

**Readfield Select Board Meeting
December 11, 2023, Readfield Town Office**

Meeting starts: 6.30 PM and ends at 9:00 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.

24-072 - Minutes: Select Board meeting minutes of November 27, 2023

24-073 - Warrants: #25-26

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 (November)

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.

24-074 - Consider the appointment of an Alternate Member to Full Membership on the Planning Board

Old Business - 30 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.

24-071 - Consider draft revisions to the Warrant Article Petition Policy - 15 min.

Workshop - 30 min.

Emergency Operations Plan Review / Tabletop Discussion with Chief Mank

New Business - 45 min.

24-075 - Discuss initial Capital Investment Planning priorities - 20 min.

24-076 - Consider a draft Disposition of Tax Acquired Property Ordinance - 15 min.

24-077 - Consider a process for the Town Manager Annual Review - 5 min.

24-078 - Consider a Consent Agreement for Map 136 Lot 27 - 5 min.

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

24-079 - Review and confirm the 3rd quarter (January - March) meeting calendar.

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 27, 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), Bill Starrett (Channel 7), Liz Glover (Channel 7), Grace Keene, Dennis Price, Jill

Pledge of Allegiance

Regular Meeting Items - 5 min.

- 24-064 - Minutes: Select Board meeting minutes of November 13, 2023
 - **Motion** to approve the meeting minutes made by Sean. **seconded** by Steve. **vote 5-0** in favor
- 24-065 - Warrants: #23-24
 - **Motion** to approve warrants #23-24 in the amount of \$200,745.48 made by Sean. **seconded** by Steve. **vote 5-0** in favor

Communications - 25 min.

- Select Board Communications - Members of the Board may present general information- 5 min.
 - Carol Discussed the Union Meeting House and Historical Society's "Christmas through the Ages" event taking place Saturday, December 9, including six historical stops through town. Dale Potter Clark has out done herself with this event. very well planned and detailed. Tickets sold out quickly but there is a waiting list for those who would still like to sign up.
- Staff Communication - 5 min.
 - Town Manager's Report -- Presented by Eric. attached to the agenda
 - Treasurer's Report (October) -- Attached to the agenda
- 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.
 - None

Appointments, Re-appointments, and Resignations - 5 min.

- 24-058 - Consider the appointment of John Cannell to the Road Committee
 - **Motion** to appoint John to the Road Committee beginning tonight through June 30, 2025 made by Carol. **seconded** by Steve. **vote 5-0** in favor
- 24-066 - Consider the re-appointment of Joseph Andrew Walsh to the Conservation Commission
 - **Motion** to re-appoint Joseph to the Conservation Commission beginning tonight through June 30, 2026 made by Sean. **seconded** by Steve. **vote 5-0** in favor
- 24-067 - Consider the resignation of George O'Connor from the Planning Board
 - **Motion** to accept the resignation of George from the Planning Board made by Sean. **seconded** by Carol. **vote 5-0** in favor

Old Business - 20 min.

Readfield Select Board
Regular Meeting Minutes – November 27, 2023 – unapproved

- 24-043 - Hear and consider an update on the Fairgrounds Project - 5 min.
 - Steve updated the board; the Fairgrounds Working Group agreed on the Fairgrounds as the site for the basketball court, the next meeting is December 18 with a Public Hearing on January 17. On December 1, Regina Leonard, the Landscape Architect, will do a site visit to look at the site in person; the group is not required to attend the architect visit. They will be speaking again with the engineers, hoping to have an accurate idea of how much money to fundraise by the Public Hearing on January 17.
- 24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.
 - Eric presented a brief update; public communication will be the next step, with the engineers coming in January 16 for the meeting.
- 24-047 - Select Board action item reporting - 5 min.
 - Steve is working on getting approval and organization through the school to provide senior citizens a place to walk indoors during the winter time.
 - Dave is working on his programming and relationship building with contractors. He has started preparing a series of questions to open the conversation and hopefully get some feedback on how to get more people bidding on our RFPs.
 - Sean has been invited to a couple of BCC meetings to talk about programming (Recreation Board, the Library Board) and has received different ideas of how a position could be helpful to them.
- 24-063 - Consider draft revisions to the Property Tax Assistance Ordinance - 5 min.
 - There was only one change, to increase the assistance amount from \$400 to \$500 for property taxes. **Motion** made by Sean to accept the Property Tax Assistance Ordinance to the warrant for this year **seconded** by Dave, **vote 5-0** in favor.

New Business - 60 min.

- 24-068 - Hear an update on the status of Winter Road Maintenance - 10 min.
 - Matt Seems, Deputy Road Commissioner presented the update. Plow truck inspections completed, vehicles registered and insured. Scott will be running the same trucks as last year along with several spares. There are freightliners with plow wing and spreader, three quarter ton trucks with straight blades on them, also has an excavator to load heavy trucks. Scott has seven drivers and trucks out when it is snowing (exceeding the five required per contract). Last year Scott provided a very high level of service, not many complaints last year, many folks told Matt how impressed they were with the plowing, few complaints, a couple of mailbox issues which are to be expected. Matt reminded everyone to review the mailbox requirements and where to find them, as well as where to find Scott's number on the Maintenance page on the town website. Data was procured over the year so miles, time and routes are all documented and can be used for future contractors. Salt delivery was completed, Scott brought in sand. A plan is being made to look into possible repairs at the salt and sand shed. Town snow removal vehicles will be the same as last year as well and are all in working order.
- 24-069 - Discuss the Heritage Days Committee and Annual Heritage Days Celebration - 10 min.
 - Dennis Price attended to discuss Heritage Days. Kathryn noticed that the Policy itself needs to be updated since the practice has changed. Dennis discussed how the last few years have been going as he has been organizing the event with the help of other boards, groups and leaders and chair people. The chair of the Heritage Days Committee functions more to market and advertise and get the information out about the year's events and sponsors. Dennis would like to find someone

Readfield Select Board
Regular Meeting Minutes – November 27, 2023 – unapproved

or multiple people to shadow him and eventually hand the reins over to. Dennis has retained a plethora of information saved since 2018 chronicling past years events and can be used to guide new members in coordinating Heritage Days without needing to reinvent the wheel.

- 24-070 - Conduct a quarterly review of Comprehensive Plan Goals - 20 min.
 - The Board discussed how they will conduct quarterly reviews, with a memo from Kathryn and Select Board goals in the agenda packet and the spreadsheet posted to the website. Different BCC's are assigned different portions of the Comp Plan. Select Board specifically has 68 ongoing goals, 36 short term, 52 mid-term, and 2 long term goals. The board discussed awareness of the fact that the plan is a guiding document and there are other BCC's who share some parts of it. They conferred over areas of the plan that take legal precedence, and things that are less urgent as well as things that can already be checked off as reviewed. The last Comp Plan showed that change does happen over a number of years.
- 24-071 - Consider draft revisions to the Warrant Article Petition Policy - 20 min.
 - Eric reworked this Policy to encourage active participation and review by organizations the Town supports through donation. The organizations currently send a letter each year requesting funding, and are presented in the warrant articles at the Town Meeting each year. The Policy would require that the organizations receiving donations do a new petition every three years consisting of 5% of the signatures required as of the last gubernatorial vote.
 - **Motion** to extend the meeting made by Sean. **seconded** by Kathryn, **vote 5-0** in favor.
 - The board discussed different options, either a lower threshold of signatures, or having someone from the organization attend a Select Bard meeting to brief the board and the town about their organization. The Board ultimately chose to revisit this Policy change at a follow up meeting.

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

- The next Select Board Meeting will take place on December 11, 2023.
- **Motion** to adjourn made by Sean. **seconded** by Dave, **vote 5-0** in favor.

Adjournment

Minutes submitted by Anjelica Pittman, Board Secretary

Dec. 4, 2023 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
25	247	\$ 425,586.16	Warrant	S.DeAngelis	Three	
A	247	\$ 3,006.00	State Fees	K.Woodsum	One	11/27/2023
B	247	\$ 6,112.35	State Fees	S. Keegan	One	12/1/2023
26	259	\$ 46,151.76	Payroll	S.DeAngelis	One	

SUM \$ 471,737.92

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

Treasurer's Warrant

Warrant # 25 & 26

\$471,737.92

Dates: 12/7/2023

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	\$46,151.76	73291-73327 173291-173309
VARIOUS VENDORS	Accounts Payable	\$425,586.16	73256-73290
	Total	\$471,737.92	

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	76.79	12/07/23	25	0047 Shift 4
P	295	185.61	12/07/23	25	0295 US CELLULAR
P	999	91.71	12/07/23	25	0031 Central Maine Power Co
P	73256	3,006.00	11/27/23	25	0086 SECRETARY OF STATE (MOTOR VEH)
P	73257	3,926.25	12/01/23	25	0086 SECRETARY OF STATE (MOTOR VEH)
P	73258	2,053.10	12/01/23	25	0098 TREAS., STATE OF MAINE (IFW)
P	73259	133.00	12/01/23	25	0100 TREAS., STATE OF MAINE (DOGS)
R	73260	475.00	12/07/23	25	0643 A.A.A. PORTABLE TOILETS
R	73261	41.00	12/07/23	25	0324 American Loggers Fire Suppression
R	73262	193.77	12/07/23	25	0024 Baker & Taylor, Inc
R	73263	375.00	12/07/23	25	0002 Casco Bay Advisors, LLC
R	73264	2,575.59	12/07/23	25	0853 David Morrow
R	73265	1,059.80	12/07/23	25	0704 Fabian Oil
R	73266	11,337.17	12/07/23	25	0797 Gorrill Palmer Consulting Engineers Inc
R	73267	1,959.00	12/07/23	25	0052 Hussey Communications, Inc
E	73268	163.81	12/07/23	25	0629 Irving Oil Marketing, Inc
R	73269	66.30	12/07/23	25	0220 Jerry Bley
R	73270	250.00	12/07/23	25	0112 Kennebec Land Trust
R	73271	8,115.50	12/07/23	25	0908 Kennebec Regional Dev Authority
R	73272	100.00	12/07/23	25	0546 Lawrence G Anderson
R	73273	325.86	12/07/23	25	0223 Longfellow's Greenhouses
R	73274	582.36	12/07/23	25	0152 Lowe's
R	73275	85.00	12/07/23	25	0066 Maine Municipal Association
R	73276	65.50	12/07/23	25	0218 MAINE RESOURCE RECOVERY ASSOC
R	73277	90.00	12/07/23	25	0303 MAINE TOWN & CITY CLERKS ASS'N
R	73278	360.70	12/07/23	25	0111 Maine Trust for Local News
R	73279	51.09	12/07/23	25	0020 Matthew Seems
R	73280	600.00	12/07/23	25	0891 Mid Maine Generator
R	73281	59.03	12/07/23	25	0858 PETTY CASH
R	73282	77.37	12/07/23	25	0725 Pitney Bowes Global Financial Services
R	73283	338,036.42	12/07/23	25	0069 Regional School Unit#38
R	73284	46,162.37	12/07/23	25	0008 Scott Horne Construction
R	73285	13.14	12/07/23	25	0696 Spectrum
R	73286	455.92	12/07/23	25	0313 Toshiba Financial Services
R	73287	775.00	12/07/23	25	0032 Troiano Waste Service, Inc
R	73288	1,512.00	12/07/23	25	0319 United Hydraulics LLC
E	73289	60.00	12/07/23	25	0431 Visual Edge It, Inc
R	73290	90.00	12/07/23	25	0273 WINTHROP AUTO SUPPLY
Total		425,586.16			

Count

Checks	38
Voids	0

Warrant Recap

Warrant 25

Vendor-----	Amount	Account-----
00643 A.A.A. PORTABLE TOILETS	300.00	REC,PARKS/AT / REC BOARD - RECREATION / SOCCER
00643 A.A.A. PORTABLE TOILETS	175.00	REC,PARKS/AT / BEACH - UTILITIES / LAVATORY
00324 American Loggers Fire Suppression	41.00	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00024 Baker & Taylor, Inc	23.79	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	40.48	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	129.50	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00002 Casco Bay Advisors, LLC	375.00	UNCLASSIFIED / Contingency - ADMIN / MISC.
00031 Central Maine Power Co	91.71	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00853 David Morrow	2,575.59	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00704 Fabian Oil	1,059.80	Maintenance / Bldg Maint - UTILITIES / HEATING
00797 Gorrill Palmer Consulting Engineers Inc	11,337.17	CAPITAL IMPR / Sidewalks - PUBLIC WAYS / CONTRACT SVC
00052 Hussey Communications, Inc	59.00	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00052 Hussey Communications, Inc	1,900.00	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00629 Irving Oil Marketing, Inc	39.21	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	46.78	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	52.75	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00629 Irving Oil Marketing, Inc	25.07	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00220 Jerry Bley	66.30	REC,PARKS/AT / Conservation - PUBLIC WAYS / MATERIALS
00112 Kennebec Land Trust	250.00	COMM SERVICE / K Land Trust - COMMUNITY SV / K LAND TRUST
00908 Kennebec Regional Dev Authority	8,115.50	REGIONAL ORG / First Park - FINANCIAL / FIRSTPARK IN
00546 Lawrence G Anderson	100.00	COMM SERVICE / Library - ADMIN / MISC.
00223 Longfellow's Greenhouses	285.87	CEMETERIES / CEMETERIES - COMMUNITY SV / Vet Memorial
00223 Longfellow's Greenhouses	39.99	COMM SERVICE / Library - ADMIN / MISC.
00152 Lowe's	70.69	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	77.46	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	161.28	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	136.41	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	63.44	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00152 Lowe's	5.30	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00152 Lowe's	67.78	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00066 Maine Municipal Association	50.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00066 Maine Municipal Association	17.50	GENERAL GOVT / Code Enforce - ADMIN / TRAIN & CONF
00066 Maine Municipal Association	17.50	Special Rev / CEO Intrcl - ADMIN / TRAIN & CONF
00218 MAINE RESOURCE RECOVERY ASSOC	65.50	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00303 MAINE TOWN & CITY CLERKS ASS'N	90.00	GENERAL GOVT / Admin - ADMIN / MEMBERSHIPS
00111 Maine Trust for Local News	360.70	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00020 Matthew Seems	51.09	Maintenance / Gen Maint - PERSONNEL / MILEAGE
00891 Mid Maine Generator	300.00	Maintenance / Bldg Maint - BUILDING O&M / Generator
00891 Mid Maine Generator	300.00	Maintenance / Bldg Maint - BUILDING O&M / Generator
00858 PETTY CASH	8.15	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	4.75	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	16.92	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	29.21	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00725 Pitney Bowes Global Financial Services	77.37	GENERAL GOVT / Comptr/Equip - EQUIP O,R &M / OFFICE LEASE

Warrant Recap

Warrant 25

Vendor-----	Amount	Account-----
00069 Regional School Unit#38	338,036.42	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00008 Scott Horne Construction	46,162.37	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	3,006.00	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,926.25	GENERAL FUND / Motor Veh Fe
00047 Shift 4	76.79	SOLID WASTE / TRANSFER STA - FINANCIAL / CC FEES
00696 Spectrum	13.14	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00313 Toshiba Financial Services	455.92	GENERAL GOVT / Comptr/Equip - EQUIP O,R &M / OFFICE LEASE
00100 TREAS., STATE OF MAINE (DOGS)	133.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	2,052.50	GENERAL FUND / Rec Veh Fees
00098 TREAS., STATE OF MAINE (IFW)	0.60	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	700.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00319 United Hydraulics LLC	1,512.00	SOLID WASTE / TRANSFER STA - EQUIP O,R &M / EQUIP MAINT
00295 US CELLULAR	37.12	GENERAL GOVT / Admin - PERSONNEL / TM Mile/Phon
00295 US CELLULAR	18.56	GENERAL GOVT / Code Enforce - UTILITIES / CELL PHONE
00295 US CELLULAR	74.25	Maintenance / Gen Maint - UTILITIES / CELL PHONE
00295 US CELLULAR	37.12	COMM SERVICE / Animal Cntrl - UTILITIES / CELL PHONE
00295 US CELLULAR	18.56	Special Rev / CEO Intrid - Special Rev / Misc
00431 Visual Edge It, Inc	60.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00273 WINTHROP AUTO SUPPLY	90.00	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT

Prepaid Total--	9,472.46
Current Total--	416,113.70
Warrant Total--	425,586.16

COMMUNICATIONS

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

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APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

Eric Dyer

From: bfike374@gmail.com
Sent: Tuesday, December 5, 2023 5:59 PM
To: Eric Dyer
Subject: Re: Appointment Information

Hi Eric,

Thank you for contacting me.

My name is Brandon Fike. I live on the Church Road with my wife and children. We built our first house in Readfield right after high school then bought the family farm in 2004 making our kids the fourth generation to live there. I have worked in the local community for 35 years.

I have been an alternate member of the planning board since last summer and have enjoyed it. I would like to fill the vacancy of a full time member. I have a deep appreciation for the history of the houses and people of Readfield. I feel I have a fair amount of knowledge regarding our town.

I understand John Mitchell is also interested in this position and I believe he is an excellent candidate.

Thank you for your time and consideration.

Brandon

Sent from my iPhone

On Dec 4, 2023, at 11:12 AM, Eric Dyer <manager@readfieldmaine.org> wrote:

Hi Brandon,

As you're aware we're planning on making an appointment to the open position on the Planning Board. To assist the Select Board with this please send me a brief summary of your interest in the position, a few paragraphs is fine. I'd like this by Thursday at noon so I can put the information in the Select Board packets.

You'll also want to plan on being at the meeting on Monday at about 7pm so you can speak with the Board.

Thanks, and please let me know if you have any questions.

Be well,

Eric

Eric Dyer, MURP
Readfield Town Manager
Town Office – 207-685-4939
Direct Office Line – 207-685-1818
Mobile Voice/Text – 207-931-7680
Website - www.readfieldmaine.org

Eric Dyer

From: John Mitchell <jtm929@gmail.com>
Sent: Wednesday, December 6, 2023 6:57 PM
To: Eric Dyer
Subject: Re: Appointment Information

Eric:

I regret not being able to attend the Select Board meeting on Monday, December 11. Our second grandchild arrived in early November and Pam and I have been pulled in several different directions since then.

My interest in being a member of the Planning Board is solely because of a sense of civic duty. Our community and town government are able to operate largely because of the volunteer efforts of many residents. These residents care enough about the welfare of their town and its people to contribute time, effort, and skill without remuneration. The result is a town that is a very pleasant place to live. I would like to contribute and be a part of those collective efforts.

I am retired and spent my career as an attorney. I practiced law for five years after law school, but since 1991 have worked developing policy for state government in Florida and in Maine. In Florida, my focus was on environmental and land use law. I was a staff director for the Florida House of Representatives and spent the last six years of my career as an attorney for the Florida Senate. In the administration of Governor Charlie Crist, I was a policy coordinator in the Office of Policy and Budget and was the governor's environmental advisor.

Having worked on a number of policy initiatives in the area of land use law, I am conversant with many of the issues that come before the planning board, including zoning questions, takings issues, and evaluating the applicability of land use ordinance provisions. The policy work I engaged in for the better part of 30 years involved, to a large degree, the interpretation and drafting of legislation that became statutory law. I have had extensive experience drafting and interpreting the meaning of law and rule.

I would be glad to answer any questions that anyone has about my background and career. I can provide any additional information that is requested. Again, I'm sorry I can't be at Monday's Select Board meeting.

Sincerely,

John T. Mitchell

On Wed, Dec 6, 2023 at 8:25 AM John Mitchell <jtm929@gmail.com> wrote:
ok, I will

On Wed, Dec 6, 2023 at 8:21 AM Eric Dyer <manager@readfieldmaine.org> wrote:

Thanks John,

Please make note of your inability to attend in your written comments so I can pass that along as a single communication.

OLD BUSINESS

Eric Dyer

From: Jerry A. Bley <jbley@gwi.net>
Sent: Friday, December 8, 2023 9:49 AM
To: Andy Walsh; Bob Harris; Deb Carey; Don Witherill; Elaine Katz; Eric Dyer; Greg Durgin; Greg Leimbach; Hannah Flannery; Howard Lake; Jackie Drouin; John Mitchell; Kathleen Landrum; Keagan McClure; Kristin Parks; Rob Peale; Sean Keegan; Steve Deangelis; stevenmdeangelis@gmail.com
Cc: Regina Leonard; 'Bruce Hunter'
Subject: Fairgrounds Working Group - Next Meeting - Monday, December 18 at 6:30 - Preliminary Agenda
Attachments: Minutes of Fairgrounds Working Group 11-21-23.docx

Folks:

We are scheduled to meet on December 18, a week from next Monday. I'm out-of-state next week so you are getting this a bit early.

A brief progress report:

- Regina Leonard came for a site visit on 12/1/23. Eric, Rob Peale and I joined her. We showed her the proposed location for basketball-sports court. We discussed potential implications of enlarged softball field both in terms of site design and cost.
- Regina will provide soft rough sketches before our meeting. You may not receive them until the weekend before the meeting. Regina will join us by zoom for our meeting.
- Eric has arranged for Rick Dunton, an engineer with Main-Land Development to provide cost estimates for the project. We will have them in advance of the January 17 public meeting. Eric, Steve, Regina and Rick will be meeting next week.
- Eric spoke with Water District folks. Cost of tapping into system is quite high. Unclear whether it will be more cost effective to do that or drill a well.

Preliminary Agenda for our upcoming meeting:

- I. Review and approve minutes from 11/21/23 meeting (attached)
- II. Review updated concept plan with Regina Leonard
 - a. Location of basketball-sports court
 - b. Expanded softball field
- III. Planning for January 17th public meeting
 - a. Format and presentations
 - b. Materials to be provided
 - c. Responding to questions
 - d. Publicity – Getting the word out\
- IV. Public Comments
- V. Setting date for next meeting

A bit of a heads-up. Steve and I feel strongly that the public meeting should involve all the Working Group members, so expect to play a role.



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

Date: December 29, 2023
To: Church Road Property Owners
From: Eric Dyer, Town Manager / Road Commissioner
Subject: January 16th Church Road Sidewalk Public Hearing

DRAFT

Background:

In my May 1st letter I summarized the years-long process of considering a sidewalk running from Rt. 17 to the Fairgrounds property on Church Road and invited you to a Public Hearing and Stakeholder Meeting on May 8th. Since then, engineering firm Gorrill-Palmer and town staff have continued to work on the project and held a follow-up public hearing on October 2nd to revise and refine the proposal. Incorporating feedback from the first two public hearings and other input from residents of Church Road, the plan now reflects many of the suggestions and recommendations that were made. While not every point was included in the new plans, ideas presented were carefully considered by our engineers, our local Road Committee, our partners at Maine DOT, and members of the public.

I have included a copy of the most recent plans with this letter, but a digital version that may be easier to read and review is available on the Town website, along with other information at: www.readfieldmaine.org (go to the Town home page and select the “Departments” link at the top” => Road Commissioner” => “Church Road Sidewalk”).

Meeting Invitation:

As a property owner on Church Road, you are in an important stakeholder group. Accordingly you are again invited to participate in a Public Hearing with Gorrill-Palmer. This meeting will be held at **6:30pm on January 16, 2024** and will be an opportunity for you to offer additional comment on the plan before it is moved along for final review and a Town Meeting Vote in June of 2024. I hope you will consider participating on the 16th. ZOOM meeting participation is available if you cannot be there in person by using the following credentials - Meeting ID: 881 4960 8367 and Passcode: 781405 or by calling (929) 436-2866.

Questions and Contact:

Please feel free to reach out to me with any questions or comments. Call, email, or stop by the office (contact information above).

Thank you,

Eric Dyer
Town Manager / Road Commissioner

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Warrant Article Petition Policy for Independent Organizations

Adopted by the Select Board on February 17, 2009

As amended December 11, 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~~5% 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 in any year.
- c. The entity changes name or purpose (legally or otherwise).

~~e.d.~~ The entity fails to submit an annual letter requesting ongoing funding, or fails to submit an invoice to the Town for funding approved at Town Meeting.

~~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.

~~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

EMERGENCY OPERATIONS

PLAN WORKSHOP

Town of Readfield

Emergency Operations Plan

December 11, 2023

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1. Scope and Acceptance

This plan will be used during disastrous situations where the Town's populace is affected and will need police, fire, emergency medical, transportation (if deemed necessary), feeding, and sheltering support. It will bring the user to the point of knowing what is to be done, and who will do it. It will not detail how these activities will be performed.

Signed:

Select Board Chair _____

Select Board Vice-chair _____

Select Board Member _____

Select Board Member _____

Select Board Member _____

Date: _____

2. Substantive Revision Sheet

The Emergency Operations Plan for the Town of Readfield is regularly reviewed and revised. The known substantive revision history for this document is as follows:

Date of Revision	Revision Notes <i>(primarily reflect substantive changes)</i>
Dec. 15, 2010	
Nov. 21, 2011	Changes to reflect "Maintenance" as opposed to "Public Works", training requirements added, Appendices updated
Jun. 4, 2012	Appendices updated
Nov. 16, 2012	Appendices updated
May 1, 2013	Appendices updated
Nov. 11, 2013	Appendices updated
Sep. 17, 2014	Appendices updated
Nov. 14, 2016	Appendices 1-3,5, and 9 revised to reflect current information, some formatting changes throughout
Nov. 4, 2019	Added "Date" line to Section 1, revised format of Section 2, Appendices 1-3,5, and 9 revised to reflect current information, revised "Head of Maintenance" to "Maintenance"
Jan. 10, 2022	Revised Appendices, added items to increase accountability
Dec. 12, 2022	Reviewed Plan, Revised Appendices
Dec. 11, 2023	Reviewed Plan, Revised Appendices

Appendix 10: Annual Review, Testing, and Training Checklist

The checklist below should be used to ensure annual review and testing requirements are completed.

<u>Training</u>			
Courses (NIMS)	Trainee	Date(s)	
100, 200, 700, 701, 702 and 703, 800	Emergency Management Director (EMD)	COMPLETED	
100, 700, 702, G-402	Town Manager	COMPLETED	
	Select Board (SB) *		
G-402	1 Kathryn Woodsum *	COMPLETED	
G-402	2 Sean Keegan *	NEEDED	
G-402	3 Steve DeAngelis *	NEEDED	
G-402	4 Carol Doorenbos *	NEEDED	
G-402	5 David Linton *	NEEDED	
* 100, 700	All SB Members	RECOMMENDED	
<u>Review</u>			
Review Item	Reviewed By	Date(s)	
Department Head EOP Review	All	12/21/2023	
Town Manager EOP Review	Manager	12/7/2023	
Fire Dept. Emergency Supplies	EMD / Maintenance	12/8/2023	
Gile Hall Emergency Supplies	Manager / Maintenance	12/8/2023	
EOC Kits	Manager / Maintenance	12/8/2023	
Select Board Review	SB / Manager / EMD	12/11/2023	
<u>Testing</u>			
Testing Item	Participants	Date(s)	
Tabletop Exercise			
Full Test			

NEW BUSINESS

Fiscal Year 2023-2024 Estimated Reserve Balances

Revised: December 8, 2023

Definition	Est. Balance as of 7/1/23	Actual Appropriation	Receipts/ Additions	Expenses/ Reductions	Counted Rev Reduction	Use of Carryfor to reduce Budg as of 6/30/24	Est. Balance
Admin Cap Equipment	\$ 9,832.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,832.74
Age Friendly	\$ 10,445.24	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 8,445.24
Attorney Fees	\$ 58,549.94	\$ 25,000.00	\$ -	\$ 20,000.00	\$ -	\$ 5,000.00	\$ 58,549.94
Beach	\$ 13,521.91	\$ 17,568.00	\$ 2,000.00	\$ 17,568.00	\$ 2,000.00	\$ -	\$ 13,521.91
Capital Equip Leases	\$ 45,419.27	\$ 6,177.00	\$ -	\$ 6,177.00	\$ -	\$ -	\$ 45,419.27
Capital Equipment	\$ 20,811.00	\$ 33,000.00	\$ -	\$ 18,000.00	\$ -	\$ 10,000.00	\$ 25,811.00
Cemeteries	\$ 28,548.95	\$ 19,500.00	\$ -	\$ 18,000.00	\$ -	\$ 5,000.00	\$ 25,048.95
Cemetery Capital	\$ 49,303.73	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 37,303.73
Combined FD Reserve	\$ 126,554.64	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ 75,000.00	\$ 51,554.64
Conservation Land	\$ 13,342.92	\$ 4,750.00	\$ -	\$ 4,750.00	\$ -	\$ 4,000.00	\$ 9,342.92
Dog Vaccination Fund	\$ 593.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 593.00
Enterprise Fund	\$ 45,461.27	\$ 10,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 7,000.00	\$ 48,461.27
Fire Station Addition	\$ 224,192.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ 24,192.00
Gile Hall	\$ 51,075.37	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 61,075.37
Grants/ Planning	\$ 13,077.38	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ -	\$ 5,000.00	\$ 8,077.38
ARPA	\$ 190,168.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,168.96
Heating Assistance	\$ 12,651.19	\$ 2,500.00	\$ 4,000.00	\$ 2,000.00	\$ 2,500.00	\$ -	\$ 14,651.19
Heritage Days	\$ 5,727.47	\$ 6,600.00	\$ -	\$ 4,658.00	\$ -	\$ 1,000.00	\$ 6,669.47
Library Building Imp	\$ 15,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 15,000.00
Library Operations	\$ 14,390.97	\$ 49,925.00	\$ 4,500.00	\$ 49,925.00	\$ 4,500.00	\$ 2,000.00	\$ 12,390.97
Local Tax Relief	\$ 49,617.20	\$ 10,000.00	\$ -	\$ 1,000.00	\$ -	\$ 10,000.00	\$ 48,617.20
Mill/Stream Bridge	\$ 369.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369.10
Municipal Bldgs Capital	\$ 18,366.06	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 13,366.06
Open Space(Fund 5)	\$ 66,815.72	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 116,815.72
"Fairgrounds Park"	\$ 6,430.19	\$ -	\$ -	\$ 6,430.19	\$ -	\$ -	\$ -
Recreation	\$ 20,823.98	\$ 16,700.00	\$ 19,100.00	\$ 16,700.00	\$ 19,100.00	\$ -	\$ 20,823.98
Revaluation	\$ 118,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 93,000.00
Roads Capital	\$ 107,360.82	\$ 325,000.00	\$ -	\$ 251,928.00	\$ -	\$ 75,000.00	\$ 105,432.82
Roads Operating	\$ 99,046.08	\$ 586,750.00	\$ 36,000.00	\$ 586,750.00	\$ 36,000.00	\$ -	\$ 99,046.08
Sidewalk (Church Rd)	\$ 37,000.00	\$ 67,500.00	\$ 30,000.00	\$ 37,500.00	\$ 30,000.00	\$ 7,500.00	\$ 59,500.00
Snowmobiling	\$ 1,750.30	\$ 1,748.00	\$ -	\$ -	\$ 1,748.00	\$ -	\$ 1,750.30
Town Properties	\$ 6,479.84	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 4,479.84
Trails	\$ 3,230.79	\$ 1,930.00	\$ -	\$ 1,930.00	\$ -	\$ -	\$ 3,230.79
TS Capital	\$ 38,283.35	\$ 60,548.00	\$ 17,726.00	\$ 34,803.00	\$ 17,726.00	\$ 29,803.00	\$ 34,225.35
TS Operations 42.345%	\$ 22,369.34	\$ 130,191.00	\$ 34,638.21	\$ 130,191.00	\$ 34,638.21	\$ 5,000.00	\$ 17,369.34
	\$ 1,544,610.72	\$ 2,091,387.00	\$ 760,964.21	\$ 1,879,310.19	\$ 751,212.21	\$ 482,303.00	\$ 1,284,136.53

FY25 Capital Planning Summary - 5-Year Horizon

Department	Project / Need	Action	Year	Life	Repl.	Est. Cost.	Tax Imp.	Est.						
								2024	2025	2026	2027	2028	2029	
Cemeteries	East Readfield Cemetery Road	Build	0	0	0	7,500	7,500	-	-	-	-	-	-	-
Cemeteries	Readfield Corner and Case granite walls	Repair	0	0	0	130,000	130,000	-	-	-	-	-	-	-
Cemeteries	Chipper / shredder (split with Maintenance)	Purchase	2023	15	2038	10,000	10,000	12,000	-	-	-	-	-	-
Cemeteries	Reserve (Annual)	Reserve	0	0	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
						152,500	152,500							
Library	Library Building Reserve (Annual)	Reserve	0	0	0	5,000	5,000	5,000	-	-	-	-	-	-
Library	Library Building Septic Tank / Field	Replace	2006	25	2031	6,000	6,000	-	-	-	-	-	-	-
Library	Library Building Parking Lot	Pave	2023	0	2023	15,000	15,000	15,000	-	-	-	-	-	-
Library	Library Building Egress & 2nd floor	Build	2022	0	2022	50,000	50,000	75,000	-	-	-	-	-	-
Library	Library Building Windows	Replace	2007	25	2032	20,000	20,000	-	-	-	-	-	-	-
Library	Library Building Painting	Replace	2011	14	2025	20,000	20,000	-	20,000	-	-	-	-	-
Library	Library Heat Pumps	Replace	2019	20	2039	15,000	15,000	-	15,000	-	-	-	-	-
Library	Library Oil Furnace	Replace	2006	25	2031	10,000	10,000	-	-	-	-	-	-	-
						141,000	141,000							
Administration	Renewable Energy Investment	Install	0	0	0	-	-	-	-	-	-	-	-	-
Administration	Digital Comm. / Infor. Tech. / PEG Station	Replace	2023	0	2023	9,000	9,000	9,000	-	-	-	-	-	-
Administration	Gile Hall Reserve	Reserve	0	0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Administration	Gile Hall Boiler / HV/AC	Replace	1997	30	2027	25,000	25,000	25,000	-	-	-	25,000	-	-
Administration	Gile Hall 2nd Floor Heat Pumps	Replace	2022	0	2022	10,000	10,000	10,000	-	-	-	-	-	-
Administration	Gile Hall Windows	Replace	1990	50	2040	50,000	50,000	50,000	-	-	-	-	-	-
Administration	Gile Hall Roof	Replace	1998	50	2048	50,000	50,000	50,000	-	-	-	-	-	-
Administration	Gile Hall Septic system	Replace	1998	30	2028	20,000	20,000	20,000	-	-	-	-	20,000	-
Administration	Gile Hall Parking Lot	Repave	2006	20	2026	25,000	25,000	25,000	-	-	25,000	-	-	-
Administration	Gile Hall Accessibility Improvements	Install	2020	0	2020	10,000	10,000	10,000	-	-	-	-	-	-
Administration	Gile Hall Retaining wall (reset granite, 1/2 of cost)	Repair	1830	200	2030	5,000	5,000	5,000	-	-	-	-	-	-
Administration	Gile Hall Generator	Replace	2013	20	2033	10,000	10,000	10,000	-	-	-	-	-	-
						224,000	224,000							
Rec., Parks & Activities	Fairgrounds Athletic Fields (Fence & Dugouts)	Replace	2017	25	2042	15,000	15,000	15,000	-	-	-	-	-	-
Rec., Parks & Activities	Fairgrounds Athletic Fields (Field Expansion)	Build	2024	0	2024	750,000	-	-	-	-	-	-	-	-
Rec., Parks & Activities	Fairgrounds Storage Building	Replace	2017	25	2042	5,000	5,000	5,000	-	-	-	-	-	-
Rec., Parks & Activities	Open Space Reserve	Reserve	0	0	0	10,000	10,000	10,000	50,000	10,000	10,000	10,000	10,000	10,000
Rec., Parks & Activities	Beach Picnic Structures	Replace	2040	0	2040	5,000	5,000	5,000	-	-	-	-	-	-
Rec., Parks & Activities	Beach Group Picnic / Activity Shelter	Build	2025	0	2026	25,000	25,000	25,000	-	-	25,000	-	-	-
Rec., Parks & Activities	Beach Building (build date estimated)	Replace	1975	51	2026	50,000	50,000	50,000	-	-	50,000	-	-	-
						860,000	110,000							
Roads and Infrastructure	Maintenance Paving (Annual)	Repave	0	0	0	-	-	-	275,000	300,000	300,000	300,000	300,000	300,000
Roads and Infrastructure	Church Rd. Sidewalk	Build	2025	0	2025	450,000	90,000	90,000	67,500	-	-	-	-	-
Roads and Infrastructure	Readfield Corner Parking (in front of Masonic Hall)	Build	2023	0	2023	25,000	25,000	25,000	50,000	-	-	-	-	-
Roads and Infrastructure	P-Ridge and Nickerson Hill Intersection	Build	2023	0	2023	25,000	25,000	25,000	-	-	-	-	-	-
Roads and Infrastructure	Streetslights - LED conversion & new fixtures	Replace	2021	0	2021	25,000	25,000	25,000	-	-	-	-	-	-
Roads and Infrastructure	Salt/Sand Shed - New Construction	Reserve	1992	33	2025	400,000	150,000	150,000	-	-	50,000	50,000	50,000	50,000
Roads and Infrastructure	Salt/Sand Shed (old) Paved Pad	Repair	2008	20	2028	10,000	10,000	10,000	-	-	-	-	10,000	-
Roads and Infrastructure	Giles Rd. Bridge - demo & replace w/ ped. bridge	Remove	2026	0	2026	125,000	125,000	125,000	-	-	125,000	-	-	-

Department	Project / Need	Action	Year	Life	Repl.	Est. Cost.	Tax Imp.	2024	2025	2026	2027	2028	2029
								Est. Imp.	Est.	Est.	Est.	Est.	Est.
Roads and Infrastructure	Torsey Pond Bridge	Repair	2021	20	2041	75,000	75,000	-	-	-	-	-	-
Roads and Infrastructure	Old Kents Hill Box Culvert	Repair	2016	20	2036	20,000	20,000	-	-	-	-	-	-
Roads and Infrastructure	Maranacook Outlet Dam Reconstruction	Repair	2020	20	2040	100,000	100,000	-	-	-	-	-	-
						1,255,000	645,000						
Transfer Station	Multi-Town Reserve (10% of Operations Budget)	Reserve	0	0	0	16,000	16,000	30,745	16,000	16,000	16,000	16,000	16,000
Transfer Station	MSW (trash) Compactor LEASE	Replace	2021	15	2036	50,000	9,000	8,618	8,618	-	-	-	-
Transfer Station	Recycling Compactor	Replace	2009	20	2029	50,000	50,000	-	-	-	-	-	50,000
Transfer Station	2019 JCB Backhoe LEASE	Replace	2020	20	2040	110,000	20,000	11,185	-	-	-	-	-
Transfer Station	MSW / SSR Roof System	Build	2025	0	2025	250,000	30,000	-	30,000	30,000	30,000	30,000	30,000
Transfer Station	New Access Road	Repave	2019	12	2031	25,000	25,000	-	-	-	-	-	-
Transfer Station	Access Loop	Repave	2008	15	2023	20,000	20,000	-	-	-	-	-	-
Transfer Station	Parking Lot	Repave	2016	15	2031	20,000	20,000	-	-	-	-	-	-
Transfer Station	Brush Area Expansion	Expand	2024	-	-	10,000	10,000	10,000	-	-	-	-	-
Transfer Station	Little Compactor Building & Accessory Buildings	Replace	1992	50	2042	25,000	25,000	-	-	-	-	-	-
Transfer Station	Big Building (Swap-Shop / Break / Bathroom)	Replace	1992	50	2042	75,000	75,000	-	-	-	-	-	-
Transfer Station	Big Building Boiler / HVAC	Replace	1992	35	2027	12,000	12,000	-	-	-	12,000	-	-
Transfer Station	Big Building Roof	Replace	1992	35	2027	10,000	10,000	-	-	-	10,000	-	-
Transfer Station	Septic Tank	Replace	1992	50	2042	10,000	10,000	-	-	-	-	-	-
Transfer Station	Attendant Booth	Build	2019	20	2039	6,000	6,000	-	-	-	-	-	-
						693,000	342,000						
Fire Department	Engine 61, mini pumper - fill brush slot	Replace	2005	45	2050	300,000	300,000	-	-	-	-	-	-
Fire Department	Engine 62, heavy rescue Freightliner	Replace	2002	45	2047	200,000	200,000	-	-	-	-	-	-
Fire Department	Engine 63, pumper Freightliner	Replace	2017	45	2062	600,000	600,000	-	-	-	-	-	-
Fire Department	Engine 65, mini pumper Chevy 3500 (replace w/ I	Replace	1988	30	2018	-	-	600,000	-	-	-	-	-
Fire Department	Engine 64, pumper tanker, Freightliner	Replace	1996	45	2041	600,000	600,000	-	-	-	-	-	-
Fire Department	Radio Equipment / Repeaters	Replace	2018	10	2028	40,000	40,000	-	-	-	-	40,000	-
Fire Department	Rescue Boat	Replace	2008	20	2028	15,000	15,000	-	-	-	-	15,000	-
Fire Department	ATV	Replace	2014	15	2029	15,000	15,000	-	-	-	-	-	15,000
Fire Department	Command Center Trailer	Replace	2015	20	2035	15,000	15,000	-	-	-	-	-	-
Fire Department	Thermal Imaging Camera	Replace	2015	10	2025	10,000	10,000	-	-	-	-	-	-
Fire Department	Misc. Equipment (Reserve)	Reserve	0	0	0	-	-	-	50,000	50,000	50,000	50,000	50,000
Fire Department	Building Expansion	Build	2020	50	2070	500,000	500,000	-	-	-	-	-	-
Fire Department	Retaining wall (jersey barriers & gravel)	Repair	1979	50	2029	5,000	5,000	-	-	-	-	-	5,000
Fire Department	Sprinkler System	Build	2022	0	2022	200,000	200,000	-	-	-	-	-	-
Fire Department	Roof	Replace	2020	50	2070	25,000	25,000	-	-	-	-	-	-
Fire Department	Parking Lot	Repave	2013	15	2028	25,000	25,000	-	-	-	-	25,000	-
Fire Department	Septic Field	Replace	2020	35	2055	20,000	20,000	-	-	-	-	-	-
						2,570,000	2,570,000						
Maintenance	Misc. Equipment (Reserve)	Reserve	0	0	0	-	-	15,000	20,000	20,000	20,000	20,000	20,000
Maintenance	2020 Pickup Truck LEASE	Replace	2021	12	2033	30,000	30,000	6,177	6,177	-	-	-	-
Maintenance	2016 (2024) Dump Truck LEASE	Replace	2024	12	2036	80,000	80,000	20,000	-	-	-	-	-
Maintenance	Plow	Replace	2016	10	2026	8,000	8,000	-	-	8,000	-	-	-
Maintenance	Sander	Replace	2016	8	2024	6,000	6,000	6,000	-	-	-	-	-
Maintenance	2018 Bobcat & attachments LEASE	Replace	2018	15	2033	50,000	50,000	-	-	-	-	-	-
Maintenance	Chipper / Shredder (split with Cemeteries)	Purchase	2023	15	2038	10,000	10,000	12,000	-	-	-	-	-
Maintenance	2007 John Deere tractor	Replace	2007	25	2032	55,000	55,000	-	-	-	-	-	-

Department	Project / Need	Action	Year	Life	Est. Repl.	Est. Cost.	Est. Tax Imp.	2024	2025	2026	2027	2028	2029	
Maintenance	John Deere Tractor Mower Attachment	Replace	2018	10	2028	10,000	10,000	-	-	-	-	10,000	-	
Maintenance	John Deere Zero Turn Mower	Replace	2015	12	2027	15,000	15,000	-	-	-	15,000	-	-	
Maintenance	John Deere Zero Turn Mower	Replace	2024	12	2036	15,000	15,000	-	-	-	-	-	-	
						279,000	279,000							
									570,795	724,000	573,000	611,000	561,000	
									1,284,225					

Cost figures are updated periodically to represent current cost estimates
Life expectancy estimates are updated periodically

TOWN OF READFIELD
POLICY FOR
DISPOSITION OF TAX ACQUIRED PROPERTY ORDINANCE

Adopted: Jan. 8, 2007
Amended: Jan. 4, 2010
Adopted June 11, 2023

Article 1. General

- 1.1 The purpose of this ~~Policy-Ordinance~~ 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. MRS §§942 - ~~through 944 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, 1st 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. This 30 day period shall be referred to as the redemption period.

1. The Town Manager shall present the taxpayer with a written notice, via first-class certified and return receipt U.S. mail, 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. The notice shall also indicate the Town's intent to sell the property after 90 days of the former owner's receipt of the notice, and of the former owner's right to require the municipality to use the sale process under subsection 3 of Title 36 MRS §943-C
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~~ contemplated under 4.3 with the exception of the administrative fee.
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.~~
- ~~2.1.~~ Sell the property with or without conditions.
- ~~3.2.~~ 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 Ordinance.

~~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 5.4 Property to be Sold

If the former owner submits a written demand to the Town of Readfield within 90 days after the receipt of notification in Article 3 that the sale process under subsection 3 of Title 36 MRS §943-C be used, the Town Manager shall:

- 4.1 List the property for sale with a real estate broker licensed under MRS Title 32, chapter 114 who does not hold an elected or appointed office in the Town of Readfield and is not employed by the Town of Readfield;
- 4.2 Sell the property 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
- 4.3 Pay to the former owner any 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 Town of Readfield;
 3. All accrued interest;
 4. Fees, including property listing and real estate broker's fees;
 5. Any other expenses incurred by the Town of Readfield 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 Town of Readfield of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and
 7. Unpaid utility charges and fees imposed by the Town of Readfield.

If the Town of Readfield is unable to list or sell the property under the requirements of 4.3.4 and 4.3.2, or if the property tax payer does not request that the property be sold according to the sale process under subsection 3 of Title 36 MRS §943-C, the Select Board shall sell the property by a public bid process or a negotiated sale, if the municipal officers pay the former owner any excess sale proceeds as calculated in 4.3.

~~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.~~

~~4.4~~ ~~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.

~~5.34.5~~ 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.

~~5.44.6~~ The Town Manager shall review all bids and make recommendations to the Select Board. The Select Board shall determine the successful bidder.

~~5.54.7~~ 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.~~

~~5.64.8~~ Should the Select Board reject all bids, the property may again be offered for sale by public bid, or sold through a negotiated sale determined by the Select Board to be in the best interests of the Town of Readfield.

~~5.74.9~~ 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 of Readfield.

~~5.84.10~~ Title to tax-acquired property shall be transferred only by means of a Municipal Release Deed. As a condition of disbursement of excess sale proceeds to the former owner under 4.3, the Select Board may require the former owner to execute a quitclaim deed without covenant conveying any interest of the former owner in the property to the Town of Readfield and to deliver that deed before conveyance by the Town of Readfield 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 Title 36 MRS §946-B

~~5.94.11~~ 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 ~~65~~. Waiver of Foreclosure

~~5.1~~ 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~~may 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.

~~6.1 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, 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 ~~76~~. Taking Possession of Property

~~76.1~~ 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.

~~76.2~~ In making the determination under Section ~~76~~.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.

Readfield Town Manager Evaluation Proposed process for annual review

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

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

The evaluation format of the annual review is as follows:

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

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

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

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

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

Indicators:

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

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

360° Evaluation Procedure:

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

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

1. Component – Employees

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

2. Component – Board, Committee, and Commission Chairs

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

3. Component – Major Vendors and Inter-local Partners

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

4. Component – Public

- Comments are accepted with the following notice:

“The Town Manager is being evaluated at this time by the Select Board for his/her regularly scheduled annual review. Members of the public are invited to constructively comment on his/her performance in relation to their expectations of a Town Manager on behalf of Readfield. Comments must be in writing and may be sent to: _____ by ___/___/____. Comments are accepted on both a signed or anonymous basis. Your input will help inform the Select Board in the evaluation process. Thank you.”

TOWN OF READFIELD

ADMINISTRATIVE CONSENT AGREEMENT

This Administrative Consent Agreement (hereinafter referred to as the "Agreement") is entered into by and between Danny L. Pomerleau (hereinafter referred to as the "Owner") and the **Inhabitants of the Town of Readfield** (hereinafter referred to as the "Town").

WHEREAS, Owner owns a parcel of land in the Town identified on Town Tax Map 136 as Lot 27, located at 4 Berry Road, Readfield, Maine and described in a deed recorded in the Kennebec County Registry of Deeds at Book 9051, Page 114 and Book 9103, page 299 (hereinafter referred to as the "Property");

WHEREAS, Owner or Owner's tenant/invitee has caused or allowed the accumulation of discarded, worn-out or junked lumber, rubber debris, discarded scrap iron, steel and other ferrous and nonferrous materials without having obtained an Automobile Graveyard and Junkyard Permit from the Town as required by the Town's Ordinance Article 8, §25(A) and 30-A M.R.S.A. § 3753;

WHEREAS, the Town's Code Enforcement Officer has been authorized by the municipal officers to prosecute the above violations as authorized by 30-A M.R.S.A. §4452(1)(C);

WHEREAS, the Town commenced an enforcement action against Owner in the Augusta District Court pursuant to Maine Rule of Civil Procedure 80K and 30-A M.R.S.A. §4452 on October 25, 2023;

WHEREAS, pursuant to 30-A M.R.S.A. §4452(3)(A), the minimum penalty for a land use violation is \$ 100.00 and the maximum penalty is \$ 2,500.00. Such penalties may be assessed on a per-day basis; and

WHEREAS, both the Town and Owner wish to resolve the violations without litigation.

NOW THEREFORE, for the reasons set forth above, and in consideration of the mutual covenants and promises of the parties hereto, the Town and Owner agree as follows:

1. Owner shall pay to the Town for the above violations, the sum of \$2,000 on or before March 15, 2024, constituting civil penalties and legal fees incurred in prosecuting the above violations. Payment may be made in accordance with an agreed upon schedule provided that full payment is made by March 15, 2024.
2. Owner shall remove all discarded, worn-out or junked lumber, rubber debris, discarded scrap iron, steel and other ferrous and nonferrous materials located within 20 feet of the property line of the Property on or before December 30, 2023;
3. Owner shall remove and properly dispose of all unregistered or uninspected motor vehicles from the Property on or before February 1, 2024 and shall not permit 3 or more unregistered or uninspected motor vehicles to remain on the Property unless and until an Automobile Graveyard and Junkyard permit is lawfully obtained from the Town's municipal officers.

4. Owner shall remove all discarded, worn-out or junked lumber, rubber debris, discarded scrap iron, steel and other ferrous and nonferrous materials from said property on or before April 1, 2024; and shall maintain the Property in a condition free of any significant accumulation of such materials at all times thereafter unless and until an Automobile Graveyard and Junkyard permit is lawfully obtained from the Town's municipal officers.
5. In consideration of the above, the Town agrees to stay the pending enforcement action against Owner until April 1, 2024 and, provided Owner has fully complied with the terms and requirements of this Agreement, to thereafter dismiss the pending enforcement action.
6. Should Owner commit any violation of the terms of this Consent Agreement, or otherwise violate the Town's Ordinance or 30-A M.R.S.A. § 3753, the Town may bring an immediate enforcement action and may pursue all available remedies, including per-day penalties dating back to the first day of the violation.

OWNER

By: Danny Pomerleau
Danny L. Pomerleau

11/30/2023
Date:

TOWN OF READFIELD






By: _____
Eric Dyer, Town Manager
Duly authorized

OTHER BUSINESS

FY 2024 Select Board and Budget Committee Meeting Calendar

Readfield Select Board
December 11, 2023
Item # 24-079

July							August							September							October													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1				1	2	3	4	5						1	2	3	4	5	6	7									
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21							
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31																					30													

 Select Board
  Budget Committee
  Joint Select Board & Budget Committee
  Town Meeting
  Holiday

FYI

Upcoming Elections - 2024 Federal/State Election Schedule

Prepared by the Office of the Secretary of State – December 6, 2023

March 5	<u>Presidential Primary</u> <ul style="list-style-type: none">• Democratic Party Primary• Republican Party Primary
June 11	<u>State Primary Election</u>
November 5	<u>General (Presidential) Election</u>

Maine Political Parties

Maine currently has four (4) qualified parties: Democratic, Green Independent, Libertarian, and Republican. Qualified parties may participate in primary elections. There are two possible changes to Maine's qualified parties heading into 2024:

- The Libertarian Party is currently a "qualified" party. They need to maintain 5,000 enrolled voters as of January 2nd, 2024 to remain a "qualified" party.
- The Forward Party, the People's Party, and the No Labels Party are currently "qualifying" parties. Each of these qualifying parties will need to file a certification by January 2nd, 2024 with the Secretary of State that they have enrolled at least 5,000 voters to become a "qualified" party.

(NOTE: Although some unenrolled candidates choose to designate themselves as "Independent," there is no "Independent" party in Maine.)

March 5, 2024 - Presidential Primary Election

Description of the Presidential Primary Election

NOTE: This year marks the beginning of Maine's shift to **Semi-Open Primaries**. If someone is enrolled in a specific party, they may only vote in that party's primary. If someone is unenrolled (has no party affiliation), then they can vote in any ONE party's primary of their choice. This applies to the Presidential and State Primaries.

Each qualified party had until October 1, 2023, to file a certification with the Secretary of State to participate in the Presidential Primary. The Democratic Party and the Republican Party filed this certification and will participate in the Presidential Primary election, but also will hold caucuses for conducting other party-building activities. The Green Independent Party and the Libertarian Party chose not to participate in the Presidential Primary election. They will instead hold party caucuses for voting for the Presidential candidate and conduct other party-building activities.

Continued on reverse

June 11, 2024 - State Primary Election

Description of the State Primary Election (for offices other than President)

Primary Elections determine each qualified party's nomination of candidates for federal offices (other than President) and qualified State and County offices. Party candidates who are elected at the Primary qualify to appear on the November General Election ballot. The State Primary Elections are also **Semi-Open** (see above).

Offices included in the 2024 Primary Election are United States Senator, Representative to Congress (both districts), all 35 State Senate districts, all 151 State Representative districts, and the following county offices, which vary depending on the county: Judge of Probate, Register of Probate, County Treasurer, Register of Deeds, Sheriff, District Attorney and County Commissioner.

In order to qualify for the Primary Election ballot, party candidates must gather a specified number of signatures on primary nomination petitions between January 1st, 2024 and March 15th, 2024. The petitions must be certified by the municipal registrar/clerk, after which the party/candidate must submit these petitions to the Secretary of State's Division of Elections by 5:00 pm on March 15th, 2024.

Nonparty candidates who wish to gain direct access to the General Election ballot must gather a specified number of signatures on nonparty nomination petitions between January 1st, 2024 and May 28th, 2024. Candidates need to deliver then to the municipal registrar/clerk for certification by 5:00 pm on May 28th, 2024, after which the candidate must submit these petitions to the Division of Elections by 5:00 pm on June 3, 2024.

November 5, 2024 - General (Presidential) Election

Description of the General Election

The General Election is held nationally on the first Tuesday following the first Monday in November. In 2024, Maine voters will select their choice for President/Vice President (this process is called the "popular vote"), and elect one of Maine's two United States Senators, Maine's Representatives to Congress, members of the Maine Legislature, and certain county officers.

Each party's nomination for President/Vice President of the United States, party candidates who are nominated as a result of the June Primary Election, and unenrolled candidates will appear on the General Election ballot.

The actual election of President/Vice President occurs through the Electoral College. The "popular vote" is used to choose Maine's 4 "electors", who convene at what is called the "Electoral College" at the State House in December to cast their "electoral votes."