impact the RSU budget has on our tax bills. Being prudent in times of shifting funding models is critical, and so is investing in our kids because they are the future work force, and the future of our town culture. I'm excited that my youngest is going on to an electrical program at CMCC and that he had the chance to attend CATC – making sure programs like the trades are healthy and well supported is so important, especially now. Just as important is giving students opportunities to explore the humanities, sciences, arts, languages and much more so that they can fulfill their potential.

I would be pleased to join the board again for the unexpired term and be of as much assistance as possible in the coming year. And I am happy to answer any questions you may have.

Sincerely,

Samantha Horn

TOWN OF READFIELD  
APPOINTMENT APPLICATION

OFFICE USE  
JUN 24 2023  
DATE RECEIVED

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:  1<sup>st</sup> time appointment  Re-Appointment

Which Board, Committee or Commission

are you applying for?  Term:

Name: LYDIA LEIMBACH Phone (H): 333-2160

Street address: 126 Old Kents Hill Rd. Phone (C): Readfield 04355

Mailing address: as above

E-Mail: Lydialeimbach@gmail.com

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

I have twenty five years in education as a paraprofessional and a teacher. My three children attended Maranacook schools. Over the years I've developed good negotiating and communication skills.

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

It is important to me that our schools remain safe places for all students to learn, where differing viewpoints are valued, and where critical thinking is encouraged. School boards can be a part of this.

If you are currently employed, what is your position?

Retired

APPLICATION FOR APPOINTMENT FOR:

Name: Lydia Heimbaeh Position: RSU 38 School Board Term: 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: Lydia Heimbaeh Date: 7/23/23

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.

August 21, 2023

SELECT BOARD APPROVAL

To Lydia Heimbaeh of Readfield, in the County of Kennebec and State of Maine: There being a position on the RSU 38 School Boards 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:

8/21/23 thru 6/30/24. Given under our hand this , day of , 20

Steven DeAngelis Carol Doorenbos Sean Keegan

David Linton Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date:



August 14, 2023

Dear Select Board members:

My name is Lydia Leimbach and I am a parent of three grown children who went through the Maranacook school system. I am also a retired teacher, serving 23 years in public education in local school districts. I am writing to express my interest in filling the vacancy on the RSU38 School Board.

In my experience as a teacher and technology integrationist I have served in several leadership capacities. These include working on curriculum committees and school leadership teams. While on the leadership team I worked to help move the school from a traditional teaching model to a standards based model. This required a seismic shift in thinking and practice for the school community and families. Through these experiences I learned much about what makes systemic change easier as well as what does not.

I was a member of the Senior Capstone Team for 5 years, reorganizing the program to make a more manageable flow for both senior advisors and students. This reorganization also provided transparency for parents, especially when it came to monthly benchmarks. I helped facilitate the connection of 70-80 seniors per year to community mentors to help them complete fieldwork for their capstone projects. This included followup communication at regular intervals with students, parents and mentors. It often involved a great deal of creative problem solving to help students be successful.

As a 20 year Key Club advisor (a student volunteer organization sponsored by Kiwanis) I built teams of students with an eye towards developing leadership skills and a sense of student agency in the process of creating and engaging in community service activities. I received Outstanding Key Club Leader awards in 2013 and 2020 from the Kiwanis New England Region during my tenure.

I have masters degrees in Computer Technology for Educators and Instructional Design (with an emphasis on digital learning). This, coupled with my experience dealing with students, teachers, administrators and parents gives me a deep toolbox to pull from when problems arise; that said, it in no way arms me with all the answers. In fact, when working to solve a problem, I strive to be the most curious person in the room.

I collaborate well with others and can engage calmly in difficult conversations. I am skilled at making complex concepts more easily understandable. Perhaps most importantly, I am able to maintain a sense of humor most of the time.

I find myself ready to dig into something important again. My skills and interests naturally lead me back to education. I hope you'll find my skills and experience meet your needs.

Sincerely,



## **Appeals Board**

### Mission Statement (or equivalent)

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and in granting or rejecting variance requests arising from the Readfield Land Use Ordinance. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691.

### Authorization

The Appeals Board operates under the appointed authority of the Select Board of the Town of Readfield in accordance with Title 30-A, M.R.S.A., Section 2691.

### Membership

The Appeals Board is a 7-member board. Each member is appointed to a 3-year term.

Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Appeals Board.

All individuals appointed for the first time to the Board of Appeals are required to complete the Basic Workshop for Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a new member from serving on the Appeals Board prior to completing workshops.

### Officers

Chairperson

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

The Appeals Board meets when needed at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Appeals Board will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

**TOWN OF READFIELD**  
**APPOINTMENT APPLICATION**

OFFICE USE  
**AUG 07 2023**  
DATE RECEIVED

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:  1<sup>st</sup> time appointment  Re-Appointment

Which Board, Committee or Commission

are you applying for?  Term:

Name: Les Priest Phone (H): None

Street address: 194 Torsey Shores Rd Phone (C): 207-215-7349

Mailing address: Same

E-Mail: les@LesPriest.com

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

Real estate broker for 24 years  
Small business owner for past 35 years

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

I have been a resident of Readfield for almost 40 years  
+ it's time that I give back to the community.

If you are currently employed, what is your position?

Realtor @ Better Homes + Gardens - The Mariello Group Augusta

APPLICATION FOR APPOINTMENT FOR:

Name: Les Priest Position: Appeals Board Term: 3 years

"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: L Priest Date: 7-29-23

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.

August 21, 2023

SELECT BOARD APPROVAL

To Les Priest of Readfield, in the County of Kennebec and State of Maine: There being a position on the Appeals Board 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:

8/21/23 thru Given under our hand this, day of, 20

Steven DeAngelis Carol Doorenbos Sean Keegan
David Linton Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date:

TOWN OF READFIELD  
APPOINTMENT APPLICATION

OFFICE USE  
7/28/2023  
DATE RECEIVED

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:  1<sup>st</sup> time appointment  Re-Appointment

Which Board, Committee or Commission

are you applying for?

Board of Appeals

Term:

3 years

Name: Al Prysunka Phone (H): (207) 685-4516

Street address: 71 Old Kents Hill Road Phone (C): (207) 620-0071

Mailing address: P.O. Box 91, Readfield, ME 04355

E-Mail: aprysunka@gmail.com

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

employee of ME DEP for approximately 20 years; Readfield Board of Selectmen member for 6 years (2 as Chair); Code Enforcement Officer of Mt. Vernon for 2 years

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

Being semi-retired and having considerable experience in environmental and land use issues, I would like to assist in the proper implementation of Readfield's ordinances

If you are currently employed, what is your position?

health care consultant (part time)

APPLICATION FOR APPOINTMENT FOR:

Name: Al Prysunka Position: Board of Appeals member Term: 3 years

"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: Alan M. Prysunka Date: 07/28/2023

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.

August 21, 2023

SELECT BOARD APPROVAL

To Alan Prysunka of Readfield, in the County of Kennebec and State of Maine: There being a position on the Appeals Board 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:

8/21/2023 thru . Given under our hand this , day of , 20

Steven DeAngelis

Carol Doorenbos

Sean Keegan

David Linton

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date:



# Readfield MAINE

AUG 09 2023

Published on *Readfield ME* (<https://www.readfieldmaine.org>)

[Home](#) > [Volunteer](#) > [Appointment Application \(Web Fillable Form\)](#) > [Webform results](#) > [Appointment Application \(Web Fillable Form\)](#)

### Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) [1]  
Submitted by Anonymous (not verified)  
August 9, 2023 - 11:39am  
2603:7080:9300:8e07:f8bd:d155:df0b:4808

### Date

August 9, 2023

### Which Board, Committee or Commission are you applying for?

Board of Appeals

	Yes	No
Do you have previous experience on this board or committee?		X

### Name

Bruce Bourgoine

### Street Address

67 Fogg Rd

### Mailing Address

67 Fogg Rd

### Phone (Primary)

2076241977

### Phone (Secondary)

### E-Mail

brucebourgoine@gmail.com

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

I have served in various capacities as both a town volunteer and in elected office including the Select Board and believe I fully understand the role, limitations, and service requirements of serving on the Board of Appeals without preconditions.

### If you are currently employed, what is your position?

I am semi-retired. Previously, I was Publisher of a Maine legal newspaper for 20 years. Currently, I continue to be engaged contractually to serve part-time as Executive Director of the Maine Society of Land Surveyors and have for the last 15 years.

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

My understanding is that there are one or two vacancies on this important board which requires approaching appeals brought before it without preconceptions, a willingness to do necessary homework, and to faithfully serve with the appropriate bearing in a quasi-judicial framework. I believe I can serve the town and its citizens well by contributing for a term in this capacity.

**Electronic Signature**  
Bruce Bourgoine

**Check one!**

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

Source URL: <https://www.readfieldmaine.org/node/6133/submission/7451>

**CLERK'S USE BEFORE THE APPOINTMENT**

Please check one:  1<sup>st</sup> 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.

August 21, 2023

**SELECT BOARD APPROVAL**

To Bruce Bourgoine of Readfield, in the County of Kennebec and State of Maine: There being a position on the Appeals Board 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:

8/21/2023 thru . Given under our hand this , day of , 20\_\_

\_\_\_\_\_  
Steven DeAngelis

\_\_\_\_\_  
Carol Doorenbos

\_\_\_\_\_  
Sean Keegan

\_\_\_\_\_  
David Linton

\_\_\_\_\_  
Kathryn Mills Woodsum

**CLERK'S USE AFTER THE APPOINTMENT**

Chair has been notified of appointment?  Yes  No If yes, what date:

Is an Oath appropriate:  Yes  No If yes, what date:

## Eric Dyer

---

**From:** Contact form at Readfield ME <cmsmailer@civicplus.com>  
**Sent:** Wednesday, August 9, 2023 11:57 AM  
**To:** Eric Dyer  
**Subject:** [Readfield ME] Appeals Board Application (Sent by Bruce Bourgoine, brucebourgoine@gmail.com)

Hello edyer,

Bruce Bourgoine ([brucebourgoine@gmail.com](mailto:brucebourgoine@gmail.com)) has sent you a message via your contact form (<https://www.readfieldmaine.org/user/37/contact>) at Readfield ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.readfieldmaine.org/user/37/edit>.

Message:

Dear Eric;

I just applied for the Board of Appeals understanding that there are two openings and have learned that there are now perhaps three or more applicants. My interest is to serve the town at some point in the future in a capacity where it may be difficult to recruit a qualified volunteer. To that end, please defer acting on my application if there are other good qualified applicants stepping forward. You are welcome to keep my application on file for whatever period is reasonable or allowable.

Thank you;  
Bruce Bourgoine



## **Library Committee (Library Board of Trustees) 10-2021**

### Mission Statement (or equivalent)

The mission of the Readfield Community Library is to provide quality materials and services for the educational, informational, cultural and recreational needs of the community of Readfield in an atmosphere that is welcoming and respectful.

### Authorization

The Library Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### Membership

The Library Committee is a 9-member committee. Each member is appointed to a 3-year term.

### Officers

Chairperson, Vice-Chair, Secretary and Treasurer

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Regular meetings are held the first Wednesday of every month at 6:30 p.m. at the Library and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Library Board of Trustees will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.



# Readfield MAINE

Rec'd  
JUN 28 2023

Published on *Readfield ME* (<https://www.readfieldmaine.org>)

[Home](#) > [Volunteer](#) > [Appointment Application \(Web Fillable Form\)](#) > [Webform results](#) > [Appointment Application \(Web Fillable Form\)](#)

### Submission information

Form: [Appointment Application \(Web Fillable Form\)](#) (1)  
Submitted by Anonymous (not verified)  
June 28, 2023 - 10:49am  
2603:7080:9244:4d00:969:6b65:c329:5309

### Date

June 28, 2023

(2025)

### Which Board, Committee or Commission are you applying for?

Library Board of Trustees

	Yes	No
Do you have previous experience on this board or committee?		X

### Name

Rick Wilson

### Street Address

1124 Main Street

### Mailing Address

PO Box 307, Readfield, ME 04355

### Phone (Primary)

2076859628

### Phone (Secondary)

2072420855

### E-Mail

r.wilson195510@gmail.com

\* Has had an application on file since 7/15/2022 - had Rick fill out a new appt. form

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

Many years as an educator, including 18 as a school principal. Additional work experience as an educational consultant as well as a scholarship director for a national scholarship foundation.

### If you are currently employed, what is your position?

Retired

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

I am interested in supporting the library so it can continue to be a wonderful resource for the Town of Readfield.

**Electronic Signature**

Rick Wilson

Check one!

I DO I DO NOT

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

X

Source URL: https://www.readfieldmaine.org/node/6133/submission/7401

**Links**

[1] https://www.readfieldmaine.org/volunteer/webforms/appointment-application-web-fillable-form

**CLERK'S USE BEFORE THE APPOINTMENT**

Please check one:

1<sup>st</sup> 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.

August 21, 2023

**SELECT BOARD APPROVAL**

To Rick Wilson of Readfield, in the County of Kennebec and State of Maine: There being a position on the Library Board 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:

8/21/23 thru 6/30/25. Given under our hand this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_

Steven DeAngelis

Carol Doorenbos

Sean Keegan

David Linton

Kathryn Mills Woodsum

**CLERK'S USE AFTER THE APPOINTMENT**

Chair has been notified of appointment?

Yes

No

If yes, what date:

\_\_\_\_\_

Is an Oath appropriate:

Yes

No

If yes, what date

\_\_\_\_\_

TOWN OF READFIELD  
APPOINTMENT APPLICATION

OFFICE USE  
JUN 14 2023  
DATE RECEIVED

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:  1<sup>st</sup> time appointment  Re-Appointment

Which Board, Committee or Commission are you applying for?

Library Board

Term: 2025

Name: Christine Olson Phone (H): \_\_\_\_\_

Street address: 66 Old Fairgrounds Rd Phone (C): (207) 458-4267

Mailing address: Readfield,

E-Mail: COLSON661953@gmail.com

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

Manager, teacher & mom

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

For the past 2 or 3 years I have acted as a go-between for our Readfield Book Club + Librarian Melissa. I have come to appreciate the hours of work required for the programs she runs. It's been many years since serving on a town board so I feel compelled to volunteer for such a wonderful institution!

If you are currently employed, what is your position?

retired

APPLICATION FOR APPOINTMENT FOR:

Name: Christine Olson Position: Library Board Term: 2025

"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: Christine Olson Date: 7/14/23

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.

August 21, 2023

SELECT BOARD APPROVAL

To Christine Olsen of Readfield, in the County of Kennebec and State of Maine: There being a position on the Library Board 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:

8/21/23 thru 6/30/25. Given under our hand this, day of, 20

Steven DeAngelis

Carol Doorenbos

Sean Keegan

David Linton

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No If yes, what date:
Is an Oath appropriate: Yes No If yes, what date

**MEMORANDUM**

TO: Readfield Select Board  
Cc: Eric Dyer

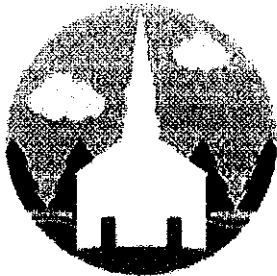
FROM: Jerry Bley & Steve DeAngelis  
Co-process Leaders for Fairgrounds Working Group

RE: Select Board Appointment to Fairgrounds Working Group

DATE: August 17, 2023

The Fairgrounds Working Group is gearing up for the next phase of its work. We held a meeting last month at which the Working Group, along with some interested attendees, discussed adding a “public” member to our group. Since one of the two Select Board slots on the Working Group is now vacant (due to the departure of Dennis Price), we would propose that the Board use that vacancy to appoint a public member. We are open-minded as to the interests of that new member. Our only guidance is that they have a demonstrated interest in the Fairgrounds property and are committed to participating in the consensus-based process that the Working Group has adopted. Our hope would be that the new member can be in place for our next meeting on September 21, 2023.

# **OLD BUSINESS**



**READFIELD  
HERITAGE DAYS**

**Friday, August 11**

**5pm - 7pm**

**Readfield Historical Society  
Wine & Cheese Social**

**7pm-9pm**

**Readfield Beach  
Oldies Dance and Sock Hop**

**Saturday, August 12 - ALL DAY**

**Heritage Days Achievement Quest  
Children 15 and under**

**Unlock each achievement on the list and win CASH!**

**Quest forms available at the Town Office**

**<https://www.facebook.com/readfieldheritagedays>**

- 7am - 10am      Breakfast with the Masons - \$8  
Masonic Hall - Main St.**
- 9am - 1pm        Library Book Sale -  
Fire Station**
- 10am -11:30pm History Walk with  
Dale Potter-Clark - Masonic Hall**
- 10am - 2pm      Kickball Championship -  
Fairgrounds**
- 12pm - 4pm     Maker's Market and  
Community Fair at the Beach!  
FOOD/GAMES/FUN!!!**
- 12pm - 4pm     Union Meeting House Vestry Open  
(1-3pm Ice Cream/Face Painting)**
- 1pm - 4pm        The Evan Haines Trio  
LIVE MUSIC - Beach**
- 1pm - 3pm        "Women of Color" - Artist Reception  
The Gallery**
- 5pm                Beach closes for fireworks prep**
- 5pm - 7pm        Volunteer Potluck and Spirit of  
America Awards - Town Hall**
- 9:00pm            Fireworks at the Beach**

**-----  
Parking available at the beach!**



# **NEW BUSINESS**



Bureau of Alcoholic Beverages and Lottery Operations  
 Division of Liquor Licensing and Enforcement  
 8 State House Station Augusta, ME 04333-0008 (Regular Mail)  
 10 Water Street Hallowell, ME 04347 (Overnight Mail)  
 Telephone: (207) 624-7220 Fax: (207) 287-3434  
 Email: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

Readfield Select Board  
 August 21, 2023  
 Item # 24-021  
 JUL 11 2023  
 By \_\_\_\_\_

### Qualified Catering Organization Application for Catered Function

(Note: This application is for Qualified Caterers ONLY. If you are a Class A Restaurant, Restaurant/Lounge, Lounge, Hotel, Club, or Bed & Breakfast please complete form number 5.5 or 5.6.)

The law requires the application to be submitted at least **24 Hours** prior to the function, however a longer notice is appreciated to allow additional time for processing.

License No.: PCS-2014-5613 DBA Name: Pete's Pic Southern Barbeque LLC  
 Mailing Address: P.O. Box 67  
 Town/City: Doddland State: ME Zip Code: 04963  
 Telephone: 207 616-0969 Fax: \_\_\_\_\_  
 Email Address: peter@petespic.com

#### Event Details

Title and Purpose of Event: Class Reunion  
 Location of Event: Camp KV  
 Physical Address of Event: 177 Wayne Rd  
 Town/City: Readfield State: ME Zip Code: \_\_\_\_\_  
 Check One:  Indoor Event  Outside Event (If outside, a diagram must be included)

Describe specific indoor and/or outdoor area to be licensed: Meeting Hall

Date of Event: August 27, 2023 Time From: 1:00 To: 5:00  
 Name of Person or Entity contracting your services: Peter Clark  
 Number of Persons Attending: 60  
 Address: ~~177 Wayne~~ 35 Water Town/City: Waterville  
 State: ME Zip Code: 04901 Telephone Number: 207 616 0969

Will Dancing be offered during the event? YES  NO

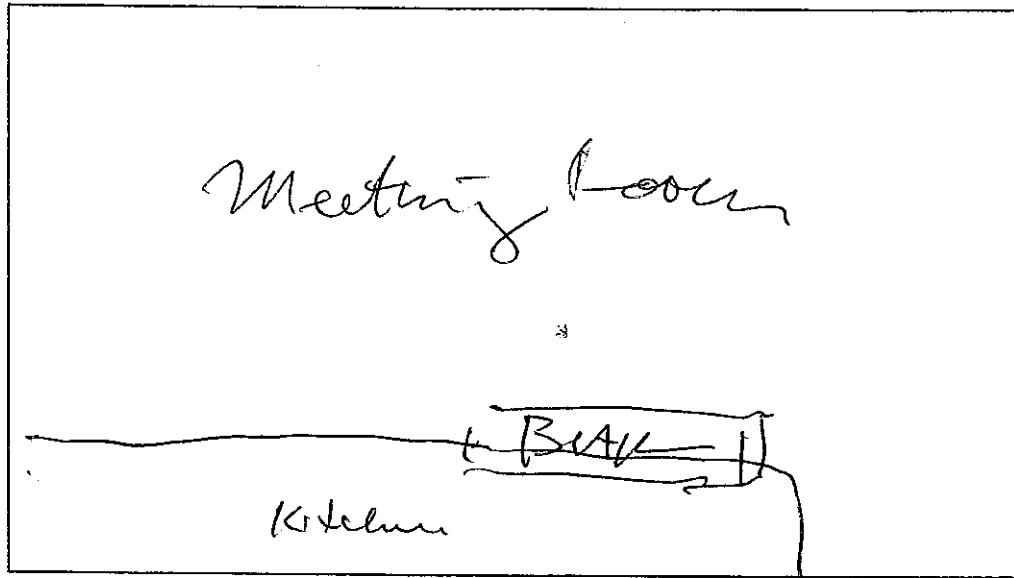
Does the venue have a dance license? YES  NO  (If yes, please provide a copy of the license)

Peter W. Clark  
 Signature of Licensee or Corporate Officer  
Peter W. Clark  
 Print Name of Licensee or Corporate Officer

8/16/23  
 Date

**DIAGRAM**

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.



**Outdoor Catering Restrictions:**

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

**For Municipal Approval Only**

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

**NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town County

On: \_\_\_\_\_  
Date

The undersigned being:  Municipal Offices  County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: \_\_\_\_\_, Maine

Signature of Officials	Printed Name and Title

**FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT RESTRICTIONS:**

- [ ] APPROVED  
[ ] NOT APPROVED

DATED: \_\_\_\_\_  
ISSUED BY: \_\_\_\_\_



STATE OF MAINE  
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
 8 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0008



### License for the Sale of Liquor

License Number	Issue Date	Expiration Date
QCS-2014-5013	05/06/2023	05/05/2024

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. **License fee is non-refundable and the License is non-transferable unless approved by the Bureau.**

Legal Name of Licensee:                   PETE'S PIG SOUTHERN BARBEQUE LLC  
 Business Name of Licensee:           PETE'S PIG SOUTHERN BARBEQUE  
 Address of Licensee:                    35 WATER STREET  
   WATERVILLE, ME, 04901

CODE	License Type and Description	FEE
QCS	CLASS I - QUALIFIED CATERING SERVICE - MALT LIQUOR, WINE AND SPIRITS	900.00
FF	FILING FEE	10.00

**Total Fees:**

**\$ 910.00**

*Tracy A. Willett*

PETE'S PIG SOUTHERN BARBEQUE  
 PO BOX 67  
 OAKLAND, ME 04963

Tracy A. Willett, Acting Deputy Director  
 Bureau of Alcoholic Beverages and Lottery Operations

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## **Memorandum of Understanding**

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Between  
**The Town of Readfield, Maine**  
and  
**The Weathervane Restaurant and Lounge**

This Memorandum of Understanding (MOU) sets forward the terms and understanding between the Town of Readfield (Town) and the Weathervane Restaurant and Lounge (WRL) with respect to the acceptable use of parking areas at the Town Beach by patrons of the WRL.

### **Purpose**

The purpose of this MOU is to establish a partnership to facilitate public safety in the area of the WRL by minimizing on-street parking on Rt. 17 / Main Street without impacting use of the Town Beach by Readfield residents or other permitted users.

### **Authority**

The Town approved a “Town Beach Ordinance of the Town of Readfield, Maine” (Ordinance) on June 13, 2023. The Ordinance granted authority to develop and implement Beach Rules to the Town Manager and Select Board (Section 3, (A-B)). This MOU shall be considered a Beach Rule. A copy of the current Ordinance is attached to this MOU.

Any changes to the Ordinance or other Beach Rules affecting this MOU will be incorporated in the terms of this MOU.

### **Parking Area Access**

Use of the Town Beach parking areas by patrons of the WRL must be in compliance with Section 5, (C) of the Ordinance as follows:

Use of the lower parking area shall be limited to vehicles displaying valid Beach Passes between June 15 and September 15. Use of the upper parking area shall be limited to vehicles displaying valid Beach Passes from 5:00am to 5:00pm between June 15 and September 15. Both parking lots shall be open for general parking (no Beach Pass required) outside of these dates and times. All other parking provisions shall be established by the Select Board under - Title 30-A M.R.S. §3009 and §4452, and Title 29-A M.R.S. §2395 and §2388.

Use of the Town Beach parking areas by patrons of the WRL does not grant them access to any other area of the Town Beach (i.e. the picnic area or shore) that they are not otherwise granted by virtue of their possession of a Beach Pass.

The construction of up to two physical access points (i.e. a path or stairs) from the WRL property to the upper and lower parking areas of the Town Beach are permitted at the sole expense of the WRL upon written approval by the Town Manager and Code Enforcement Officer (“CEO”).

Any access point to the lower parking area must be closed and made inaccessible by the WRL between June 15 and September 15.

Any access point must be removed at the sole expense of the WRL by written request of the Town Manager or CEO, within 30 days of said request.

### **Parking Area Signage**

Signage indicating the availability of parking at the Town Beach may be placed on WRL property and the Town Beach property at the sole expense of the WRL subject to approval by the Town Manager and CEO.

Signage must be specific as to times and dates when access to Town Beach parking is permitted.

Any sign must be removed at the sole expense of the WRL by written request of the Town Manager or CEO, within 30 days of said request.

### **Parking Area Improvements**

Improvements to the upper and lower parking areas at the Town Beach may be made by the WRL at its sole expense following written approval by the Town Manager and CEO.

Improvements may include vegetation management, travel surface improvement, fencing, lighting, and other safety and access enhancements.

Any improvement must be removed at the sole expense of the WRL by written request of the Town Manager or CEO, within 30 days of said request.

### **Duration, Modification, & Termination**

This MOU is at-will and may be terminated by either the Town or WRL by providing written notice 30 days in advance or terminated or modified by mutual consent of authorized officials of the Town and owners of the WRL.

This MOU shall become effective upon signature by the authorized officials of the Town of Readfield and WRL and will remain in effect until terminated by either of the parties or terminated or modified by mutual consent. In the absence of mutual agreement to extend this MOU by the authorized officials of the Town of Readfield and the WRL, this MOU shall end on June 30, 2024.

### **Contact Information**

Town of Readfield  
Eric Dyer, Town Manager  
Chip Stephens, CEO  
8 Old Kents Hill Road, Readfield, ME 04355  
207-685-4939

Weathervane Restaurant and Lounge  
June Mrazic / John Cotnoir  
1030 Main St, Readfield, ME 04355  
207-685-9410

**Signatures**

Town of Readfield

Weathervane Restaurant and Lounge

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Signed:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:



## TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-1818 • Cell (207) 931-7680

Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)

March 7, 2022

Douglas Alleborn  
16 Sparrow Dr.  
Augusta, ME

Dear Mr. Alleborn:

This letter is to inform you that the Town of Readfield has now acquired your property located on Tall Timbers Rd., Map 118, Lot 016, for non- payment of real estate taxes. If you wish to regain ownership of this property, pursuant to our Disposition of Tax Acquired Property Policy, you need to pay all past-due taxes, interest, and costs totaling \$3,068.61 as outlined below. Payment must be received no later than 3:30pm on April 1, 2022. Attached you will find a copy of the referenced policy.

Please contact me. There are several viable options available to you and the Town wants to help you regain your property, or if that isn't possible to get the most value you can for it. Please do not rush to sell your property for less than fair market value as determined by an appraiser. The Town assessment does not reflect the value of your property and it is almost certainly worth more than the stated \$56,200. I will work with the Select Board to help you however we can.

Year	Tax	Interest	Lien Cost	Total
2019	\$916.90	\$143.12	\$68.13	1,128.15
2020	\$904.85	\$88.45	\$47.80	\$1041.10
2021	\$887.40	\$11.96	\$0.00	899.36
<b>TOTAL</b>	<b>\$2,709.15</b>	<b>\$243.53</b>	<b>\$115.93</b>	<b>\$3,068.61</b>

If you have any questions about this procedure or your options, please contact me at the above address, email, or phone numbers. We met a few years ago and I look forward to hearing from you soon so we can figure this out.

Sincerely,

Eric Dyer, Town of Readfield  
Town Manager and Treasurer





## TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

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

Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)

**Date:** April 9, 2022  
**To:** Readfield Select Board  
**From:** Eric Dyer, Town Manager  
**Subject:** Tax Acquired Property - Map 118, Lot 16

### Background:

The Select Board voted last previously to make a concerted effort to help the former property owner of Map 118, Lot 16 reclaim their property during the redemption period; and if that was not possible to then assist with the sale of the property at a fair market price, retain the costs owed the town, and return the remainder to the former property owner.

I was able to contact the property owner by traveling to Augusta with our Assessing Agent late in the redemption period. He informed us that he had an offer from a prospective buyer and was not able to pay for the back taxes. I (again) informed him that the Select Board would like to help him reclaim the property or get fair market value, less the expenses owed the town. He stated he would not accept the offer he had as it was about half of the assessed value of the property. As of April 1, 2022 the redemption period ended and the Town retained the property.

During and just before the redemption period both the property owner and I were in contact with a potential buyer. He felt the process was not fully transparent or fair and stated that he had written confirmation from the former property owner that he would accept his offer. This was not a legal document or Purchase and Sale Agreement, and technically the Town already owned the property.

### Recommendation:

It is recommended that the town sell the property at fair market value, with the following requests and caveats:

- I request that Les Priest facilitate the sale as our Realtor given his knowledge of the unique conditions related to the sale of municipally-owned tax acquired property. Les sold a property for the Town within the past five years with very good results.
- I request that the town consider applying a conservation easement to a portion or all of the property given its location and proximity to the Girl Scout Camp and Lovejoy Pond. I've reached out to the Conservation Commission to assist with an assessment of the potential conservation value of the property. My recommendation is that the Town covers the value of any easement to make the former property owner whole as a result of the sale. If there is limited conservation value the property should be sold at full market value.
- While not legally required, I recommend that the prospective buyer from the redemption period be given first refusal to purchase the property, subject to any conservation easements, at fair market value. If not accepted, the property would be placed on the open market.

Respectfully submitted,  
Eric Dyer - Town Manager and Tax Collector



## **TOWN OF READFIELD – Town Manager**

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**8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355**

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

**Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)**

May 15, 2023

Douglas Alleborn  
16 Sparrow Dr.  
Augusta, ME  
04330

Dear Mr. Alleborn,

As you are aware the Town of Readfield foreclosed on your property on Tall Timbers Rd. on March 2<sup>nd</sup>, 2022. We spoke with you prior to the foreclosure and during the initial redemption period. We later spoke with a family member who had expressed interest in working with you to redeem the property in the summer of 2022. That did not come to fruition and the property was subsequently put up for sale through a Realtor, Les Priest, at the end of 2022. It quickly sold to Jake and Ellen Turgeon and the sale was finalized on January 23, 2023.

The proceeds of that sale, less the past-due taxes, amount to \$32,915.17. As we have discussed previously the Town will issue payment to you for the full balance, however, we have been advised that our current Tax Acquired Property Policy is not sufficient to do this without a stand-alone ordinance authorizing and detailing the repayment process. This was an unanticipated issue and I apologize for the delay it has caused with your payment. We are preparing an ordinance for approval at the November election. Once passed, we will have full legal authority to return the sale proceeds to you, which I expect to happen in late November.

In the meantime you may wish to consider discussing the future use of the property with Jake and Ellen. It is my understanding they intend to clear the title and need your consent to do so. You can reach Jake at (207) 232-1924, but he or Ellen may contact you directly.

If you have any questions for me I can be reached through the contact information in the letterhead.

Thank you,

Eric Dyer, MURP  
Readfield Town Manager

# Receipt Search Report

Actual Date Between 07/01/2021 and 07/01/2023, Receipt Number Between 4561 and 4561, Receipt Types:  
43,90,91,890

Actual Trans Date	Trans Time	Receipt	Type	Teller	Name	Ref/Acct	Amount
02/16/2022	12:16:29	4561	090	AJP	Norton, Jon N & Norton, Gloria	885-2021	1,583.73
		A					
		P					
		5			COLEMAN LANE		
02/15/2023	14:09:21	4561	090	TAS	TOWN OF READFIELD	11-2022	909.63
		A					
		P					
		0			TALL TIMBERS ROAD		
02/15/2023	14:09:21	4561	090	TAS	TOWN OF READFIELD	11-2021	950.41
		A					
		P					
		0			TALL TIMBERS ROAD		
02/15/2023	14:09:21	4561	091	TAS	TOWN OF READFIELD	11-2020	1,110.51
		A					
		P					
		0			TALL TIMBERS ROAD		
02/15/2023	14:09:46	4561	091	TAS	TOWN OF READFIELD	11-2019	1,207.28
		A					
		P					
		0			TALL TIMBERS ROAD		
02/15/2023	14:09:56	4561	043	TAS	Lake & Denison LLC Sale of	M118-L016	32,915.17
<b>Total:</b>							38,676.73
<b>Cash:</b>							0.00
<b>Check:</b>							38,676.73
<b>Credit:</b>							0.00

### Vendor Detail Report

ALL Months  
Single Vendor

Per	Wrnt	Jrnl	Date	Account	Invoice	Description	RCB	Type	Check	Amount
<b>00225 Douglas Alleborn</b>										
04	0041	0432	04/13/23	R 10-1090	Feb 2023	Proceeds of Prop Sale		A	72379	32,915.17
04	0000	0465	04/25/23	R 10-1090	Feb 2023	VOID - Proceeds of Prop	C	A	72379	-32,915.17
									AP Total	0.00
<b>Vendors Listed</b>					<b>1</b>	<b>Final Total</b>				<b>0.00</b>

## STATE OF MAINE

IN THE YEAR OF OUR LORD

TWO THOUSAND TWENTY-THREE

H.P. 69 - L.D. 101

**An Act to Return to the Former Owner Any Excess Funds Remaining After the Sale of Foreclosed Property**

**Mandate preamble.** This measure requires one or more local units of government to expand or modify activities so as to necessitate additional expenditures from local revenues but does not provide funding for at least 90% of those expenditures. Pursuant to the Constitution of Maine, Article IX, Section 21, 2/3 of all of the members elected to each House have determined it necessary to enact this measure.

**Emergency preamble.** **Whereas,** acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

**Whereas,** the United States Supreme Court has ruled in *Tyler v. Hennepin County*, 598 U.S. \_\_\_ (2023) that a Minnesota local government sale of property that was acquired by the local government by foreclosure for failure of the owner to pay property taxes without returning to the former owner the surplus proceeds received by the government entity in excess of the amount owed by the former owner violated the takings clause of the Fifth Amendment to the United States Constitution stating that "private property [shall not] be taken for public use, without just compensation"; and

**Whereas,** statutes in this State governing the foreclosure and sale of property for failure to pay property taxes are substantially similar to the laws of Minnesota and are in jeopardy of being found unconstitutional by the United States Supreme Court; and

**Whereas,** the possibility of multiple legal challenges to the State's statutes regarding sale of property following foreclosure presents the possibility of significant disruption to municipal foreclosure sales, municipal expenditures resulting from challenges to foreclosure sale laws, uncertainty of title to properties sold for foreclosure pursuant to current laws, inconsistencies in municipal responses to the United States Supreme Court decision and general disruption of the foreclosure process; and

**Whereas,** amendment of the State's foreclosure statutes needs to take effect as soon as possible to avoid the significant negative effects of delay in ensuring that the state laws are within the bounds of the United States Constitution; and

**Whereas**, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

**Be it enacted by the People of the State of Maine as follows:**

**Sec. 1. 36 MRSA §943-C**, as amended by PL 2019, c. 401, Pt. A, §10, is further amended to read:

**§943-C. Sale of homesteads formerly owned by persons 65 years of age or older foreclosed properties**

Notwithstanding any provision of law to the contrary, after the foreclosure process under sections 942 and 943 or sections 1281 and 1282 is completed and the right of redemption has expired, if a municipality chooses to sell to someone other than the ~~immediate former owner or owners~~ property that immediately prior to foreclosure received a property tax exemption as a homestead under subchapter 4-B, the municipal officers or their designee shall notify the ~~immediate former owner or owners~~ of the right to require the municipality to use the sale process under subsection 3 as long as the ~~immediate former owner or owners~~ demonstrate that the property meets the requirements of subsection 1. For the purpose of this section, "former owner" means the owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees or personal representatives. The notice must be sent by United States Postal Service certified mail, return receipt requested, and first-class mail to the last known address of the ~~immediate former owner or owners~~. If the municipality agrees to sell the property back to the ~~immediate former owner or owners~~, the alternative sale process under this section does not apply. If the sale to the ~~immediate former owner or owners~~ is not completed, the requirements of this section are reinstated.

~~1. Subject property.~~ Property is subject to the requirements of this section if:

A. ~~Immediately prior to foreclosure the property was owned by at least one person who, on the date the tax lien certificate was recorded, was 65 years of age or older and occupied the property as a homestead as defined in section 681, subsection 2; and~~

B. ~~The former owner or owners of the property demonstrate to the municipal officers or their designee that:~~

~~(1) The income, as defined in section 5219-KK, subsection 1, paragraph D, of the former owner or owners of the property was less than \$40,000, after medical expenses have been deducted, for the calendar year immediately preceding the calendar year in which the right of redemption expired; and~~

~~(2) The value of liquid assets of the former owner or owners of the property is less than \$50,000 in the case of a single individual or \$75,000 in the case of 2 or more individuals. For the purposes of this paragraph, "liquid assets" means something of value available to an individual that can be converted to cash in 3 months or less and includes bank accounts, certificates of deposit, money market or mutual funds, life insurance policies, stocks and bonds, lump-sum payments and inheritances and funds from a home equity conversion mortgage that are in the individual's possession whether they are in cash or have been converted to another form.~~

~~The former owner or owners must provide documentation verifying the former owner's or owners' income and liquid assets.~~

~~All applications or information submitted in support of an application under this subsection, files and communications relating to the application and the determination on the application are confidential records. Hearings and proceedings held pursuant to this subsection must be held in executive session.~~

**2. Notification; appeal.** ~~At least 90 days prior to listing property described in subsection 1 for sale, the municipal officers or their designee shall notify send a written notice to the last known address of the former owner or owners, by United States Postal Service certified mail, return receipt requested, and first-class mail, of the former owner's or owners' right to require the sale process described in subsection 3. The municipal officers or their designee shall include with the notice an application form with instructions concerning application procedures and submission of information necessary for the municipality to determine whether the former owner or owners meet the conditions required under subsection 1. The former owner or owners must be allowed at least 30 days from the date the notice is mailed to submit the required application form and information. The municipal officers or their designee, within 30 days after receiving the required form and information, shall notify the former owner or owners whether the former owner or owners have been determined to be eligible for the sale process described in subsection 3 and inform the former owner or owners of the right to appeal pursuant to the Maine Rules of Civil Procedure, Rule 80B. The State Tax Assessor shall prepare application forms, notices and instructions that must be used by municipalities to inform former owners of their right to apply for the sale process provided under subsection 3.~~

**3. Sale process requirements.** ~~If a municipality determines that the former owner or owners meet the conditions specified under subsection 1 the former owner submits a written demand within 90 days after the notification in subsection 2 that the sale process of this subsection be used, the municipal officers or their designee shall:~~

- A. List the property for sale with a real estate broker licensed under Title 32, chapter 114 who does not hold an elected or appointed office in the municipality and is not employed by the municipality;
- B. Sell the property at fair market value via quitclaim deed to the successful buyer at the highest price at which the property is able to sell, or the price at which the property is anticipated by the real estate broker to sell within 6 months after listing; and
- C. Pay to the former owner or owners any ~~proceeds from the sale~~ sale proceeds in excess of:
  - (1) The sum of all taxes owed on the property;
  - (2) Property taxes that would have been assessed on the property during the period following foreclosure when the property is owned by the municipality;
  - (3) All accrued interest;
  - (4) Fees, including property listing and real estate broker's fees; and
  - (5) Any other expenses incurred by the municipality in selling or maintaining the property, including, but not limited to, an administrative fee equal to 10% of the property taxes owed and reasonable attorney's fees;

(6) The cost to the municipality of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and

(7) Unpaid sewer, water or other utility charges and fees imposed by the municipality.

If the municipal officers are unable to list or sell the property under the requirements of paragraphs A and B, or if the property tax payer does not request that the property be sold according to the sale process in this subsection, the municipal officers may sell the property in any manner authorized by the municipality's legislative body, if the municipal officers pay the former owner any excess sale proceeds as calculated in paragraph C.

~~**4. Effect of inability to contract or sell property.** If, after attempting to contract with at least 3 real estate brokers who meet the requirements of subsection 3, paragraph A, a municipality is unable to contract with a real estate broker for the sale of the property as described in subsection 3 or the broker cannot sell the property within 6 months after listing, the municipality may retain, sell or dispose of the property in the same manner as other property acquired through the tax lien foreclosure process.~~

**5. Property in the unorganized territory.** With regard to the sale of property acquired by the State through tax lien foreclosure in the unorganized territory, the State Tax Assessor has the obligations of a municipality under this section.

**6. Quitclaim deed and waiver of former owner.** As a condition of disbursement of excess sale proceeds to the former owner under subsection 3, paragraph C, the municipal officers may require the former owner to execute a quitclaim deed without covenant conveying any interest of the former owner in the property to the municipality and to deliver that deed before conveyance by the municipality to the buyer. Receipt of such excess sale proceeds by the former owner is deemed to be a waiver of any right of the former owner to commence any action pursuant to section 946-B.

**Sec. 2. Working group established.** The Department of Administrative and Financial Services, Maine Revenue Services shall establish a Working Group to Study Equity in the Property Tax Foreclosure Process, referred to in this section as "the working group."

**1. Membership.** The State Tax Assessor shall appoint the members of the working group from among those who are interested in property tax lien foreclosure and which must include at least the following:

- A. A representative of the Office of the Attorney General;
- B. One member from an organization representing municipal tax assessors;
- C. One member from a statewide organization that represents the interests of municipalities;
- D. One member representing the Maine Association of Realtors;
- E. One member representing a statewide organization that represents commercial bankers;
- F. One member representing a statewide organization that represents attorneys working in the field of property title law;
- G. One member representing property title insurance agents; and



H. One member representing an organization of legal services providers that specializes in serving clients who are 65 years of age or older or who have low income.

**2. Chair.** The State Tax Assessor, or the assessor's designee, shall serve as the chair of the working group.

**3. Appointments; convening of working group.** All appointments must be made no later than 30 days following the effective date of this Act.

**4. Duties.** The working group shall study issues associated with the process of foreclosure on property for failure of the owner to pay property taxes, including, but not limited to:

A. The recent decision of the United States Supreme Court regarding municipal retention of excess revenue retained by a government entity from the sale of property acquired by the government entity following foreclosure for failure of the former owner to pay property taxes;

B. The constitutional requirements of due process and the takings clause and their impact on the property tax lien foreclosure process, including notice requirements to delinquent taxpayers and related entities that hold liens or mortgages to the property to which the foreclosure is being applied and conditions under which a government entity is or should be entitled to retain excess funds acquired through sale of property that has been acquired by foreclosure;

C. The role of the Maine Redevelopment Land Bank Authority, mortgage holders and other lienholders and the rights of each in the tax lien foreclosure process;

D. Whether the tax lien foreclosure process is or should be the same for both residential property and commercial property or whether differences are necessary or desirable;

E. The rights of former owners, commercial lenders or lienholders and government entities when property has been acquired for nonpayment of property tax and the government entity does not intend to sell the property; and

F. Whether a redemption period following foreclosure is necessary when the former owner has the right to reacquire the property, the statute of limitations on a former owner's ability to reacquire property or bring action to recover excess funds obtained by a government entity through foreclosure sale and the extent of the rights of subsequent purchasers.

**5. Staff assistance.** The State Tax Assessor shall provide necessary staffing services to the working group.

**6. Provision of information to working group.** The Department of Administrative and Financial Services, Maine Revenue Services shall provide to the working group information, consistent with the restrictions set forth in the Maine Revised Statutes, Title 36, section 191, that is requested by the working group.

**7. Report.** No later than January 15, 2024, the working group shall submit a report that includes its findings and recommendations, including suggested legislation, for presentation to the Second Regular Session of the 131st Legislature. The Joint Standing Committee on Taxation may report out legislation related to the report to the Second Regular Session.

**Emergency clause.** In view of the emergency cited in the preamble, this legislation takes effect when approved.

**TOWN OF READFIELD  
POLICY FOR  
DISPOSITION OF TAX ACQUIRED PROPERTY**

Adopted: Jan. 8, 2007  
Amended: Jan. 4, 2010

**Article 1. General**

- 1.1 The purpose of this Policy is to establish procedures for the efficient and fair management, administration and disposition of real property acquired under the tax lien procedures set forth in Title 36 M.R.S.A. §§942 and 943, as amended. Nothing in this Policy shall be interpreted to (1) give additional substantive or procedural rights to owners or former owners of property forfeited for non-payment of taxes or (2) to limit the right of the Select Board to waive these guidelines if the Select Board deems it to be in the Town's best interest to do so.

**Article 2. Actions Concerning Tax-Acquired Property Pending Final Disposition**

- 2.1 Following the foreclosure of any tax lien mortgage, the Town Treasurer shall by first class mail, return receipt requested, notify the last known owner of record that his or her right to redeem the property has expired. The notification shall also state that the property will be disposed of in accordance with this Policy, a copy of which shall be included with the notification. The same shall be sent via US Mail, 1<sup>st</sup> Class with Certificate of Mailing.
- 2.2 Each year the Treasurer shall prepare a list of properties acquired due to non-payment of property taxes and foreclosure of tax liens and provide this list (the "Tax-Acquired Properties List") to the Town Manager.
- 2.3 The Town Manager and the Code Enforcement Officer, and as necessary in consultation with the Town Attorneys, shall review and inspect (if possible) each property prior to the last Select Board meeting before foreclosure, so that they may be identified on the Tax-Acquired Properties List and a determination may be made as to whether the foreclosure is in the best interest of the Town, based on the following criteria:
- A. The potential liabilities (environmental, structural safety, health or other hazards associated with the property) that the Town might assume by taking possession or by operating the property and whether the Town's interests in light of such potential liabilities would be best served by immediately disposing of the property or retaining it;
  - B. The level of insurance required to protect the Town's interest in the property and to protect the Town from liability in the event that the property is retained; and
  - C. Whether the property is currently occupied and the likelihood of requiring legal assistance (and estimated costs of the same) to require the occupants to quit the premises.
- 2.4 In the event that a tax-acquired property remains or becomes vacant for sixty (60) consecutive days following the date of foreclosure of the tax liens under which the Town

becomes the owner of a property, the Town Manager shall obtain liability coverage for the property.

**Article 3. Review and Disposition of Tax-Acquired Properties**

3.1 The Town Manager will offer arrangements to the previous owner to secure just and prompt payment of outstanding and current taxes, related interests and costs to be paid within 30 days of foreclosure.

1. The Town Manager shall present the taxpayer with a written notice for payment of all past due and currently due taxes, interest, and costs under the tax lien process and all outstanding sewer charges, assessments and other lawful charges as are due and owing to the Town.
2. The Town's costs shall include all costs incurred or to be incurred by the Town in addition to those incurred in the tax lien process and shall include, but not be limited to, insurance costs, registry filing and mailing costs, advertisement costs, and attorney's fees.
3. Failure of an owner to respond within thirty (30) days of a written notice will result in a forfeiture of the property being either retained by the Town or sold under the other provisions of this Policy.

3.2 In the event any previous owner fails to respond and forfeits a property, the Town Manager will summarize the results of his or her Section 2.3 review of each property and make one of the following recommendations:

1. Retain the property for a particular public purpose. The Town Manager, in consultation with the Town Attorney shall review and pursue, if appropriate or required, judicial confirmation of the Town's right, title or interests in the subject property under 14 M.R.S.A. §6651 et seq.
2. Sell the property with or without conditions.
3. Take no action other than to set a date for further consideration by the Board, which shall occur at least annually.

The Town Manager shall forward his or her reviews, recommendations and determinations regarding each property to the Select Board. The Select Board may override a particular recommendation of the Town Manager to retain a property but shall otherwise direct that the property be processed in conformance with the terms of this Policy.

**Article 4. Property to be retained**

4.1 If the Select Board deems it to be in the Town's best interest, it may retain the acquired property for a specified purpose. By way of example, but not limitation, the Select Board may deem it to be in the Town's best interest to retain the property where:

- a. the property has or will have recreational value or economic value to the Town.

- b. the property has or will have potential for a public facility or additions to public facilities.
- 4.2 If the property is retained, the Select Board may pursue an action for equitable relief in accordance with the provisions of Title 36 M.R.S.A. §946, if desirable.
- 4.3 The Select Board shall cause the tax-acquired property retained to be managed and insured as it would any other municipal property.
- 4.4 If retained, the Town shall pay the outstanding unpaid sewer rates, assessments or other lawful charges.

#### **Article 5. Property to be Sold**

- 5.1 The Select Board shall determine the method of sale for properties acquired for non-payment of taxes. Methods may include but not be limited to brokerage sale, negotiated sale, or public bid process.
- 5.2 If the public bid process is utilized, the Town Manager shall cause to be published a notice of the sale of the tax-acquired property in a local newspaper. The notice shall be posted in a conspicuous place within the Municipal Building. The notice shall be sent to the person from whom the property was acquired and the property owners whose property immediately abuts the property to be sold. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain information useful to prospective bidders and the terms of the sale as determined by the Town Manager.
- 5.3 All bids shall be submitted on forms prescribed by the Town Manager in an envelope clearly marked "Tax-Acquired Property Bid" and accompanied by a cashier's or certified check equal to the bid deposit. Bids shall be publicly opened and read on the date and at the time specified.
- 5.4 The Town Manager shall review all bids and make recommendations to the Select Board. The Select Board shall determine the successful bidder.
- 5.5 The Town of Readfield reserves the right to accept or reject any or all bids, and waive any of the requirements of this Policy should the Select Board, in its sole determination, judge such actions to be in the best interest of the Town of Readfield. Instances where this right may be invoked include, but are not limited to:
  - a. The Select Board may wish to sell the property to an abutting property owner rather than the highest bidder.
  - b. The Select Board may determine a use other than the use proposed by the highest bidder is in the best interests of the Town.
- 5.6 Should the Select Board reject all bids, the property may again be offered for sale.
- 5.7 Should the bidder fail to close, the Town shall retain the bid deposit. The Select Board may offer the property to the next highest or any other bidder, if it determines that it is in the best interest of the Town.

- 5.8 Title to tax-acquired property shall be transferred only by means of a Municipal Release Deed.
- 5.9 Unless the property is vacant at the time of sale, the successful bidder shall be responsible for the removal of occupants and contents in a manner according to law.
- 5.10 The proceeds of the sale shall be distributed in the following manner: (1) all taxes, interest and costs under the tax lien process shall be paid, (2) all outstanding sewer rates, assessments or other lawful charges shall be paid, and (3) any balance shall be placed in a General Fund account.

**Article 6. Waiver of Foreclosure**

- 6.1 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, the Select Board may authorize the Treasurer to record a waiver of foreclosure in the Registry pursuant to 36 M.R.S.A. § 944, provided that this determination is made before the right of redemption expires.
- 6.2 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, and this determination has been made prior to the issuance of the Impending Foreclosure Notice under 36 MRSA § 943, the Select Board may instruct the Treasurer not to send the Impending Foreclosure Notice, thereby preventing the foreclosure from occurring.

**Article 7. Taking Possession of Property**

- 7.1 At such time as it considers the proper disposition of a parcel of tax acquired property, or at such earlier time as may be recommended by the Town Manager, the Select Board shall consider whether it would be desirable for the Town to take immediate possession of the property in order to preserve the value of the property or otherwise protect the interests of the Town.
- 7.2 In making the determination under Section 7.1, the Select Board shall consider the condition of the property, the occupancy status, any potential risks to the value of the property, the status of insurance, any obstacles to exercising possession, the possible need for court assistance and any other factors that the Select Board deems appropriate.

## Eric Dyer

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**From:** Legal Services Dept <legal@memun.org>  
**Sent:** Wednesday, April 12, 2023 9:04 AM  
**To:** Eric Dyer  
**Subject:** RE: Readfield - Tax related question

Eric,

Unfortunately, I think an ordinance adopted by the town meeting would be required to authorize return of the proceeds because of the statute, and also because the proceeds are now public assets belonging to the municipality and its legislative body. While the Tax-Acquired Property Policy is quite detailed, if it was adopted by the board, it is a set of guidelines the board has voluntarily placed on themselves, and they could completely alter the policy at any time because the warrant article (which controls) allows them much discretion.

I think the statute (36 MRS § 949) requires that an ordinance expressly authorize return of proceeds to former owners and that it contains detailed provisions to guide when that would be appropriate. It is not entirely clear what the statute intends, but I think it intends that the ordinance establish guidelines such as income limits, limiting refunds to tax-acquired residential or homestead properties, or creation of a process to confirm that everything owed to the municipality and all costs are deducted from the sale proceeds before any refund is made. The broad provision in section 1.5 of the Administrative Ordinance would not meet the requirements of the statute. (I don't offer an opinion on any other provisions within the Administrative Ordinance).

I do think the board could work with the town attorney and could adopt an ordinance that expressly stated that it applied to sales of tax-acquired property after a stated date - which might be a date before the ordinance was adopted. But I don't recommend disbursing the funds now before an ordinance is actually in place, as there is no authority to do so. Moreover, with no ordinance, there is no appropriation of the sale revenues by the legislative body allowing expenditure for this purpose.

As you may know, there is a bill in the legislature (LD 101) to require municipalities to return excess proceeds to the former owner. If that bill is enacted, that may resolve the issue entirely.

You could certainly also consult the town's private attorney if you wished for a second opinion on the issue.

I hope this is helpful. Please let me know if you have any questions.

---

**Susanne F. Pilgrim, Staff Attorney**  
**Legal Services Department**

**Maine Municipal Association**  
60 Community Drive, Augusta, ME 04330  
Phone: 207-623-8428  
1-800-452-8786  
FAX: 207-624-0187  
[legal@memun.org](mailto:legal@memun.org)

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**From:** Eric Dyer <[manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)>  
**Sent:** Tuesday, April 11, 2023 9:43 AM  
**To:** Legal Services Dept <[legal@memun.org](mailto:legal@memun.org)>  
**Subject:** RE: Readfield - Tax related question

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Hi Sue,

Thank you. The property was not a homestead and so we did not use that particular provision. However, we may have gotten the cart before the horse on this one. We have a policy that offers guidance on the disposition of Tax Acquired Property, and an Administrative Ordinance that gives responsibility to the Select Board under direction of the policy. I've attached both for reference.

The Policy gives a lot of latitude to the Board around "best interests of the Town" and so on, but it's not specific in any way on returning excess proceeds and in fact directs them to the General Fund. The Board did discuss and vote on returning the excess funds under the discretion in the policy, but given the state statute that decision is looking pretty thin. We're now sitting on about \$33,000 in excess proceeds. Can you see any way to release the funds given the current situation? Perhaps we could amend the policy?

I expect that going forward we will want to add specific language and criteria for returning excess proceeds, and move the policy into Ordinance form. We could do that in November, and (I hope) make it retroactive to include the recent sale if we can't sort it out some other way. Does that sound reasonable?

Thanks again,

Eric

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**From:** Legal Services Dept [<mailto:legal@memun.org>]  
**Sent:** Monday, April 10, 2023 3:58 PM  
**To:** Eric Dyer  
**Subject:** RE: Readfield - Tax related question

Eric,

I reprint an excerpt from our Tax-Acquired Property information packet below. Generally, an ordinance is necessary before excess proceeds may be refunded to the former owner - unless the property was sold using the special sale process in 36 MRS § 943-C applicable to tax-acquired homestead property formerly owned by low-income seniors. The statute linked below requires that the ordinance "contain standards governing the disbursement of the excess of any funds and the procedures that protect the interests of the taxpayers of the municipality."

**"Refund of Surplus Sale Proceeds Permissible.** Prior to May 8, 2015, municipalities had neither the duty nor the authority to refund any excess proceeds to the former owner. See *City of Auburn v. Mandarelli*, 320 A.2d 22 (Me. 1974). However, legislation now authorizes refunds of excess proceeds, but **only if the municipality has adopted a detailed local ordinance establishing refund authority and procedures.** See 36 M.R.S. § 949 ( <https://legislature.maine.gov/statutes/36/title36sec949.html> ). "Excess" proceeds are defined to include any amount exceeding (1) all property taxes and interest owed on the property, including taxes that would have been assessed had the property not been tax-acquired;



(2) the municipality's cost of the lien and foreclosure; (3) the municipality's cost of maintaining and disposing of the property; and (4) unpaid sewer, water or other charges and fees imposed by the municipality. The legislation authorizing local refunds contains several other criteria for an ordinance. Due to several technical and practical issues, any such ordinance should be drafted in close consultation with an attorney. Note that there is still no legal requirement that a municipality adopt an ordinance to provide refunds of excess proceeds.

In addition, effective December 13, 2018, a special sale procedure was enacted to benefit certain senior, low-income taxpayers owning homestead property prior to lien foreclosure. 36 M.R.S. § 943-C. For qualifying taxpayers, tax-acquired real estate formerly owned by that person must be sold by a licensed real estate broker at "fair market value" or a price at which the real estate is anticipated to sell within 6 months of listing as determined by the broker. If real estate is sold using the special sale process, excess proceeds after taxes, interest, costs and fees (listed in detail in the statute) must be returned to the former owner(s). See 36 M.R.S. § 943-C(3) and MMA's *Guide to Municipal Liens* for more information."

If the town does have an ordinance in place authorizing surplus sale proceeds to be paid to the former owner or if the special sale process under 36 MRS § 943-C applied, please let me know and I will see if I can find information on whether a 1099 is required.

---

**Susanne F. Pilgrim, Staff Attorney**  
**Legal Services Department**

**Maine Municipal Association**

60 Community Drive, Augusta, ME 04330

Phone: 207-623-8428

1-800-452-8786

FAX: 207-624-0187

[legal@memun.org](mailto:legal@memun.org)

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**From:** Eric Dyer <[manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)>

**Sent:** Monday, April 10, 2023 3:02 PM

**To:** Legal Services Dept <[legal@memun.org](mailto:legal@memun.org)>

**Cc:** Teresa Shaw <[finance@readfieldmaine.org](mailto:finance@readfieldmaine.org)>

**Subject:** Readfield - Tax related question

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

We had tax-acquired a property a few years ago and sold it recently. By vote of the Select Board we are returning the funds in excess of the taxes and fees to the former owner.

Do we just cut a check and let him deal with the IRS? Do we issue a 1099, Do we need a W-9 from him?

Thanks,



## TOWN OF READFIELD – Town Manager

8 OLD KENTS HILL ROAD, READFIELD, MAINE 04355

Office (207) 685-4939 • Cell (207) 242-5437

Email: [manager@readfieldmaine.org](mailto:manager@readfieldmaine.org)

Date: March 13, 2022  
To: Town of Readfield Select Board  
From: Eric Dyer, Town Manager  
Subject: Tax Acquired Property

### Automatic Foreclosure:

The Town of Readfield automatically foreclosed one uninhabited property containing a few modest structures. This property was not a primary residence and the owner is not a resident of the Town. The property owner now has until April 1 to pay all past due taxes and fees in order to reclaim their property.

### Policy Discussion:

The 30 day grace period following foreclosure is a vulnerable time for the former owners of the property and for the Town. Before and during grace periods we receive many inquiries about at-risk or tax acquired properties by prospective buyers / speculators. As a result of these inquiries property the Town may or has foreclosed upon has been purchased for little more than the taxes owed under questionable circumstances. These sales essentially allowed a third party buyer to deprive the former owner of fair market value and deprive taxpayers of a similar benefit by taking advantage of a person with “nothing to lose”. This is a bad situation the Town has little control over and one that could be repeated over and over under our current policy. I recommend that the Select Board consider taking action to address this kind of activity, both in the long-term through a policy change and with respect to the most recently acquired property (a redacted version of my letter to the former owner is attached).

One option would be to prohibit the sale of the property during the grace period and a period of time after (perhaps a year). This might keep the property off the tax rolls for longer and the town may lose some tax revenue, but it gives more time for a thoughtful sale. Another option would be to eliminate the grace period outright. A third option, and the one I am recommending for the most recently acquired property, would allow the Town to return all or part of the net proceeds of a sale to the former owner. This action is currently allowed under Maine law.

These options could protect the interests of the taxpayer and former owners and prevent third party buyers from taking advantage of the Town and its residents. Other options may exist. A change to our policy may be required.

Respectfully submitted,

Eric Dyer, Tax Collector

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**Town of Readfield**

**Select Board Meeting Planner 2010**

(Listed In Minutes)

Meeting #	Month	Date	Standing Items	Public	Quarterly Manager Items	Comp Plan Check-on List	Committee Appointments	Annual Business	Total Annual Business Time	Time Remaining	Additional Items
1	January	4	35	5	15			Town Manager review	45	20	
2	January	19	35	5		15	30-Mile River			65	
3	February	1	35	5				Commercial Haulers Permits-15 mins, Budget review 1-45 mins	60	20	
4	February	16	35	5						80	
5	March	1	35	5				Weathervane Liquor License Renewal-5 min Lein Foreclosures 5 mins.	10	70	
6	March	15	35	5				Cobossee Watershed District	10	70	
7	March	29	35	5						80	
8	April	12	35	5	15			Budget review 2	45	20	
9	April	26	35	5		15		Budget Review 3	45	20	
10	May	10th	35	5				KHS Liquor License-5 mins, Town Manager review-45 mins, Town Meeting Warrant signing-20 mins	70	10	
11	May	24th	35	5				Spirit of America	20	60	
12	June	7th	35	5						80	
13	June	21st	35	5			Fire Chief & Town Manager			80	
14	July	5th	35	5	15		All reappointments	Elect Chair & Vice-Chair	15	50	
15	July	19th	35	5		15		Tax Commitment	30	35	
16	August	2nd	35	5				DAR Proclamation-10 mins, Kennebec Valley Humane Society-10 mins	20	60	
17	August	16th	35	5				URIP Certification	10	70	
18	August	30th	35	5				General Assistance		80	
19	September	13th	35	5				KHS Liquor License	5	75	
20	September	27th	35	5				Town Manager Contract Negotiations/Review Automobile Graveyard Permits-10 mins	55	25	
21	October	11th	35	5	15					65	
22	October	25th	35	5		15		Town Manager Contract Signing	15	50	
23	November	8th	35	5			Budget	CIP Review Session	45	35	
24	November	22nd	35	5						80	
25	December	6th	35	5				Budget Committee guidance	45	35	
26	December	20th	35	5						80	

Meeting #	Month	Date	Quarterly Manager Items	Comp Plan Check List	Annual Business
1	July	14	15		<p>Elect Chair &amp; Vice-Chair Solid Waste Liaison Liaison Review-AC-TD-VP-GD Library Trustee liaison local Liaison Note Taker NIMS &amp; MMA for new members get EOP badge Ball field Committee member Committee member</p> <p>Assessors Cemetery Quarterly Warrant KVCOG Rep Inter Time Keeper KCEMA, New members First Park Rep EOP Fireworks update</p>
2	July	28	15		
3	August	11	15		MDOT URIP Certification
	August	8			Select Board Retreat
	August				Summer Residents Meeting
4	August	25			<p>General Assistance Graveyard Permits Quarterly review May-July Set Select Board Workshops from Retreat Goals</p> <p>Automobile Town Manager Set yearly calendar</p>

5	September	8			DAR Proclamation Liquor License GA- Appendix B-F due by Oct 1, 2014 Ambulance Service Contract Tour	KHS Public Hearing Winthrop Set Town Farm
	September	17			EOP at RSU 4-10PM	
6	September	22			Heritage Days Committee Hearing-Graveyard Permits for 10/1/2014 to 9/30/2015	Public
7	October	6	15		Joint meet w/Wayne SB re:Transfer Station & Inter local Agreement 60 mins (in Readfield 2014) delegate from Select Board for convention Select Board Trail Walk/Sidewalk -Set dates Transfer Station Wood Pile RFP	MMA Voting Audit Renewal
8	October	20		15	Investments recap with Sam Tippett Recap with RSU Appoint warden from 8 am 11/4/2014 to 8 am 11/5/2014 GA-Appendix B might need to be renewed for 10/1/2014 to 9/30/2015	
9	November	3			CIP Review & Budget Committee guidance Tabletop Test	EOP
10	November	17			Town Manager ¼ review Aug-Sept-Oct	
11	December	1			TS Commercial Haulers Permits	
12	December	15				
13	December	29			Annual Employee Recognition Warden appointment for 1/1/2015 until ?	Election
	January				Annual Chairs Meeting	
14	January	12	15			
15	January	26			Budget Committee Report/Direction 20 mins Annual meeting all select boards with RSU	Set
16	February	9			Town Manager 360 degree review 1 year	
17	February	23			Budget review 1 Dispatch Public Safety contract renewal	RCCC
	March				Town Manager Statewide Exchange Meeting	
	March				Nomination for election clerks to Select Board	

	March				
18	March	9			Weathervane Liquor License Renewal Foreclosures? Copier renew for 4/1/2015 to 3/31/2016 Policy for collection of oldest taxes ( Due renew 3/10/2015
19	March	23			Cobbossee Watershed District review nominations due dates Voting date hearing dates ballot clerks Warrant signing
	April				RSU-Select Board nomination papers due back
	April	1			Deadline for nomination of ballot clerks from parties, deadline for Petitioners requesting money on the warrant
20	April	6		15	Audit review and Contract Watershed District update Town Meeting warrant review
21	April	20			KHS Liquor License Contract-Award 4 <sup>th</sup> year or bid again Warrant-go thru & vote
	April	30			Deadline for Town Report articles
22	May	4			Post Warrant Liquor License liquor license 6/11/2015 to 6/10/2016 Assessors set certified ratio Nominations
	May				RSU on floor vote
	May				Absentee ballots available
23	May	18			Town Manager ¼ review Feb-April
	May				Last date to post public hearings and referendum questions
24	June	1			Town Manager New Contract Talks
	June	9			Voting
	June	11			Town Meeting

25	June	15			New Select board Orientation Waste Management contract 7/1/2015 to 6/30/2016
26	June	29			Appoint Town Manager, Road Commissioner, Treasurer, Transfer Station Manager, Tax Collector, Welfare Administrator Fire Chief Sexton Annual Disbursements of State Fees Annual Disbursement of wages Annual outstanding tax policy

**2015-2016 YEAR**

1	July				Elect Chair & Vice-Chair Assessors Solid Waste Liaison Cemetery Liaison Quarterly Warrant Review KVCOG Rep Library liaison Inter local Liaison Time Keeper Note Taker KCEMA , NIMS & MMA new members EOP Badge- new members First Park Rep Ball field Committee EOP Committee
2	July				Tax Commitment Set Executive Session-Town Manager Kennebec Valley Humane Society MMA Annual elections



## READFIELD SELECT BOARD MEETING PUBLIC PARTICIPATION GUIDELINES



Welcome! Select Board meetings are conducted to carry on the official business of the Town of Readfield. All meetings of the Select Board, except Executive Sessions, are open to the public. The public is cordially invited to attend all Select Board meetings, and to participate in them consistent with the provisions of this policy, and with the exception of Select Board workshops which are primarily intended for the Select Board and staff to review and discuss items prior to their appearance at a regular Select Board meeting.

Citizen involvement in Town governance enhances the sense of community that makes Readfield a great place to live, work, and visit. Select Board meetings follow an agenda, which lists the issues the Board will address. The Board wants to hear from citizens and recognizes one way for residents to participate is to speak during various sections of each Select Board Meeting. The Select Board also recognizes that efficient, productive and orderly meetings are essential to ensure full and fair consideration of agenda subjects at each meeting. To balance these two interests, the Select Board adopts this Policy to govern public participation in their meetings.

### 2023-2024 Select Board Members

Select Board Chair Kathryn Mills Woodsum  
Select Board Vice-Chair Sean Keegan  
Steve DeAngelis  
Carol Doorenbos  
Dave Linton

The Select Board meets at least once each month on Monday evenings at 6:30pm in the Giles Hall second floor meeting room unless otherwise noted. Select Board workshops are held when needed and announced in advance on the calendar. During the months of July, August, September and December the Board has one regularly scheduled meeting, and during all other months, two regularly scheduled meetings typically two weeks apart. During budget season, February through May, the Select Board holds additional meetings to confer with the Budget Committee, to present a listening session on the proposed warrant articles, and to hold a Public Hearing on the final warrant articles.

Meetings and workshops are broadcast live on Readfield TV on Spectrum's local cable network on channel 7. In addition, we also broadcast live on the Town of Readfield's YouTube channel. Recordings of prior meetings are posted on the town website.

For more information about the Select Board, please contact the Readfield Town Office at 685-4939 or visit the Town's website at [www.Readfieldmaine.gov](http://www.Readfieldmaine.gov)

**Please note:** Individuals requiring special services in order to access the Select Board meetings, should contact the Town Manager, with a minimum of 72 hours' notice, with their request for service.

Please obtain a copy of the evening's agenda and note the order that items may be taken up by the Select Board. In some instances, the Select Board may elect to change the order of the agenda.

The Select Board Chair presides over the meeting. When the Select Board Chair is not present, the Select Board Vice-Chair shall serve that function.

**For Unfinished and New Business agenda items**, the order of Select Board and public action is (usually) as follows:

- 1) Select Board Chair reads the agenda item and possible action to be taken by the Select Board.
- 2) Generally speaking, a Select Board member will move to accept or oppose the item. If the action is seconded, the Select Board will undertake some initial discussion of the item. Please note that Select Board members will have already familiarized themselves with the item by reading through the packet and asking clarifying questions to the Town Manager prior to the meeting.
- 3) The Select Board Chair will then invite public comment following the initial Select Board comments. Members of the public who wish to address the Select Board Chair and Select Board must speak at the podium located in the center of the room. Identify yourself and where you live for the record as these proceedings are recorded and will be broadcast live over the local cable system. Members of the public will only be allowed to address the Select Board, through the Select Board Chair, if they are situated in front of the microphone at the podium. Please see the section below entitled 'Rules and Procedures Governing Public Comment Periods.'

If you have prepared written testimony, a copy should be given to the Select Board secretary who will be responsible for providing it to the members of the Select Board. If you wish for the elected officials to have a copy during the meeting, please provide the Select Board secretary with 7 copies no later than noon on the Monday before the scheduled Select Board meeting. It is strongly recommended that such testimony not be read in full; however, the main points can be summarized in your spoken comments.

Speakers listed on the agenda, including Town committee members, shall distribute all written materials pertinent to the agenda item and being discussed during comment time, to the Select Board secretary no later than noon on the Monday before the scheduled Select Board meeting.

The Select Board will not accept written materials distributed at a Select Board meeting, other than petitions submitted in accordance with state law.

- 4) Once the public portion has ceased, the Select Board will again discuss the issue and then proceed to a vote.

There are a number of parliamentary procedures that can be exercised by the Select Board which may involve actions to amend or table certain agenda items. Though this may be confusing at times, the Select Board Chair and the Select Board Secretary will try to advise the public as to what actions are being taken so that all votes are clear as to their intent or impact.

If a member of the public wishes to address the Select Board on a matter which is not expressly stated on the agenda, the matter may be taken up prior to the start of Unfinished and New Business during the Public Communication agenda item. The Select Board Chair always reserves the right to recognize any member of the public during this portion of the agenda and to limit comments or questions on any given matter.

If an Executive Session is conducted by the Select Board, state statute prohibits public attendance. Any action taken by the Select Board on any Executive Session matter must be acted upon in a public meeting and may occur at the end of the Executive Session (which has no time element relative to the length of the discussion involved with the session).

## **RULES AND PROCEDURES GOVERNING PUBLIC COMMENT PERIODS**

The intent of this policy is to allow a fair and adequate opportunity for the public to be heard, to express opinions and concerns related to the business of the Town, and to provide adequate time for the Select Board to obtain information and opinions on subjects before it while ensuring that the time allowed for public input does not interfere with addressing the scheduled agenda.

To carry out these purposes, the following rules and procedures govern the public comment periods at all Readfield Select Board meetings:

### **GENERAL PUBLIC COMMENT**

A public comment period shall be conducted near the beginning of all regular Select Board meetings, at which time Readfield residents or taxpayers will have the opportunity to be heard on matters directly relating to Town business that is not included on the regular agenda. Individuals addressing the Select Board during the general public comment period will limit their comments to (3) three minutes. Up to fifteen (15) minutes will be allocated for general public comment. The full 15-minute time interval will not be reserved for potential discussion. If the general public comment exceeds 15 minutes, the public comment period will be suspended by the Select Board Chair to allow the Select Board to conduct its business and out of courtesy for those attending the meeting for a specific agenda item. The Select Board will not engage in dialogue with the public during this time but may provide factual information regarding the substance of a comment or to ask clarifying questions. Questions posed during the public comment period will be followed up on after the meeting. Individuals requesting further information should leave their contact information with the Town Manager.

A general public comment period will not be conducted at workshops, emergency meetings, or special meetings of the Select Board.

## **ADDRESSING SPECIFIC AGENDA ITEMS**

In addition, public comments will be allowed during the meeting on those items requiring a public hearing and on other items appearing on the agenda. Comments should be directly related to the specific agenda item being addressed. Individuals addressing the Select Board regarding an agenda item shall limit their comments to three (3) minutes. All comments should be made within the allocated time for the agenda item. Public comments will not be taken during workshops unless a request is made in advance of the meeting to the Select Board Chair by an individual Select Board member.

## **RULES GOVERNING PUBLIC COMMENT PERIODS**

1. Since meetings are broadcast and recorded, persons wishing to speak must use the public podium located in the front center of the audience, and speakers must preface their comments by giving their full name and address. Comments will be accepted from persons attending the meeting live on Zoom under the same conditions as those physically present at the meeting. No comments will be accepted anonymously or through another party, including through Select Board members.
2. Comments must be limited to issues or concerns directly related to Readfield municipal government. Public comment on matters not related to Town business will not be allowed, so as to make sure that all meetings are carried out in a productive and efficient time and in keeping with the interests of all who attend and participate in a Select Board meeting.
3. Questions about Town affairs and criticisms or concerns about Town policies, actions, or programs are welcome, provided they do not become personal. No personal attacks on any individual or firm, including Town employees, Town officials, or members of the public, will be tolerated during any meetings. Per state law, found in MRSA Title 1, Section 405, complaints or charges from the public about an individual employee will not be permitted. We encourage you to address such comments by directly contacting the Town Manager for their immediate follow-up and review. Complaints involving the Town Manager shall be directed to the Select Board Chair for consideration, but are not permitted to be publicly discussed pursuant to Maine Labor Laws.
4. Comments related to the following will be ruled out of order by the Select Board Chair:
  - a. Specific situations that are in litigation, including those in which the Town is a party (issues of a criminal or legal nature should be addressed with the Kennebec County Sheriff's Office or other criminal justice agency.) Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided;
  - b. Personal disputes between the speaker and other private residents not germane to Town business; or
  - c. Support for or opposition to any candidate for political office.
5. Individuals will be restricted to speaking once during the general public comment period and once per public comment period for each specific agenda item.
6. The public comment period is an opportunity for residents to express their views on matters

relating to Town business. Individuals addressing the Select Board shall direct their remarks exclusively to the Select Board Chair. No person other than the elected officials and the individual at the podium shall be permitted to enter into any discussion, either directly or through members of the Select Board, either in person or electronically.

7. As a limited designated public forum, the Select Board does not have the right to prohibit disparaging, rude and other remarks of a personal nature. But, because of the potential implications, including personal liability of the speakers, we encourage any speakers to strive to be accurate in their statements and avoid making personal, rude, or provocative remarks.
8. All statements should respect the dignity and seriousness of the proceeding.
9. Persons present at Select Board meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting, except for those instances that are listed on the Select Board Agenda under Public Recognition where the Select Board Chair or a Select Board member is formally recognizing an individual or group for their accomplishments.

#### **FAILURE TO FOLLOW GUIDELINES**

The Select Board Chair will limit commentary that is determined not to be germane to Town business or the topic at hand, or which violates any of the guidelines listed above. The Select Board Chair will direct any individual not operating in accord with these guidelines to cease such action or risk being asked to be seated or removed. If such conduct continues, the Select Board Chair will call a recess, request the removal of such person(s) from the Chambers, adjourn the meeting, or take other such appropriate action. Repeated violations by any individual will result in the Select Board Chair revoking that individual's right to speak at future meetings. Should the Select Board Chair fail to take action, any Select Board member may move that the Select Board Chair enforce the rules and guidelines and, if denied, request that the Select Board vote on the motion.

#### **ADDRESSING OTHER ITEMS**

The public communications segments are not appropriate times to request an interpretation, hold a discussion and/or request a decision of the Select Board. A speaker requesting to present a more formal or comprehensive discussion may request in advance to be on the agenda for that evening. Such requests shall be made to the Town Manager by noon on Monday prior to the following scheduled Select Board Meeting. All reasonable requests will be considered, but it will be at the Select Board Chair's discretion whether to allow an agenda item depending on the nature of the request and the time available at a specific meeting. Direction could be given to the individual or group to an appropriate resource for further information. Any request to be on the agenda denied by the Select Board Chair, may be brought forth before the entire Select Board during Public Communications time for the entire Select Board to review. If a motion is made and passes to add the item to a future agenda, the Select Board Chair will add it to the agenda within the next two scheduled Select Board meetings.

Adopted as policy by the Select Board on 11/05/2012

Amended and adopted on 02/25/2013, and on 8/21/2023.

# **OTHER BUSINESS**

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