

Readfield Select Board Meeting
November 27, 2023, Readfield Town Office
Meeting starts: 6.30 PM and ends at 8:30 PM (unless extended)
Meeting duration and agenda item times are estimates and may be reduced or extended

Pledge of Allegiance

Regular Meeting Items - 5 min.

24-064 - Minutes: Select Board meeting minutes of November 13, 2023

24-065 - Warrants: #23-24

Communications - 25 min.

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

Staff Communication - 5 min.

- Town Manager's Report
- Treasurer's Report (October)

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 - 5 min.

24-058 - Consider the appointment of John Cannell to the Road Committee

24-066 - Consider the re-appointment of Joseph Andrew Walsh to the Conservation Commission

24-067 - Consider the resignation of George O'Connor from the Planning Board

Old Business - 20 min.

24-043 - Hear and consider an update on the Fairgrounds Project - 5 min.

24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.

24-047 - Select Board action item reporting - 5 min.

24-063 - Consider draft revisions to the Property Tax Assistance Ordinance - 5 min

New Business - 60 min.

24-068 - Hear an update on the status of Winter Road Maintenance - 10 min.

24-069 - Discuss the Heritage Days Committee and Annual Heritage Days Celebration - 10 min.

24-070 - Conduct a quarterly review of Comprehensive Plan Goals - 20 min.

24-071 - Consider draft revisions to the Warrant Article Petition Policy - 20 min.

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

Adjournment

Select Board meetings are held in-person at the Readfield Town Office
Public Participation Guidelines can be reviewed on the Town Website
Participate via Zoom at: <https://us02web.zoom.us/j/88149608367> or
Call-in at +1 (929) 436-2866 and enter meeting ID: 881 4960 8367 and passcode: 781405

REGULAR MEETING

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

**Readfield Select Board
Regular Meeting Minutes – November 13, 2023 – unapproved**

Select Board Members Present: Kathryn Woodsum (Chair), Sean Keegan (Vice Chair), Steve DeAngelis, Carol Doorenbos, Dave Linton

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Bill Starrett (Channel 7), Liz Glover (Channel 7), Bruce Hunter (Conservation Commission Chair), Paula Clark (Planning Board Chair), Jackie Drouin (Library Board of Trustees Chair), Jerry Bley (Fairgrounds Working Group Leader), Hannah Flannery (Recreation Board Chair), Andy Tolman (Budget Committee Chair), Mike Laberge (Road Committee Chair), Rob Peale (Trails Committee Chair), Elaine Katz, Grace Keene, June & John Cotnoir (Weathervane Restaurant & Lounge)

Pledge of Allegiance

Annual Chairs Meeting - Workshop (6:30) - 60 min.

Eric thanked the board and committee chairs for attending and expressed his appreciation for all that they do for the town. Eric also went over the Boards, Commissions, and Committees (BCC) and municipal staff matrix so each BCC knows which staff member to contact for assistance or information. Eric also sent out the Comprehensive Plan matrix to BCC Chairs and advised them to find their respected portion and share with the other members on their BCC. Sharing can be done by printing or electronically. Kathryn mentioned each staff member's assigned BCC.

- Comprehensive Plan Goals and Implementation Select Board Goals
 - Select Board goals were attached to the packet in the minutes for the Select Board Retreat on September 11, 2023. The Select Board would like the other BCCs go over those goals to see how they may contribute to or may be affected by those goals. Kathryn read a statement she wrote encouraging all BCCs, staff and the Select Board to work together and compromise in order to attain the goals everyone worked so hard to put together in the Comprehensive Plan. She also mentioned the updated Public Policy of Participation with key notes such as not speaking about employees at Public Meetings as it is against the law.
- Open Space Plan Update Process
 - Bruce Hunter briefed the board that Jaaron Shaw is building a spreadsheet with detailed information on all open space/areas in town that they can send out to Select Board members. It was discussed that maybe a representative or two from each of the following committees could form a committee to update the Open Space Plan; Conservation Commission, Trails Committee, Recreation Board, Age Friendly Community Committee, and the Cemetery Committee. There are some professional services funds available for planning services. Sean suggested waiting for the Fairgrounds Working Group to wrap up their mission prior to creating a new working group for Open Space since there will likely be a lot of the same volunteers interested in the Open Space updating. Bruce, Jerry, and Sean all agreed that next summer would be a good time to get things moving, with advertisements and appointments forming in April/May/June.
- Recreation Programming and Potential Staffing
 - There are a huge number of children participating with four towns coming through the Readfield Town office signing up for sports, which takes a lot of staff and volunteer time. Currently the Recreation Board has commissioners for each of the current 4 sports and that is very time consuming during those seasons which makes it difficult to add more sports (which have been

Readfield Select Board
Regular Meeting Minutes – November 13, 2023 – unapproved

requested). The board discussed getting support from the other towns who are benefitting from Readfield Recreation. Having a logistics person could be very beneficial for the Rec program and that would include Age Friendly, the Library, the Fairgrounds and Beach. Eric suggested that could be a part time year round position.

- Minutes and Agendas
 - Both minutes and agendas are coming in much quicker, unapproved minutes are also being posted to keep the public current on what is happening in town and maintain transparency.
- Annual Reports
 - Annual Reports are coming up, Kristin will need those in March and they should reflect the previous fiscal year ending in June.
- Staff Support for Boards Committees and Commissions
 - Previously discussed in the BCC and Municipal Staff Matrix presented by Eric.

Regular Meeting Items (7:30) - 5 min.

24-056 - Minutes: Select Board meeting minutes of October 30, 2023

- **Motion** made by Kathryn to approve the minutes as amended, **seconded** by Sean **vote 5-0** in favor

24-057 - Warrants: #21-22

- **Motion** made by Sean to approve Warrants #21-22 in the amount of \$508,924.73, **seconded** by Dave **vote 5-0** in favor

Communications - 20 min.

- Select Board Communications - Members of the Board may present general information- 5 min.
 - Steve – Thank you to Anjelica for organizing the Veterans Day Ceremony and delivering the welcome.
 - Carol – Giles Hall was transformed and very patriotic and thank you also to the Boy and Girl Scouts, the Library, Chris and Maya Montagna and everyone who contributed to Readfield's Veterans Day Ceremony to make it a special day.
- Boards, Committees, Commissions & Departments - 5 min. Board and Committee Minutes (listed separately) - None
- Public Communication - Members of the public may address the Select Board - 10 min. - None

Old Business - 15 min.

24-043 - Hear and consider an update on the Fairgrounds Project - 5 min.

- Steve – Last week Jerry went to Facilities Committee meeting and he said the conversation was cordial and they were interested in working with us but not on the basketball court, they did not feel they had a place to put it as the areas previously reviewed are already being used for other things. Next meeting Tuesday November 21.

24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.

- Eric – Tuesday January 16, 2024 will be the third Public Hearing to continue process of public input and planning. Progress made with engineers, developing 50% plan. Coordination with utilities has begun.

24-047 - Select Board Retreat action-item reporting - 5 min.

- Sean and Dave updated during the Chairs meeting. Carol reached out to the Fire Department to use the sign to promote the Veterans Day Ceremony, Chief Mank assisted in getting the message on the board.

Readfield Select Board
Regular Meeting Minutes – November 13, 2023 – unapproved

Kathryn would prefer Select Board members do not have access to different town buildings and facilities and would like to get a set of letters for Carol so she can do the sign without help from the Fire Department.

New Business - 40 min.

24-059 - Consider a Liquor License Renewal for the Weathervane Restaurant and Lounge - 5 min.

- No signature on the application – **Motion** to waive the Public Hearing made by Sean for John and June of North Shore Restaurant Corporation **seconded** by Steve **vote 5-0** in favor
- **Motion** to approve once application is complete made by Dave pending signatures in blue ink **seconded** by Sean **vote 5-0** in favor. June and John appeared at the meeting to sign the application, followed by the Boards signatures.

24-060 - Consider steps for Comprehensive Plan Implementation - 10 min.

- Hold a review quarterly either before or after the Select Board quarterly meeting. It may be difficult to get volunteers for this committee. May be able to give it 6 months to a year to get it up and running. Be a good thing to revisit at the 2024 Select Board Retreat.

24-061 - Consider the format of the June Town Meeting Warrant - 5 min.

- Discussion on capital items, donations, and inclusion of edits of warrant articles for transparency.

24-062 - Consider draft revisions to the Administrative Ordinance - 10 min.

- **Motion** made by Steve to accept the revised Administration Ordinance, **seconded** by Dave, **vote 5-0** in favor.

24-063 - Consider draft revisions to the Property Tax Assistance Ordinance - 10 min

- **Motion** to approve the Ordinance for Property Tax Assistance program but with a change to the amount in 5b to \$500, **seconded** by Dave, **vote 5-0** in favor.

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

- Kathryn – Emails between Select Board members to the whole board are prohibited as it qualifies as a meeting. If you want to send an email to all members you can write an email to Eric and have him distribute the information, or you can write the same email and send it out four separate times to each member.
- Next meeting November 27, 2023 and December 11, 2023.
- Kathryn can stop in and sign the state warrant weekly since she is typically nearby if that is easier for members of the Board.
- **Motion** to adjourn at 8:50pm by Sean, **seconded** by Steve, **vote 5-0** in favor.

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary

Nov. 20, 2023 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
23	225	\$ 176,265.70	Warrant	S.DeAngelis	Three	
A	225	\$ 3,048.31	State Fees	K.Woodsum	One	11/9/2023
B	225	\$ 902.55	State Fees	K.Woodsum	One	11/16/2023
24	240	\$ 24,479.78	Payroll	S.DeAngelis	One	

SUM \$ 200,745.48

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

Treasurer's Warrant

Warrant # 23 & 24

\$200,745.48

Dates: 11/22/2023

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	\$24,479.78	73238-73255 173238-173254
VARIOUS VENDORS	Accounts Payable	\$176,265.70	73204-73237
	Total	\$200,745.48	

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	73204	3,048.31	11/09/23	23	0086 SECRETARY OF STATE (MOTOR VEH)
P	73205	902.55	11/16/23	23	0086 SECRETARY OF STATE (MOTOR VEH)
R	73206	41.00	11/22/23	23	0324 American Loggers Fire Suppression
R	73207	307.13	11/22/23	23	0024 Baker & Taylor, Inc
R	73208	3,000.00	11/22/23	23	0447 Cartographic Associates, Inc
R	73209	9,135.33	11/22/23	23	0034 Cobbossee Watershed District
R	73210	236.82	11/22/23	23	0072 Consolidated Communications
R	73211	76,627.20	11/22/23	23	0453 Cushing Construction, LLC
R	73212	2,000.00	11/22/23	23	0591 David Ledew
R	73213	5,680.00	11/22/23	23	0853 David Morrow
R	73214	22.00	11/22/23	23	0133 Deb Carey
R	73215	401.30	11/22/23	23	0860 DR Designs
R	73216	33.90	11/22/23	23	0288 Elan Financial Services
R	73217	352.61	11/22/23	23	0823 GONETSPEED
R	73218	281.96	11/22/23	23	0206 Grainger
E	73219	578.00	11/22/23	23	0791 Group Dynamic Inc
R	73220	570.00	11/22/23	23	0088 Hannaford Food & Drug #0239
E	73221	210.05	11/22/23	23	0385 Hygrade Business Group, Inc
R	73222	25.00	11/22/23	23	0245 Jennifer L McKendry
E	73223	8,592.03	11/22/23	23	0065 MAINE MUNICIPAL EMP. HEALTH
R	73224	527.00	11/22/23	23	0218 MAINE RESOURCE RECOVERY ASSOC
R	73225	2,000.00	11/22/23	23	0775 Maranacook Lake Association
R	73226	212.50	11/22/23	23	0360 North Coast Services LLC
R	73227	313.51	11/22/23	23	0858 PETTY CASH
R	73228	2,797.35	11/22/23	23	0841 PretiFlaherty
R	73229	50.00	11/22/23	23	0304 Sarah Ouellette
R	73230	46,162.37	11/22/23	23	0008 Scott Horne Construction
R	73231	21.60	11/22/23	23	0561 Shredding on Site
R	73232	110.50	11/22/23	23	0784 Snowman Group
E	73233	75.00	11/22/23	23	0431 Visual Edge It, Inc
R	73234	10,241.18	11/22/23	23	0709 WASTE MANAGEMENT OF PORTLAND
R	73235	150.03	11/22/23	23	0094 WHITE SIGN
R	73236	103.96	11/22/23	23	0273 WINTHROP AUTO SUPPLY
R	73237	1,455.51	11/22/23	23	0836 WORLD OF FLAGS, USA
Total		176,265.70			

Count

Checks	34
Voids	0

Warrant 23

Vendor-----	Amount	Account-----
00324 American Loggers Fire Suppression	41.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00024 Baker & Taylor, Inc	100.55	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	85.52	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	121.06	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00447 Cartographic Associates, Inc	3,000.00	Maintenance / Bldg Maint - ADMIN / Publications
00034 Cobbossee Watershed District	9,135.33	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00072 Consolidated Communications	52.92	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	56.41	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	62.43	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00072 Consolidated Communications	65.06	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00453 Cushing Construction, LLC	76,627.20	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00591 David Ledew	2,000.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00853 David Morrow	5,680.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00133 Deb Carey	22.00	Special Rev / Age Friendly - Special Rev / Misc
00860 DR Designs	90.80	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00860 DR Designs	310.50	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00288 Elan Financial Services	33.90	GENERAL GOVT / Comptr/Equip - CONTRACT SVC / Inform Tech
00823 GONETSPEED	331.96	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 GONETSPEED	20.65	COMM SERVICE / Library - UTILITIES / TELEPHONE
00206 Grainger	248.78	Maintenance / Gen Maint - EQUIP O,R &M / PPG
00206 Grainger	33.18	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / PPG
00791 Group Dynamic Inc	392.85	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	157.15	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00791 Group Dynamic Inc	20.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00088 Hannaford Food & Drug #0239	570.00	GENERAL GOVT / Admin - ADMIN / Selectboard
00385 Hygrade Business Group, Inc	210.05	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00245 Jennifer L McKendry	25.00	GENERAL FUND / Gile Hall
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
00218 MAINE RESOURCE RECOVERY ASSOC	527.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / FREON DISP
00775 Maranacook Lake Association	2,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00360 North Coast Services LLC	212.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	121.88	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00858 PETTY CASH	1.95	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	173.20	GENERAL GOVT / Admin - ADMIN / VOLUNTEERS
00858 PETTY CASH	16.48	COMM SERVICE / Library - ADMIN / MISC.
00841 PretiFlaherty	2,797.35	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00304 Sarah Ouellette	50.00	REC,PARKS/AT / REC BOARD - RECREATION / BASKETBALL
00008 Scott Horne Construction	46,162.37	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	3,048.31	GENERAL FUND / Motor Veh Fe

Warrant Recap

Warrant 23

Vendor-----	Amount	Account-----
00086 SECRETARY OF STATE (MOTOR VEH)	902.55	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	21.60	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00784 Snowman Group	110.50	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00431 Visual Edge It, Inc	75.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00709 WASTE MANAGEMENT OF PORTLAND	2,434.90	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	5,249.38	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00094 WHITE SIGN	150.03	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00273 WINTHROP AUTO SUPPLY	103.96	SOLID WASTE / BACKHOE - EQUIP O,R &M / FUEL/OIL
00836 WORLD OF FLAGS, USA	1,455.51	CEMETERIES / CEMETERIES - COMMUNITY SV / Vet Memorial
Prepaid Total--	3,950.86	
Current Total--	172,314.84	
Warrant Total--	176,265.70	

COMMUNICATIONS

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

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APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

TOWN OF READFIELD

APPOINTMENT APPLICATION

OFFICE USE
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: 1st time appointment Re-Appointment

Which Board, Committee or Commission

are you applying for?

Road

Term:

7/2025

Name: John Cannell

Phone (H): 207-...

Street address:

Phone (C): Same.

Mailing address: Same

E-Mail:

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

Registered PE since 2000
20+ yrs exp in building, fleet, + Highway
maintenance.

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

Just trying to help out.

If you are currently employed, what is your position?

Director of highway + equipment maintenance for
the Maine Turnpike.

APPLICATION FOR APPOINTMENT FOR:

Name: John Cannell Position: Road 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: [Signature] Date: 11/18/23

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.
September 27, 2023

SELECT BOARD APPROVAL

To John Cannell of Readfield, in the County of Kennebec and State of Maine: There being a position on the Road Committee 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:

11/27/2023 thru 6/30/2025. 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

Readfield Select Board
November 27, 2023
Item # 24-066

NOV 06 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)
November 5, 2023 - 10:25am
159.65.229.196

Date

November 5, 2023

Term 6/30/2026

Which Board, Committee or Commission are you applying for?

Conservation Commission

Yes No

Do you have previous experience on this board or committee? X

Name

Joseph Andrew Walsh

Street Address

Mailing Address

Readfield, ME 04355

Phone (Primary)

Phone (Secondary)

E-Mail

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

I have been a member of the conservation commission since roughly 2013. I currently am the property steward of Peter Miller Woodland, a Kennebec Land Trust preserve in Vienna, and maintain the Caribou Mtn. trail in the White Mtn. National Forest.

If you are currently employed, what is your position?

I currently work as a biologist with the Maine Dept. of Transportation

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

I want to ensure that town conservation properties are well maintained and serve as functional resources for both wildlife and human visitors.

Electronic Signature
J. Andrew Walsh

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/7571>

Links

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

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.

Monday, Nov 27, 2023

SELECT BOARD APPROVAL

To Joseph A. Walsh of Readfield, in the County of Kennebec and State of Maine: There being a position on the Conservation Commission 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:

11/27/2023 thru 01/31/2026. 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

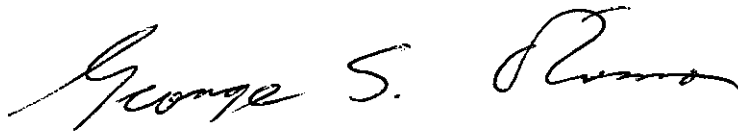
11/7/2023

Dear fellow Readfield Planning Board members and CEO Stephens,

While it has been my pleasure to serve as both alternate and full-time planning board member over the past year, I am currently building a home in Mount Vernon and therefore need to submit my resignation letter from the board. In reality, I am only moving about 500' away from my current home in Readfield so I will remain a member of the community and hope to see you all out & about in our beautiful town. I feel the current roster of planning board members is a perfect blend of residents and I am confident that the town of Readfield is in good hands going forward.

Thank you again for welcoming me to the board and making me feel included, it truly has been a great experience.

George S. O'Connor

A handwritten signature in cursive script that reads "George S. O'Connor". The signature is written in dark ink and is positioned below the typed name.

OLD BUSINESS

Readfield Select Board
November 27, 2023
Item # 24-043

Readfield Select Board
November 27, 2023
Item # 24-044

Readfield Select Board
November 27, 2023
Item # 24-047

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TOWN OF READFIELD PROPERTY TAX ASSISTANCE PROGRAM ORDINANCE

Adopted June 12, 2018, amended June 11, 2024

Section 1. Purpose

This ordinance is enacted pursuant to 36 M.R.S.A. §6232. The purpose of this Ordinance is to establish a program to provide property tax assistance to eligible persons who reside in the Town of Readfield. Under this program, the Town of Readfield will provide refund payments to those individuals who qualify for and are beneficiaries of the State of Maine Property Tax Fairness Credit pursuant to 36 M.R.S.A. §5219-KK, and who meet the criteria established by this Ordinance.

Section 2. Definitions

Homestead: For purposes of this article, "homestead" shall have the same meaning as defined in 36 M.R.S.A. § 5219-KK(1)(C). Generally, a homestead is a dwelling owned, rented or held in a trust, life tenancy or similar legal instrument for the benefit of the person seeking tax assistance under this Ordinance. The dwelling must be occupied by that person and that person's dependents as a home.

Qualifying applicant: A qualifying applicant is a person who is determined by the Town Manager, after review of a complete application under Section 4 of this Ordinance, to be eligible for a benefit under the terms of this Ordinance.

Section 3. Criteria for Participation

In order to participate in the Property Tax Assistance Program, an applicant shall demonstrate all of the following:

- a. The applicant shall have a homestead in the Town of Readfield at the time of the application and for the entire year prior to the date of application.
- b. If owned by the applicant, the homestead shall be enrolled in the State of Maine Homestead Exemption Program (36 M.R.S.A. §§ 681-689) for the year preceding the date of application
- c. The applicant has received a refund under the State of Maine Property Tax Fairness Credit (36 M.R.S.A. §5219-KK) for the year preceding the date of application.
- d. Total household income not exceeding an amount equal to 80% of the current United States Department of Housing and Urban Development median family income for the Town of Readfield for the applicable family size.

Section 4. Application and Payment Procedures

Persons seeking to participate in the Property Tax Assistance Program shall submit a written request to the Town Manager no later than ~~August 1~~December 31 of the year following the year for which the credit is requested and taxes were paid. Applications are required every year to participate in this program. The Town Manager shall provide an application form for the program, which shall include, at a minimum, the applicant's name, homestead address and contact information. Attached to all applications shall be proof and dollar amount (copy of check) of any refund under the State of Maine Property Tax Fairness Credit Program (36 M.R.S.A. §5219-KK). Attached to all applications shall be proof of household income for the year preceding the date of application. The Town Manager or their designee shall review and determine if the application is complete and accurate and if the applicant is otherwise eligible to participate in the Program within fourteen (14) days of receipt of an application. The Town Manager shall notify an applicant if an application is determined to be incomplete. The Town Manager's determination of eligibility to participate in the Program may be appealed to the ~~Chair of the~~ Board of Assessors within twenty (20) days of the date of the Town Manager's decision. No appeals shall be considered beyond the Board of Assessors.

Every effort shall be made to manage the application and award process discreetly, however, applications (or portions thereof) made under this Program may be subject to public record requests pursuant to Title 1 M.R.S.A. Section 402(3).

Section 5. Determination of Eligibility and Amount of Eligibility

If the Town Manager determines that the applicant is eligible to participate in the Program, ~~he shall determine the total amount of such~~ eligibility. ~~Eligibility~~ shall be the lesser of the following amounts:

- a. 40% of the amount of the refund awarded by the State under the Property Tax Fairness Credit (36 M.R.S.A. §5219-KK) for the tax year preceding the date of application;
- b. ~~\$360.00~~500.00 or;
- c. Available monies in the Town of Readfield Local Tax Assistance Fund, as prorated among eligible applicants.

The Town Manager shall report to the Select Board ~~for its approval~~ at a meeting in ~~August-January~~ each year the benefit amounts and number of eligible applicants ~~to be~~ granted assistance from the program fund.

Section 6. Program Fund - Limitations Upon Ppayments

Benefits under this Ordinance shall be conditioned upon the existence of sufficient monies in the program fund the year in which participation is sought. If there are not sufficient monies in the program fund to cover all qualifying applicants under this Ordinance, benefits shall be limited to the amounts available in the fund. In the event that

a lack of funding results in no benefit or less than the full benefit to a qualifying applicant, the request will not carry over to the next year.

Section 7. ~~Creation of the~~ Program Fund

The program fund from which benefits shall be drawn under the terms of this Ordinance shall be created and funded as follows:

~~If approved, an~~An initial appropriation of \$50,000 shall be made from the undesignated fund as identified in the June 12, 2018 Town Meeting Warrant. This appropriation shall be deposited in a carry-forward account to be solely for the purpose of tax assistance associated with the Program. As funds are available, the Select Board shall request from the annual ~~T~~town ~~me~~eting monies from the general fund or other sources to support this program.

Section 8. Timing of Benefits

A homeowner who qualifies for a tax benefit under this program shall receive a credit to his/her tax account. A renter who qualifies for a tax benefit under this Program shall be mailed a check. In all cases the benefit shall be equal to the amount for which he/she is eligible under Section 5 of this ordinance (or the pro-rated amount if inadequate funds are available) and shall be made available to the applicant no later than fourteen (14) days from the date of Town Manager approval of the applications for the year in which participation is sought.

Section 9. Limitations ~~u~~Upon Benefits

Only one qualifying applicant per household shall be entitled to a benefit under this Program each year. The right to file an application under this Ordinance is personal to the applicant and does not survive the applicant's death, but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney-in-fact. If an applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Town Manager shall be disbursed to another member of the household as determined by the Chair of the Board of Assessors or the Town Manager. If the applicant was the only member of a household, then no benefit shall be made under this Ordinance.

Kathryn Mills Woodsum, Chair

Sean Keegan, Vice Chair

Steve Deangelis

Carol Doorenbos

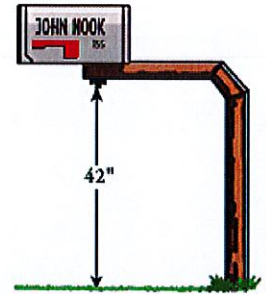
David Linton

NEW BUSINESS

Town of Readfield Mailbox Guidelines

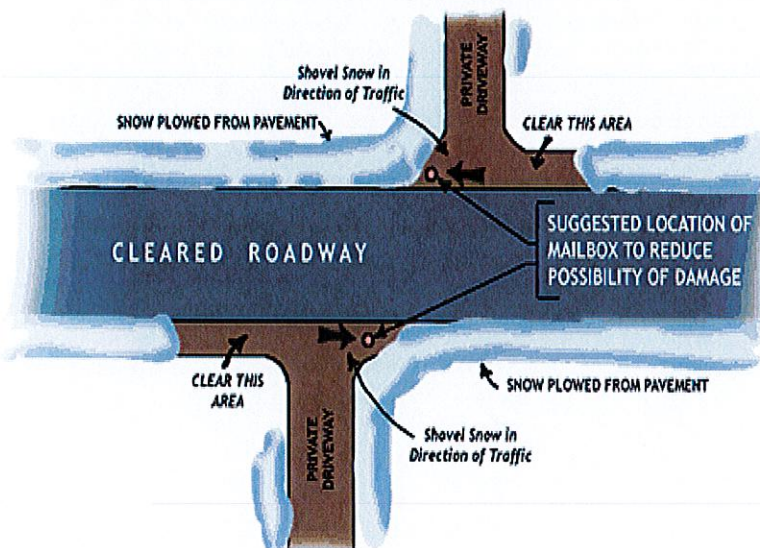
Readfield's snow plowing contractor will take all precautions to avoid striking mailboxes with the wing of the plow. Below are some tips for mailbox placement to help reduce the chances of damage during winter plowing:

- Mailbox post size must not exceed 4" by 4" for a wooden post or 2" diameter for a steel pipe post for roadside barrier safety. Posts that are more substantial in construction are considered "deadly fixed objects" and are not permitted within the Town's right-of-way..
- Mailboxes and any supports should be installed at least 42 inches high to provide clearance for the plow wing as shown in the picture. We recommend the use of an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers.
- Below you will find a sketch showing the recommended location for your mailbox. Placing the mailbox on the side of your driveway away from approaching traffic will allow plow truck drivers to properly clear the roadway and to get as close as possible to your mailbox to minimize the amount of shoveling you will have to do to clear the mailbox for the postal carrier.
- For uncurbed roadways set the mailbox back at the far edge of the road shoulder (at least 3 feet back from pavement edge, when possible) to provide the maximum possible roadway clearance. For curbed roads the face of the mailbox should be 8-12 inches back from the curb face.
- To assist emergency vehicles, please place reflective material on the side of the box visible to approaching traffic with 4" high letters to identify the address.



In the event you believe your mailbox has been damaged by the plow contractor we ask you do the following:

- Make note of the circumstances surrounding the damage and if possible take a picture of the mailbox and the area around it.
- Report the issue to the Town Office at 685-4939 or at www.readfieldmaine.org/maintenance-department/webforms/work-request-form
- Make any needed temporary repairs. If you are unable to make such repairs on your own please call our Snow Plow Contractor, Scott Horne at 242-6111 and his crew will attempt to repair or replace the mailbox when time permits.



Substantially damaged property will be replaced in the spring with a basic metal mailbox. Newspaper boxes will not be repaired or reset by the Town or plow contractor in any event. The Town and plow contractor will not replace or reimburse for custom made mailboxes, ornate posts or granite post, etc., existing mailboxes with rotted posts or in obviously poor condition, or any mailboxes that have not been located according to these guidelines. State of Maine law views mailboxes as an encroachment in the public way put there at the owner's risk and municipalities are not legally liable for any damage or repairs to mailboxes due to snow removal operations.



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield@roadrunner.com

To: Readfield Select Board
From: Eric Dyer, Town Manager
Date: August 8, 2016
Subject: Readfield Heritage Days Committee - Second Reading

Below is a proposed structure for the re-formation of the Heritage Days Committee.

Purpose and Authority

The purpose of the Readfield Heritage Days Committee is to manage the planning and implementation of the Heritage Days celebration that has recently taken place the second weekend in August on odd years. The Committee is formed pursuant to a vote of the Select Board. The Committee is advisory to the Select Board.

Organization and Administration

1. **Committee Term** - The committee shall be in effect indefinitely until disbanded by the Select Board.
2. **Membership** - The Committee shall consist of seven members who shall serve without compensation and shall be appointed by the municipal officers. In the interest of forming a diverse and experienced membership, the committee may have but is not required to have the following representation:
 - a. One member of the Readfield Historical Society
 - b. One representative from the RSU
 - c. One representative of a local non-profit or charitable group
 - d. One event planner or catering/concessions professional
 - e. Three at large Readfield Residents
3. **Appointment** - The Committee shall be appointed by the Board of Selectmen in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.
4. **Member Term** - Members shall serve for two years, beginning September 1 of the year preceding the Heritage Days Celebration and ending August 31 of the year of the Heritage Days celebration. Terms shall not be staggered.
5. **Chairperson** - The Committee shall elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority vote of the Select Board. The Chairman shall preside at all meetings.
6. **Vice Chairperson** - The Committee shall elect a Vice Chairperson from among its members to serve in the absence of the Chairperson.
7. **Secretary** - The Committee shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.

8. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.
9. Quorum - A quorum necessary to conduct business shall consist of at least a majority of voting members.
10. Committee Support - The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
11. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

Tasks

The Committee shall, in no particular order:

1. Review past Heritage Days celebrations, including locations, events, budgets, participants, attendance, and highlights among other areas.
2. Hold public meetings and pursue other outreach methods to solicit input from the community on Heritage Days events and format.
3. Involve relevant committees, organizations, institutions, and interested parties in the planning and implementation of Heritage Days.
4. Develop detailed plans and budget numbers for the upcoming Heritage Days celebration and submit them to the Select Board for approval no less than three months prior to the event.
5. Make recommendations to the Budget Committee and Select Board regarding revenues and expenditures related to the Heritage Days celebration as a part of the regular budget process.
6. Report to the Select Board a minimum of semi-annually, generally in December and June of each year.

Comp Plan Review Information from Kathryn

Background:

General Recommendations (page 183)

For this section, the implementation priority is divided into near-term, mid-term, long-term, and ongoing, defined as the following:

- “Near-term” is presumed to be activities which can be completed within two years. These are primarily changes to Zoning and other ordinances and are easily achievable actions.
- “Mid-term” activities will be commenced and/or completed between two and five years after adoption of the plan. These consist of lower-priority activities or those which require additional planning or preparation to accomplish.
- “Long-term” activities are those which are more nebulous, and for which the path to implementation has not yet come into focus.
- “Ongoing” is used to identify strategies which are currently in place and should continue.

Comprehensive Plan Implementation (page 239)

Readfield’s Select Board should consider an approach to implement and monitor the progress of this Comprehensive Plan. One option is creating and appointing an Implementation Committee that will work in coordination with the Select Board. Currently, the Select Board and Town Manager review the Comprehensive Plan quarterly to ensure and evaluate implementation and progress. The Implementation Committee could expand on that, by consulting the 2009 Comprehensive Plan and determining which strategies were implemented and evaluating their level of success. Part of this process should include reviewing which strategies were not implemented and the reasons why, enabling the committee to make informed decisions about implementation probabilities for this plan and ways to achieve success.

As the committee works towards implementation of the Strategies identified in this Comprehensive Plan, implementation progress should be reviewed in the following specific categories:

- The degree to which the Future Land Use plan strategies have been implemented,
- The percent of municipal growth-related capital investments in designated growth areas,
- The location and amount of new development in relation to the community’s designated growth areas, rural areas, and transition areas (if applicable),
- The amount of critical natural resources, critical rural, and critical waterfront areas protected through acquisition, easements, or other measures.

If the evaluation concludes that portions of the current plan and/or its implementation are not effective, the Implementation Committee could propose changes. To ensure adequate communication, progress, and focus, the Select Board, Town Manager, and Implementation Committee should meet and review the Comprehensive Plan regularly.

Future Land Use Plan (page 243) Select Board Short-term with Town Manager.

8. Periodically, at least every five years, evaluate the implementation of the Future Land Use plan, in accordance with Section 2.7 of the Chapter 208 Comprehensive Plan Review Criteria Rule.

8.1: Consider the formation of an Implementation Committee to evaluate the success in implementing the 2009 plan to include determining which strategies were not implemented and why.

8.2: Explore the possibility of setting a standing schedule for reviewing the Plan. For example, set a meeting date quarterly between the Select Board, Town Manager, and various implementing entity to ensure progress is being made in implementing the plan.

Kathryn's Suggestion: Have each responsible party present their portion of the spreadsheet to their group to read and evaluate. Provide time for reflection and discussion. Provide a list to the Town Manager by March 31, 2023 of recommendations as to what the group can work on in each category of implementation: Near-term, Mid-term, Long-term and Ongoing and their reasoning for any activities they do not see being able to work on. The Select Board will review the responses and determine a plan for ongoing review of progress.

Readfield Comp Plan Responsibilities by Dept/Committee/Board KMW 11-20-23

Whom	Historical Resources	Local Economy	Housing	Public Facilities & Services	Fiscal Capacity	Transportation	Recreation	Rural Economic Resources	Water & Natural Resource	Future Land Use	# of Sections
Town Manager	X	X	X	X	X	X	X	X	X	X	10
Select Board	X	X	X	X	X	X	X	X	X	X	10
Planning Board	X	X	X	X	X	X	X	X	X	X	9
CEO	X	X	X	X	X	X	X	X	X	X	5
Conservation				X		X	X	X	X	X	5
Trails				X		X	X	X	X	X	4
Recreation				X		X	X	X	X	X	4
Cemetery				X		X	X		X	X	3
Public Works										X	1
Local Education Partners								X	X	X	2
Kents Hill School				X				X	X	X	3
School Board					X			X	X	X	3
Age Friendly				X		X				X	4
Blizzard Busters							X				1
Historical Society	X			X							2
Enterprise		X									1
Broadband		X									1
Assessor			X								1
Fire Dept				X							1
Roads				X		X					3
Solid Waste & Recycling				X							1

Chapter: Historical Resources

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
3. Support and encourage the Readfield Historical Society, the Friends of the Union Meetinghouse and other organizations in their endeavors to preserve the cultural heritage of the community.	None	Ongoing	Town Manger	
4. Protect to the greatest extent practicable the significant historic and archeological resources in the community.	4.3: Work with the local or county historical society and/or the Maine Historic Preservation Commission to assess the need for, and if necessary, plan for, a comprehensive community survey of the community's historic and archeological resources.	Ongoing	Town Manager, Historical Society	
5. Improve protections for archeological and historic resources in the Land Use Ordinance.	5.1: Consider enhanced protection of potential historic and archaeological resources in the review of new development through the Land Use Ordinance.	Ongoing	Planning Board, Town Manager, CEO	
6. Consider the adoption of a Historic Preservation Ordinance or land use standards to protect historically significant properties.	6.1: Consider the development of historic preservation standards to protect the integrity of historic properties throughout the Town.	Mid-term	Town Manager, Planning Board	

Chapter: Local Economy

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
1. To support the type of economic development activity the community desires, reflecting the community's role in the region.	1.3: Explore tools to help existing businesses stay in Readfield.	Ongoing	Readfield Enterprise Committee	
	1.4: If appropriate, assign responsibility and provide financial support for economic development activities to the proper entity (e.g., a local economic development committee, a local representative to a regional economic development organization, the community's economic development director, a regional economic development initiative, or other).	Ongoing	Town Manager	
2. Consider the expansion of the Readfield Enterprise Committee or the appointment of an Economic Development Committee to address issues related to the establishment and growth of local, small businesses.	2.1: Continue to support the Readfield Enterprise Committee.	Ongoing	Town Manager	
	2.2: Initiate a study and proposal for the siting and infrastructure for a new small business development area.	Mid-term	Town Manger	
	2.3: Continue to implement the recommendations of the <i>2004 Readfield Corner Revitalization Study</i> to make new commercial development in the village district more attractive.	Ongoing	Town Manager	

	2.4: Investigate avenues for greater small business assistance including financing, technical assistance, or incubator facilities.	Ongoing	Town Manager, Readfield Enterprise Committee
	2.5: Create an economic development plan that recognizes gaps, evaluates current village areas, and supports all existing, new, and desired businesses, including home businesses.	Ongoing	Town Manager, Readfield Enterprise Committee
3. Encourage the development of new, small businesses, which includes essential services (such as home health care), as well as seasonal and tourist-related businesses.	3.1: Support and encourage new nursery schools and day care facilities throughout the town.	Mid-term	CEO
4. To make a financial commitment, if necessary, to support desired economic development, including needed public improvements.	4.2: If public investments are foreseen to support economic development, identify the mechanisms to be considered to finance them (local tax dollars, creating a tax increment financing district, a Community Development Block Grant or other grants, bonding, impact fees, etc.)	Mid-term	Town Manager
	4.4: Investigate and consider opportunities to revitalize the downtown village areas.	Mid-term	Town Manager
	4.5: Explore options for adaptive reuse of underutilized/historic buildings to develop a strategy and long-term implementation plan for their rehabilitation and reuse (land banking).	Mid-term	Town Manager
	4.6: Support future economic growth compatible with the environment and landscape of the village area by improving public access, sidewalks, update infrastructure, bury utilities, and promote connected parking lots to improve walkability.	Mid-term	Town Manager, Planning Board
5. To coordinate with regional development corporations and surrounding towns as necessary to support desired economic development.	5.1: Participate in any regional economic development planning efforts.	Ongoing	Town Manager

Chapter: Housing

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
1. Encourage and promote adequate workforce, age restricted, affordable housing to support the community's and region's economic development.	1.1: Investigate options for partnering with other organizations to accomplish this.	Ongoing	Select Board	
	1.2: Explore options for Tax Increment Finance.	Ongoing	Select Board	
2. Work with local and state authorities to facilitate the creation of quality elderly housing, work force housing, and affordable housing, including rental housing.	2.1: Consider developing or joining a regional housing consortium to construct more workforce and rental housing.	Mid-term		
	2.2: Work with local hospitals/senior organizations to develop a plan for senior/assisted housing within the community or region.	Long term		

	2.3: The town should consider retaining certain tax-acquired properties which may be best suited to provide housing opportunities for affordable housing or elderly housing.	Short term	CEO
	2.4: Seek to achieve a level of at least 10% of new residential development built or placed during the next decade be affordable.	Short term	CEO
	2.5: Continue to explore grant opportunities to improve the quality of the existing housing stock.	Ongoing	Town Manager
	2.6: Maintain, enact, or amend growth area land use regulations to increase density, decrease lot size, setbacks, and road widths, or provide incentives such as density bonuses, to encourage the development of affordable/workforce housing.	Mid-term	Town Manager, Planning Board, CEO
	2.7: Maintain, enact, or amend ordinances to allow the addition of at least one accessory apartment per dwelling unit in growth areas, subject to site suitability.	Mid-term	Planning Board, Town Manager, CEO
	2.8: Consider the creation of a Readfield Housing Committee to support housing efforts.	Short term	Town Manager
	2.9: Recognizing that affordable housing projects require regional expertise and resources, support the development of those resources.	Mid-term	
3. Create and promote energy efficient housing (Efficiency Maine). Leverage the Energy Efficiency Ordinance and find other partnerships to promote energy efficiency.	3.1: Explore grant opportunities for energy efficient upgrades.	Ongoing	Town Manager
4. Investigate strategies and options to balance and manage the value of open space with the need for affordable and workforce housing.		Ongoing	Town Manager, Conservation Commission
5. Promote and direct development of housing in areas that are not prime farmland.	5.1: Explore nonregulatory measures to encourage development in designated growth areas.	Ongoing	Town Manager, Planning Board, Conservation Commission
7. Ensure land use controls encourage the development of quality affordable housing, including rental housing.	7.1 Support the efforts of local and regional housing coalitions in addressing affordable and workforce housing needs. 7.2: Designate a location(s) in growth areas where mobile home parks are allowed pursuant to 30-A M.R.S.A. §4358(3)(M) and where manufactured housing is allowed pursuant to 30-A M.R.S.A. §4358(2).	Ongoing Short term	Town Manager Town Manager, Planning Board

Chapter: Public Facilities and Services

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
1.To efficiently meet identified public facility and service needs.	1.1: Identify any capital improvements needed to maintain or upgrade public services to accommodate the community's anticipated growth and changing demographics.	Ongoing	Town Manager	

	1.2: Locate new public facilities comprising at least 75% of new municipal growth-related capital investments in designated growth areas.	Ongoing	Town Manager
	1.3: Continue to work towards making all public buildings and properties ADA accessible.	Ongoing	Town Manager
2. To provide public facilities and services in a manner that promotes and supports growth and development in identified growth areas.	2.1: Encourage local sewer and water districts to coordinate planned service extensions with the Future Land Use Plan.	Ongoing	Town Manager
	2.2: Support the Winthrop Utilities District in protecting, and as appropriate, expanding the public water supply at Readfield Corner.	Ongoing	Town Manager
	2.3: Explore options for regional delivery of local services.	Ongoing	Town Manager
3. Encourage citizen participation in community affairs by keeping residents informed of town activities and opportunities.	3.1: Provide wider distribution of school newsletters to the community.	Ongoing	Town Manager
	3.2: Issue a periodic newsletter with a synopsis of town board actions and news of other community activities.	Ongoing	Town Manager
	3.3: Annually publish a directory of all local officials, organizations, businesses, and services, as a pullout section in the Town Report.	Ongoing	Town Manager
4. Improve and encourage citizen participation in town government and community affairs.	4.1: Explore ways to encourage residents to volunteer for local boards, committees, and activities.	Ongoing	Town Manager
	4.2: Expand and support "people resource" banks like the Handy Helpers.	Ongoing	Town Manager, Age Friendly Committee
	4.3: Annually recognize individual volunteers who have made significant contributions of their time.	Ongoing	Town Manager
5. Continue to hold Readfield Heritage Days annually to foster community spirit and reinforce the rural character of the town.	5.1: Encourage participation and elicit feedback and suggestions for ways to improve and revitalize Readfield Heritage Days from residents.	Short term	Town Manager, Historical Society
	5.2: Consider the expansion of and support for the Heritage Days Committee.	Short term	Town Manager
	5.3: Expand Heritage Days to include booths for town farms, committees, clubs, and institutions to maintain and enhance public property and open space amenities.	Short term	Town Manager, Historical Society
6. Continue to maintain taxes as low as possible.	6.1: Improve planning for capital expenditures through an annual Capital Improvements Program (CIP) based on the Capital Investment Plan.	Ongoing	Town Manager
	6.2: Work with the school board to undertake long-term school facilities planning.	Ongoing	Town Manager, School Board
	6.3: Receive from the Fire Department an annual assessment of the adequacy of and need for future replacement of fire equipment.	Ongoing	Fire Dept., Town Manager

	6.4: Require the Road Committee to continue to utilize the long-term plan for road improvements and construction needs using a system such as the Road Surface Management System software.	Ongoing	Town Manager, Road Committee
	6.5: Continue to plan for long-range solid waste disposal and recycling needs.	Ongoing	Town Manager, Solid Waste and Recycling Committee
	6.6: Plan for open space acquisition and community park and recreation development.	Ongoing	Town Manager, Age Friendly Committee, Cemetery Committee, Conservation Committee, Recreation Committee, Trails Committee
	6.7: Consider funding for a town public works department.	Ongoing	Town Manager
	6.8: Reduce potential future town expenses by encouraging new development in locations close to existing public facilities and services.	Ongoing	Town Manager, Planning Board
	6.9: Investigate non-tax sources of revenue to support and promote desirable amenities for recreation.	Short term	Town Manager
7. Consider the use of special assessments or public facility impact fees to ensure new and existing developments that require additional or expanded town services/facilities contribute financially towards these municipal expenses, especially transportation, education, recreation/open space, and solid waste disposal.	7.1: Finance open space and recreational facilities acquisition and improvement through impact fees or other sources as recommended in the Open Space Plan.	Ongoing	Conservation Commission, Town Manager
9. Update the Open Space Plan (created in 2006).	9.1: Explore opportunities to enhance the open space in the village areas by improving accessibility and amenities to municipal parcels that improve comfort, promote sociability, and multi-use activities that complement the natural beauty and ecological aspects of this area.	Short term	Town Manager, Age Friendly Comm., Cemetery Comm., Conservation Comm., Recreation Comm., Trails Comm.
10. Improve staffing and resources for the Fire Department and Emergency Medical Services to accommodate the town's demographics.	10.1: Continue to work with local employers to encourage volunteer participation by employees and target the recruitment of volunteers who are available during weekdays.	Ongoing	Town Manager, Fire Dept.
	10.2: Inventory and assess existing water supply sources and develop plans for acquiring and developing new sources where needed.	Mid-term	Town Manager, Fire Dept.
	10.3: Investigate opportunities to engage RSU# 38 to encourage students to pursue training through Capital Area Technical Training Programs.	Mid-term	Town Manager, Fire Dept., School Board

	10.4: Seek opportunities to recruit resident volunteers for free EMS training through local community colleges and other agencies.	Mid-term	Town Manager, Fire Dept.
	10.5: Investigate re-establishing a site for an ambulance at the fire station.	Mid-term	Town Manager, Fire Dept.
11. Seek increased opportunities for regional cooperation with neighboring towns.	11.1: Follow-up on recommendations of regionalization studies.	Ongoing	Town Manager, Fire Dept.
	11.2: Establish a protocol to look at opportunities for equipment sharing, including purchases of new equipment.	Mid-term	Town Manager, Fire Dept.
	11.3: Engage neighboring towns in planning for disaster mitigation.	Short term	Town Manager, Fire Dept.
12. Work with state and county officials to increase enforcement of traffic laws, especially in residential neighborhoods.	12.1: Investigate the possibility of contracting for a sheriff's deputy for dedicated, part-time coverage.	Mid-term	Town Manager
13. Continue to improve the town's management of solid waste, including increased recycling, by aggressively pursuing waste reduction and recycling efforts.	13.1: Investigate user fees for trash disposal based on volume or weight.	Short term	Town Manager, Solid Waste and Recycling Committee
	13.2: Continue to work on the recycling strategies including improvements to separation of recyclables, disposal of hazardous waste, home composting and periodic opportunities for disposal of items not normally accepted at the transfer station.	Ongoing	Town Manager, Solid Waste and Recycling Committee
	13.3: Continue to seek opportunities to cooperate with Wayne and other communities for a regional solution to disposal of solid waste, demolition materials, white metal goods, stumps, and tires.	Ongoing	Town Manager, Solid Waste and Recycling Committee
	13.4: Investigate the feasibility of turning some solid waste activities over to the private sector.	Ongoing	Town Manager, Solid Waste and Recycling Committee
14. Coordinate with officials at Kents Hill School to formulate a long-term strategic plan between Readfield and the school that is mutually beneficial.	14.1: Explore the possibility of school officials and town officials meeting periodically to ensure that the needs of both entities are understood and are being met.	Mid-term	Town Manager, Kents Hill School Officials
	14.2: Investigate the possibility of improving walking and biking access between Kents Hill School and the village areas.	Mid-term	Town Manager, Kents Hill School Officials
	14.3: Consider how the town and Kents Hill School can promote affordable housing to benefit both parties.	Mid-term	Town Manager, Kents Hill School Officials
	14.4: Explore options for collaboration to encourage the development and revitalization of the village areas in Readfield.	Mid-term	Town Manager, Kents Hill School Officials

Chapter: Fiscal Capacity

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
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1. To finance existing and future facilities and services in a cost-effective manner.	1.1: Formalize the town's Capital Investment Program and expand its scope of anticipated needs 10 year into the future.	Short term	Town Manager
	1.2: Support legislative initiatives to increase state financial support to towns and schools.	Ongoing	
	1.3: Explore grant opportunities available to assist in the funding of capital investments within the community.	Ongoing	Town Manager
	1.4: Seek new, compatible, and diverse forms of industrial and commercial development to be situated in appropriate locations.	Short term	Town Manager
2. To explore grants available to assist in the funding of capital investments within the community.	2.1: Maintain a working knowledge and listing of grants and deadlines for financing special projects.	Short term	Town Manager
	2.2: Explore educational budget alternatives and ways to reduce the per student cost.	Ongoing	Town Manager, School Board
	2.3: Capitalize a Capital Improvement Reserve Account with estimate of annual depreciation of existing buildings.	Short term	Town Manager
3. To reduce Maine's tax burden by staying within LD 1 spending limitations.	3.1: Explore opportunities to work with neighboring communities to plan for and finance shared or adjacent capital investments to increase cost savings and efficiencies.	Ongoing	Town Manager
4. Explore options to encourage and manage development outside municipal tax dollars.	4.1: Explore opportunities to provide financial support other than tax dollars to fund projects that would be beneficial to the community at large.	Ongoing	Town Manager
	4.2: Encourage planning and grant writing activities.	Ongoing	Town Manager

Chapter: Transportation

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
1. To prioritize community and regional needs associated with safe, efficient, and optimal use of transportation systems.	1.1: Develop or continue to update a prioritized improvement, maintenance, and repair plan for the community's transportation network.	Mid-term	Town Manager	
2. To safely and efficiently preserve or improve the transportation system in the most cost-effective way.	2.1: Initiate or actively participate in regional and state transportation efforts.	Mid-term	Select Board	
	2.2: Update access management standards in the Land Use Ordinance and coordinate with state standards on arterial and collector routes.	Mid-term	Town Manager, Planning Board, Road Committee	
	2.3: Work with MDOT to improve the existing transportation system.	Mid-term	Town Manager	
	2.4: Take into consideration scenic road corridors when planning, designing, and executing roadway improvements.	Mid-term	Town Manager, Planning Board, Road Committee	
	2.6: Ensure that road maintenance and improvement operations minimize erosion, phosphorus runoff, protect groundwater and maintain safety.	Short term	Town Manager	

	2.7: Promote the development of a park-and-ride lot in a central location in Readfield perhaps in conjunction with other traffic and parking improvements.	Short term	Town Manager, Planning Board
3. To promote public health, protect natural and cultural resources, and enhance livability by managing land use in ways that maximize the efficiency of the transportation system and minimize increases in vehicle miles traveled.	3.1: Consider adopting standards for encouraging the construction of more sidewalks, bicycle paths, and other off-road pathways in designated growth areas.	Ongoing	Town Manager
	3.2: Continue to invest in pedestrian and bicycle infrastructure in designated growth areas.	Ongoing	Town Manager
	3.3: Explore options to connect and make schools and public areas more accessible for safe walking and bicycling.	Ongoing	Town Manager
	3.4: Where possible, give preference to road improvements within growth areas in the road improvements plan.	Short term	Town Manager
	3.5: Establish a town policy for retaining unpaved roads, reverting paved roads to gravel and/or discontinuing roads in those areas of the community where growth is discouraged.	Short term	Town Manager, Road Committee
	3.6: Ensure that public rights-of-way are retained for access and recreation on discontinued roads.	Mid-term	Town Manager
	3.7: Map existing discontinued and abandoned roads that retain public rights-of-way.	Mid-term	Town Manager
4. To meet the diverse transportation needs of residents (including children, the elderly and disabled) and through-travelers by providing a safe, efficient, and adequate transportation network for all types of users (motor vehicles, pedestrians, bicyclists).	4.1: Maintain, enact, or amend local ordinances as appropriate to address or avoid conflicts with: Policy objectives of the Sensible Transportation Policy Act (23 M.R.S.A. §73). State access management regulations pursuant to 23 M.R.S.A. §704; and State traffic permitting regulations for large developments pursuant to 23 M.R.S.A. §704-A.	Mid-term	Town Manger
6. Ensure that private roads do not become a burden to the town.	6.1: Conduct an inventory and assessment of existing private roads and make recommendations concerning maintenance, design, and cost to alleviate impact on public roads, water bodies and other resources.	Mid-term	Town Manager, Road Committee
	6.2: Explore the possibilities of the town taking ownership of private roads that may be impacting public resources or natural resources.	Mid-term	Town Manager, Road Committee

Chapter: Recreation

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
1. To maintain/upgrade existing recreational facilities and public water resources as necessary to meet current and future needs.	1.4: Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torsey Pond, Echo Lake and Lovejoy Pond.	Ongoing	Town Manager	
	1.5: Continue to encourage and support the activities at the Town Beach.	Ongoing	Town Manager	

2. To preserve and develop open space for recreational use where appropriate.	2.4: Continue to increase the Open Space Fund (established for future acquisition of natural lands) through fund-raising, grants and impact fees as identified in the Open Space Plan.	Ongoing	Town Manager, Select Board, Recreation Board, Age Friendly Committee, Trails Committee, Cemetery Committee
	2.5: Continue to develop and update the Open Space Plan.	Ongoing	Town Manager, Select Board, Recreation Board, Age Friendly Committee, Trails Committee, Cemetery Committee
3. Plan and develop a townwide system of interconnected trails for multiple forms of recreational use, considering landowner relations, environmental protection and public safety.	3.3: Work with an existing local land trust or other conservation organizations to pursue opportunities to protect important open space or recreational land.	Ongoing	Town Manager, Select Board, Age Friendly Committee, Cemetery Committee, Recreation Committee, Conservation Commission, Trails Committee
4. To seek to achieve or continue to maintain at least one major point of public access to major water bodies for boating, fishing, and swimming, and work with nearby property owners to address concerns.	4.1: Provide educational materials regarding the benefits and protections for landowners allowing public recreational access on their property. At a minimum this will include information on Maine's landowner liability law regarding recreational or harvesting use, Title 14, M.R.S.A. §159-A.	Mid-term	Town Manager
5. Investigate opportunities to promote, protect, and support a wide range of public recreation activities and programs, both indoor and outdoor, for all ages.	5.1: Continue to support the work of the town's Recreation Board, Trails Committee, and Conservation Commission.	Ongoing	Town Manager
	5.3: Investigate the need/desire for an appropriately located community center.	Short term	Town Manager, Recreation Board
	5.5: Consider hiring a part-time community or recreation programming position.	Short term	Town Manager
	5.6: Coordinate the efforts of the Recreation Board, Conservation Commission and Trails Committee on matters relating to community recreation and stewardship of municipally owned properties.	Short term	Town Manager, Recreation Board, Conservation Commission, Trails Committee

	5.7: Support the work of those committees responsible for improvements to the fairground's property, including development of a vision (Fairgrounds Management Plan). Provide guidance for usage.	Mid-term	Town Manager, Age Friendly Committee, Cemetery Committee, Conservation Commission, Recreation Commission, Trails Committee
6. Continue an active program to manage and retain public recreation lands and opportunities.	6.1: Secure permanent, legal public access to the Town Forest from within the town.	Mid-term	Town Manager, Recreation Board, Road Committee
	6.2: Research discontinued and abandoned roads to determine present public rights. Retain public easements for recreational purposes on any town roads discontinued in the future.	Ongoing	Town Manager
	6.3: Evaluate the costs versus benefits of all properties offered to the town.	Ongoing	Town Manager

Chapter: Rural Economic Resources

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
1. Codify a Voluntary Municipal Farm Support Program to enter "farm support arrangements" with eligible farmland owners to reduce property taxes on working farmlands and farm buildings.	1.1: Consider the benefits of forming an Agricultural Committee in Readfield to aid the town in the creation of this program. (See Winslow as an example)	Mid-term	Town Manager	
2. Investigate ways to encourage youth education, interest, and participation in agriculture, forestry, and farming.	2.1: Explore options to engage farmers and schools to start a Future Farmers of America (FFA) chapter and agricultural education program centered around internships with local farms.	Mid-term	Town Manager, School Board	
	2.2: Work with schools to encourage partnerships with local farms by procuring locally grown food.	Mid-term	Town Manager, School Board	
	2.3: Engage sources to assist in the development of a forestry curriculum such as the Maine Tree Foundation, Project Learning Tree, Maine Audubon, the Kennebec Land Trust, and Professional loggers and contractors.	Mid-term	Town Manager, School Board	
	2.4: Engage students and faculty from Maranacook Community School in a forestry curriculum & paid internships with local loggers, sawmills and supporting industries. 2.5: Use the Readfield Town Forest and adjacent conservation areas to demonstrate best forestry practices and connect students to Science Technology Engineering and Math (STEM) education.	Mid-term Short term	Town Manager, School Board School Board, Conservation Commission	
3. Expand, promote, encourage, and increase local awareness of the importance and value of agriculture in Readfield to increase the viability of farming and agriculture.	3.1: Engage agricultural support groups such as FFA, the Maine Organic Farmers and Growers Association (MOFGA), the Maine Farmland Trust and 4H in supporting and expanding the agricultural sector.	Mid-term	Town Manager	

	3.2: Expand agriculture-oriented activities and events on the town calendar and Heritage Days, such as Farmers Markets, Farm days and 4 H competitions	Short term	Town Manager
	3.3: Increase awareness of and encourage owners of productive farm and forest land to enroll in the current-use agricultural, tree growth, and open space tax law programs.	Short term	Town Manager
	3.4: Include agriculture, commercial forestry operations, and land conservation that supports them in local or regional economic development plans.	Short term	Town Manager, Planning Board
	3.5: Permit land use activities that support productive agriculture and forestry operations, such as roadside stands, greenhouses, firewood operations, sawmills, log buying yards, and pick-your-own operations.	Short term	Planning Board
4. Identify prime agricultural and forest lands capable of supporting large commercial forestry operations. Investigate how to best protect and safeguard those areas.	4.6 Explore non-regulatory options such as conservation easements, and public purchase of development rights.	Short term	Town Manager

Chapter: Water and Natural Resources

Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
2. Encourage conservation planning and programming to improve Readfield's conserved/preserved lands.	2.1: Update the Fairgrounds Management Plan and Readfield Open Space plan within one year of receiving the updated Readfield Comprehensive plan.	Short term	Select Board, Town Manager, Conservation Commission, Trails Committee, Recreation Board	
4. To coordinate with neighboring communities and regional and state resource agencies to protect shared critical natural resources.	4.1: Initiate and/or participate in interlocal and/or regional planning, management, and/or regulatory efforts around shared critical and important natural resources.	Short term	Town Manager, Planning Board	
	4.2: Pursue public/private partnerships to protect critical and important natural resources such as through purchase of land or easements from willing sellers.	Mid-term	Town Manager, Conservation Commission	
	4.3: Distribute or make available information to those living in or near critical or important natural resources about current use tax programs and applicable local, state, or federal regulations.	Mid-term	Town Manager	
	4.4: Continue to investigate potential grants and other tools aimed at the removal/eradication of invasive species.	Ongoing	Town Manager	
	4.5: Maintain membership of the Cobbossee Watershed District (CWD) and Kennebec Land Trust (KLT) and continue to work with other organizations devoted to protection of natural resources in Readfield.	Ongoing	Conservation Commission, Town Manager	

	4.6: Cooperate with the state, relevant organizations, and other communities to protect lakes and lands from invasive species.	Ongoing	Town Manager
5. To protect current and potential drinking water sources.	5.4: Work to educate the residents about potential well water quality issues, including PFAS.	Short term	Town Manager
8. To minimize pollution discharges through the upgrade of existing public sewer systems and wastewater treatment facilities.	8.2: Seek funds to assist homeowners in voluntary upgrading of inadequate systems.	Short term	Town Manager
9. To cooperate with neighboring communities and regional/local advocacy groups to protect water resources.	9.8: Seek the removal of any sources of potential contamination, such as wastewater disposal systems or old vehicles or buildings, from within the floodplain.	Mid-term	Conservation Commission
10. Establish construction and maintenance standards for public and private roads to minimize their impact on the natural environment, surface water quality, and on the visual character of the town.	10.1: Consider approaching the protection of surface water quality through the establishment of standards for construction and maintenance of public and private roads.	Short term	CEO, Planning Board
	10.4: Identify and list prospective stormwater management projects on public and private roads that may be eligible for federal grants or cost-sharing. Pursue funding when available.	Mid-term	Town Manager

Chapter: Future Land Use				
Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes
1. Encourage development (housing or nonnatural resource commercial development) to occur within the Town's designated growth area and in appropriate districts, in a manner that is protective of natural resources and the Town's rural character.	1.2: Revise the Land Use Ordinance as appropriate, to achieve the outcomes described in 1.1.	Mid-term	Planning Board	
	1.3: Explore incentives to create cluster subdivisions in appropriate areas, such as density bonuses.	Mid-term	Town Manager, Select Board, Planning Board, CEO	
	1.4: Consider rewording and redefining the Academic District in the Land Use Ordinance to allow residential housing not related to academic uses. Residential housing not used for the academic sector already exists in this district and could be expanded to create affordable housing and workforce housing close to the village areas and major highways.	Short term	Town Manager, Select Board, Planning Board, CEO	
	1.5: Explore the desire/need for redeveloping underutilized or unused student housing buildings in the Academic District for affordable and workforce housing.	Mid-term	Town Manager, Select Board, Planning Board, CEO, Kents Hill School Officials	
2. Support the maintenance/development of infrastructure in growth areas, including support for the necessary, associated financial commitment.	2.1: Look to develop and encourage usage of village areas as public spaces.	Mid-term	Town Manager	

	2.3: Continue to market any available land and buildings for commercial development and expand access to land by improving access to the area.	Ongoing	Town Manager, CEO
	2.4: Develop areas as a gateway to the community, with improved entry signs at village area and town lines.	Mid-term	Town Manager
	2.5: Direct a minimum of 75% of new municipal growth-related capital investments into designated growth areas identified in the Future Land Use Plan.	Ongoing	Town Manager
	2.6: Identify infrastructure and parking improvements, façade improvements, and amenities for the designated growth area.	Long term	Town Manager
3. Establish/maintain efficient permitting procedures, especially in growth areas.	3.1: Provide the Code Enforcement Officer and Planning Board with the tools, training, and support necessary to administer and enforce land use regulations and ensure that the Code Enforcement Officer is certified in accordance with 30-A M.R.S.A. §4451.	Ongoing	Town Manager
4. Review and revise the existing Land Use Ordinance as necessary to address known issues.	4.1: Reword and clarify ambiguous language in the uses and definitions section.	Mid-term	Town Manager, Select Board, Planning Board, CEO
	4.4: Periodically review and revise the Land Use Ordinance as necessary to address changes in state law rule, update standards and requirements, and enhance clarity.	Ongoing	Town Manager, Select Board, Planning Board, CEO
5. Facilitate the maintenance of Readfield's rural character and the protection of natural resources.	5.1: Discourage large, high-density, and high impact development in rural areas through appropriate revisions to the Land Use Ordinance.	Mid-term	Town Manager, Select Board, Planning Board, CEO
	5.2: Explore the creation of a "Rural Resource" District (in addition to the current Rural and Rural Residential Districts) for the purpose of providing special protection to areas including but not limited to: land in or eligible to be in Tree Growth Farmland, or other open space programs; significant wildlife habitat; substantial areas of soils rated as prime for agriculture or poor for development; scenic views; conservation areas; and, significant acreages of undeveloped land.	Mid-term	Town Manager, Select Board, Planning Board, CEO
7. Coordinate the community's land use strategies with other local and regional land use planning efforts.	7.1: Meet with neighboring communities to coordinate land use designations and regulatory and non-regulatory strategies.	Ongoing	Town Manager, Planning Board, Select Board
8. Periodically, at least every five years, evaluate the implementation of the Future Land Use plan, in accordance with Section 2.7 of the Chapter 208 Comprehensive Plan Review Criteria Rule.	8.1: Consider the formation of an Implementation Committee to evaluate the success in implementing the 2009 plan to include determining which strategies were not implemented and why.	Short term	Town Manager
	8.2: Explore the possibility of setting a standing schedule for reviewing the Plan. For example, set a meeting date quarterly between the Select Board, Town Manager, and various implementing entity to ensure progress is being made in implementing the plan.	Short term	Town Manager

Warrant Article Petition Policy for Independent Organizations

Adopted by the Select Board on February 17, 2009

As amended November 27, 2023

Purpose

The purpose of this Policy is to establish reasonable rules of procedure for Independent Organizations / Entities to add an Article to the Annual Town Meeting Warrant. This Policy seeks to balance the desire to support independent organizations that provide valuable public services with the need for thoughtful budgeting and responsible public spending. This Policy shall govern the Select Board's / Town's practice and procedure except as otherwise provided by State Statute.

Policy

All non-Town organizations / entities requesting placement of an Article (for funding or otherwise) on the Annual Town Meeting Warrant shall abide by the following procedures:

1. The first year a non-Town entity requests placement of an Article, said entity must petition the Town's people and collect enough signatures to equal 10% of the last gubernatorial vote. Every three years following initial funding approved by voters, if the funding request continues, the entity must petition the Town's people and collect enough signatures to equal 5% of the last gubernatorial vote and follow the other provisions of this Policy.
2. Completed petition must be submitted to and certified by the Town Clerk. Town Clerk will provide a full copy of any certified petitions to the Select Board.
3. If procedures 1a and b2 above are satisfied, the Select Board shall place said entity's requested Article on the next applicable Town Warrant.
4. Entity is requested to appear before the Select Board for an informational exchange, and such a meeting is required before the Select Board gives a recommendation of support. If the request is financial in nature or includes a financial element, said entity is requested to appear before the Budget Committee during the upcoming budget process and such a meeting is required before the Select Board gives a recommendation of support.
- ~~5. In order for the Article to retain any recommendation of support that the Select Board may have included with the Article, a legal representative from the entity (owner,~~

~~officer, board member, etc.) must be present before the vote is called. — Failure to appear at Town Meeting will cause the Select Board to recommend against the Article.~~

~~6.5.~~ If entity's petitioned Article is for a funding request and such is approved by the Town Meeting vote, the entity does not have to perform items a1 and b2 (e.g. petitioning process) above in the subsequent two years when the same entity is seeking Article placement on the Town Warrant. ~~This shall be so~~ unless:

- a. The wording of the subsequent Article changes from the original petitioning Article;
- b. Requested funding increases by a more than 5% from the original petitioned Article.
- c. The entity changes name or purpose (legally or otherwise).

~~7.6.~~ If Town Meeting votes down an entity's Article in any year, and the entity desires to have its Article reconsidered, then the above procedure would start over with item "a1" above.

Exemptions

The Select Board, at their discretion, ~~could~~ may vote annually to waive any part of this policy and procedure for any entity provided such entity is solely based in Readfield and where said entity's funds are entirely and strictly used in Readfield.

Grandfather Clause

No entity shall be grandfathered into this policy.

Placement on the Warrant

Articles duly established under the terms of this Policy shall be listed individually on the Town Meeting Warrant except that the Select Board may combine articles for organizations providing similar services (i.e lake associations and watershed districts, public health and wellness organizations, etc.) during their annual review of Articles.

~~Warrant Article Petition Policy for Independent Organizations~~

~~Adopted by the Select Board on February 17, 2009~~

~~Henry Clauson~~Kathryn Mills Woodsum, Chair

~~John Perry~~Sean Keegan, Vice Chair

~~Kathryn Woodsum~~Steve DeAngelis

~~Matthew Nazar~~Carol Doorenbos

~~Ronald Neilson~~David Linton

Attested by ~~Robin L. Lint~~Kristin Parks, Town Clerk

Date

OTHER BUSINESS

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