

**Readfield Select Board**  
**June 5, 2023, Meeting Agenda**  
Select Board Meeting starts: 6.30 PM  
Select Board Meeting ends (unless extended) at 8:20 PM

*Meeting duration and agenda item times are estimates and may be extended*

**Pledge of Allegiance**

**Regular Meeting Items - 5 min.**

- 23-129 - Minutes: Select Board meeting minutes of May 22, 2023.
- 23-130 - Warrants: #47-48

**Communications - 30 min.**

- Select Board communications. - 5 min.
- Staff communication - 10 min.

- Town Manager Report

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, Reappointments, and Resignations - 5 min.**

- 23-131 - Consider the appointment of Shawn Roderick to the Connectivity Committee
- 23-132 - Consider the appointment of Jennifer Worthing to the Recreation Board

**Old Business - 20 min.**

- 23-115 - Consider a new liquor license application for the Readfield Emporium - 15 min.
- 23-127 - Discuss the August 11-12 Heritage Days celebration - 5 min.

**New Business - 45 min.**

- 23-133 - Consider a special event liquor license for Kents Hill School - 5 min.
- 23-134 - Consider a grant application for Readfield Library building improvements - 5 min.
- 23-135 - Consider a proposal for planned capital improvement work at the Readfield Library - 10 min.
- 23-136 - Consider a donation by Readfield Recreation to RSU #38 for a shared scoreboard - 5 min.
- 23-137 - Consider the purchase of a swim float and accessories for the Readfield Beach - 5 min.
- 23-138 - Consider user fees at the Readfield Beach - 10 min.
- 23-139 - Consider proposals for Road Striping and Marking services - 5 min.

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

**Adjournment**

***This meeting will be held in-person at the Town Office***

Participate via Zoom at: <https://us02web.zoom.us/j/88149608367> or

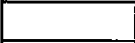
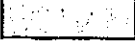
Call-in at +1 (929) 436-2866 and enter meeting ID: 881 4960 8367 and passcode: 781405

# **REGULAR MEETING**

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

May 22, 2023 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
47	492	\$ 57,097.73	Warrant	K Woodsum	Three	5/22/2023
A	492	\$ 6,540.40	State Fees	K Woodsum	One	5/11/2023
B	492	\$ 3,632.45	State Fees	K Woodsum	One	5/19/2023
48	513	\$ 23,988.42	Payroll	K Woodsum	One	5/22/2023
		<b>SUM \$ 81,086.15</b>				

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

# Treasurer's Warrant

Warrant #47& 48

\$81,086.15

Dates: 5/25/2023

To the Treasurer of Readfield:

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

Payee EMPLOYEES	Account Payroll	Amount \$23,988.42	Check #'s 72558-72569 172558-172575
VARIOUS VENDORS	Accounts Payable	\$57,097.73	72520-72557
	Total	\$81,086.15	

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

\_\_\_\_\_ Dennis Price

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

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

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

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

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

Type	Check	Amount	Date	Wrnt	Payee
P	999	63.97	05/25/23	47	0031 Central Maine Power Co
P	72520	6,540.40	05/11/23	47	0086 SECRETARY OF STATE (MOTOR VEH)
P	72521	3,632.45	05/19/23	47	0086 SECRETARY OF STATE (MOTOR VEH)
R	72522	537.31	05/25/23	47	0024 Baker & Taylor, Inc
R	72523	35.81	05/25/23	47	0327 Benjamin Rodriguez
R	72524	505.00	05/25/23	47	0782 By The Board Lumber Company
R	72525	2,264.60	05/25/23	47	0002 Casco Bay Advisors, LLC
R	72526	250.00	05/25/23	47	0031 Central Maine Power Co
R	72527	75.00	05/25/23	47	0035 Community Advertiser
R	72528	164.80	05/25/23	47	0072 Consolidated Communications
R	72529	12.00	05/25/23	47	0183 Copies, Etc.
R	72530	4,240.00	05/25/23	47	0453 Cushing Construction, LLC
R	72531	2,000.00	05/25/23	47	0591 David Ledew
R	72532	3,501.90	05/25/23	47	0860 DR Designs
R	72533	501.90	05/25/23	47	0288 Elan Financial Services
R	72534	1,557.16	05/25/23	47	0900 Election Systems & Software
R	72535	352.07	05/25/23	47	0823 GONETSPEED
R	72536	28.00	05/25/23	47	0791 Group Dynamic Inc
R	72537	180.00	05/25/23	47	0936 Heather Peel
R	72538	38.00	05/25/23	47	0083 Kennebec Cnty Registry Of Deeds
R	72539	218.97	05/25/23	47	0676 Kramer's Inc.
R	72540	217.00	05/25/23	47	0208 MAINE LIBRARY ASSOCIATION
R	72541	8,581.44	05/25/23	47	0065 MAINE MUNICIPAL EMP. HEALTH
R	72542	45.00	05/25/23	47	0303 MAINE TOWN & CITY CLERKS ASS'N
R	72543	111.38	05/25/23	47	0229 Melissa A Small
R	72544	529.48	05/25/23	47	0395 MTM Acquisition, Inc
R	72545	220.23	05/25/23	47	0271 Neighbors Driving Neighbors
R	72546	436.75	05/25/23	47	0360 North Coast Services LLC
R	72547	111.60	05/25/23	47	0858 PETTY CASH
R	72548	542.85	05/25/23	47	0673 PIKE INDUSTRIES, INC.
R	72549	77.37	05/25/23	47	0725 Pitney Bowes Global Financial Services
R	72550	1,405.00	05/25/23	47	0841 PretiFlaherty
R	72551	6,441.00	05/25/23	47	0008 Scott Horne Construction
R	72552	425.00	05/25/23	47	0192 SEACOAST SECURITY & TELE.,INC
R	72553	25.95	05/25/23	47	0086 SECRETARY OF STATE (MOTOR VEH)
R	72554	23.00	05/25/23	47	0561 Shredding on Site
R	72555	98.34	05/25/23	47	0462 STAPLES CREDIT PLAN
R	72556	11,000.00	05/25/23	47	0689 Stevenson Solutions, LLC
R	72557	107.00	05/25/23	47	0345 Wendy Elvin
<b>Total</b>		<b>57,097.73</b>			

**Count**

Checks	39
Voids	0

**Warrant Recap**

Warrant 47

Vendor-----	Amount	Account-----
00024 Baker & Taylor, Inc	27.93	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	77.12	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	31.26	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	56.90	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	292.40	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	51.70	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00327 Benjamin Rodriguez	35.81	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00782 By The Board Lumber Company	90.00	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00782 By The Board Lumber Company	180.00	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00782 By The Board Lumber Company	45.00	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00782 By The Board Lumber Company	135.00	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00782 By The Board Lumber Company	55.00	SOLID WASTE / TRANSFER STA - ADMIN / Compost
00002 Casco Bay Advisors, LLC	2,264.60	UNCLASSIFIED / Contingency - ADMIN / MISC.
00031 Central Maine Power Co	250.00	GENERAL GOVT / Heating Ast - UTILITIES / HEATING
00031 Central Maine Power Co	63.97	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00035 Community Advertiser	75.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00072 Consolidated Communications	50.73	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	54.06	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	60.01	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00183 Copies, Etc.	12.00	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00453 Cushing Construction, LLC	4,240.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00591 David Ledew	2,000.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00860 DR Designs	445.65	REC,PARKS/AT / REC BOARD - RECREATION / SOFTBALL
00860 DR Designs	1,150.50	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00860 DR Designs	780.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00860 DR Designs	307.00	REC,PARKS/AT / REC BOARD - RECREATION / SOFTBALL
00860 DR Designs	131.25	REC,PARKS/AT / REC BOARD - RECREATION / SOFTBALL
00860 DR Designs	687.50	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00288 Elan Financial Services	33.90	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00288 Elan Financial Services	468.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00900 Election Systems & Software	774.81	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00900 Election Systems & Software	782.35	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00823 GONETSPEED	330.56	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 GONETSPEED	21.51	COMM SERVICE / Library - UTILITIES / TELEPHONE
00791 Group Dynamic Inc	20.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00936 Heather Peel	180.00	REC,PARKS/AT / REC BOARD - RECREATION / BASEBALL
00083 Kennebec Cnty Registry Of Deeds	38.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00676 Kramer's Inc.	161.49	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00676 Kramer's Inc.	57.48	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00208 MAINE LIBRARY ASSOCIATION	217.00	COMM SERVICE / Library - ADMIN / TRAIN & CONF
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

## Warrant Recap

### Warrant 47

Vendor-----	Amount	Account-----
00065 MAINE MUNICIPAL EMP. HEALTH	132.42	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	13.51	GENERAL FUND / VSP Vision
00303 MAINE TOWN & CITY CLERKS ASS'N	45.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00229 Melissa A Small	17.99	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00229 Melissa A Small	93.39	COMM SERVICE / Library - ADMIN / MISC.
00395 MTM Acquisition, Inc	529.48	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00271 Neighbors Driving Neighbors	220.23	COMM SERVICE / Age Friendly - ADMIN / ADVERTISING
00360 North Coast Services LLC	436.75	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00858 PETTY CASH	100.00	REC,PARKS/AT / BEACH - ADMIN / MISC.
00858 PETTY CASH	3.47	GENERAL GOVT / Admin - ADMIN / POSTAGE
00858 PETTY CASH	8.13	GENERAL GOVT / Admin - ADMIN / POSTAGE
00673 PIKE INDUSTRIES, INC.	542.85	Rds & Drain / Road Maint - PUBLIC WAYS / Gravel/Sand
00725 Pitney Bowes Global Financial Services	77.37	GENERAL GOVT / Comptr/Equip - ADMIN / POSTAGE
00841 PretiFlaherty	760.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00841 PretiFlaherty	645.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00008 Scott Horne Construction	6,441.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00192 SEACOAST SECURITY & TELE.,INC	425.00	Maintenance / Bldg Maint - BUILDING O&M / ALARM
00086 SECRETARY OF STATE (MOTOR VEH)	6,540.40	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	25.95	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	3,632.45	GENERAL FUND / Motor Veh Fe
00561 Shredding on Site	23.00	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	80.48	COMM SERVICE / Library - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	6.35	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00462 STAPLES CREDIT PLAN	11.51	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00689 Stevenson Solutions, LLC	11,000.00	CAPITAL IMPR / Roads - PUBLIC WAYS / CONTRACT SVC
00345 Wendy Elvin	80.00	Maintenance / Bldg Maint - BUILDING O&M / GROUNDS
00345 Wendy Elvin	27.00	GENERAL FUND / DUE FR TR FD
<b>Prepaid Total--</b>	<b>10,236.82</b>	
<b>Current Total--</b>	<b>46,860.91</b>	
<b>Warrant Total--</b>	<b>57,097.73</b>	

**Readfield Select Board**  
**Regular Meeting Minutes – May 22, 2023 – unapproved**

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**Select Board Members Present:** Dennis Price (Chair), Kathryn Woodsum, Sean Keegan, Steve DeAngelis (arrived late), Carol Doorenbos

**Excused Absent:**

**Others Attending:** Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Grace Keene, Joey, James Bourne, Penny Eno, Allen Curtis, Jennifer, M Clark, Homeowner (X5), Samsung, Poed Jo Taxpayer

**Pledge of Allegiance**

**Regular Meeting Items – 5 min.**

23-117 – Minutes: Select Board Meeting Minutes of May 8, 2023.

- **Motion** made by Kathryn to approve as amended, **seconded** by Carol , **vote 4-0** in favor

23-118 – Warrants #45-46

- **Motion** made by Kathryn to approve warrants #45 & 46 in the amount of \$417,148.09, **seconded** by Sean, **vote 4-0** in favor

**Communications – 30 min.**

Select Board Communications – 5 min.

- Carol – Apologized for calling Cash’s donation of \$1000 to the Rec Board a donation to the basketball court and coining it “Cash’s Court”. The donation was not specifically for the court or Fairgrounds project and Carol would like to clarify that for Cash.
- Kathryn – Ellis Construction dumped oil on the Town Office Parking lot and suggested sealcoating and painting, Eric stated the company will be doing a thorough cleaning as well.
- Dennis – Heritage Days planning is underway, there will be a Makers Market at the beach, a Community Fair where small businesses can come down and set up a table from 12-4. The Heritage Days Committee is also in search of a live band.
- Dennis - had someone contact him requesting putting a float in at the beach, and Dennis would like to see that happen this year. Eric will look at the beach budget.
- Dennis - Clarified his statements made prior to the application for the Liquor License for the Emporium at the last meeting regarding legal matters.
- Carol - responded to the Emporium Liquor License comments made by Dennis that the case had been dropped and Dennis and Eric clarified that that is not true and that there are still cases pending.

Staff Communication – 10 min.

- Treasurers Report -April
- Town Managers Report

Boards, Commissions, Committees & Departments – 5 min.

- Minutes from the Age Friendly Committee and Comprehensive plan committee

Public Communication – members of the public may address the Select Board – 10 min.

- A message in Zoom chat pointed out that the Town Website needed to be updated to reflect Karen Peterson as Transfer Station Manager.



**Readfield Select Board**  
**Regular Meeting Minutes – May 22, 2023 – unapproved**

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- Dave Linton – Would like to see committee openings posted on the home page of the Town Website. Dave also asked about Kathryn’s application to the Connectivity Committee due to the date of application being prior to the Committees Policy document being approved by the board. Eric will check if the committee was advertised as there are still seats available. Kathryn also explained that Eric had sent an email to those that were on the Broadband Committee to see if there was any interest, which Kathryn responded to.
- Brandon Fike – Asked about Dennis’ private Facebook postings following the last meeting.
- Greg Durgin – Volunteers on several committees, would step aside if there were more interest from others. Greg thanked those who set up the Fairgrounds meetings. Greg also mentioned anonymous articles he has read in the Community Advertiser regarding our town. Greg emailed Dave Linton and the Select Board members to ask if they were a member of the group “CSI” who have been writing the letters. Dave, Kathryn, Dennis and Sean all responded that they were not. Greg asked Carol if she is a member of that group since she did not respond. Carol responded that she is, it is a group of 30 or so people, she is inputting her opinion but she is not writing them.
- Greg Leimbach – Would like to know what the plan is to prepare the beach for summer. Dennis responded that beach attendants are being hired, that the board is looking at the budget to hopefully replace the old float. Eric added that the superintendent, Noah, has been hired, working Tuesday through Saturday.

**Appointments, Reappointments, and Resignations – 5 min.**

23-119 - Consider the appointment of Rocko Graziano to the Connectivity Committee

- **Motion** to approve made by Kathryn, **seconded** by Carol from tonight until June 30, 2025, **vote 4-0** in favor

23-120 - Consider the appointment of Dan Wells to the Connectivity Committee

- **Motion** to approve made by Kathryn, **seconded** by Sean from tonight until June 30, 2025, **vote 4-0** in favor

23-121 - Consider the appointment of Kathryn Woodsum to the Connectivity Committee

- **Motion** to approve made by Sean, **seconded** by Carol from tonight until June 30, 2025, **vote 4-0** in favor

23-122 - Consider the appointment of Henry Whittemore to the Road Committee

- **Motion** to approve made by Kathryn from tonight through June 30, 2025, **seconded** by Carol, **vote 4-0** in favor

23-123 - Consider the appointment of Marilyn Palmer as Warden for the June 13, 2023 Town Meeting

- **Motion** to approve made by Carol, **seconded** by Sean, **vote 4-0** in favor

23-124 - Consider the appointment of a slate of Election Clerks for the June 13, 2023 Town Meeting

**Readfield Select Board**  
**Regular Meeting Minutes – May 22, 2023 – unapproved**

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- **Motion** to approve the slate of Election Clerks for June 13, 2023 Town Meeting made by Kathryn, **seconded** by Sean, **vote 5-0** in favor (Steve joined the meeting at this time)

**Old Business – 10 min.**

23-067 - Hear an update on the Comprehensive Plan - 5 min.

- Eric Public appreciates the discussion and broad-based input from residents that was had at the Public Hearing, a complicated document but not binding. All documents from the planning process are posted online and Eric also double checked dates items were made available. The Public Hearing is on May 31<sup>st</sup>. Carol stated that she is still reading through the plan but felt some wording was unnecessary.

23-106 - Hear an update from the Ad-hoc Fairgrounds Working Group - 5 min.

- Jerry Bley – the Working Group prepared a concept plan with help from Regina Leonard, presented at a public meeting last week, heard from a lot of folks who wanted a basketball court, the next meeting will be after the Town Meeting if voted through. Goal is to have a more in-depth plan with cost estimates available to be voted on by November. Carol asked about the softball season and basketball court and discussed options as well as asking how the Church Road Sidewalk project may tie together. Kathryn noted that softball is played more by adults than baseball so she thinks a softball field would get more use due to that. Sean added that the softball season could be longer than what the Rec season currently is, the opportunity for a longer season would be possible with a new softball field as many of the girls play for other towns in order to play more than six weeks.

**New Business – 20 min.**

23-125 - Hear an update from the Age Friendly Committee on their Readfield-U Program - 5 min.

- Cancelled

23-126 - Consider offering the 2023 Juneteenth Holiday to municipal employees - 5 min.

- **Motion** to recognize June 19<sup>th</sup> as the Juneteenth holiday for all town business made by Kathryn, **seconded** by **vote 5-0** in favor.

23-127 - Discuss the upcoming Heritage Days celebration in August - 5 min.

- This year Heritage Days is August 11 & 12. There will be the Library book sale, Story walk with Dale Potter Clark, Makers Market, and Community Fair, the Wine and Cheese celebration will be Friday evening, Saturday night will have the Spirit of America Awards pot luck to recognize award winners at Giles Hall followed by fireworks on the beach. Next Heritage Days Committee meeting is June 25<sup>th</sup>

- **Motion** to extend the meeting by five minutes made by Kathryn, **seconded** by Carol, **5-0 vote** in favor

23-128 - Consider an annual order on the application of tax payments - 5 min.

**Readfield Select Board**  
**Regular Meeting Minutes – May 22, 2023 – unapproved**

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- State statute requires the town to assign the order in which taxes are paid so the oldest are paid first, this order is done annually.

- **Motion** to accept the payment order made by Steve, **seconded** by Kathryn, **vote 5-0** in favor.

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

- **Motion** to adjourn the meeting at 7:48PM made by Sean, **seconded** by Kathryn, **vote 5-0** in favor.

**Adjournment**

*Minutes submitted by Anjelica Pittman, Board Secretary*

# **COMMUNICATIONS**

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

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

# TOWN OF READFIELD

## APPOINTMENT APPLICATION

OFFICE USE  
5/30/2023  
DATE RECEIVED

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

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

Please check one:  1<sup>st</sup> time appointment  re-appointment

Which Board, Committee or Commission

are you applying for?  Term:

Name: Shawn Roderick Phone (H): 207-458-2973

Street address: 4 Zarella Lane Phone (C): Same

Mailing address: Readfield, ME 04355

E-Mail: roderickshawn@gmail.com

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

RSU 38 School Board Member, Legislative  
Aide at the State House and have worked  
on connectivity issues.

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

My position at the State level I know of  
possible opportunities to help residents get  
connected to high speed internet and want to share

If you are currently employed, what is your position?

Legislative Aide, State of Maine  
these with the town committee.

APPLICATION FOR APPOINTMENT FOR:

Name: Shawn Roderick Position: Connectivity Comm. Term: 6/30/2025

"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!

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

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

Name: [Signature] Date: 5/25/2023

CLERK'S USE BEFORE THE APPOINTMENT

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

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

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

June 5, 2023

SELECT BOARD APPROVAL

To Shawn Roderick of Readfield, in the County of Kennebec and State of Maine: There being a position on the Connectivity 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:

6/5/23 thru 6/30/25. Given under our hand this [ ] day of [ ], 20\_\_.

Dennis Price

Steve DeAngelis

Sean Keegan

Carol Doorenbos

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

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

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



# TOWN OF READFIELD

OFFICE USE
MAY 23 2023
DATE RECEIVED

## APPOINTMENT APPLICATION

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

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

Please check one:

1<sup>st</sup> time appointment

re-appointment

Which Board, Committee or Commission

are you applying for?

Recreation

Term:

2025

Name: Jennifer Worthing Phone (H): \_\_\_\_\_

Street address: 77 Stanley Rd. Phone (C): 207 6202844

Mailing address: Readfield ME 04355

E-Mail: Jenworthing25@gmail.com

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

4 children in RES, all involved in sports. I know and am familiar with many residents of town and their kids.

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

Interested in helping out in a more official capacity.

If you are currently employed, what is your position?

N/A, Student @ UMA

APPLICATION FOR APPOINTMENT FOR:

Name: Jennifer Worthing Position: Recreation 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!

[X] checkbox

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

[ ] checkbox

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

Name: Jennifer Worthing Date: 5/23/23

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.

Monday, June 5, 2023

SELECT BOARD APPROVAL

To Jennifer Worthing of Readfield, in the County of Kennebec and State of Maine: There being a position on the Recreation 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:

6/5/2023 thru 6/30/2025. Given under our hand this [ ] day of [ ], 20\_\_.

Dennis Price Steve DeAngelis Sean Keegan

Carol Doorenbos Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

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

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

# **OLD BUSINESS**

**To:** Eric Dyer, Town Manager and Road Commissioner  
**From:** Paula Clark, Chair, Readfield Planning Board  
Jack Comart, Vice Chair, Readfield Planning Board  
**Date:** May 30, 2023  
**Subject:** Readfield Emporium Parking

\*\*\*\*\*

This memo is written in response to your memo dated May 10, 2023, summarizing the Select Board's discussion at its May 8 meeting concerning Robert Bittar's application for a liquor license for the Emporium Restaurant located at 1146 Main Street. The Select Board tabled action on the application and determined that the issue of parking at the Emporium should be referred to the Planning Board for consideration. You requested that the Planning Board "work with the CEO to engage the Applicant, property owner, and other affected parties in a process that addresses parking requirements for the Readfield Emporium restaurant", and that any information be submitted to you by June 1 for inclusion in the Select Board packet.

### **BACKGROUND**

In September 1988, the Readfield Planning Board approved, with conditions, Robert Bittar's application for a 24-seat restaurant area, a specialty foods store, and a 1-bedroom apartment with a small office space (for use by him and his wife) at 1146 Main St.<sup>1</sup> The application materials included a parking analysis and plan prepared by consultant Brian Kent of Maine Tomorrow for Mr. Bittar. The analysis concluded that 18 parking spaces were necessary (restaurant - 8; apartment - 1.5; store - 8.5). The calculated number of spaces was based upon "model" standards referenced by Kent in his memo. Kent's plan identified 12 spaces in a parking area to be constructed in the back of the building, and 6 on-street spaces (3 on Rt. 17 and 3 on Rt. 41) to meet this need. The business was proposed to open in the spring of 1989.

### **PRESENT CONDITIONS**

The Emporium has not been operated as a restaurant for approximately the last 5 years. 1146 and 1150 Main St. are now in common ownership, which was not the case at the time of the 1988 Planning Board approval for the Emporium Restaurant and associated activities, providing additional off-street parking opportunities for the businesses/uses at these locations. Mr. Bittar is

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<sup>1</sup> In October 1981, the Planning Board considered and approved, with conditions, Mr. Bittar's application for use of the 1146 Main St. property as a bakery, 28-seat restaurant, general store, and 1-bedroom apartment. The Planning Board commented at that time: "The applicant is put on notice that he has a potential parking problem. Based on the information received, it is the opinion of the Planning Board that there is inadequate parking available for the number of planned uses." At the time of this approval, structural issues with the building and a septic system variance were also being addressed.

not currently the owner of the properties but has been asked to provide formal authorization to act as agent for them.

In May 2021, the Planning Board approved a portion of the building at 1146 Main St. for use as a medical cannabis product retail store (“Moonglow”). In support of the application for that use, the applicant provided a sketch map indicating available parking in the immediate area of the proposed business. This map identified potential parking on Rt. 17 and immediately behind and adjacent to 1150 Main St. that demonstrated that sufficient parking was available to serve the needs of this business. It is important to explain that although Readfield’s Land Use Ordinance includes general performance standards for parking and traffic movement, it does not require the assignment of a specific number of parking spaces based on either the proposed activity type or the square footages of proposed businesses, as some municipal ordinances do. In the Moonglow case, the Planning Board considered both the estimated/projected number of vehicles likely to result from operation of the business, and the amount of available parking to determine that the standard had been met. Potential parking identified on the applicant’s sketch plan was unquestionably in excess of what the Moonglow business would need.

A conceptual sketch plan for parking at the Emporium was submitted by Mr. Bittar following submission of his liquor license application. This plan was further clarified through conversations between Mr. Bittar and Chip Stevens (CEO) and indicates the availability of approximately 24 off-street parking spaces for the collective use of the Emporium and its associated 1-bedroom apartment, Moonglow, and a 1-bedroom apartment at 1150 Main St.<sup>2</sup> Availability obviously depends upon completion of the parking improvements identified in the 1988 approval (e.g., “The parking lot will have sufficient gravel to assure it is passable during all seasons”).<sup>3</sup>

## **CONCLUSIONS**

Clearly, circumstances and conditions have changed somewhat since the 1988 Planning Board decision was issued (e.g., 1146 and 1150 Main St. now in common ownership, Moonglow location approved, parking no longer available on Rt. 41). However, the 1988 approval remains valid for a 24-seat restaurant. Although they have no regulatory significance, applying the model ordinance numbers referenced by Kent in 1988, strictly for the purpose of getting a general sense of the adequacy of parking under present circumstances, results in a conclusion that sufficient off-street parking appears to be available for currently proposed uses: Emporium, Moonglow,

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<sup>2</sup> The property at 1150 Main St. (former Kielty real estate office) was not the subject of the 1988 Planning Board approval, nor is it the subject of the pending liquor license application. It is referenced here to acknowledge common ownership with 1146 and the resulting implications concerning collective parking availability and use.

<sup>3</sup> There were a number of other conditions imposed in 1988, such as requirements for water, sewage, drainage, etc. All of these conditions remain in effect.

and two 1-bedroom apartments, and that several parking spaces are, in fact, available beyond the minimum number calculated to be needed.

There is no matter concerning use of the property at 1146 Main St. formally pending before the Planning Board, i.e., the owner has not applied for any modifications of the 1988 approval, including any related to conditions imposed. If the owner seeks to modify any of the terms of the 1988 approval, such as change the proposed use of the property, increase the number of restaurant seats, or revise any conditions, Planning Board approval would be required.

Compliance matters related to the 1988 approval (including construction and maintenance of the back parking lot) are within the purview of the code enforcement officer who will conduct follow up. Also, the Select Board adopted the “Public Ways, Traffic and Parking Ordinance of the Town of Readfield” on October 17, 2022. It provides authority to the Town to address problems or concerns with parking and traffic on public ways, if such issues were to be identified in the future.

2.

Readfield Planning Board Minutes con't  
September 6, 1988

5. Richard Dumaine submitted an application for revoinations to be made on his shore property on Old Kents Hill Road.

The application is to add 4' on either side of the exsisting kitchen area. No plumbing will be done as it is already in place.

Jym St.Pierre asked what visual impact will be from the Bond and Mr. Dumaine stated that the only change would be the exsisting roof line would be raised up to where the others are as he is to install a Cathedral ceiling in that area.

ON MOTION by Harold Blake, seconded by Roamine Turyn, it was moved to accept the application as complete. Motion passed 6-0-1 with Howard Lake abstaining because of having done work for owners.

ON MOTION by Don Miller, seconded by Marietta Salepakos, it was moved to waive a Public Hearing. Motion carried 6-0-1 with Howard Lake abstaining because of having done work for the owners.

A site visit was scheduled for Septmeber 11, 1988 at 5:30 p.m.

6. Robert Bittar Public Hearing with Norm Bourget and Brian Kent holding information for Mr. Bittar. Mr. Bittar was also present.

Norm Bourget presented information to the Board. This application is not for a restraunt such as, waiters and waitresses. Only to include an area with 24 seats for "take-out" type food. It is the applicants want to have a speciality foods store, an area upstairs for an apartment for himself and his wife to include a approximate 10' x 10' area for an office for Mrs. Bittar to work with her computers on a "home occupation" scale. Mr. Bourget reasurred the Board that Mr. Bittar had no intention of using the office space for any other persons or purpose. Also the amp service box is to be changed when the time comes.

Brian Kent presented his study of the parking area. He passed out plans of the site, and explained how he came to the figures he did. Mr. Kent refered to the Waldoboro Ordinance to gather his figures. ~~The following figures were submitted: 1 parking space for every 3 seats in the "restraunt" area, 1 bedroom apartment requires 1 1/2 spaces; and the store and storage area would require 3 1/2 spaces.~~

Mr. Kent further stated that the office space and the apartment is to be used for Mr. & Mrs. Bittar so the parking would not be affected, and could be considered together. ~~3 additional spaces could be used if the need arises, that are now considered for a turn around for parked cars. Possible Railroad Ties could be laid to determine the parking spaces.~~

Allan Toubman and Jym St.Pierre had numerous questions: to entrance to the building from parking area; landscaping to attract customers to entrances; DOT setback requirements being met; drainage from the parking area as well as the basement; if any drainage problem from the Keilty property; where water from catch basin goes; when gravel work is to be done; and if any other plans for the outside .

Mr. Kent's replies were as follows: There is a rear door that will

2023

# PLAN FOR PARKING

NOT DRAWN TO SCALE

MAIN STREET / RT 17

ON STREET PARKING - 3 SPOTS

ON STREET PARKING - 2-3 SPOTS

1150 MAIN ST.

RETAIL LOCATION

1146 MAIN ST.

Auxiliary Parking  
10-12 SPOTS

6 SPOTS

12 SPOTS

6-7 Ave  
6-9 Ave

EMSON

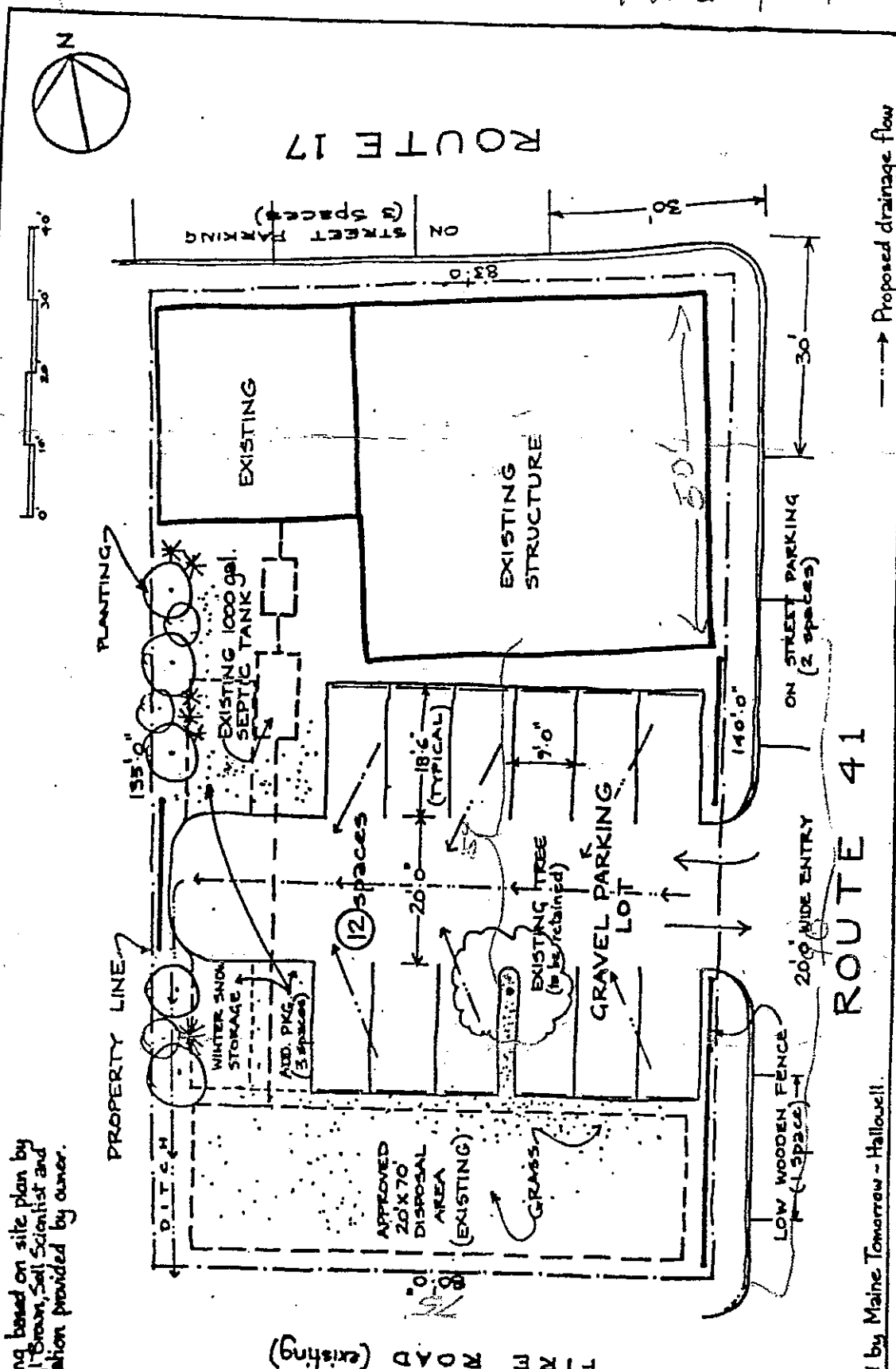
WINTHROP STREET

N



1988 plan

Note:  
Drawing based on site plan by  
Darryl Brown, Soil Scientist and  
information provided by owner.



Proposed drainage flow

Prepared by Maine Tomorrow - Hallowell.

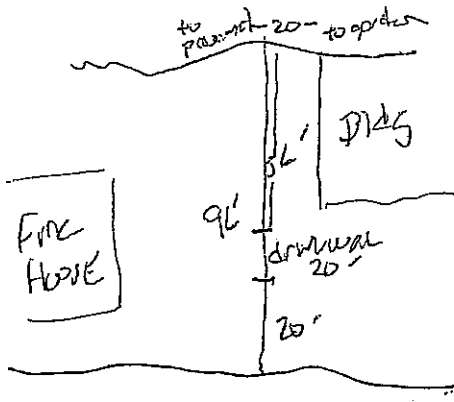
**SKETCH SITE PLAN** - ROBERT BITTAR - HELEN BITTAR

**ROUTE 41**

Property - scale: 1" = 10' 0"

# EMPORIUM PARKING

measured side



## Regulation and Assignment Spaces

- 3 Restaurant Seats = 1 space
- 1 apartment = 1.5 space (1988)  
2 space (current)
- 1 employee = 1 space
- retail store = 8.5 space (1981)
- dispensary = 2 (current)

NEEDED

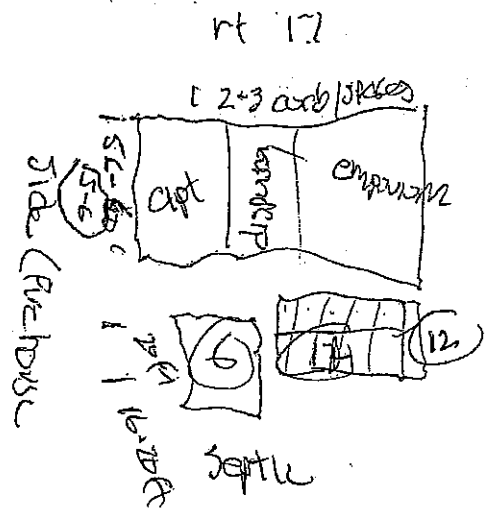
- 3 employees = 3
- 2 apartment (1 bed) = 3-4
- retail (dispensary) = 2
- restaurant =
- or 8 table (24 seats) = 8 or
- 10 table (40 seats) = 13

16 or 22 spaces

AVAILABLE

Rear	12	
Auxiliary	6	
side	5-6	
	<hr/>	
	23-24	spaces

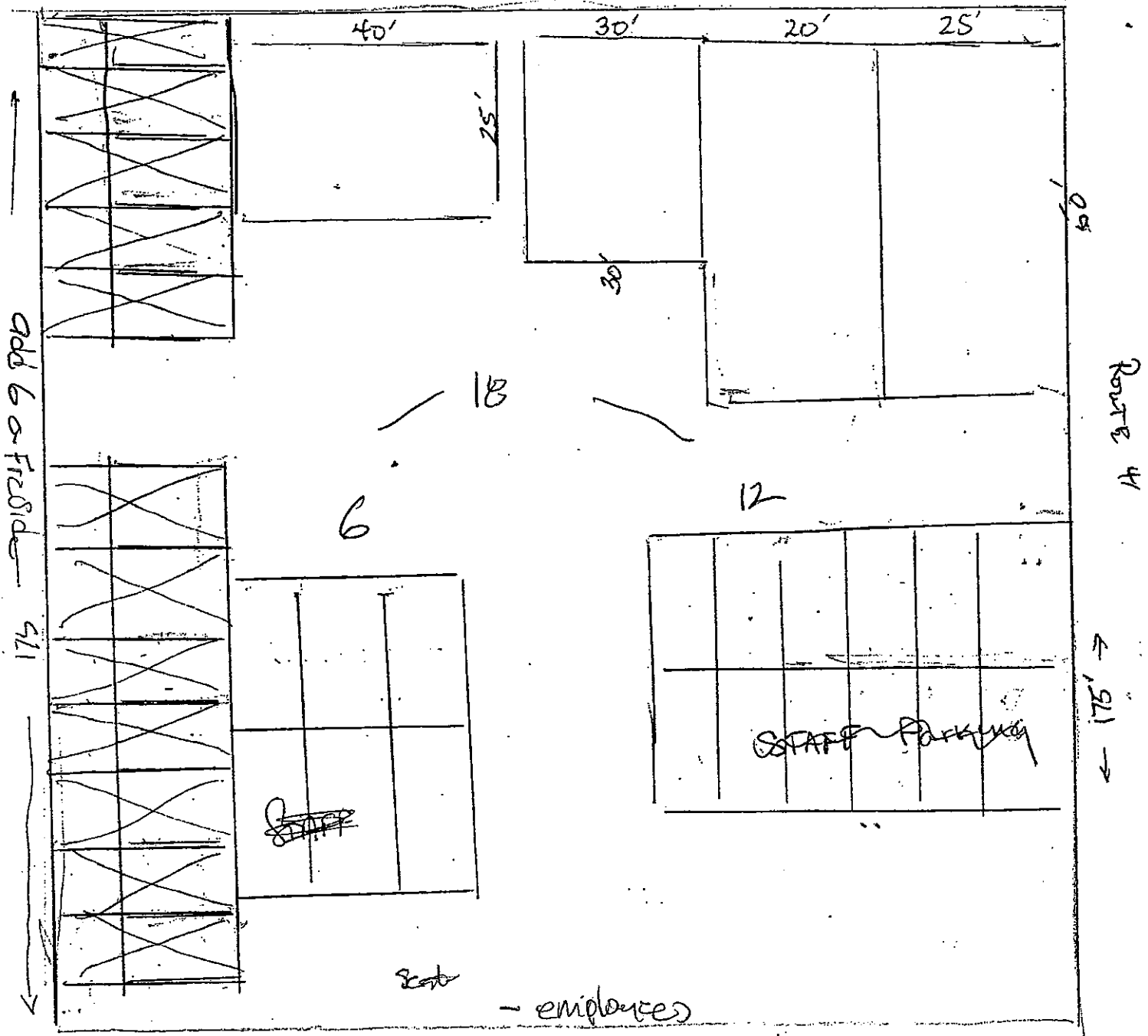
parking map



41

# Emporium Parking

1146 Main Street Readfield  
Route 17



- Entr
- employees
  - 1 park per 3 seats
  - 3 - 1 apt = 1.5 spaces
  - 10 or 2 - retail ... 2



4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

---

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No

7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
The licensee applicant has no employees at this time.		
<b>Residence address on all the above for previous 5 years</b>		
Name robert bittar	Address: 309 Waugan road, North Monmouth Maine	
Name robert bittar	Address: 9360 vedra pointe lane, boca raton, florida	
Name	Address:	
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

gregory bittar 9360 vedra pointe lane, boca raton, florida; alexis bittar 35 willow place brooklyn, ny

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Two rooms on the first floor will be used for food, beverages. There is a large kitchen and bar seating  
An area is assigned for music. There are two bathrooms. The second floor contains a large room which  
may be used for gatherings in which people may eat, drink beverages and purchase items for sale.  
The first and second floor areas are used for storage of food supplies and office, Outside deck patio

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Maranacook High School

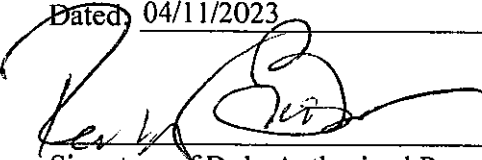
Distance: 1.00

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 04/11/2023

  
\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

robert bittar  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person



**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

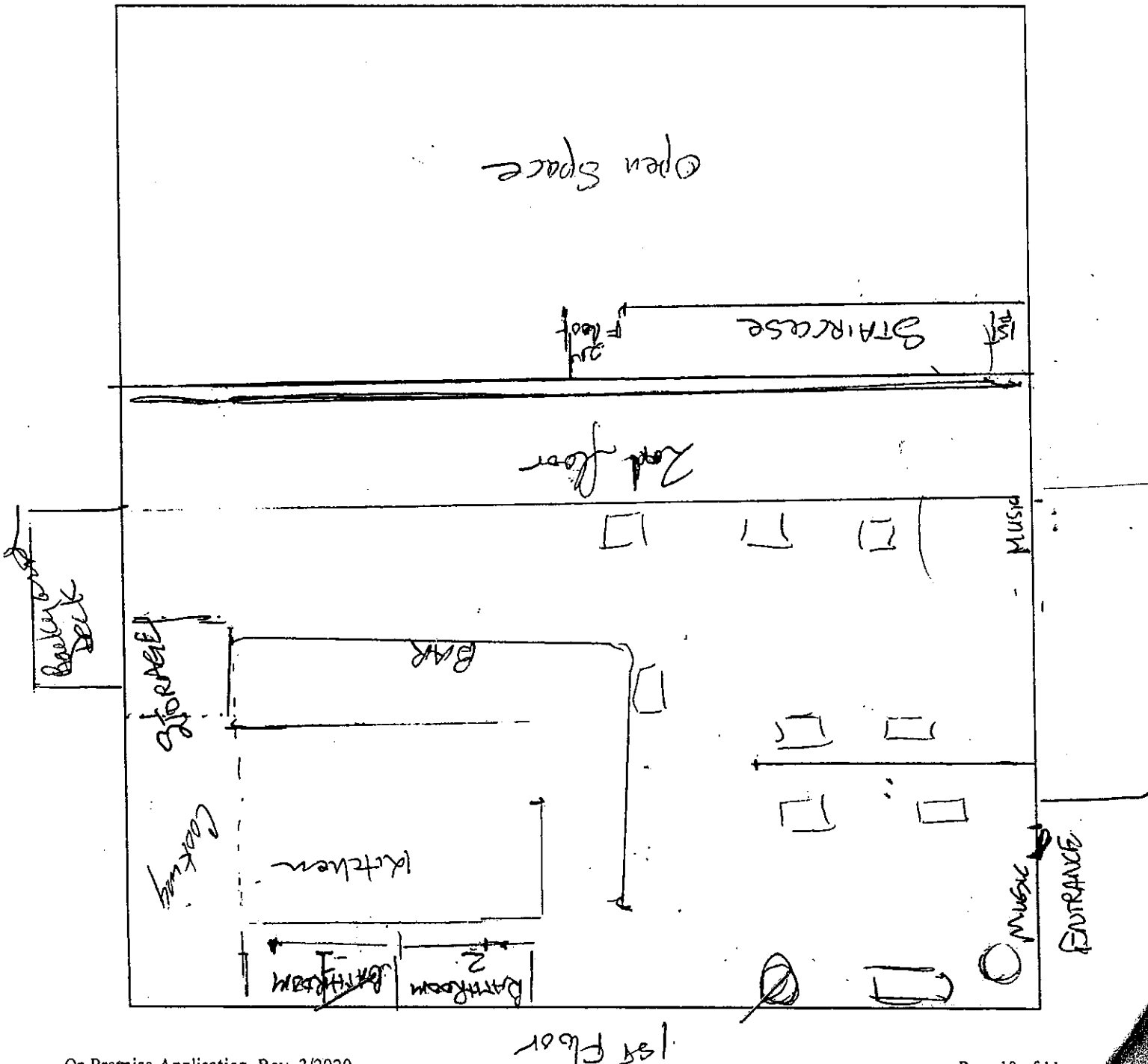
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

**Section VI Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Readfield Emporium
2. Doing Business As, if any: Readfield Emporium 1986 in Maine
3. Date of filing with Secretary of State: 04/11/2023 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Closed 11/1/2018				
Robert Bata	1146 Ham St Readfield, Me		Pres	100
	309 Wagon Rd Monmouth Me	11/1/41		

(Ownership in non-publicly traded companies must add up to 100%.)

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# **NEW BUSINESS**





STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

## Application for a License for an Incorporated Civic Organization

### Section A: Applicant Information:

1. Legal Name of Applicant: Kents Hill School
2. Contact Name for Applicant: NUNZI Graziano
3. Mailing Address of Primary Office of Applicant: 1614 Main St.  
Kents Hill, ME 04349
4. Contact Name Telephone/Mobile Number: 207-685-1620
5. Email Address of Contact: ngraziano@kentshill.org

### Section B: Event Information:

1. Title Event: KV Chamber Business After Hours
  2. Purpose of Event: Marketing & Networking
  3. Duration of Event (check one):  One Day  Multiple Days (only 1 permitted per year)
  4. Type of Event: (check one)  Indoor  Outdoor
  5. Town or City where Event will take place: Kents Hill
  6. Complete Physical Address of Event:  
1614 Main St.  
Kents Hill, ME 04349
  7. Date of Event: June 28, 2023 Time: From 5:00 pm To 7:00 pm
- Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 150

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Bibby & Harold Alfond Dining Commons - a large, open space with  
room for over 350 people. Full service kitchen, two restrooms,  
handicap accessible.

10. Will dancing be part of the event? Yes  No

a. Does the venue have a dance license? Yes  No

b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

**Section C: Signature of Applicant**

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 5/3/23

Annunziata Graziano

Signature of Duly Authorized Person

Annunziata (Nunzi) Graziano

Printed Name of Duly Authorized Person

**Section D: For use by Municipal Officers and County Commissioners only**  
**Approval of an Application for a License for an Incorporated Civic Organization**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: \_\_\_\_\_.

Check only one:      City                    Town                    Unorganized Territory

Name of City/Town/Unorganized Territory: \_\_\_\_\_

Who is approving this application?    Municipal Officers  
     County Commissioners of \_\_\_\_\_ County

**Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**Section E: Application Fee; Other Information**

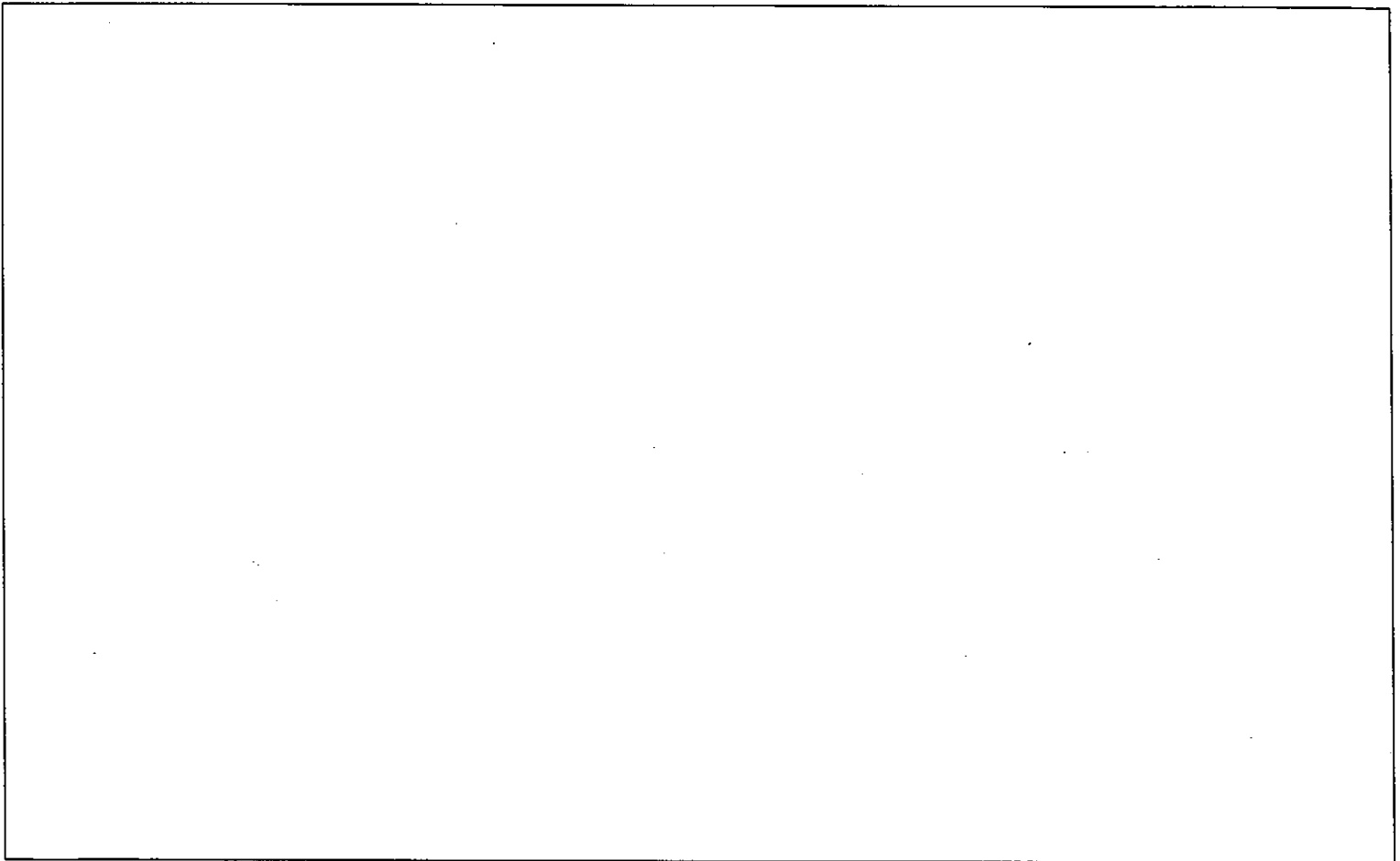
1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau’s Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

**Section F: Diagram for Outdoor Events**

**The following restrictions apply to outdoor events:**

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

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



**For Division Use Only**

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

Approved       Not Approved

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

Approved By: \_\_\_\_\_

License No: \_\_\_\_\_

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

Amt. Deposited: \_\_\_\_\_

Payment Type: \_\_\_\_\_



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220  
FAX: (207) 287-3434  
EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

**Application for a License for an Incorporated Civic Organization**  
**Important Information**

- A. General
  - i. The municipality in which the event will take place must have voted to approve on-premises consumption under Title 28-A, Chapter 5.
  - ii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
- B. Events open to the public
  - i. Your organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.

Submit completed forms to:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008

Courier delivery: 19 Union Street, 3<sup>rd</sup> floor, Suite 301-B, Augusta, ME 04330

“WORK from YOUR LIBRARY!” Project Purpose: to make modifications inside and outside of the library to create suitable and accessible work spaces for remote and home-based workers (both year-round residents and seasonal residents).

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*Remote Work through Libraries Small Project Grant 2023*

***Town of Readfield DBA Readfield Community Library***

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Dr. Melissa Small  
8 Old Kents Hill Road  
1151 Main Street  
Readfield, ME 04355

librarian@readfieldmaine.org  
O: 207-685-4089

***Dr. Melissa Small***

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Readfield Community Library  
PO Box 246  
Readfield, ME 04355

librarian@readfieldmaine.org  
O: 207-685-4089

# Application Form

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## ***Applicant Info and Eligibility***

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Through an American Rescue Plan Act (ARPA) subgrant from the Maine Department of Economic and Community Development (DECD), the Maine State Library (MSL) is able to provide funding to Maine public libraries for programming and construction projects to support remote workers in rural areas or from marginalized populations.

Remote workers include employees who work fully or partially outside the office such as teleworkers and hybrid workers. It also includes home-based business entrepreneurs needing co-working spaces and services.

This application for a small project grant must be used to request between \$5,000- \$24,999 for programming and services, as well as facility renovations to support teleworkers, home-based business entrepreneurs, and co-working individuals. This could include development of specialized programs, resources, and services for remote workers, as well as co-working, ADA compliant, and family-friendly working spaces.

You may direct questions about the grant or application process to [deborah.clark@maine.gov](mailto:deborah.clark@maine.gov) , [lisa.m.shaw@maine.gov](mailto:lisa.m.shaw@maine.gov) , or [marijke.a.visser@maine.gov](mailto:marijke.a.visser@maine.gov) .

### **Library Name\***

(Enter the name of your library as it appears on your Maine Vendor Authorization form.)

Town of Readfield, DBA Readfield Community Library

### **County\***

(County where the library is located.)

Kennebec

### **The library has submitted an Annual Report within the last year.\***

Yes

### **A library staff member is subscribed to either MELIBS or MEINFO.\***

Yes

### **The library is open to the public at least 12 hours each week.\***

Yes

### **Library Staffing\***

(List separately the weekly number of director, staff, and volunteer hours.)

Director-- 28 hours weekly

### Library Operating Budget\*

(Please indicate your library's total operating budget)

\$48,687.00

### Maine Vendor Authorization Number\*

(Requesting organization must have an active Maine VC number. To inquire about your organization's VC number, contact [lisa.m.shaw@maine.gov](mailto:lisa.m.shaw@maine.gov) at MSL.)

VC0000249367

### Project Manager\*

(Who will be overseeing the implementation of the project?)

Melissa Small

### Project Manager Position\*

(How is the project manager affiliated with the library?)

Library Director

### Project Manager E-mail Address\*

librarian@readfieldmaine.org

### Project Manger Phone Number\*

207-685-4089

## *Project Description*

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### Library Name\*

(Provide a title or brief purpose of the project.)

“WORK from YOUR LIBRARY!” Project Purpose: to make modifications inside and outside of the library to create suitable and accessible work spaces for remote and home-based workers (both year-round residents and seasonal residents).

### Community Description and Statement of Need\*

(Provide a detailed description of who lives in the community and the needs of the target audience for the project. Include data on poverty, diversity, geography, age, remote workers, and co-working needs as related to project goals.)

Readfield is a rural town of 2,587 people located about 13 miles west of Augusta, with a population that has been growing steadily since the 1930s. Current demographics include per capita income of \$43,477, median household income of \$94,219, and 6.3% of persons living below the poverty line. Approximately 56% of residents identify as male, and 96% identify as white, 2% native, and 1% Hispanic.



The median age is 45.5, which is slightly higher than Kennebec County. Notably, 18% are in the 50-59 age range, which is higher than the rates in Kennebec County and Maine. Also, 16.2% of residents are 65+. About 8% of the population has Veteran status.

The geography and layout of the town includes 3 “village” areas with a generally rural feel, and an abundance of green space, trails, forests, and 4 lakes. Due to the many lakefront properties in town, we have many out-of-state residents who summer in Readfield, in addition to our year-round residents. According to the Town’s 2023 Comprehensive Plan, 207 of 977 households could be considered seasonal and account for 21.2% of the population. Some of these seasonal residents stay for several months and have work-related needs while they are in town and make use of the library for WiFi access (indoor and out), printing needs, and/or library computer use. The library parking lot, the Library Park area just behind the parking lot, and the Lawn Library area just outside the library building are locations that our new and robust WiFi reach, thanks to an ITDRC Project Connect update in February 2022.

Regarding work-related data, when looking at “means of transportation to work,” 22% of workers aged 16 and over in Readfield were in the “worked at home” category, which is more than double the rate for Kennebec County and for Maine.

From the “Local Economy” section of the Town of Readfield 2023 Comprehensive Plan document, just completed in May 2023:

- Readfield has a labor force of 1, 477 people, with an average of 1.5 workers per household (higher than Kennebec County average)

- Readfield has seen an increase in the number of people working from home, from 107 people in 2000 to 278 people in 2020 (with data collected prior to the height of the pandemic; which likely means that the number is quite a bit higher)

NOTE: Please see attached document for more specific numbers regarding the demographics from the Town’s Comprehensive Plan Document.

With regards to internet access in town, currently we have 6.2% unserved (83 unserved of 1331 total). Note that most cabled areas in town, which account for a bulk of our internet coverage, do not meet the 100 MB symmetrical definition of high-speed internet because Charter Spectrum currently does not offer upload speeds that meet this criteria.

There are approximately 75-100 small businesses in town. In November 2022, 8 of these local businesses responded to a Comprehensive Plan business survey. Although this is a small sample of businesses in town, 5 of the 8 businesses considered themselves “home-based” businesses. Respondent comments included “slow internet that is inadequate” and noted a need for “better/faster internet service and cell service” and “fiber internet.” Anecdotally, we have heard from home-based business owners that “a quiet place to have a video conference” and/or “a place to spread out and work” would be very helpful.

#### Statement of Need

For those who live and do remote or home-based work in areas of town where high quality internet is lacking, or for those who need a quiet or private space for work and/or meetings, the offering of quiet indoor and outdoor work space at the library for both year round and seasonal-resident remote workers is important and timely. This would include enhancing indoor (downstairs/upstairs) and outdoor work spaces and include improving building accessibility for all, and would supplement our existing high quality 24/7 WiFi internet access which was upgraded in 2022.

The library currently operates on the first floor of an old residential building. As things stand now, the library does NOT have quiet spaces that are suitable work spaces. Aside from a small nook in the adult area, there is no quiet working space on the first floor. Our single patron desktop computer is located in the busy circulation area and right near the bathroom.

Outdoors, we have two ideal working spaces that get good use, particularly in the summer months. However, we have no outdoor electrical outlets in those areas of the property, so people choosing to “Work from Your Library” are unable to charge electronics, particularly when the library is closed.

Improving accessibility to the main floor is important for disabled workers and those with mobility issues in terms of being able to access quiet work space on the first floor. Our current ramp for the main entrance is in disrepair and does not meet ADA codes.

## Detailed Project Description and Work Plan\*

(What will happen during project implementation? Include how the library will reach out to the target audience for input and engagement in the project. Include a time-framed work plan for major implementation steps.)

### Enhancement of Outdoor Library Lawn & Library Park for Remote & Seasonal Workers

As mentioned earlier, we have 2 existing areas outdoors that people tend to use for work areas—the Library Park area (beyond our parking lot) which currently has a flower garden and a picnic table, and the Lawn Library area just behind the library building which has 4 adirondack chairs and 2 cafe tables with 2 chairs each. Both of these areas have excellent access to our WiFi network, and are used by remote workers (and others) with their laptops, tablets, and phones. There is an increase in use in these outdoor spaces especially in the summer months, both due to the warmer weather and due to our summer residents arriving from out-of-town. However, we have NO existing power sources on the back side of the building.

We would like to use these grant funds for the following:

- To install outdoor outlets on the back side of the building, so that people can charge their devices, particularly if working in the Library Lawn area when the library is closed (we are open 22 hours per week). [Summer 2023]

- To install an outdoor electrical post with outlets in the Library Park area across the parking lot so that people may charge devices when working in this area as well. This would include running a pipe underneath the parking lot from the building to the park area. The parking lot is set to be paved in the future, so this work should be done prior to paving. [Summer 2023]

- To install a 60 AMP box on the outside of the building to accomplish the 2 items above without any interruption, per our electrician. [Summer 2023]

### Enhancement of Indoor Space for Remote and Home-Based Work

As stated above, the library currently operates on the FIRST FLOOR of an old residential building with NO quiet spaces that are suitable work spaces.

On the first floor, we do have a small nook area in the Adult Room which currently serves as a quiet work space, but there are NO electrical outlets in that room. The other workspace area on the first floor DOES have electrical/charging outlets, but is NOT quiet. This patron desktop computer station (our only patron desktop station) is located in the busy circulation area and right near the bathroom. Additionally we do not have a high quality patron computer that has a video camera and microphone, which makes it very difficult for virtual meetings using library equipment.

On the second floor, we have plans for renovation work to happen to make some of the upstairs space usable by patrons. Currently NO upstairs space is usable by patrons. We currently only have one egress, and 2 years ago the Town approved \$50,000 in bonded funds for the addition of an outdoor fire escape exit from the second floor. Note that this amount was initially supposed to cover the fire escape exit, in addition to an ADA accessible ramp entrance replacement for our main entrance to the building. However, we were unable to secure contractor bids 2 years ago due to the pandemic, and now that we have a bid (which just came in on 5/20/23), the amount is for \$73,975 (for both the first floor ADA ramp access and the second floor fire escape), which is much higher than anticipated.

With regards to the upstairs, note that we already installed a WiFi access point upstairs and jacks in both rooms for printer/ethernet cables (with Project Connect) in anticipation of the eventual renovation. The Town is applying for a State of Maine Community Resiliency Grant to install/replace LED lighting throughout the library. Painting of the walls and ceiling in the larger room will be done by volunteers and Town Maintenance staff.

We would like to use these Remote Work grant funds for the following:

- To replace this main entrance ramp to the building to improve accessibility for remote workers, home-based workers, and any and all patrons who need access to the library building to access our enhanced indoor quiet work spaces. [Summer 2023]
- To install electrical outlets in the adult room on the first floor, specifically in the quieter “nook work area” so that people may charge their laptops/devices or a library laptop. [Summer 2023]
- To upgrade electrical outlets and install wiring for overhead lighting in a smaller room upstairs that is otherwise finished. This room can be used as a conference room, virtual meeting room, and/or quiet work space and can be used on a drop-in basis or reserved ahead of time. [Summer 2023]
- To install wiring for 2 additional overhead lights in the larger main room upstairs. This room will also have quiet working areas with existing comfortable chairs and desks. [Summer 2023]
- To upgrade the electrical box in the basement (from 100 AMP to 200 AMP) to support the updates in electrical needs and usage. This will require state permitting. [Summer 2023]

## Project Partners

List any community partners who will collaborate with the library on the project.

The Town would be a collaborative partner, specifically the Readfield Enterprise Committee.

## Funding Request

### Amount requested\*

(Total grant request between \$5000- \$24,999.)

\$24,999.00

### Other Funding Sources Contributing to the Project\*

(List other donors and organizations with the amounts they are contributing to the project. Include other grants requested.)

The Town has appropriated \$50,000 for the 2-part project of the second floor fire escape and the first floor ADA ramp. We are asking for \$13,249 to supplement the portion to be used towards the ADA ramp.

### Itemized Budget\*

(Upload a spreadsheet or list detailing all the expenses for project implementation. Major funding category examples may be found at the MSL Remote Work through Libraries Grant webpage.)

Budget\_ Remote Work in Libraries Grant.pdf

## ***Outcomes and Impact***

### **Expected Project Impact for Target Audience\***

(Describe project goals and expected outcomes. What will happen as a result of the project? What problems will be solved? In what ways do you expect the target audience/ remote workers to benefit?)

With this project, we hope that our local residents will be able to start to see the library as a place to work. Currently, it is a wonderful place to find books and other materials and attend an event (mostly outside due to space limitations), but due to our small space, layout, and lack of second floor access, people do not think of our indoor library space as a "place to work." We hope that the electrical infrastructure enhancements to the indoor and outdoor spaces, as well as better ADA access to the building (in addition to the second floor access), will broaden the possible locations for work for people in town including remote workers, home-based workers, seasonal residents, college students, and others doing online training for their job/career. We hope this project will solve the problems of having quiet and technology-equipped workspaces both inside and outside the library, and continuing to give equitable access to our robust WiFi offerings for those who need it, particularly for work, both inside and outside the building.

### **Key Measures of Goals and Outcomes\***

(How will the success of the project be evaluated? What data will be collected to show benefit to the target audience?)

We plan to collect statistics on:

- use of the adult room workspace
- use of the upstairs workspaces
- use of laptop, headphones, monitors

We will also attempt to collect statistics on the use of the outdoor space. We can do this fairly easily during Library hours, as the spaces are visible from a circulation desk area window. It would be difficult to collect statistics for outdoor spaces when the library is closed.

We will plan to promote our "WORK from YOUR LIBRARY" project with seasonal and year-round residents. After we have the spaces open and available for 4-6 months, we plan to send a survey to ask how the spaces are meeting workers' needs and what could be done to further improve access, functionality, and ease of use.

### **How will the library sustain the project's benefits and impacts following project implementation?\***

In terms of the ADA ramp for our main entrance, Town Maintenance will work to be sure that stays in good shape. Assuming we go with the contractor who put in the bid, he knows that we have future parking lot paving plans, and will take that into account in his design of the entryway and ramp. Ramp will benefit those with mobility disabilities for many years, providing safe ADA access to the first floor of the library.

We will work with the Readfield Enterprise Committee to identify ways that we can best use the spaces, promote their use, and enhance them over time; better tap into future needs of home-based and remote workers; and make connections with new business persons coming into town.

We would also like to add programming for small businesses, such as classes related to social media, websites, creating video content, starting a home-based business, etc. To offer some of these classes, we might partner with our local Adult Education and/or New Ventures Maine.

## *Optional File Uploads*

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### **Letters of support or additional materials**

Only one file is allowed for this question. If you are uploading multiple letters of support or additional materials, please put all documents into the same pdf file.

## *Memorandum of Agreement*

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### **Memorandum of Agreement**

By submitting this application, the requesting library/organization agrees to:

- submit quarterly progress reports with data collected and itemized expenditures list.
- submit a final narrative report with photos by September 30, 2026 that includes project evaluation and itemized budget expenditures.
- keep receipts and other grant related information for 5 years. [http://www.imls.gov/recipients/imls\\_acknowledgement.aspx](http://www.imls.gov/recipients/imls_acknowledgement.aspx)[https://www.maine.gov/msl/libs/grant\\_projects/documents/FederalGuidance.pdf](https://www.maine.gov/msl/libs/grant_projects/documents/FederalGuidance.pdf)
- have an authorized person from the library's governing entity sign the ARPA Grant Memorandum of Agreement (MOA) form.

### **Memorandum of Agreement (MOA)**

Print out this document

<https://www.maine.gov/msl/libs/admin/funding/documents/ARPAGrantMOUForm2023.pdf> and have an authorized person from the library's governing agency sign it. Upload the document to your application here.

## File Attachment Summary

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### *Applicant File Uploads*

- Budget\_Remote Work in Libraries Grant.pdf

**Budget: Remote Work in Libraries Grant  
Readfield Community Library**

**Contractors: Electrical**

- To install outdoor outlets on the back side of the building
- To install an outdoor electrical post with outlets in the Library Park area across the parking lot so that people may charge devices when working in this area as well. This would include running a pipe underneath the parking lot from the building to the park area.
- To install a 60 AMP box on the outside of the building to accomplish the 2 items above without any interruption
- To install electrical outlets in the adult room on the first floor
- To upgrade electrical outlets and install wiring for overhead lighting in a smaller room upstairs
- To install wiring for 2 additional overhead lights in the larger main room upstairs
- To upgrade the electrical box in the basement (from 100 AMP to 200 AMP) to support the updates in electrical needs and usage. This will require state permitting.

**TOTAL:** \$11,750 per quote from the electrician for all labor and materials

**Contractors: Building Work**

- To replace this main entrance ramp to the building to improve accessibility for remote workers, home-based workers, and any and all patrons who need access to the library building to access our enhanced indoor quiet work spaces.

**TOTAL:** \$13,249 (a portion of the full bid quote of \$73,975)

## Grant Addendum–Readfield Community Library

### Supplemental Material for the Community Description Section:

From the “Local Economy” section of the *Town of Readfield 2023 Comprehensive Plan* document, just completed in May 2023:

“In 2020 Readfield’s labor force was 1,477 people, all of which were classified as being in the civilian labor force and consisted of 69 percent of the working-age population. This is an increase of 11.2 percent or 149 individuals since 2010. These 1,477 individuals are made up of 597 women and 880 men. That means there is an average of 1.51 workers per household, out of the 977 households in Readfield. Put more practically, every second household in Readfield was a two-worker family. This is higher than the Kennebec County average of 1.14 workers per household, which may help to explain Readfield’s higher income levels.” (Comp Plan, p. 41)

“Another growing trend...is that of working remotely. According to the Census, there were approximately 107 people working from home in 2000. In 2010 that number shrunk to around 32, but according to the American Community Survey, the number of people in Readfield working from home in 2020 was 278. And the 2020 data was collected before the height of the pandemic, which triggered a massive movement of transitioning to remote work. There are undoubtedly more people working remotely today than ever before. While it is hard to determine trends based on such small numbers, it would be expected that working from home will continue to increase given adequate infrastructure, particularly after this type of work has proven successful for many people. Unfortunately, Readfield is continuing to struggle with poor and costly broadband internet in many areas of the community, negatively affecting business development prospects.” (Comp Plan, p. 47)

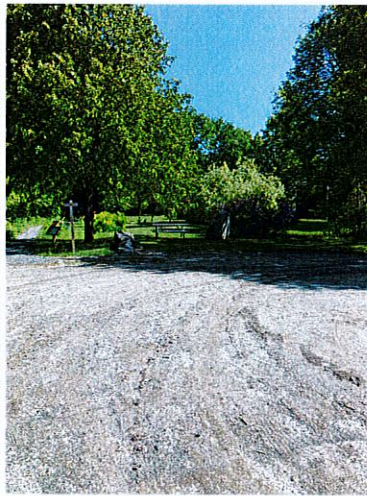
“Readfield, as is much of Maine, is home to a small but growing population of individuals who work from home and are increasingly dependent on internet access. This trend boosts the demand for improvements to that infrastructure, as stated earlier.” (Comp Plan, p. 53)

All data are from the Town of Readfield 2023 Comprehensive Plan document, from the Town’s comprehensive plan surveys, and from [Censusreporter.org](https://censusreporter.org) (Citation: U.S. Census Bureau (2021). American Community Survey 5-year estimates. Retrieved from Census Reporter Profile page for Readfield town, Kennebec County, ME<[http://censusreporter.org/profiles/06000US2301162190-readfield-town-kennebec-county-me/](https://censusreporter.org/profiles/06000US2301162190-readfield-town-kennebec-county-me/)>)



## Photos for Illustrative Purposes:

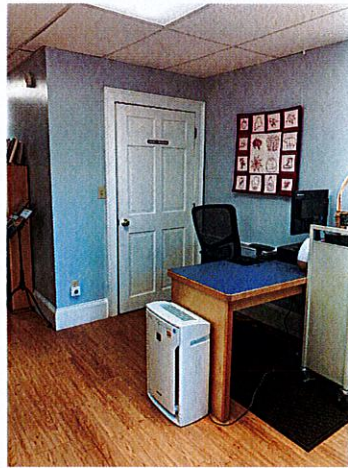
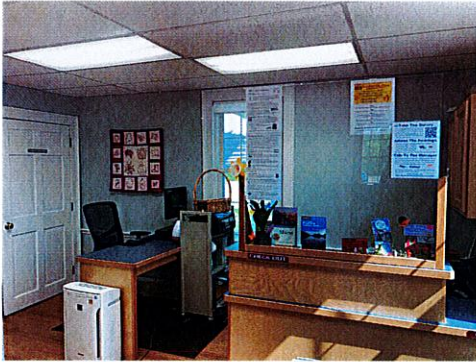
Outdoor Library Park area (across the parking lot from the library building)



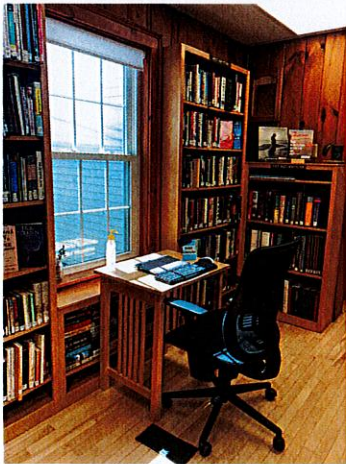
Outdoor Library Lawn area (directly behind the library building)



**Indoor Existing Work Station on First Floor (in busy circulation/rest room area)**



**Indoor Existing Work Station on First Floor (in Adult Room “nook”)**



Existing Main Entrance ramp/stairs (needs to be ADA compliant and is in disrepair)





JANET T. MILLS  
GOVERNOR

MAINE STATE LIBRARY  
LMA BUILDING  
64 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0064

LORI FISHER  
STATE LIBRARIAN

**Re: Memorandum of Understanding: ARPA Remote Work through Libraries Grant**

Upon award of an American Rescue Plan Act (ARPA ) grant, recipient organization/library agrees to:

1. Use the grant funds by *September 30, 2026* as specified in the approved grant proposal, and in accordance with all applicable state/local laws or ordinances.
2. Spend grant funds to the best of the library's ability in accordance with the General Conditions for Service Contracts and Buy American Act. See MSJ Remote Work through Libraries webpage for guidance.
3. Maintain any necessary records to show and account for the uses of grant funds for five (5) years.
4. Submit quarterly project progress reports by the *15th of each September, December, March, and June* of project implementation, as well a final narrative report and at least five (5) digital photos before *September 30, 2026* through the Maine State Library's online grant system.

Applicant Organization Authorized Signature

Date 5/31/2023

**SPECIFICATIONS**

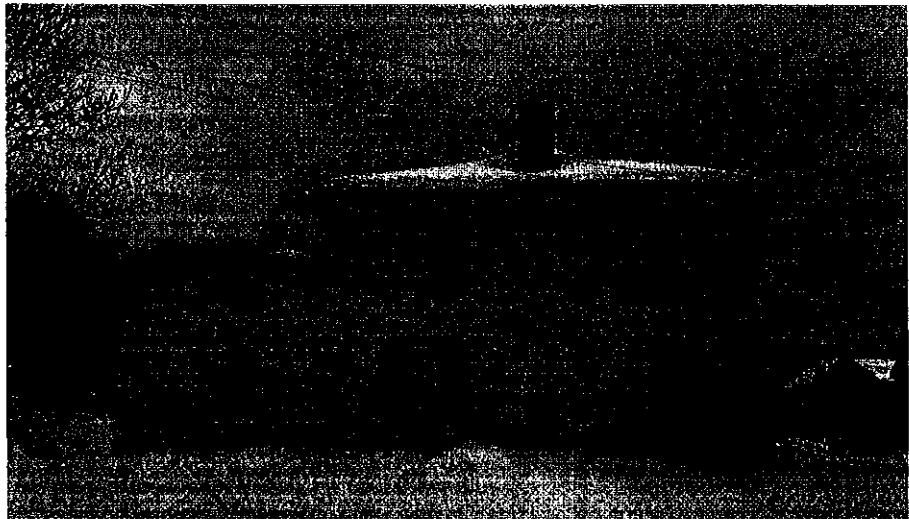
READFIELD PUBLIC LIBRARY BUILDING IMPROVEMENTS

Scope of Work:

**Front Stairs and Access Ramp** - The Town is requesting a functional replacement for the existing access. The stairs and ramp are pressure treated lumber but replacement materials may vary. Proper footings will need to be installed. ADA access compliance is required.



**Second Floor Egress** - The Town is requesting the installation of an emergency exit door on the south-west corner of the second floor of the building and emergency exit stairs from that point. Materials may vary but there is a strong preference for metal stairs in this location to reduce maintenance. The side door shown is not used / functional.



**PROPOSAL FORM**

READFIELD PUBLIC LIBRARY BUILDING IMPROVEMENTS

Company Name: Maine Highlands Contracting

Company Address: 795 Lily Bay Road Unit 301, Beaver Cove Maine 04441

Primary Contact: Brock Starbird

Telephone: 12074789248 Email: bstarbird@contractingmaine.com

Project Scope:

**Front Steps and Access Ramp**

Replace the existing steps and ramp as specified

**Second Floor Egress Door and Steps**

Install an exit door and steps as specified

Bid Proposal Total: \$73,975.00

Signature: *Brock Starbird*

Name: Brock Starbird

Title: Owner

Date: May 5, 2023

# MAINE HIGHLANDS CONTRACTING

795 Lily Bay Road Unit 301 Beaver Cove, Maine 04441

2074789248

## **Qualification Statement**

*Maine Highlands Contracting is proud to be a full service Maine based General Contractor. We specialize in federal, state, and local government contracts as well as commercial and industrial construction. We strive to exceed the expectations of our clients in every aspect, creating a personal trust, professional respect, and long term relationships. Maine Highlands Contracting is built upon a foundation of character, integrity, and quality workmanship. Our roots reach back to 1999 when Brock Starbird first began in the construction industry building cedar log homes. From those humble beginnings, Brock has created a team of skilled builders and craftsman that have left their mark of quality throughout New England in both residential and industrial contracting. Our team has a wide variety of skillsets with in the field experience ranging from 5 to 65 years, we are well prepared to handle all construction scopes. Over the years we have grown to successfully complete single projects exceeding values of over \$3,000,000. We are thankful for the larger opportunities, but continue to stay humble and make sure we serve our clients smaller project needs as well.*

*Project management team for this project: (\*subject to change\*)*

*Owner/ Project manager Brock Starbird - Has 20 + years of experience. Mr. Starbird has completed hundreds of projects of all scopes in the commercial, industrial, municipal, and residential markets. He is lead certified, Osha 30 certified, boom lift certified, cpr certified.*

*Site Supervisor Patrick Keeran – Has 40 + years of experience in the construction industries. He has worked on and has been in charge of hundreds of projects throughout Maine ranging in all scopes of work. Including previous EIFES restoration projects at the Bangor Mall. Mr. Keeran is Osha 30 certified, boom lift certified, staging certified, cpr certified.*

*Business manager Kari Starbird – Has 20 + years of experience managing a company and keeping the books on our projects. She assures our crews are background checked and drug tested to assure a safe and productive company.*

The following is a list of clients served, we have hundreds over the last 23 years so only listed 35.

- 1) Belfast, ME USPS building- interior and exterior renovations
- 2) Rockland, ME USPS building – interior and exterior renovations
- 3) Hampden, ME USPS main packing facility – interior and exterior renovations
- 4) US Coast Guard Base Boston- interior and exterior renovations
- 5) Portsmouth Naval Base – interior and exterior renovations
- 6) Dorothea and Dix Psychiatric Center interior and exterior renovations
- 7) Edward Gignoux Court House- interior and exterior renovations
- 8) Dead River Company – interior and exterior renovations
- 9) Dennis Paper - interior and exterior renovations
- 10) Ultra Beauty Salon - interior and exterior renovations
- 11) Dorothea Dix Psychiatric Center - interior and exterior renovations
- 12) Simon Properties - interior and exterior renovations
- 13) Key Bank Plaza - interior and exterior renovations
- 14) Passamaquoddy Tribe - interior and exterior renovations
- 15) Canyon Networks – interior and exterior renovations
- 16) Telford Aviation – interior and exterior renovations
- 17) Bangor Airport – interior and exterior renovations
- 18) State of Maine – interior and exterior renovations
- 19) National Maintenance – interior and exterior renovations
- 20) University of Maine - interior and exterior renovations
- 21) Waterville Library – interior and exterior renovations
- 22) Bass Harbor Memorial Library – interior and exterior renovations
- 23) Aroostook County Courthouse – Exterior renovations
- 24) Aroostook County Jail – Exterior renovations
- 25) Houlton Museum – Exterior renovations
- 26) University of Maine Cooperative extension – interior and exterior renovations
- 27) Dispatch Center/ PPE Building - new construction and interior/ exterior renovations
- 28) Criminal Justice Academy – Interior and exterior renovations
- 29) Maine Fire Protection – New construction and interior / exterior renovations
- 30) Maine Maritime Academy – Exterior renovations
- 31) Somerset County – New Construction and interior/ exterior renovations
- 32) National Guard – Exterior Renovations
- 33) City of Bangor – Interior and exterior renovations
- 34) AOS 90 – Interior and exterior renovations
- 35) School Union 69 – interior and exterior renovations





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Quirk Insurance CQ Insurance Agency, LLC 377 Hogan Road Bangor ME 04401	<b>CONTACT NAME:</b> Jerod Shaw <b>PHONE (A/C No, Ext):</b> (207) 947-1800 <b>E-MAIL ADDRESS:</b> jerod@quirkinsurance.com	<b>FAX (A/C, No):</b> (207) 947-1801
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Maine Highlands Contracting, LLC 795 Lily Bay Rd Unit 301 Beaver Cove ME 04441	<b>INSURER A:</b> Western World Ins Co	NAIC # 13196
	<b>INSURER B:</b> United Ohio	13072
	<b>INSURER C:</b> Nautilus Ins Co	17370
	<b>INSURER D:</b> Maine Employers Mutual Insurance Co	11149
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** CL2212103857                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			NPP1577729	01/08/2022	011/08/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	AUTOMOBILE LIABILITY			CPP0028428	05/02/2021	09/02/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							Premier Auto \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			AN099037	01/08/2022	09/08/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
	DED	RETENTION \$					\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1810114877	01/08/2022	09/08/2023	PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

REFER TO POLICY

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Brock J Starbird</b>		
	2 Business name/disregarded entity name, if different from above <b>Maine Highlands Contracting, LLC</b>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>S</b> <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
	5 Address (number, street, and apt. or suite no.) See instructions. <b>795 Lily Bay Road, Unit 301</b>	Requester's name and address (optional)	
	6 City, state, and ZIP code <b>Beaver Cove, Maine 04441</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
8	2		3	8	9	9	4	7	7

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Brock Starbird</i>	Date ▶ June 20, 2020
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



**Eric Dyer**

---

**From:** Hannah <hhinckley@roadrunner.com>  
**Sent:** Tuesday, May 30, 2023 10:50 PM  
**To:** Teresa Shaw; Eric Dyer; Dennis Price  
**Subject:** Scoreboard Funding Request for Readfield Recreation

Brant Remington, Maranacook Activities Director, is trying to fundraise for a new Basketball scoreboard at the middle school. I believe the current board is original to the school and is missing many light bulbs but what is worse is that the electronic connection to the wall is faulty and not reliable. This particular scoreboard and control panel are so old that they don't even sell replacement parts. Long story short, they would like to replace the entire thing and it's going to cost about 15K to do it. Readfield Recreation Committee would like to contribute \$2500 towards this fundraiser. This is considered a major sponsor and we will get a Readfield Rec plaque to put on the scoreboard. We will also have our own scoreboard controller to use for rec programs which is what we were looking to purchase prior to the whole scoreboard replacement. Our Rec program uses the Middle School gym and scoreboard from November to February to run our Winter Basketball Program. We are requesting our excess funds remaining from 2022-23 basketball revenue and the remainder to equal \$2500 total out of our reserve to donate to this fundraiser.

The Recreation Committee held a meeting 5-21-23 with the four attending members(Greg Liembach, Matt Lajoie, Hannah Flannery and Jeff Carlson) motioning and each voting a "Yes" as well as 3 remote Yes votes from Matt Magnusson, Tom Labrie and Amy Therrien, to approve this request and expenditure of of our balance and reserve.

We would appreciate the Readfield Select Board approving this request to help foster good will with the RSU 38 school and sports programs as well as to help show Rec support for them as well.

Sincerely  
Hannah Flannery , Chair Readfield Recreation  
Tom Labrie, Basketball commissioner Readfield Recreation

--

Hannah Flannery Independent Director with Pampered Chef online@ [pamperedchef.biz/hannahthechef](mailto:pamperedchef.biz/hannahthechef) [email-hhinckley@roadrunner.com](mailto:hhinckley@roadrunner.com) call or text- 207-446-7865 Enriching lives one meal, one memory at a time. Spend Save or Earn- you choose!!



**Eric Dyer**

---

**From:** Gregory Leimbach <gleimbach01@gmail.com>  
**Sent:** Thursday, May 25, 2023 8:17 AM  
**To:** Eric Dyer  
**Subject:** Swim float

I spoke with Scott Walsh at Hammond Lumber in Farmington.

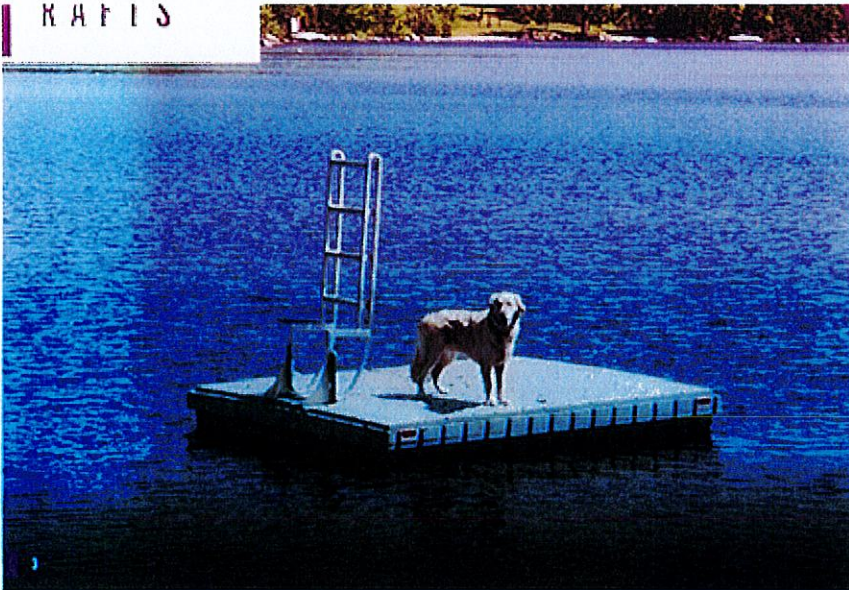
They have Shoremaster floats in stock there and in Belgrade.

Specs:  
7.5' x 9.5'  
3,000 lbs flotation  
Includes anchor rope & attachment hardware

Price: \$1,559

He recommended a 4 step ladder \$519

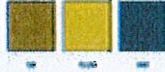
He also said he could talk to the buyer about reduced cost for a municipality.



POLYETHYLENE SWIM RAFT



POLE LADDER  
OPTIONAL



benefits

**SIZE**  
7.5 foot by 9.5 foot rounded  
deck surface

**SAFETY FIRST**  
One piece, all poly swim raft  
with reflectors on each corner  
provide additional safety.

**REMARKABLE STRENGTH**  
The polyethylene swim raft is  
300 percent and features a  
3.000 pound capacity.

**PROVEN PERFORMANCE**  
The Polyethylene Swim Raft is  
backed by one National  
Barn or all National.

**COLOR OPTIONS**  
Available in Tan, Yellow or Blue.

MODELS AND SPECIFICATIONS

POLY SWIM RAFTS

MODEL	DESCRIPTION	NET PRICE
RA1000P01	95" x 104" Polyethylene Swim Raft - Yellow	\$159.00
RA1000P02	95" x 104" Polyethylene Swim Raft - Yellow	\$159.00
RA1000P03	95" x 104" Polyethylene Swim Raft - Yellow	\$159.00

MODEL	DESCRIPTION	NET PRICE
RA1000P04	95" x 104" Polyethylene Swim Raft - Yellow	\$159.00

MODEL	DESCRIPTION	NET PRICE
RA1000P05	95" x 104" Polyethylene Swim Raft - Yellow	\$159.00

LADDER OPTIONS

MODEL	DESCRIPTION	NET PRICE
LA1000P01	1 Poly Pole Ladder for Poly Swim Raft (95" x 104")	\$159.00
LA1000P02	1 Poly Pole Ladder for Poly Swim Raft (95" x 104")	\$159.00

HAMMONDLUMBER.COM/SHOREMASTER

Sent from my iPhone







**READFIELD TOWN BEACH**  
**CANOE/KAYAK RACK RENTAL & LAUNCH PERMIT**  
 2023 Season (May 1 – November 1, 2023)



***Please Print Clearly***

Owner's Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (day): \_\_\_\_\_ (evening): \_\_\_\_\_ (cell): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Canoe/Kayak Color: \_\_\_\_\_ Canoe/Kayak Length: \_\_\_\_\_

Preferred Rack #(s): \_\_\_\_\_ (if applicable)

**TERMS OF AGREEMENT**  
**FOR RENTAL OF CANOE/KAYAK STORAGE RACK & LAUNCH - READFIELD BEACH**

1. **Rack space & launch permits are available to current Town Beach Pass holders over 14 years of age for non-motorized vessels only.**
2. Cost of one rental rack space is \$50 for May 1 – November 1. Fee must be paid prior to the start of storage.
3. Maximum length/width for the canoe/kayak racks is 18'0" / 2'4". Paddleboards, sculls, etc. may also be stored.
4. Cost of single vessel launch ONLY (no rack) is \$20 for May 1 – November 1. Fee must be paid prior to first launch.
5. **Rack rental & launch is not allowed for any watercraft used to access a moored or anchored vessel.**
6. Rack rental is on a first come, first served basis. Upon receipt of completed application and payment, racks will be assigned by number. Rack rental and assignment is at the discretion of the Town Manager or designee.
7. Before storage, Owner must attach their assigned rack number to the canoe/kayak by a secure means.
8. Owner agrees to remove canoe/kayak by November 1. Failure to remove canoe/kayak from rack by date stated will result in the inability to rent during subsequent seasons.
9. Owner must ensure the canoe/kayak is reasonably secured in its assigned rack and will not pose any danger to any passersby. Owner must provide locking mechanism.
10. Owner must ensure the canoe/kayak rack space is clean and tidy at all times. Nothing other than one canoe/kayak can be left on, in, around or by the rack at any time (e.g., paddles, floatation devices, etc.)
11. Canoe/kayak may not be left outside the designated storage area and should be carried (not dragged) to the launch.
12. The storage rack unit & launch may only be used for the one canoe/kayak listed above. Eight rack spaces are reserved for paired use. **There is a two space (or single paired space) limit per household.**
13. **Owner acknowledges that canoe/kayak launch and rack rental are at their own risk. The Town of Readfield accepts no responsibility for user injury, or loss of or damages to the canoe/kayak. Failure to comply with any terms will result in termination of this agreement with no refund of fees.**

**I agree to abide by the rules and regulations stated above and I hold myself solely responsible for any mishap/injury to users of, or damage to, the canoe/kayak listed above.**

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

**\*\* Staff Use Only \*\***

Payment Type: ( ) Cash Amount: \_\_\_\_\_ ( ) Check # \_\_\_\_\_ Amount \_\_\_\_\_  
 ( ) Visa / MasterCard #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code \_\_\_\_\_

**\*\*All Credit Card transactions will incur a 2.95% convenience fee\*\***

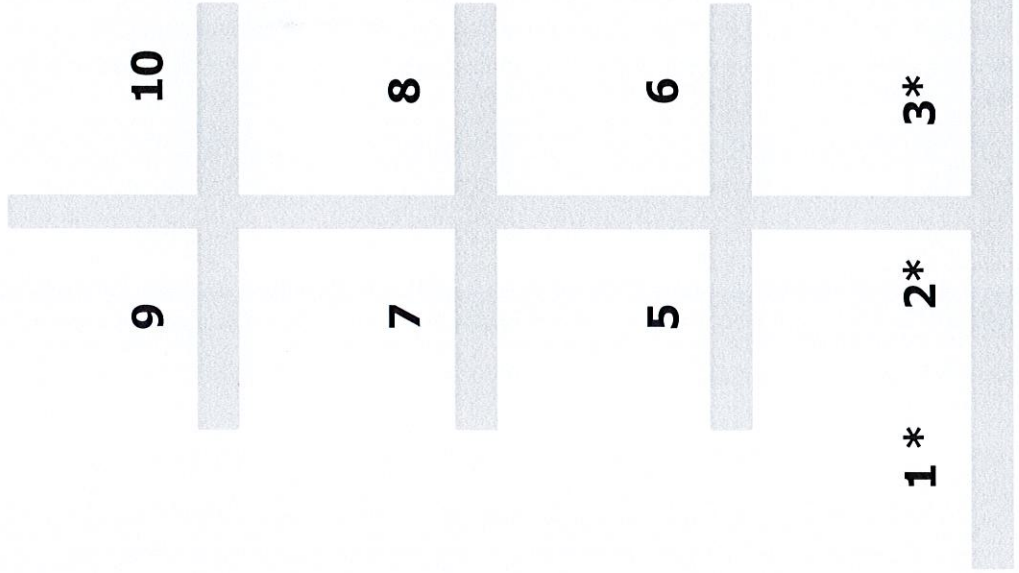
Assigned Rack Space(s): \_\_\_\_\_ *Applicants will be notified of their rack assignments*

Make Check Payable to "Town of Readfield" • Send application with notation "Attn: Rack Rental"

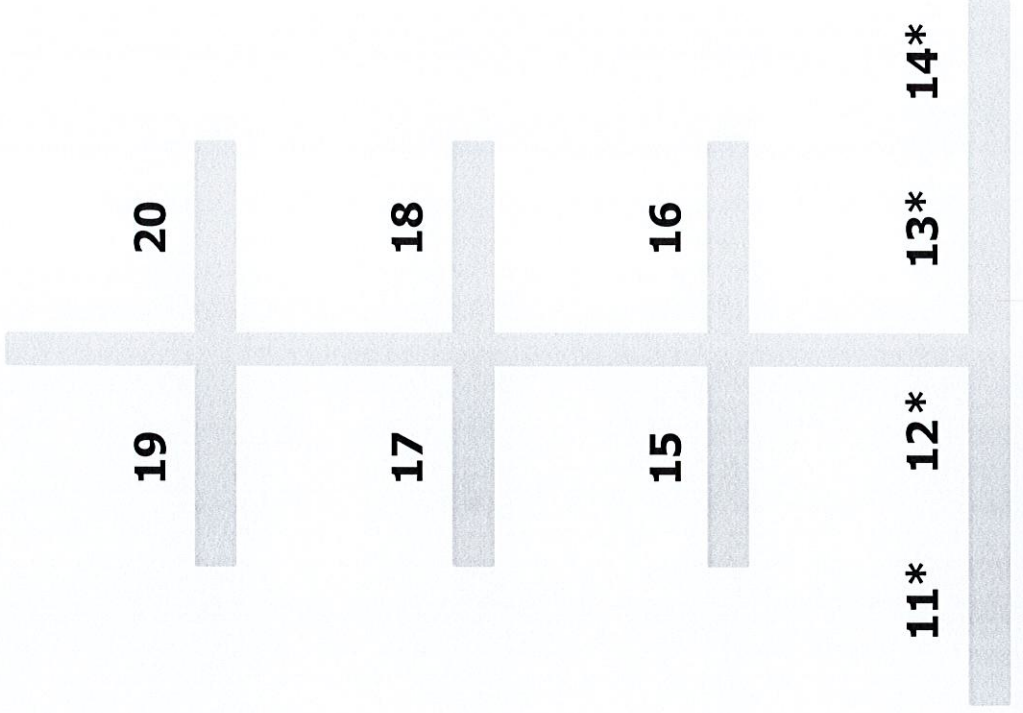
**READFIELD TOWN BEACH  
CANOE/KAYAK STORAGE RACK & LAUNCH DIAGRAM**

The Launch is directly beside the storage racks. Alternate launch areas may be designated or directed by Beach Staff.

**Rack 1**



**Rack 2**



\* Rack spaces 1-2, 3-4, 11-12, & 13-14 are paired, and intended for rental as a set of two spaces.



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

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

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

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

### **REQUEST FOR PROPOSALS**

### **ROAD STRIPING SERVICES**

**INTRODUCTION** - The Town of Readfield, Maine (hereinafter, the "Town") is seeking proposals for Road Striping Services. All proposals are to be submitted in sealed envelopes marked "ROAD STRIPING SERVICES" to the Town Office, 8 Old Kents Hill Road, Readfield, Maine 04355, by **1:00 p.m. on Thursday, June 1, 2023**. Any proposal received after this scheduled opening time shall not be considered.

The successful Proposer shall be required to sign an agreement substantially similar to the standard Town Services Agreement, attached. Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage. Each Proposer must inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals.

Each Proposer must be current in personal property tax payments to the respective municipality where the firm is located or provide a letter from the municipality stating the Proposer is in good standing related to tax payments.

**SCOPE OF SERVICES** – The Scope of Services is attached.

**GENERAL** – The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal. All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.

**ACCEPTANCE/REJECTION** – The Town reserves the right to waive any informalities in proposals, and to accept or reject any or all proposals or portions thereof should it be deemed in the best interest of the Town to do so.

## SCOPE OF SERVICES

### ROAD STRIPING SERVICES

The Contractor agrees to paint the following proposed roads and distances as described. Travel lanes are assumed to be 9' wide but physical measurements will dictate line placement. Distances refer to miles of full double center line and fog lines on both sides of the road - i.e one mile of double yellow means two parallel lines both one mile long and one mile of fog line means one mile of painted line on both sides of the road. Stop Bar and Crosswalk numbers refer to simple counts. Actual area calculations are the responsibility of the contractor. Work is to be conducted according to further directions by the Town Manager/Road Commissioner or his/her designee as needed:

Road Name	Distance in Miles		Quantities	
	Double Yellow	Fog Lines	Stop Bar	Crosswalk
Beaver Dam Road	1.00	1.00		
Chase Road		1.29		
Church Road	2.14	2.14	1	1
Fogg Road		1.18	1	
Harmony Hills Road		0.33	1	
Lakeview Drive			1	
Lane Road	0.68	0.68	1	
Memorial Drive		0.23	1	
Nickerson Hill Road	1.14	1.14	2	
North Wayne Road	0.75	0.75		
Old Kents Hill Road	1.32	1.32	2	1
P Ridge Road	1.20	1.20	1	
Plains Road	3.17	3.17	1	
Russell Street			1	
Rt. 17				5
Rt. 41				2
Sadie Dunn Road			1	
Scribner Hill Road		0.80	1	
South Road *	1.70	1.70	1	2 'School Zone'
Sturtevant Hill Road	2.53	2.53	1	
Thundercastle Road	1.10	1.10	1	
Wing's Mill Road		0.61	1	
<b>Miles</b>	<b>16.73</b>	<b>21.17</b>		
<b>Feet</b>	<b>88,334</b>	<b>111,778</b>		
<b>Additional Work</b>				
	Readfield Corner curbing			
	Railroad Crossing markings on Plains Rd.			

Spot sweeping may be necessary on occasion and it is expected that this work be performed within reason as a part of the scope of services.

All work shall be done according to MDOT specifications (section 627). All contractors are encouraged to review conditions on Town roads. This contract might or might not include any or all paved Town roads and will be based on the quoted rates of installed striping and the actual amount of installed striping. The final list of roads or specific road locations will be made with the Town Manager/Road Commissioner or his designee.

RFP - Road Striping Services 2023 - Thursday, June 1, 2023 at 1:00 PM

Busniess Name	Contact	Address	Town	State	Zip	Phone	Date Rec'd
FineLine Pavement Striping	Nicole Frost	2729 US Route 2	Hermon	ME	04401	207-848-0424	6/1/2023
K5 Corporation	Kathy Delong	9 Rockview Way	Rockland	MA	02370	781-982-9229	5/31/2023
L&D Safety Marketing Corp	Wm. Gray Ricker	304 East Montpelier Road	Barre	VT	05641	802-223-6154	5/31/2023
Lucas Striping LLC	Stephen Lucas	237 Plains Road	Readfield	ME	04355	207-215-2320	5/26/2023

**PROPOSAL FORM**

**STRIPING SERVICES**

PROPOSAL

Proposer's name: Fine Line Pavement Striping LLC

Address of business: 2729 US Rte 2 Herman, Maine 04401

Names of principals: Nicole Frost

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 0.14 per linear foot of beaded double yellow line (equal to two feet of single line).

\$ 0.14 per linear foot of beaded double white line (equal to two feet of single line).

\$ 3.50 per square foot of beaded white stop bars, crosswalks, and directional arrows.

\$ 3.50 per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement: N/A

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Nicole Frost, President 5/25/2023

**PROPOSAL FORM**  
**STRIPING SERVICES**

**PROPOSAL**

Proposer's name:     K5 Corporation    

Address of business:     9 Rockview Way, Rockland, MA 02370    

Names of principals:     Kathy DeLong President    

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

- \$     \$0.24     per linear foot of beaded double yellow line (equal to two feet of single line).
- \$     \$0.24     per linear foot of beaded double white line (equal to two feet of single line).
- \$     \$2.00     per square foot of beaded white stop bars, crosswalks, and directional arrows.
- \$     \$2.00     per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement:     N/A     None

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated:     , Kathy DeLong President  
05/26/2023

**PROPOSAL FORM**

**STRIPING SERVICES**

**PROPOSAL**

Proposer's name: L&D Safety Marking Corp.

Address of business: 304 East Montpelier Road Barre, VT 05641

Names of principals: Wm. Gray Ricker IV

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

- \$ 0.35 per linear foot of beaded double yellow line (equal to two feet of single line).
- \$ 0.36 per linear foot of beaded double white line (equal to two feet of single line).
- \$ 4.00 per square foot of beaded white stop bars, crosswalks, and directional arrows.
- \$ 4.00 per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement: N/A

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated:  05/30/2023



PROPOSAL FORM

STRIPING SERVICES

PROPOSAL

Proposer's name: Lucas Striping LLC (Stephen K Lucas)

Address of business: 237 Plains Rd Readfield Me 04355

Names of principals: \_\_\_\_\_

The undersigned proposes to furnish all labor, materials, equipment and transportation necessary for the STRIPING SERVICES for the Town of Readfield, Maine, in accordance with the SCOPE OF SERVICES and SERVICE AGREEMENT for the sum of:

\$ 0.14 per linear foot of beaded double yellow line (equal to two feet of single line).

\$ 0.14 per linear foot of beaded double white line (equal to two feet of single line).

\$ 1.75 per square foot of beaded white stop bars, crosswalks, and directional arrows.

\$ 1.75 per square foot of beaded yellow or white curb marking.

Addenda receipt acknowledgement: N/A

This Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

Signed and dated: Stephen K Lucas 5-25-23

# **OTHER BUSINESS**

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