

**Readfield Select Board Meeting**  
**February 26, 2024, Readfield Town Office**  
Meeting starts: 6.30 PM and ends at 8:30 PM (unless extended)  
*Meeting duration and agenda item times are estimates and may be reduced or extended*

**Pledge of Allegiance (6:30)**

**Regular Meeting Items - 5 min.**

24-099 - Minutes: Select Board meeting minutes of February 12, 2024

24-100 - Warrants: #37-38

**Communications - 25 min.**

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

Staff Communication - 5 min.

- Town Manager's 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.

**Old Business - 20 min.**

24-043 - Hear and consider an update on the Fairgrounds Project - 10 min.

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

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

**New Business - 65 min.**

24-101 - Discuss the proposed Community Programming Coordinator position - 10 min.

24-102 - Consider amending the Messenger Policy to accommodate business promotion - 10 min.

24-103 - Consider proposals for Cemetery tree work - 10 min.

24-104 - Consider a first reading of the revised Solid Waste and Recycling Ordinance - 10 min.

24-105 - Consider a first reading of the revised Marijuana Establishments Ordinance - 5 min.

24-106 - Consider revisions to the Transfer Station Fee Schedule - 10 min

24-107 - Discussion of Comprehensive Plan Goals - 10 min

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

**Adjournment**

# **REGULAR MEETING**

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

Readfield Select Board  
February 26, 2024  
Item # 24-099

Readfield Select Board  
February 26, 2024  
Item # 24-100

---

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

---

# **COMMUNICATIONS**

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

# OLD BUSINESS

Readfield Select Board  
February 26, 2024  
Item # 24-043

Readfield Select Board  
February 26, 2024  
Item # 24-044

Readfield Select Board  
February 26, 2024  
Item # 24-047

---

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

---

# NEW BUSINESS

# Town of Readfield

## Community Programming Coordinator – Job Description

---

### **Nature of Work:**

This position is responsible for the coordination, development, implementation, and promotion of community based recreation, education, and service programs for youth and adults for the Town of Readfield; working closely with various Town committees and volunteers; collaborating with Town staff; and performing any other duties as directed by the Town Manager.

### **Requirements of Work:**

- Ability to communicate professionally, clearly, and courteously
- Ability to effectively work independently and under active supervision
- Ability to work a flexible daily schedule with seasonal variation which may at times include weekend days and evening hours
- Ability to appropriately prioritize work and accomplish essential duties on time
- Ability to work collaboratively with a broad spectrum of groups and individuals
- Ability to develop, implement, and promote community programs for adults and youth
- Ability to independently identify and complete tasks needed for program success
- Ability to develop and manage program budgets
- Ability to organize a personal work schedule and the schedules of others
- Ability to supervise seasonal employees and volunteers
- Ability to perform manual labor including the transport and placement of bulky athletic equipment and occasional grounds maintenance
- Possess a current Maine Driver's License
- Pass a multi-part background check

### **Duties & Responsibilities** (Which include but are not limited to the following):

- Develop and maintain a Community Activities Calendar
- Keep relevant Social Media accounts and websites current
- Assist Town Staff with facility rental management (Gile Hall, Town Beach, etc.)
- Help with volunteer recruitment and direction for community events
- Work with Town Boards, Committees, and Commissions to develop programming and avoid overlap and conflict
- Coordinate and implement youth sports programs:
  - Soccer
  - Basketball
  - Baseball, Softball, T-ball
  - Swim Lessons (summer, town beach)
  - Others TBD
- Assist with advertising and promoting youth sports
- Assist with ongoing community programming development, scheduling, and promotion:
  - Senior Café
  - Readfield U
  - Others TBD
- Organize and implement Heritage Days (vendors, groups, events, etc.)
- Organize and implement the Winter Carnival and Ice Fishing Derby



# Town of Readfield

## Community Programming Coordinator – Job Description

---

- Organize and implement the Easter Egg Hunt
- Prepare for Town Beach operation and staffing, oversee the Town Beach summer season, close down the Town Beach programs and facilities
- Develop, coordinate and implement Summer Programming (adults and youth)
- Organize and implement the Trunk-or-Treat
- Coordinate and implement the Veteran's Day event and Parade
- Assist with coordinating special Holiday events
- Ensure that Town facilities are properly maintained to support community programming by working collaboratively with Town maintenance staff
- Attend relevant committee meetings as directed by the Town Manager
- Perform additional tasks as directed by the Town Manager

### **Desirable Experience and Training:**

- Diverse experience with program development and implementation
- Demonstrated creativity, adaptability, and accountability
- Well-developed financial and mathematical skills
- Accurate technology based record keeping and information management skills
- Exceptional communication and interpersonal skills
- Experience supervising volunteers and seasonal employees
- Experience working with local government or non-profit organizations
- CPR, Lifeguard, First-aid, and other relevant training and certifications
- Willingness to train and gain additional skills as needed for the position

### **Supervision:**

- This is a seasonal part-time position; hired and supervised by the Town Manager; and is subject to all applicable terms of Readfield's Personnel Policies
- This position will engage deeply with municipal boards, committees, and commissions but will not be supervised by those groups
- This position may supervise seasonal staff and volunteers

### **Schedule:**

This is a seasonal part-time position hired at an average of 1,040 hours annually (half-time). As noted in the Requirements of Work the schedule is both seasonal and variable and at times may require evening and weekend hours. While this position will work independently and in response to prioritized needs with a degree of autonomy, it is anticipated that a schedule similar to "Attachment 1" will be necessary.

### **Compensation:**

This position will initially be paid between \$16 and \$18 per hour depending on qualifications and experience. This position does not include overtime pay or other benefits. It is the hope and expectation of the Town of Readfield that the Community Programming Coordinator will develop and implement programs that are revenue generating and ideally self-sustaining. Additional hours and future benefits and pay increases will depend in part on the realization of that vision.

# Town of Readfield Community Programming Coordinator – Job Description

## Attachment 1

### Community Programming Coordinator Draft Schedule

Week	Week End	Est. Hrs.	Rec Sport / Activities	Community Activity	Ongoing Programs and Services	
1	7-Jan	8	Basketball		Activity Calendar and Social Media	
2	14-Jan	8				Town Building and Facility Rental Scheduling
3	21-Jan	8				Volunteer Coordination
4	28-Jan	8				Board and Committee Coordination
5	4-Feb	8		Readfield U	Youth Sports Promotion	
6	11-Feb	8			Senior Café	
7	18-Feb	8	Winter Carnival / Ice Derby *			
8	25-Feb	8				
9	3-Mar	16	Baseball			
10	10-Mar	16	Softball			
11	17-Mar	16	T-Ball			
12	24-Mar	16	Easter Egg Hunt *			
13	31-Mar	16				
14	7-Apr	16				
15	14-Apr	24				
16	21-Apr	24				
17	28-Apr	24				
18	5-May	24				
19	12-May	24				
20	19-May	24				
21	26-May	24				
22	2-Jun	24	Beach Opening Prep			
23	9-Jun	24				
24	16-Jun	24				
25	23-Jun	40	Beach Open and Staffed Summer Programming Swim Lessons			
26	30-Jun	40				
27	7-Jul	40				
28	14-Jul	40				
29	21-Jul	40				
30	28-Jul	40				
31	4-Aug	40				
32	11-Aug	40			Heritage Days *	
33	18-Aug	40				
34	25-Aug	40				
35	1-Sep	24	Soccer			
36	8-Sep	24				
37	15-Sep	16				
38	22-Sep	16				
39	29-Sep	16				
40	6-Oct	16				
41	13-Oct	16				
42	20-Oct	16				
43	27-Oct	16				
44	3-Nov	16	Trunk-or-Treat *			
45	10-Nov	8	Basketball			
46	17-Nov	8			Veteran's Day Events *	
47	24-Nov	8				
48	1-Dec	8				
49	8-Dec	8			Holiday Celebrations *	
50	15-Dec	8				
51	22-Dec	8				
52	29-Dec	8				

Half-Time 1040

\* Denotes a special 1-2 day activity

### Community Programming Coordinator Time Study

Activity / Event	Support Function	Est. Hours	Notes	Rev. ?
Activity Calendar and Social Media	Keep Community Activities Calendar current, Keep Social Media current	52	One hr. per week	1
Town Building and Facility Rental Scheduling	Assist Town Staff with facility rental management	24	Two hrs. per month	1
Volunteer Coordination	Help with volunteer recruitment and direction	24	Two hrs. per month	0
Board and Committee Coordination	Work w/ BCCs to develop programming and avoid overlap and conflict	36	Three hrs. per month	0
Youth Sports Promotion	Assist with advertising and promoting youth sports	24	Two hrs. per month	1
Youth Sports Management	Coordinate and implement Youth Sports programs	384	4 days per month avg.	1
Senior Café	Assist with programming and promotion	12	One hr. per month	0
Readfield U	Assist with programming, scheduling, and promotion	12	One hr. per month	0
Heritage Days	Coordinate and manage Heritage Days (vendors, groups, events, etc.)	56	Might be low-end of time...	1
Winter Carnival Ice Derby	Organize and implement the Winter Carnival and Ice Fishing Derby	24	Full day, plus planning	1
Easter Egg Hunt	Organize and implement the Easter Eggs Hunt	8	Half-day, plus planning	0
Beach Staffed, open and close facility	Prepare for Beach operation and staffing, oversee summer season, close down	240	Heavy summer commitment, plus planning	1
Summer Programming	Coordinate and implement Summer Programming (adults and youth)	240	Heavy summer commitment, plus planning	1
Swim Lessons	Coordinate, implement, and supervise Swim Lessons	216	Heavy summer commitment, plus planning	1
Trunk-or-Treat	Organize and implement the Trunk-or-Treat	12	Half-day, plus planning	0
Veteran's Day Events	Coordinate and implement the Veteran's Day event and Parade	16	Half-day, plus planning	0
Holiday Celebrations	Assist with coordinating special Holiday events	8	Various support activities	0

Total Estimated Hours 1,388      Est. Revenue Generating 66%

# Messenger Policy



Town of Readfield, Maine

~~November 13, 2017~~ February 26, 2024

## SECTIONS:

Section 1.0 Name of Publication

Section 2.0 Purpose

Section 3.0 General Guidelines

Section 4.0 Articles

Section 5.0 Advertisement

Section 6.0 Authorizations

## **Section 1.0 Name of Publication:**

The name of the publication is known as the Readfield Messenger.

## **Section 2.0 Purpose:**

- 2.1 The purpose of the publication is to inform Readfield's public of the affairs of ~~town~~ Municipal boards, committees and commissions on a regular basis;
- 2.2 the ~~town~~ Municipal budget and financial information;
- 2.3 the ~~town~~ Municipal voting and Town Meeting information;
- 2.4 any ~~town~~ Municipal events;
- 2.5 a place for public service information;
- 2.6 limited for-profit businesses promotion

## **Section 3.0 General Guidelines:**

- 3.1 ~~Town~~ Municipal boards, committees and commissions will limit their monthly articles to one page unless prior authorization is given for additional space by the Town Clerk or Town Manager.
- 3.2 Nonprofit organizations, such as churches, organizations and community service organizations will be limited to a quarter page unless prior authorization is given for additional space by the Town Clerk or Town Manager.
- 3.3 All content should meet the Rules of Conduct for Public Meetings as approved and amended by the Readfield Select Board.
- 3.4 All content is subject to review and approval from the Town Clerk, and Town Manager as appropriate.
- 3.5 For-profit business promotion will be limited to reference in a monthly business section, if published, unless they choose to purchase advertising space in accordance with Section 5. For-profit businesses must have a significant presence or ownership in the Town of Readfield, be appropriately licensed and registered, and have a listing on the Town of Readfield website in order to be included in a monthly business listing.

## **Section 4.0 Articles**

- 4.1 Articles should be relevant to ~~m~~ Municipal government or civic activities in the Town of Readfield or surrounding area.
- 4.2 Articles should be submitted by ~~m~~ Municipal officers and officials, duly authorized members of appointed boards and committees, ~~or~~ duly authorized representatives of local non-profit organizations.
- 4.3 No editorials or letters to the editor.
- 4.4 Articles should not contain political messages with the exception of profiles submitted by those candidates who will be representing the Town of Readfield on the local, state or federal levels.
  - a.) Local candidates may only submit profiles after they have turned in their nomination papers to the Town Clerk.
  - b.) Local candidate profiles must be submitted by the candidate.

c.) Local candidate profiles should be kept to a few paragraphs.

d.) Candidate profiles will be requested by the Town Clerk in advance of an election and profiles must be submitted by the stated deadline.

4.5 Picture submissions need to be submitted as a jpeg digital image file and the submitter is responsible for acquiring the authority to use someone's likeness or picture.

4.6 Articles and/or ads need to be submitted as pdfs or *text* documents.

4.7 Submissions, if sent by e-mail, should be sent as an attachment.

**Section 5.0 Advertisement**

5.1 Paid advertising is permitted and encouraged as it offsets the cost of printing and distributing the Messenger.

5.2 Advertising for non-profit organizations, governmental organizations, public service agency or other agency, may be provided free of charge as space is available.

5.3 No political profiles are allowed with the exception of local, state or federal candidate's profiles of which there will be no charge if the ad falls under the guidelines of section 4.4.

5.4 Ad prices will be set by the Select Board under their miscellaneous fees authorization policy.

5.5 Ad prices will be set by size, either a standard business card or the portion of a full page the ad occupies.

5.6 All ads will be paid for in advance of the publication of the ad.

5.7 No political advertising permitted.

**Section 6.0 Authorizations**

6.1 The Town Clerk is responsible for determining any charges for ads as stated in Section 5.0 Advertisement.

6.2 The Town Clerk is responsible for the production of the publication each month unless otherwise directed by the Town Manager.

6.3 The information contained in and the supervision of producing the publication.

Date approved by the Select Board: ~~November 13, 2017~~ February 26, 2024

\_\_\_\_\_  
~~Bruce Bourgoine~~

\_\_\_\_\_  
~~Christine Sammons~~

\_\_\_\_\_  
~~John Parent~~

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

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

CATEGORY (27)	# (94)	GROUP	
Animals	1	4	
Auto & Small Engine	9	6	
Business and Financial Services	2	2	
Carpentry & Construction	10	1	
Computer & Web, Graphic Design	4	2	
Crafting	2	10	
Daycares & Child Services	3	7	
Education	6	7	
Electrical	2	3	
Entertainment & Sports	6	9	
Excavating	2	1	
Farms & Nurseries	8	4	
Food Services	9	5	
Furniture	2	10	
Handyman & Household	3	3	
Health & Fitness & Medical	6	8	
Investigations & Security	2	2	
Landscape	2	4	
Lodging & Rentals	1	11	
Manufacturing	1	10	
Painting	1	3	
Plumbing & Heating	2	3	
Post Offices	2	11	
Real Estate & Property Management	3	12	
Redemption Centers	1	11	
Salons	1	8	
Trucking & Trash Pick-up	3	12	

MONTH	GROUP #	CATEGORIES	# of Listings
Jan	1	Carpentry & Construction, Excavating	12
Feb	2	Business & Financial Services, Investigations & Security, Computer & Web, Graphic Design	8
Mar	3	Handyman & Household, Painting, Plumbing & Heating, Electrical	8
Apr	4	Animals, Farms & Nurseries, Landscape	11
May	5	Food Services	9
Jun	6	Auto & Small Engine	9
Jul	7	Education, Day Care	9
Aug	8	Health & Fitness & Medical, Salons	7
Sep	9	Entertainment & Sports	6
Oct	10	Crafting, Furniture, Manufacturing	5
Nov	11	Lodging & Rentals, Post Offices, Redemption Centers	4
Dec	12	Real Estate & Property Management, Trucking & Trash Pick-up	6

## Messenger Ad Fees

### Current Fees:

#### Business Card Size

- 1 Month \$ 12.00
- 6 Months \$ 60.00
- 12 Months \$ 120.00

### New Fees:

#### Business Card Size – *Stay the same*

- 1 Month \$ 12.00
- 6 Months \$ 60.00
- 12 Months \$ 120.00

#### Double Business Card / ¼ Page

- 1 Month \$ 24.00
- 6 Months \$ 120.00
- 12 Months \$ 240.00

#### Half Page

- 1 Month \$ 48.00
- 6 Months \$ 240.00
- 12 Months \$ 480.00

#### Full Page

- 1 Month \$ 96.00
- 6 Months \$ 480.00
- 12 Months \$ 960.00



FY24 Readfield Cemetery Tree Work RFP Bid Selection

By Ben Rodriguez

After reviewing the bids submitted by Stevenson Solutions, Poulin Tree, Fournier Tree Service and Hawks Tree Service, my selection for the work to be completed in the cemeteries for FY24 is Poulin Tree. This decision was made particularly difficult because the bids from Poulin Tree Service and Stevenson Solutions were very comparable.

I listed out proposed treatments for the trees to be addressed in Kents Hill Cemetery, Case Cemetery, East Readfield Cemetery and Dudley Plains Cemetery (besides Tree #2 in Kents Hill Cemetery) and requested that if the arborists submitting a bid felt that alternative treatments would better serve our goals to ensure the long-term preservation of the cemetery stones, while also conserving the natural beauty of the grounds, to provide such alternatives in their bid. In doing so, I broke down the bids by cemetery listing the total treatment cost and the total treatment cost with alternative treatments (which increase the cost of work in the individual cemeteries) and then at the bottom of the bid tabulation sheet, I included the total cost for all the cemeteries and the total cost of all the cemeteries with alternative treatments. The dual breakdown of cost was in order to ensure flexibility in deciding on what work to be carried out to remain as close to the budgeted amount of funds designated for tree work in the cemeteries from the FY24 Cemetery Budget. Additionally, having alternative treatments in mind provides the ability to forgo more drastic actions (i.e removal of a tree) and carry out more conservative work on trees and keep an eye out for additional work needed in the years to come.

One difficulty that came up in comparing the two most competitive bids, from Stevenson Solutions and Poulin Tree, was that Andrew Poulin did not include a price and treatment for Tree #1B in Kents Hill Cemetery. While the arborists who showed up to the mandatory meeting and showing and I were walking around Kents Hill Cemetery, Talia and Mark from Hawkes Tree Service pointed out a tree that was not on my list that would benefit from some work being done on it. I mentioned that I would include that additional tree (#1B) and send out an updated RFP later that day or the next. I sent the email a little after 11AM on the 26<sup>th</sup> of January to all the arborists that were in attendance at the mandatory meeting and showing. I am uncertain if Andrew Poulin from Poulin Tree did not receive the email or had printed off the version on the Town of Readfield Website that I had failed to update.

What I did to compensate for the missing treatment cost was I added up the total treatment costs for the cemeteries with and without alternative treatments, not including the treatment cost for Tree #1B and Tree #2 in Kents Hill Cemetery (I did not include Tree # 2 because it is not in desperate need of being addressed and can be added to work being done in the cemeteries in the future). With that being said the total cost of work for Stevenson Solutions came out to \$3,350.00 (with alternative treatments = \$6,550.00) and the total cost of work for Poulin Tree came out to \$3,200.00 (with alternative treatments = \$7,400.00). As one can see, it is made a little difficult to figure out which bid is a more financially competitive offer because it could go either way depending on the work undertaken when conditions better allow for work to be carried out in the spring.

I have decided to select Poulin Tree because the comparable pricing of work being done and to establish an additional relationship with an arborist to perform work in the cemeteries. I have personally worked alongside Taylor Stevenson and have nothing but great things to say about the work he has undertaken in the years that I have held the position as sexton in the Town of Readfield. The work he has completed has been performed to a high standard, his attention to preventing damage to the cemetery grounds and stones is greatly appreciated and the flexibility he has demonstrated to perform work, especially after unexpected storms, is exceptional. Greg Goucher of G.S Goucher Tree Services has also demonstrated a high degree of professionalism and ability in carrying out work in the cemeteries. My choice of Poulin Tree is to provide the Town of Readfield with the possibility of establishing another quality relationship with an additional arborist to provide continued stability in work being carried out in the years to come, a growing group of able arborist that we have trust in and options in the event work needs to be performed in the cemeteries on short notice.

I provided the Cemetery Committee with this document and the bid tabulation. I received support for my selection from a majority of members from the committee. I look forward to discussing my explanation further with you all on the Select Board and am hopeful for your approval.

Respectfully,

Ben Rodriguez, Sexton  
Town of Readfield

		Stevenson Solutions		Poulin Tree Service		Fournier Tree Service		Hawks Tree Service	
Attended Mandatory Meeting and Showing		X		X		X		X	
Submitted Bid On Time		X		X		X		X	
<b>Kent's Hill Cemetery</b>									
Tree #	Species	Treatment:	Cost:	Treatment:	Cost:	Treatment:	Cost:	Treatment:	Cost:
1	Ash	Trim Low Hanging Branches	\$200.00	Trim Low Hanging Branches	\$200.00	Trim Low Hanging Branches	\$600.00	Trim Low Hanging Branches	\$200.00
1B	Ash	Cable	\$400.00	N/A	N/A	Remove	\$3,000.00	Install Cable	\$300.00
		Remove	\$1,200.00						
2	Spruce	Removal (Recommended)	\$1,200.00	Trim (Recommended) Removal (Alt. Recommendation)	\$200.00 \$1,200.00	Trim Low Limbs (Recommended)	\$600.00	Woodpecker Holes: (No Treatment Recommended)	N/A
3	Maple	Trim Low Hanging Branches	\$200.00	Trim Low Hanging Branches	\$300.00	Trim Low Hanging Branches	\$1,000.00	Trim Low Hanging Branches	\$1,000.00
4	Maple	Remove	\$2,500.00	Remove	\$2,000.00	Remove	\$2,500.00	Remove	\$3,000.00
5	Ash	Remove	\$150.00	Remove	\$200.00	Remove	\$800.00	Remove	\$100.00
6	Cherry	Remove	\$150.00	Remove	\$200.00	Remove	\$200.00	Remove	\$100.00
7	Elm	Remove	\$150.00	Remove	\$300.00	Remove	\$1,000.00	Remove	\$100.00
<b>Total:</b>			<b>\$3,750.00</b>		<b>\$3,200.00</b>		<b>\$9,100.00</b>		<b>\$4,500.00</b>
<b>Total (with Alt. Recommendation)</b>			<b>\$5,750.00</b>		<b>\$4,400.00</b>		<b>\$9,700.00</b>		<b>\$4,800.00</b>
<b>Dudley Plains Cemetery</b>									
1	Cedar	Remove	\$950.00 (For All)	Remove	\$200.00	Remove	\$500.00	Remove	\$400.00
2	Cedar	Remove	See Above	Remove	\$200.00	Remove	\$500.00	Remove	\$400.00
3	Cedar	Remove	See Above	Remove	\$200.00	Remove	\$500.00	Remove	\$400.00

4	Cedar	Remove	See Above	Remove	\$200.00	Remove	\$500.00	Remove	\$400.00
5	Cedar	Remove	See Above	Remove	\$200.00	Remove	\$800.00	Remove	\$400.00
<b>Total:</b>		\$950.00		\$1000.00		\$2,800.00		\$2,000.00	
<b>Case Cemetery</b>									
1	Pine	Trim Overhanging Branches + Deadwood	\$250.00	Trim Overhanging Branches + Deadwood	\$300.00	Trim Overhanging Branches + Deadwood	\$500.00	Trim Overhanging Branches + Deadwood	\$300.00
2	Maple	Trim Overhanging Branches + Deadwood	\$250.00	Remove	\$1,500.00	Remove	\$4,000.00	Remove	\$4,000.00
<b>Total:</b>		\$500.00		\$1,800.00		\$4,500.00		\$4,300.00	
<b>Total (with Alt. Recommendation)</b>		\$750.00							
<b>East Roadfield Cemetery</b>									
1	Maple	Trim Overhanging Branches + Deadwood	\$300.00	Trim Overhanging Branches + Deadwood	\$200.00	Trim Overhanging Branches + Deadwood	\$1,000.00	Trim Overhanging Branches + Deadwood	\$1,000.00
		Remove (Alt. Recommendation)	\$1,250.00	Remove (Alt. Recommendation)	\$1,200.00				
2	Maple	Trim Overhanging Branches + Deadwood	\$300.00	Trim Overhanging Branches + Deadwood	\$200.00	Remove (Recommended)	\$4,000.00	Remove (Recommended)	\$5,000.00
<b>Total:</b>		\$600.00		\$400.00		\$5,000.00		\$6000.00	
<b>Total (with Alt. Recommendation)</b>		\$1,500.00		\$1,400.00					

<b>FY 2024 Cemetery Tree RFP</b>									
<b>Total Bid:</b>		\$5,800.00		\$6,400.00		\$21,400.00		\$16,800.00	
<b>Total Bid with Recommendation</b>		\$8,950.00		\$9,600.00		\$22,000.00		\$17,100.00	

**DRAFT**

READFIELD WASTE DISPOSAL  
And RECYCLING  
ORDINANCE

Adopted June 11, 1998  
Amended ~~June 9, 2011~~ June 11, 2024

SECTION I. SHORT TITLE

This Ordinance shall be known and may be cited as the "Readfield Waste Disposal and Recycling Ordinance".

SECTION II. GENERAL STATEMENT OF PURPOSE, APPLICATION AND AUTHORITY

A. Declaration of Purpose.

This Ordinance is designed to control waste material in the Town of Readfield, Maine, by providing for the establishment and enforcement of rules and regulations, establishing limitations, prohibiting certain acts causing solid disposal problems, and providing for fines for violations of the provisions of this ordinance.

The purpose of separating recyclable materials is to conserve those materials that can be reused pursuant to the Maine Recycling Act. In doing so, the Town of Readfield will reduce the amount of material to be transferred and reduce the cost of disposal of waste generated within the Town.

B. Application

This Ordinance applies to all persons generating or disposing of waste within the Town of Readfield or using the Recycling and Transfer Station located within the Town of Readfield.

C. Authority

This Ordinance is adopted pursuant to Maine Revised Statutes Annotated, Title 38, Section 1305 and the Maine Recycling Act.

SECTION III. DEFINITIONS

In this ordinance the following terms shall have the following meanings:

A. Acceptable Liquid Waste. "Acceptable liquid waste" means the collective reference to liquid wastes that are reclaimable liquid waste.

B. Acceptable Waste. "Acceptable waste" means the collective reference to processable

waste, recyclable materials, reclaimable materials, reclaimable liquid waste, and other solid waste.

C. Agricultural Waste. "Agricultural waste" means waste generated by agricultural activities, excluding vegetative waste, including but not limited to pesticides, pesticide containers, and manure.

D. Asbestos. "Asbestos" means a group of naturally occurring minerals that separate into fibers of high tensile strength and are resistant to heat, wear and chemicals, including but not limited to chrysotile, amosite, crocidolite, actinolite, tremolite and anthophyllite and any of these minerals that have been chemically treated or altered.

E. Biomedical Waste. "Biomedical waste" means waste consisting of(!) human and animal remains, body parts, tissues, organs, blood, excretions, secretions, body fluids and any and all "infectious waste", which term shall include, but not be limited to, (i) waste which contains any disease producing or carrying material, agent or organism, (ii) isolation wastes, cultures and stocks of etiological agents, (iii) waste generated by surgery or autopsy performed on septic cases or patients with infectious diseases, (iv) sharps, dialysis waste and wastes that were in contact with pathogens, (v) waste biologicals (e.g., vaccines) produced by pharmaceutical companies for human or veterinary use, (vi) food, equipment parts and other products contaminated with etiological agents, (vii) bedding and other wastes that were in contact with diseases or laboratory research animals, (viii) equipment, instruments, utensils and fomites which were in contact with persons who are suspected to have or have been diagnosed as having a communicable disease, (ix) laboratory wastes such as pathological specimens and disposal fomites attendant thereto and (x) any disease causing material which is defined as a "hazardous substance" under current or future federal, state or local law, rule or regulation as a result of being classified and "etiological agent".

F. Brown Goods. "Brown goods" means large television or entertainment modules or furniture including but not limited to sofas, television consoles, wood framed beds, chairs, hide-a-beds and stereo consoles.

G. Collectors. "Collectors" means any person employed by the Town of Readfield or permitted by the Town of Redfield responsible for the pick up and collection of processable waste and recycling materials as described in IVB.

H. Commercial Activity. "Commercial activity" means any business that is carried out in, but not limited to, stores, offices, restaurants, service stations, or campgrounds that renders goods and/or services primarily on a retail basis.

I. Commercial Hauler. "Commercial hauler" means any person having secured an Annual Permit for the pick up, collection, or transfer of acceptable waste.

J. Construction/Demolition Debris. "Construction/demolition debris" means nonburnable debris resulting from construction, remodeling, repair, and demolition of structures. The term includes, but is not limited to building materials, asphalt, wall board plastic pipes, carpeting and underlay. It excludes all unacceptable wastes and inert fill.

K. Dredge Spoils. "Dredge spoils" means sand, silt, mud, gravel, rock or other sediment or material removed from beneath any surface water. Dredge spoils are unacceptable liquid wastes.

L. E.P.A. "E.P.A." means the United States Environmental Protection Agency.

M. Hazardous Waste. "Hazardous waste" means a waste in either a liquid or solid state, designated as hazardous by the E.P.A. or the M.D.E.P. and includes special nuclear or by-product material within the meaning of the Atomic Energy Act of 1954, as amended. Hazardous waste is either an unacceptable liquid waste or unacceptable solid waste.

N. Household Hazardous Wastes. "Household hazardous wastes" are wastes that are considered hazardous wastes either in a solid or liquid state. Such waste may be collected at the Recycling and Transfer Station by the Town of Readfield from time to time as designated by the Select Board. Specially approved waste materials include, but are not limited to: liquid and non-liquid paint, paint thinner, bleach and household cleaning solvents.

O. Industrial Activity. "Industrial activity" means any business which produces goods and/or services not primarily for retail sale and may include, but is not limited to, processes such as printing, manufacturing, recycling, packaging, or warehousing.

P. Inert Fill. "Inert fill" means clean soil material, rocks, bricks, and cured concrete, which are not mixed with other solid waste or liquid waste, and which are not derived from an ore mining activity.

Q. Liquid Waste. "Liquid waste" means any waste that is determined to contain free liquids according to the Paint Filter Liquids Test (Method 9095 of E.P.A. SW- 846, 3rd Edition). Liquid waste is the collective reference to acceptable liquid waste and unacceptable liquid waste.

R. M.D.E.P. "M.D.E.P." means the Maine Department of Environmental Protection or its successor.

R-1 MSW "Mainstream Solid Waste" means the items that are collected as trash to be either incinerated or buried, but not recycled.

S. Metal Goods. "Metal goods" include bikes, metal doors, metal pipe, window frames, cyclone or other metal fences, screens wire, sheet metal, metal conduit cables, tools, lawnmowers, furniture, sports equipment, aluminum, copper and brass items, vented barrels and vented propane fuel tanks.

T. Ordinance. "Ordinance" means the several parts comprising this ordinance, as may be amended from time to time.

U. Other Solid Waste. "Other solid waste" is the collective reference to mattress, box

springs, construction/demolition debris, hot loads, burble debris, vegetative waste and wood waste.

U-1. Participating Town. A "participating town" is a nearby town that has executed an interlocal agreement or contract with the Town of Readfield which permits residents of that town to access and/or use the Recycling and Transfer Station for disposal of waste.

V. Processable Waste. "Processable waste" means all damaged recyclable materials, ordinary household, municipal, institutional, commercial and industrial solid wastes consisting primarily of combustible materials capable of being processed and incinerated at a waste to energy facility. "Processable waste" excludes liquid wastes, unacceptable solid waste, reclaimable materials, recyclable materials and solid waste.

W. Reclaimable Liquid Waste. "Reclaimable liquid waste" is waste oil.

X. Reclaimable Materials. "Reclaimable materials" are solid waste materials that may be reclaimed and are as follows: white goods, tires, and metal goods.

Y. Recyclable Materials. "Recyclable materials" are materials that can be reused either in the same form or as part of a different product.

Y-1. Reusable Materials. "Reusable materials" are those items such as books, clothing, house wares, toys, etc. which are no longer needed by a resident but still may have a useful life. These items can be left for other residents to claim at no cost at the Swap Shop. Metal Goods, Returnable Containers and Recyclable Materials are not considered reusable.

Y-2. Returnable Containers. "Returnable Containers" are those containers (metal, glass and plastic) that have a redemption value.

Z. Recycling Facility. "Recycling Facility" means any facility constructed and managed for separating, collecting, and/or processing of manufactured materials for reuse either in the same form or as a part of a different product.

AA. Select Board. "Select Board" means the municipal officers elected to the Readfield Select Board by the voters of the Town of Readfield.

BB. Sludge. "Sludge" means any semi-solid or liquid waste generated from household septic tanks, a municipal, commercial or industrial wastewater treatment plant, water supply treatment plant, or wet process air pollution control facility or any other such waste having similar characteristics and effect. Sludge is an unacceptable liquid waste.

CC. Solid Waste. "Solid waste" means unwanted or discarded solid material with insufficient liquid content to be free flowing, including by way of example, and not by limitation, recyclable materials, rubbish, garbage, scrap materials, junk, refuse, and landscape refuse.



DD. Special Wastes. "Special wastes" means any non-hazardous solid waste or liquid waste generated by sources other than ordinary households and typical commercial establishments that exists in such an unusual quantity or in such a chemical or physical state or any combination thereof, which may disrupt or impair effective waste management or threaten the public health, human safety or the environment and requires special handling, transportation and disposal procedures. Special wastes include, but are not limited to:

1. Oil, coal, wood and multi-fuel boiler and incinerator ash;
2. Industrial and industrial process waste;
3. Sludge and dewatered septage;
4. Debris and residuals from non-hazardous chemical spills and cleanup of those spills;
5. Contaminated soils and dredge spoils;
6. Asbestos and asbestos-containing waste;
7. Sand blast grit and non-liquid paint waste;
8. High and low pH waste;
9. Spent filter media residue; and
10. Shredder residue.

DD-1. Swap Shop. The "Swap Shop" is the primary location where reusable materials may be dropped off and/or claimed by residents of Readfield and participating towns.

EE. Transfer Station. "Transfer Station" means the area constructed and managed by the Town of Readfield for the disposing of acceptable waste and acceptable liquid waste.

FF. Unacceptable Liquid Wastes. "Unacceptable liquid wastes" is the collective reference to hazardous waste and special waste that have sufficient liquid content to be free flowing, sludge, and other liquid waste designated as unacceptable by the Select Board.

GG. Unacceptable Solid Wastes. "Unacceptable solid wastes" are materials not considered processable waste, recyclable materials, reclaimable materials, or other solid wastes. Unacceptable solid wastes include but are not limited to:

1. Junked or abandoned vehicles (cars, trucks, Recreational Vehicles, tractors, and any other large vehicles that cannot be effectively handled at the facility);
2. Small engines (under 20 HP)\*;
3. Snowmobiles ~~or~~, all-terrain vehicles, boats (if engines removed);
4. Dead animals or portion thereof, other pathological-type solid waste;
5. Inert fill;
6. Fuel tanks\*;
7. Agricultural waste;
8. Land clearing debris;
9. Dredge spoils;
10. Unacceptable Liquid Wastes;
- ~~10-1 Vegetative waste (a composting program is supported by the Select Board and will begin with a limited vegetative acceptance list); and~~

11. Any other solid waste designated unacceptable by the Select Board.

\*May be acceptable as Metal Goods if drained of all liquids prior to entrance to the Transfer Station. All small engines must have their drain plugs and/or oil pan removed.

GG-1 Universal Waste. Universal waste is a category of waste materials not designated as "hazardous waste", but containing materials that need to be prevented from free release into the environment. Universal Waste includes:

- Batteries
- Pesticides
- Mercury-containing equipment (including many thermostats and thermometers)
- Lamps containing mercury (e.g. fluorescent lamps, including compact fluorescent lamps)
- Televisions, computers, and monitors

The Recycling and Transfer Station is required to provide for their proper disposal.

HH. Vegetative Wastes. "Vegetative wastes" means solid wastes consisting of plant matter from agricultural activities, farms, homes, plant nurseries, or greenhouses. These wastes shall include plant stalks, grass clippings, hulls, leaves, and plant waste processed through a wood chipper. Vegetative waste is considered other solid wastes.

II. Waste Oil. "Waste oil" means a used, spent, discarded or unwanted petroleum based oil product which is not designated as a hazardous waste or contaminated with hazardous waste and that can be reclaimed as a fuel source. The term includes only: crankcase oil; manual transmission fluid; and #2 fuel oil.

JJ. White Goods. "White goods" means large appliances including but not limited to stoves, refrigerators, freezers, washing machines, dishwashers, clothes dryers, hot water tanks and air conditioners.

KK. Wood Wastes. "Wood wastes" means brush, stumps, lumber, bark, wood chips, shavings, slabs, edgings, slash, and sawdust, that are not mixed with other solid or liquid wastes. For the purposes of this definition, "lumber" is entirely made of wood and is free from metal, plastics and coatings. "Wood wastes" are considered other solid wastes.

#### SECTION IV. SOLID WASTE DISPOSAL CONTROL STANDARDS

##### A. Operation of the Readfield Recycling and Transfer Station.

The Select Board shall be responsible for operating and maintaining the Recycling and Transfer Station and for enforcing this ordinance. The Select Board shall designate the Town Manager to assist them in carrying out their duties and obligations under this ordinance.

The Town Manager may hire or designate a Recycling and Transfer Station Manager to operate and maintain the Recycling and Transfer Station. The Town Manager may also

serve as Recycling and Transfer Station Manager as needed until a suitable person can be hired or designated. The Town Manager may hire attendants as required to assist in the operation and maintenance of the Recycling and Transfer Station. The Transfer Station Manager may utilize volunteers to assist the attendants within specific areas of the Transfer Station.

#### B. Use of the Readfield Recycling and Transfer Station

The Readfield Recycling and Transfer Station is operated for the benefit of Readfield residents and residents of participating towns (year-round and seasonal). All individuals with residential status in Readfield or participating towns shall have a valid "Transfer Station Permit", which must be displayed and physically adhered to their vehicle's windshield to gain access to the Readfield Recycling and Transfer Station to deposit acceptable waste generated within Readfield or a participating town. Temporary passes may be issued to non-resident visitors, or contractors performing work on properties located within Readfield or a participating town, at the discretion of the Transfer Station Manager.

Acceptable waste resulting from commercial or industrial activities within Readfield or participating towns that is delivered to the Readfield Recycling and Transfer Station by commercial haulers, collectors, or directly from individuals generating the waste and is of such volumes and/or possesses special handling characteristics (requirements) to increase the operational costs of the Recycling and Transfer Station shall be assessed a surcharge by the Transfer Station Manager commensurate with the Recycling and Transfer Station fee schedule approved by the Select Board.

The Select Board may, by authorization of Town vote, allow all residents of other municipalities to deposit acceptable waste at the Readfield Recycling and Transfer Station. The terms and conditions of such arrangement shall be specified in an interlocal agreement or contract.

Special permits may be granted by the Town to Commercial Activities who are assisting authorized users with the cleanup of their property.

All requirements pertaining to individuals within Readfield and participating towns shall also pertain to nonresidents authorized to deposit acceptable waste at the Readfield Recycling and Transfer Station.

The access and use of the Recycling and Transfer Station by any person shall be at the direction of the Transfer Station Manager. Any person refusing to follow or comply with the requirements of this Ordinance and/or any Operating Rules and Requirements adopted by the Select Board, shall be reported to the Transfer Station Manager for resolution. The Transfer Station Manager may refuse further access to the facility to that person and/or initiate any necessary enforcement actions (per Section VII). Any resident refused access or violating this ordinance shall be reported in writing to that resident's Town Manager for enforcement.

#### C. Commercial Haulers and Collectors

The Select Board may contract with commercial haulers or hire collectors for the collection of acceptable waste. The Select Board may also contract with specialty environmental contractors to assist the Town in the collection and disposal of any other type of waste.

The Readfield Town Manager and the Town Managers of any participating towns may issue permits to persons to deliver processable waste to the Transfer Station in dumpsters or similar large volume solid waste containers.

Commercial haulers must obtain an annual permit through an application to the Select Board before use of any Transfer Station areas. Commercial refuse haulers must provide an acceptable recycling program to their customers in accordance with this ordinance before an annual permit can be issued. Permits may be revoked by the Select Board, following notice and hearing, for violation of this ordinance or any rules and regulations promulgated in accordance with Section VI. Permits shall be renewed annually on or before July first.

Commercial haulers and contractors must obtain coupons at the Town Office(s) or Transfer Station before any demolition debris material is deposited. Coupons will be collected by the Transfer Station attendant for each deposit.

## SECTION V. WASTE DELIVERY REQUIREMENTS

### A. Acceptable Waste

Only acceptable waste generated within Readfield or other authorized communities will be allowed to be disposed of at the Recycling and Transfer Station. All acceptable waste delivered to the facility will be separated as follows:

#### I. Recyclable materials;

1-1 Reusable materials (Swap Shop);

1-2 Returnable Containers;

2. Metal goods;

3. Construction/demolition debris;

4. Wood waste (brush only);

5. Waste oil;

6. Tires;

7. Solid waste;

7-1 Universal Waste, and

7-2 Compost Materials as authorized by the Select Board.

Once acceptable waste is delivered to the Recycling and Transfer Station and deposited in the proper container/site as listed above and/or as directed by an attendant, that waste becomes the property of the Town of Readfield and will be disposed as directed by the Transfer Station Manager.

#### B. Prohibited Waste

The following types of waste will not be accepted at the Recycling and Transfer Station:

1. Unacceptable solid wastes;
2. Unacceptable liquid wastes;
3. Biomedical waste; ~~and~~
4. Industrial or commercial waste which creates a problem of disposal by virtue of federal, state, or local statutes, rules, or regulations controlling or prohibiting its disposal.
- 4.5. Any other waste which by its nature or volume poses a public health risk or adversely impacts Transfer Station operations, at the discretion of the Transfer Station Manager or Town Manager.

#### SECTION VI. REGULATORY AUTHORITY

A. The Select Board may adopt rules and requirements for the operation of the Recycling and Transfer Station. These Operating Rules and Requirements shall be consistent with the standards established by this Ordinance. The Operating Rules and Requirements may include, but are not limited to, dates and hours of operation of the Recycling and Transfer Station and for the collection of solid waste. Any violation of the Operating Rules and Requirements adopted hereunder shall be deemed a violation of this Ordinance.

B. This Ordinance shall be enforced by the Select Board or its designee. If the Select Board or its designee determines that any provision of this Ordinance is being violated, the Select Board or its designee shall take action. Such action may include the revoking of a permit, or required abatement of the conditions violated or any other reasonable actions. A copy of a notice to revoke a permit shall be maintained as a permanent record.

C. The Select Board or its designee shall conduct periodic on-site inspections to insure compliance with all applicable rules and conditions associated with this Ordinance. The Select Board or its designee shall also investigate all complaints of alleged violations of this Ordinance.

D. When any violation of any provision of this Ordinance shall be found to exist, the Select Board may then institute any and all actions to be brought in the name of the Town.

## SECTION VII. LEGAL ACTIONS

A. When notification of a violation does not result in the prompt correction or abatement of the violation or condition, the Select Board or its designee, the Code Enforcement Officer and/or cooperating law enforcement agency are hereby directed to institute any and all actions and proceedings, either legal or equitable, including seeking injunctions of violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the Town. Violation of any condition, restriction or limitation inserted in a permit by the Select Board shall be cause for revocation of that permit by the Select Board. The revocation process shall require reasonable notice of the violation to the resident/operator to a hearing.

B. The Select Board or its authorized agent, is hereby authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action. Such agreements shall not allow any illegality or violation of this Ordinance to continue unless there is clear and convincing evidence that the illegality was conducted as a direct result of erroneous advice given by an authorized municipal official and there is no evidence that the resident/operator acted in bad faith.

C. The Select Board or its authorized designee may exercise its authority under Title 30-A MRSA Section 4452. The Court may order complete abatement of the violation and award appropriate damages, including all court costs and the Town's reasonable attorney's fees. Any fine recovered through this Ordinance shall accrue to the Town. Each day of violation shall constitute a separate offense. In addition, the Town may seek an injunction, when necessary, to prevent the resident/operator from accessing the Recycling and Transfer Station.

D. Violations of this Ordinance shall be a civil violation punishable by a fine of up to \$1000.00 plus cleanup costs and attorney and court fees for the first offense and up to \$5000.00 plus cleanup costs and attorney and court fees for subsequent violations. The State of Maine District Court for the district including Readfield shall have jurisdiction of all offenses hereunder, subject to exception and appeal as is provided by Maine State Law.

## SECTION VIII. VALIDITY AND CONFLICT OF ORDINANCES

The invalidity of any section, subsection, paragraph, sentence clause, phrase or word of this ordinance shall not be held to invalidate any other section, paragraph, sentence, clause, phrase, or word of this Ordinance; and to this end, the provisions of this Ordinance are hereby declared to be severable.

**Town of Readfield**

**MARIJUANA ESTABLISHMENTS ORDINANCE**

**Table of Contents**

<u>Articles</u>		<u>Page</u>
I	Title	1
II	Purpose & Authority	1
III	Definitions	1
IV	Permitted Establishments	1
V	License Required	2
VI	Application Procedure	2
VII	Standards for License	3
VIII	Enforcement	7
IX	Conflicts with other Ordinances; Severability	8

# **Marijuana Establishments Ordinance**

## **Article I Title:**

This ordinance shall be known and cited as the Town of Readfield "Marijuana Establishments Ordinance" and will be referred to hereinafter as "this Ordinance". This Ordinance limits all Adult Use and Medical Marijuana Establishments to the rules and regulations contained herein, in addition to any zoning rules and regulations that may apply in the Town of Readfield Land Use Ordinance or other ordinances.

## **Article II Purpose and Authority:**

**WHEREAS**, implementing a system for regulation of Establishments for the sale, manufacturing, and testing for both Adult Use and Medical Marijuana, is a complex function with significant administrative demands on the Town of Readfield; and

**WHEREAS**, to ensure that possession and use of Adult Use and Medical Marijuana is limited to persons who are 21 years of age or older, except in the case of minors in possession of a Medical Marijuana Patient Card; and

**WHEREAS**, the Town of Readfield believes that any production, testing, processing, cultivation, or selling of Adult Use and Medical Marijuana should be conducted in a safe and fair manner for the health, safety, and welfare of the community, which includes complying with provisions of all applicable laws and ordinances relating to Adult Use and Medical Marijuana throughout the Town of Readfield;

**NOW THEREFORE**, this Ordinance is adopted pursuant to the Marijuana Legalization Act, Title 28-B M.R.S. c. 1; Maine's Medical Marijuana laws and regulations, 22 M.R.S. c. 558-C; Article VIII, Part 2, Section 1 of the Maine Constitution; Municipal Home Rule Authority, 30-A M.R.S. §3001 et seq.; and the provisions of the Planning and Land Use Regulation Act, 30-A M.R.S. §4312 et seq..

## **Article III Definitions:**

The terms in this ordinance shall have the same definition as that contained in 22 M.R.S. § 2422, for medical marijuana establishments, and 28-B § M.R.S. The term "Marijuana Establishment" refers collectively to all medical and adult use retail marijuana stores, medical and adult use marijuana cultivation facilities, medical and adult use marijuana manufacturing facilities, and medical and adult use marijuana testing facilities, as authorized by the Town.

## **Article IV Permitted Establishments:**

Only Marijuana Establishments specifically authorized by an "opt-in" vote at a legally held Town Meeting shall be permitted. The permitted establishments are as follows:



<b>Establishment</b>	<b>Adopted by Vote</b>
Medical marijuana Manufacturing Facilities	July 14, 2020
Medical Marijuana Testing Facilities	July 14, 2020
Medical Marijuana Registered Caregiver Retail Stores	July 14, 2020
Adult Use Marijuana Cultivation Facilities	July 14, 2020

A maximum of two (2) Medical Marijuana Registered Caregiver Retail Stores shall be permitted at any one time in the Town of Readfield.

**Article V License Required:**

No person may establish, operate or maintain an Adult Use or Medical Marijuana Establishment without first obtaining a license from the Town.

**Article VI Application Procedure:**

**A. Application Process**

A Marijuana Establishment license application must be made on the form provided by the Town in order to determine whether the applicant meets the requirements of this and other ordinances. Prior to application to the Town, the applicant must first obtain conditional approval from the appropriate State agency. Licenses shall be valid for one year following the date of issuance.

Applications shall be submitted to the Code Enforcement Officer for initial review. Applications found to be complete by the Code Enforcement Officer shall be submitted to the Planning Board for review and approval in consideration of the terms of this Ordinance and provisions of the Land Use Ordinance. Applications will then be submitted to the Select Board for final review and approval. An application may be denied for failure to provide all required information and documentation in a timely fashion.

**B. Application and Annual License Fees**

All applications must be submitted with the appropriate fees shown below. If an application is approved, the following license fees must be paid before the Town will issue a license:

1. Adult Use and Medical Marijuana Stores: License Fee: \$1,500
2. Adult Use and Medical Marijuana Manufacturing/Extraction Facility: License Fee: \$1,500

3. Adult Use and Medical Marijuana Manufacturing/Consumable Facility  
(manufacturing facility in a kitchen setting, producing only consumable goods):  
License Fee: \$100

4. Adult Use and Medical Marijuana Testing Facility: License Fee: \$1,500

5. Adult Use and Medical Marijuana Cultivation:

Tier 1: More than thirty (30) mature plants (and an unlimited number of immature plants and seedlings) or 251-500 SF of plant canopy: License Fee: \$1,500

Tier 2: 501-2,000 SF of mature plant canopy: License Fee: \$2,500

Tier 3: 2,001-7,000 SF of mature plant canopy: License Fee: \$3,500

Tier 4: 7,001-20,000 SF of mature plant canopy: License Fee: \$4,500

Renewal applicants for Adult Use and Medical Marijuana Cultivation licenses may seek an increase to a higher tier if they comply with the requirements of this section.

The same person may not hold more than three (3) licenses for Adult Use or Medical Marijuana Cultivation Facilities, or maintain a combined plant canopy in excess of 30,000 SF. For the purposes of this provision, Marijuana Cultivation facilities will be combined to determine whether the three licenses or 30,000 SF canopy limits are met if the ownership of the facilities is 50% or more in the same person(s) or entity(ies).

### C. Change of ownership; transferability

Licenses shall not be transferable. A new owner of a Marijuana Establishment shall obtain licensure from the Town pursuant to this Ordinance prior to taking over operation of the Marijuana Establishment.

If there is any change to the name, status or ownership of a corporate entity holding the license under this Ordinance, the licensee shall promptly notify the Town and provide all pertinent documentation related to the change in entity. The Town shall evaluate the new information using the same process and standards applicable to new license applications. For the purposes of this paragraph a change in ownership is defined as a change to the person(s) or company(ies) holding at least 50% ownership of the licensed business.

## **Article VII Standards for License:**

### A. General

1. All Adult Use and Medical Marijuana Establishments must be operated from permanent locations, which may utilize telephone and internet orders.
2. Adult Use and Medical Marijuana Establishments may not use vending machines for sales.
3. Adult Use and Medical Marijuana Establishments may not be operated on property located within:
  - a. Five hundred (500) feet of the property line of a public or preexisting private school (K-12) per 28-A M.R.S. §402.2.A; and/or
  - b. Five hundred (500) feet of the property line of a property used primarily for religious worship and related religious activities; property used for pre-existing licensed daycare use under 10-148 CMR c. 32; recreational areas designated for use by children up to eighteen (18) years in age; or areas designated as municipal "safe zones" pursuant to 30-A M.R.S. §3253.
4. Required setbacks under 3. a. & b. above shall be measured as the most direct, level, shortest, straight-line distance between property lines of a property containing a building or structure used as the premises where an Adult Use or Medical Marijuana establishment is conducted, to the nearest property line of the premises of a use listed in subsection A (3) shown above.
5. Medical Marijuana Establishments located and operating within Readfield under and in compliance with Maine's Medical Marijuana laws and regulations on or before December 13, 2018, who file applications for an Adult Use or Medical Marijuana Establishment license for locations that they currently operate within and have continuously operated within since December 13, 2018, are exempt from subsection 3 of this Section.
6. Security measures at all Adult Use and Medical Marijuana Establishment premises shall include, at a minimum, the following:
  - a. Security surveillance cameras installed and operating twenty-four (24) hours a day, seven (7) days a week, with ten (10) day video storage, to monitor all entrances, along with the interior and exterior of the premises, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises; and
  - b. Door and window combination video and motion detector intrusion system with audible alarm, maintained in good working condition; and
  - c. A safe, case or room secured with a keycode, deadbolt or padlock that is suitable for storage of all marijuana, marijuana products, and cash stored overnight on the licensed premises; and

- d. Exterior lighting that illuminates the exterior walls of the licensed premises during dusk to dawn, that is either constantly on or activated by motion detectors, and complies with applicable provisions of the lighting performance standards in the Town of Readfield Land Use Ordinance; and
- e. Deadbolt locks on all exterior doors and any other exterior access points, excepting windows which shall have locks; and
- f. For adult use facilities: methods to ensure that no person under the age of twenty-one (21) shall have access to marijuana and marijuana products.

## 7. Ventilation

All Adult Use and Medical Marijuana Establishments are required to be in compliance with any odor and nuisance provisions of the Town of Readfield Land Use Ordinance. No detectable odor of marijuana or of chemicals used in the manufacturing process may emit beyond the property line of a parcel containing an Adult Use or Medical Marijuana Establishment.

## 8. Required Notices

There shall be posted in a conspicuous location inside each Adult Use and Medical Marijuana Establishment, at least one legible sign containing the following information:

- a. *"Adult use of or on-site consumption of marijuana is illegal; Open and public consumption of marijuana in the State of Maine is illegal; The use of marijuana or marijuana products may impair a person's ability to drive a car or operate machinery; No one under the age of twenty-one (21) allowed, Loitering prohibited"*.
- b. *Medical Use: "use of or on site consumption of marijuana is illegal; open and public consumption of marijuana in the state of Maine is illegal; the use of marijuana or marijuana products may impair a person's ability to drive a car or operate machinery; no one under the age of twenty-one (21) allowed, except a minor with a medical marijuana card between the ages of eighteen (18) and twenty-one (21), or a minor under eighteen (18) years of age accompanied by a legal guardian; loitering prohibited"*.

## 9. Signs

All signs used by and all marketing and advertising conducted by or on behalf of the Marijuana Establishment may not involve advertising or marketing that has a high likelihood of reaching persons under 21 years of age or that is

specifically designed to appeal particularly to persons under 21 years of age. The signs, marketing, or advertising is prohibited from making any health or physical benefit claims.

All signage shall meet the requirements for signs under the Town's Land Use Ordinance.

#### B. Right of Access / Inspection

Every Adult Use and Medical Marijuana Establishment shall allow Code Enforcement Officers and other municipal officials to enter the premises at reasonable times for the purpose of checking compliance with all applicable State laws and this Ordinance.

Due to fire, explosion, and other hazards inherent in Adult Use and Medical Marijuana Cultivation and Manufacturing Establishments, including, but not limited to, heavy electrical loads, hot lighting fixtures, CO<sup>2</sup> enrichment, extraction solvents (acetone, butane, propane, ethanol, heptane, isopropanol, CO<sup>2</sup>, etc.), high-pressure extraction methods (CO<sup>2</sup>, etc.), and flammable contents, the owners of all such establishments shall agree to be inspected annually by the Town of Readfield Code Enforcement Officer and Fire Chief, or their designee.

Adult Use and Medical Marijuana Cultivation and Manufacturing Establishments must comply with NFPA-1 Chapter 38 standards for *Marijuana Growing, Processing, or Extraction Facilities*, and these standards will be utilized by the Town of Readfield or their designee during its inspections of these premises.

#### C. Indemnification

By accepting a license issued pursuant to this Ordinance, the licensee waives and releases the Town, its officers, elected officials, employees, attorneys, and agents from any liability for injuries, damages, or liabilities of any kind that result from any arrest or prosecution of any Adult Use or Medical Marijuana Establishment owners, operators, employees, clients, or customers for a violation of local, State or federal laws, rules, or regulations.

By accepting a license issued pursuant to this Ordinance, the licensee agrees to indemnify, defend, and hold harmless the Town, its officers, elected officials, employees, attorneys, agents, and insurers against all liability, claims, and demands on account of any injury, loss or damage, including without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of a licensed Adult Use or Medical Marijuana Establishment.

#### D. State Law

In the event the State of Maine adopts any additional or stricter law or regulation governing the sale, cultivation, manufacture, distribution, or testing of Adult Use or Medical Marijuana or marijuana products, the additional or stricter regulation shall control the establishment or operation of any Adult Use or Medical Marijuana Establishment in Readfield.

Compliance with 28-B M.R.S. c. 1, State laws and regulations pertaining to medical marijuana, and any other applicable State laws or regulations shall be deemed an additional requirement for issuance or denial of any license under this Ordinance, and noncompliance with 28-B M.R.S. c. 1 and any other applicable State law or regulation shall be grounds for revocation or suspension of any license issued hereunder.

### **VIII Enforcement**

#### A. Violations

1. Any person including, but not limited to an Adult Use or Medical Marijuana Establishment owner, a property owner where such business is located, or any agent or contractor for same, who orders or conducts any activity in violation of this ordinance shall be subject to a minimum civil penalty of \$100 and a maximum civil penalty of \$500. Each day a violation continues shall constitute a separate offense.
2. In addition to the civil penalty, the Town is entitled to injunctive relief.
3. In any successful prosecution the Town shall be rewarded its reasonable attorney fees.
4. The Town is authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recovering fines without court action.
5. Actions for the violation of this Ordinance may be initiated by the Code Enforcement Officer or Town Manager.
6. Any violation of this Ordinance, violation of state law, loss of suspension of a state license, or provision of knowingly false information in a license application, may result in license suspension or revocation by the Select Board, after notice and hearing.

**B. Code Enforcement Officer (CEO)**

The primary enforcement person for the Town shall be the Code Enforcement Officer. If the CEO finds that any provision of this Ordinance is being violated, the CEO shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it, including but not limited to, discontinuance of illegal use of land, buildings, or structures, or work being done, removal of illegal buildings or structures, and abatement or mitigation of violations. A copy of such notices shall be maintained as a permanent record.

**C. Law Enforcement Officers**

Law enforcement officers, the Code Enforcement Officer, and the Fire Chief may at any reasonable time conduct on-site inspections of Adult Use and Medical Marijuana Establishments to ensure compliance with all applicable laws and conditions attached to license approvals and shall investigate all complaints of alleged violations of the Ordinance.

**Article IX Conflict with Other Ordinances; Severability:**

Whenever a provision of this Ordinance conflicts with or is inconsistent with other provisions of this Ordinance, or of any other ordinance, regulation or standard, the more restrictive provision shall apply.

Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

ENACTED: \_\_\_\_\_ July 14, 2020

AMENDED: \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_  
Signature

CERTIFIED BY: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# READFIELD TRANSFER STATION FEE SCHEDULE

## RECYCLABLES, HOUSEHOLD WASTE (MSW), SCRAP METAL, RETURNABLES, AND BRUSH

**FREE** - No charge to authorized Residents or Licensed Commercial Haulers

Readfield Select Board

February 26, 2024

Item # 24-106

## SPECIAL WASTE MATERIALS

Bulky Waste:		\$ / Item
Fees for items not included below are at the discretion of the Attendant and may be assessed as Demolition Debris.		
Shower		\$20
Tub		\$20
Sofa with NO built-in bed/recliner		\$25
Sofa with built-in bed/recliner		\$35
Stuffed chair or sofa section		\$10
Chair recliner		\$25
Mattress or Futon	Twin	\$15
	Full	\$20
	King / Queen	\$25
	Crib	\$5
Box Spring		\$8
Toilet		\$8
Porcelain sink		\$4
Rugs:	Small(4x6)	\$5
	Medium(5x8)	\$8
	Large(8x12)	\$10
	Ex.Large(12x12)	\$15

Universal Waste:		\$ / Item
Computer Tower or Laptop		\$5
Printer, Fax Machine, Scanner		\$3
TV or Monitor (Less than 32" screen)		\$5
TV or Monitor (32" screen or larger)		\$10
Smoke Detectors		FREE
Lead Acid Batt. (Car, Truck, etc.)		FREE
Rechargeable & Alkaline Batteries		FREE
Fluorescent Bulb		FREE
Mercury Containing Device		FREE
Light Ballasts (removed or in-fixture)		\$1 or \$3

White Good (Large Appliances):		\$ / Item
With Freon (AC units, refrigerators, etc.)		\$10
Without Freon (stoves, etc.)		FREE

Re-Usable Items:		\$ / Item
Clothing, Shoes (Use Apparel Impact Bin)		FREE
Misc. Household Items (Use Swap Shop)		FREE

Household Hazardous Waste:		\$ / Item
Special Collection Days Only		FREE

L. P. Gas Tanks		\$ / Item
1 Pound		FREE
10 to 20 Pounds		\$3
30 Pound		\$4
100 Pound		\$15
Helium Gas Tanks		\$3

Waste Oil:		\$ / Item
Waste Oil (no other fluids)		FREE

Shingles		\$ / CuYd.
Asphalt Shingles		\$65

Tires:		\$ / Tire
Up to 19.5" Passenger		\$4
Oversized Tires		\$20
Tractor Trailer Tire		\$30
Farm Equipment Tire		\$100
Skidder, Loader, OTR		\$200

Paint:		\$ / Item
Household Paint		FREE

## DEMOLITION DEBRIS (Lumber, Sheetrock, PVC, Misc. Household Items)

Cost per Cubic Yard ^	Pick-ups					Trucks			Trailer Loads			
	Compact		Full Size			1.5 Ton 4-6 cy	2 Ton to 6 Wheel 6-10 cy	6 Wheel 10-14 cy	Under 27 Sq. Ft.	27 to 41 Sq. Ft.	42 to 54 Sq. Ft.	55 to 68 Sq. Ft.
	Standard 1.5 cy	Long 2 cy	Short 1.5 cy	Standard 2 cy	Long 2.5 cy							
<b>\$45</b>												
Full Load	\$68	\$90	\$68	\$90	\$113	\$270	\$450	\$630	\$135	\$203	\$270	\$338
2/3 Load	\$45	\$60	\$45	\$60	\$75	\$180	\$300	\$420	\$90	\$135	\$180	\$225
1/3 Load	\$23	\$30	\$23	\$30	\$38	\$90	\$150	\$210	\$45	\$68	\$90	\$113

Barrels & Plastic Bags of Demo *		\$ / Item
Large Barrels/Bags (50 Gal)		\$11
Medium Barrels/Bags (30 Gal)		\$7
Small Barrels/Bags(15 Gal or less)		\$3

^ Fees are calculated based on actual volume and the schedule is only a guide  
\* Multiple bags (more than 2) will be charged by the cubic yard

## NOTES AND EXPLANATIONS

### Minimum Fees and Why We Charge for Some Items:

There is a minimum \$3 fee for any and all demolition debris, bulky waste, and other special waste. The fees associated with these items marginally cover the cost of disposal and are in place to ensure personal accountability for special waste disposal and that these items are not paid for by other taxpayers.

### Fee Schedule Establishment and Changes:

The current Fee Schedule is effective 1/1/2023. All fees and conditions are subject to changes adopted by the Readfield Select Board upon recommendation of the Solid Waste and Recycling Committee, in accordance with Ordinances and Interlocal Agreements adopted by voters.

### Payment Methods (Cash or):

Electronic Payment - The Transfer Station accepts electronic payments but transaction fees are paid by the cardholder.  
Checks - The Transfer Station accepts checks for less than \$250 at the discretion of the Transfer Station staff.  
Receipts - A receipt will be issued for all fees collected.

### Transfer Station Conduct:

See an Attendant before dropping any waste or if you have any questions about how or where to dispose of items. Everyone at the Transfer Station must be respectful to staff and other users and follow all rules of the facility. Inappropriate behavior may result in temporary or permanent restriction of access. Transfer Station staff will make decisions to accept or reject materials, to assess disposal charges, and to verify payment of appropriate fees. Disagreements over these matters may be brought to the Transfer Station Manager or Town Manager.





Items for Select Board with Town Manager only				Working with:																				
Short Term	Mid Term	Long Term	Date & Reference	With Town Manager Only	Progress Noted	Ongoing	Short-term	Mid-term	Long-term	Town Manager	CEO	Planning Board	Conservation	SWRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trail	Kents Hill School
2.5. Continue to explore grant opportunities to improve the quality of the existing housing stock.	Ongoing	Town Manager		1	1					1														
3. Create and promote energy efficiency programs (Energy Efficiency Ordinance and Energy Efficiency Ordinance and find other partnerships to promote energy efficiency.	Ongoing	Town Manager		1	1					1														
4. Investigate techniques and options to balance and manage the value of open space with the need for affordable and workforce housing.	Ongoing	Town Manager, Conservation Commission			1					1			1											
5.1. Explore nonregulatory measures to encourage development in designated growth areas that are not prime farmland.	Ongoing	Town Manager, Planning Board, Conservation Commission			1					1			1											
7. Ensure land use controls encourage the development of quality affordable housing, including rental housing.	Ongoing	Town Manager		1	1					1														
<b>Chapter: Public Facilities and Services</b>																								
<b>Policy</b>	<b>Associated Strategies</b>	<b>Timeframe</b>	<b>Other Parties Involved</b>	<b>Notes</b>																				
1.1. To efficiently meet identified public facility and service needs.	1.1. Identify any capital improvements needed to maintain or upgrade public services to accommodate the community's anticipated growth and changing demographics.	Ongoing	Town Manager	PY 2025 CIP, PY 2024 Complete Library renovation.																				
2.2. Locate new public facilities comprising at least 100,000 sq ft of total investments in designated growth areas.	2.2. Locate new public facilities comprising at least 100,000 sq ft of total investments in designated growth areas.	Ongoing	Town Manager																					
1.3. Continue to work towards making all public buildings and properties ADA accessible.	1.3. Continue to work towards making all public buildings and properties ADA accessible.	Ongoing	Town Manager	PY 2024 Revised assistance protocols at the Transfer Station.																				
2.1. To provide public facilities and services in a manner that promotes and supports growth and development in identified growth areas.	2.1. Encourage local sewer and water districts to coordinate planned service extensions with the Future Land Use Plan.	Ongoing	Town Manager																					
2.2. Support the Winthrop Utilities District in protecting, and as appropriate, expanding the public water supply at Headfield Corner.	2.2. Support the Winthrop Utilities District in protecting, and as appropriate, expanding the public water supply at Headfield Corner.	Ongoing	Town Manager																					
2.3. Explore options for regional delivery of local services.	2.3. Explore options for regional delivery of local services.	Ongoing	Town Manager																					
3. Encourage citizen participation in community affairs by keeping residents informed of town activities and opportunities.	3.1. Provide wider distribution of school newsletters to the community.	Ongoing	Town Manager																					
	3.2. Issue a periodic newsletter with a synopsis of town board actions and news of other community activities.	Ongoing	Town Manager	PY 2024 Messenger monthly																				
	3.3. Annually publish a directory of all local officials, organizations, businesses, and services, in a pullout section in the Town Report.	Ongoing	Town Manager																					
4. Improve and encourage citizen participation in town government and community affairs.	4.1. Explore ways to encourage residents to volunteer for local boards, committees, and activities.	Ongoing	Town Manager																					
	4.2. Expand and support "people resource" banks for the Family Helpers.	Ongoing	Town Manager, Age Friendly Committee																					
	4.3. Annually recognize individual volunteers who have made significant contributions of their time.	Ongoing	Town Manager	PY 2025 Spirit of America awards.																				
6. Continue to maintain taxes as low as possible.	6.1. Improve planning for capital expenditures and services in a manner that supports the program (CIP) based on the Capital Investment Plan.	Ongoing	Town Manager	PY 2025 CIP updated and improved format.																				
	6.2. Work with the school board to undertake long-term school facilities planning.	Ongoing	Town Manager, School Board																					
	6.3. Review from the Fire Department an annual assessment of fire equipment and need for future replacements of fire equipment.	Ongoing	Fire Dept., Town Manager																					

Items for Select Board with Town Manager only				Working with:																				
Short Term	Mid Term	Long Term	Ongoing	Date & Reference	With Town Manager Only	Progress Noted	When			Town Manager	CEO	Planning Board	Conservation	SWRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trail	Kents Hill School
							Short-term	Mid-term	Long-term															
	16.4: Require the Road Committee to continue to utilize the long term plan for road improvements, and to continue to work with the Road Surface Management System software.	Ongoing	Town Manager, Road Committee			1				1														
	16.5: Continue to plan for long range solid waste disposal and recycling needs.	Ongoing	Town Manager, Solid Waste and Recycling Committee			1				1														
	16.6: Plan for open space acquisition and community park and recreation development.	Ongoing	Town Manager, Age Friendly Committee, Cemetery Committee, Recreation Committee, Trails Committee			1				1														
	<b>6.7: Consider funding for a town public works department.</b>	Ongoing	Town Manager		1	1																		
	6.8: Reduce potential future town expenses by encouraging new development in locations close to existing public facilities and services.	Ongoing	Town Manager, Planning Board			1				1														
	7: Consider the use of special assessments or public facility impact fees to ensure new and existing developments that require additional or expanded town services contribute financially towards these municipal expenses, especially transportation, recreation, recreation/open space, and solid waste disposal.																							
	10: Improve staffing and services for the Department and Emergency Medical Services to accommodate the town's demographics.	Ongoing	Town Manager, Fire Dept.			1				1														
	11: Seek increased regional cooperation with neighboring towns.	Ongoing	Town Manager, Fire Dept.			1				1														
	13: Continue to work on the recycling strategies including improvements to separation of recyclables, disposal of hazardous waste, home composting, and periodic opportunities for disposal of items not normally accepted at the transfer station.	Ongoing	Town Manager, Solid Waste and Recycling Committee			1				1														
	13.3: Continue to seek opportunities to cooperate with neighboring towns for potential solutions to disposal of solid waste, demolition materials, white metal goods, stumps, and tires.	Ongoing	Town Manager, Solid Waste and Recycling Committee			1				1														
	13.4: Investigate the feasibility of burning some solid waste activities over to the private sector.	Ongoing	Town Manager, Recycling Committee			1				1														
<b>Chapter: Fiscal Capacity</b>																								
Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes																				
1. To finance existing and new projects in a cost-effective manner.	1.2: Support legislative initiatives to increase state financial support to towns and schools. 1.3: Explore grant opportunities available to assist in the funding of capital investments within the community. 2.2: Explore educational budget alternatives and ways to reduce the per student cost. 3.1: Explore opportunities to plan for and finance neighboring communities to plan for and finance shared or adjacent capital investments to increase cost savings and efficiencies.	Ongoing Ongoing Ongoing Ongoing	Town Manager Town Manager, School Board Town Manager	1 1 1 1																				

Items for Select Board with Town Manager only				Working with:																					
Short Term	Mid Term	Long Term	Ongoing	Date & Reference	With Town Manager Only	Progress Noted	Ongoing	Short-term	Mid-term	Long-term	Town Manager	CEO	Planning Board	Conservation	SWRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trail	Kents Hill School
4. Explore options to encourage and manage development outside municipal tax dollars.	4.1: Explore opportunities to provide financial support to other town projects that would be beneficial to the community at large.	Ongoing	Ongoing	FY 2025 Fairgrounds project, FY 2025 Church Road Sidewalk.	1	1	1				1														
	4.2: Encourage planning and grant writing activities.	Ongoing	Ongoing	FY 2024 Library, Town Manager.	1	1	1				1														
<b>Chapter: Transportation</b>																									
Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes																					
3. To promote public health, protect natural and cultural resources, and encourage the use of public transit, encourage the use of public transit by managing land use in ways that maximize the efficiency of the transportation system and minimize increases in vehicle miles traveled.	3.1. Consider adopting standards for encouraging the construction of more sidewalks, bicycle paths, and other off-road pathways in designated growth areas.	Ongoing	Town Manager		1	1	1				1														
	3.2. Continue to invest in pedestrian and bicycle infrastructure in designated growth areas.	Ongoing	Town Manager	FY 2025 Church Road Sidewalk.	1	1	1				1														
	3.3. Explore options to connect and make schools and public areas more accessible for safe walking and bicycling.	Ongoing	Town Manager	FY 2025 Church Road Sidewalk.	1	1	1				1														
<b>Chapter: Recreation</b>																									
Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes																					
1. To maintain/upgrade existing recreational facilities and public water resources as necessary to meet current and future needs.	1.4. Work with the state to establish reasonable controls on motorized traffic on Maranacook Lake, Torrey Pond, Echo Lake and Looney Pond.	Ongoing	Town Manager		1	1	1				1														
	1.5. Continue to encourage and support the activities at the Town Beach.	Ongoing	Town Manager	FY 2025 Program Coordinator.	1	1	1				1														
2. To preserve and develop open space for recreational use where appropriate.	2.4. Continue to increase the Open Space Fund (established for future acquisition of natural lands) through fund raising, grants and impact fees as identified in the Open Space Plan.	Ongoing	Town Manager, Recreation Board, Conservation Committee, Trails Committee, Cemetery Commission, Cemetery Committee		1	1	1				1														
	2.5. Continue to develop and update the Open Space Plan.	Ongoing	Town Manager, Recreation Board, Age Friendly Committee, Trails Committee, Cemetery Commission, Cemetery Committee		1	1	1				1														
3. Plan and develop a network of interconnected trails for multiple forms of recreational use, considering landowner relations, environmental protection and public safety.	3.3. Work with an existing local land trust or other conservation organizations to pursue opportunities to protect important open space or recreational land.	Ongoing	Town Manager, Cemetery Commission, Cemetery Committee, Conservation Commission, Trails Committee		1	1	1				1														
6. Investigate opportunities to promote, protect and support a wide range of public recreation activities and programs, both indoor and outdoor, for all ages.	5.1. Continue to support the work of the town's Recreation Board, Trails Committee, and Conservation Commission.	Ongoing	Town Manager		1	1	1				1														
	6.2. Research discontinued and abandoned roads to determine present public rights. Retain public easements for recreational purposes on any town roads discontinued in the future.	Ongoing	Town Manager		1	1	1				1														
	6.3. Evaluate the costs versus benefits of all properties offered to the town.	Ongoing	Town Manager		1	1	1				1														
<b>Chapter: Rural Economic Resources</b>																									

Items for Select Board with Town Manager only				Working with:																				
Short Term	Mid Term	Long Term	Date & Reference	With Town Manager Only	Progress Noted	Ongoing	Short-term	Mid-term	Long-term	Town Manager	CEO	Planning Board	Conservation	SWRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trails	Kent Hill School
Policy	Associated Strategies	Timeframe	Notes																					
	<b>Chapter: Water and Natural Resources</b>																							
Policy	Associated Strategies	Timeframe	Notes																					
	4.4. To coordinate with neighboring communities and regional and state resource organizations to support critical natural resources.	Ongoing	Town Manager	1	1					1														
	4.5. Maintain membership of the Cobblestone Watershed District (CWD) and Kennebec Land Trust (KLT) and continue to work with other organizations devoted to protection of natural resources in Headfield.	Ongoing	Conservation Commission, Town Manager		1					1														
	4.6. Cooperate with the state, relevant organizations, and other communities to protect lakes and lands from invasive species.	Ongoing	Town Manager	1	1					1														
	<b>Chapter: Future Land Use</b>																							
Policy	Associated Strategies	Timeframe	Notes																					
	2.3. Support the maintenance/development of infrastructure in growth areas, including support for the necessary, associated financial commitment.	Ongoing	Town Manager, CEO	1	1					1	1													
	2.5. Direct a minimum of 75% of new municipal growth-related capital investments into designated growth areas identified in the future land use plan.	Ongoing	Town Manager	1	1					1														
	3.1. Provide the Code Enforcement Officer and Planning Board with the tools, training, and support necessary to administer and enforce land use regulations and ensure that the Code Enforcement Officer is certified in accordance with 26 M.R.S.A.	Ongoing	Town Manager	1	1					1														
	4.4. Periodically review and revise the Land Use Ordinance as necessary to address changes in state law, update standards and requirements, and enhance clarity.	Ongoing	Town Manager, Planning Board, CEO		1					1	1	1												
	7.1. Meet with neighboring communities to coordinate land use designations and regulatory and non-regulatory strategies.	Ongoing	Town Manager, Planning Board		1					1														
				43	34	0	0	0	0	64	3	5	8	4	1	3	2	5	2	2	4	4	4	0
				Ongoing w/Town Manager only	Progress Noted	Ongoing	Short-term	Mid-term	Long-term	Town Manager	CEO	Planning Board	Conservation	SWRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trails	Kent Hill School















Items for Select Board with Town Manager only				Working with:																					
Short Term	Mid Term	Long Term	Ongoing	Date & Reference	With Town Manager Only	Progress Noted	Ongoing	Short-term	Mid-term	Long-term	Town Manager	CEO	Planning Board	Conservation	SMRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trail	Kent's Hill School
4. To meet the diverse transportation needs of residents (including children, the elderly and disabled) and to provide a safe, efficient, and adequate transportation network for all types of users (motor vehicles, pedestrians, bicyclists).	4.1: Maintain, exact, or amend local ordinances as appropriate to address or avoid conflicts with: Policy objectives of the Sensible Transportation Policy Act (23 M.R.S.A. §73). State access management regulations pursuant to 23 M.R.S.A. §704, and state traffic permitting regulations for large developments pursuant to 23 M.R.S.A. §704-A.	Mid-term	Town Manager		1	1			1																
5. Ensure that private roads do not become a burden to the town.	5.1: Conduct an inventory and assessment of existing private roads and make recommendations concerning maintenance, design, and cost to alleviate impact on public roads, water bodies and other resources.	Mid-term	Town Manager, Road Committee			1			1						1										
6. Explore the possibilities of the town taking ownership of private roads that may be impacting public resources or natural resources.	6.2: Explore the possibilities of the town taking ownership of private roads that may be impacting public resources or natural resources.	Mid-term	Town Manager, Road Committee			1			1						1										
<b>Chapter: Recreation</b>																									
<b>Policy</b>	<b>Associated Strategies</b>	<b>Timeframe</b>	<b>Other Parties Involved</b>	<b>Notes</b>																					
4. To seek to address or continue to maintain at least one major point of public access to major water bodies for boating, fishing, and swimming, and work with nearby property owners to address concerns.	4.1: Provide educational materials regarding the benefits and protections for landowners allowing public recreational access on their property. At a minimum, the materials should include information on landowner liability law regarding recreational or harvesting use. Title 14, M.R.S.A. §155-A.	Mid-term	Town Manager		1	1			1																
5. Investigate opportunities to promote, protect, and support a wide range of public recreation activities and programs, both indoor and outdoor, for all ages.	5.7: Support the work of those committees responsible for improvements to the fair ground's property, including development of a vision (fair grounds management plan). Provide guidance for usage.	Mid-term	Town Manager, Age Friendly Committee, Cemetery Commission, Conservation Commission, Recreation Commission, Trails Commission						1										1						
6. Continue an active program to manage and retain public recreation areas and opportunities.	6.1: Secure permanent, legal public access to the Town Forest from within the town.	Mid-term	Town Manager, Recreation Board, Road Committee						1							1									
<b>Chapter: Rural Economic Resources</b>																									
<b>Policy</b>	<b>Associated Strategies</b>	<b>Timeframe</b>	<b>Other Parties Involved</b>	<b>Notes</b>																					
1. Create a voluntary Municipal Farm Support Arrangement (FSA) to reduce property taxes on working farmlands and farm buildings.	1.1: Consider the benefits of forming an Agricultural Committee in Readfield to aid the town in the creation of this program. (See Winslow as an example)	Mid-term	Town Manager		1	1			1																
2. Investigate ways to encourage youth education, interest, and participation in farm, forestry, and fishing.	2.1: Explore options to engage farmers and schools to start a Future Farmers of America (FFA) chapter and agricultural education program centered around internships with local farms. 2.2: Work with schools to encourage partnerships with local farms by procuring locally grown food. 2.3: Engage sources to assist in the development of a forestry curriculum such as the Maine Tree Foundation, Project Learning Tree, Maine-Arabian, and other local, state, and professional loggers and contractors. 2.4: Engage students and faculty from Morroneck Community School as a resource for field internships with local loggers, sawmills and supporting industries.	Mid-term	Town Manager, School Board			1			1									1							
3. Expand, promote, encourage and increase local awareness of the importance and value of agriculture in Readfield to increase the viability of farming and agriculture.	3.1: Engage agricultural support groups such as the Maine Organic Farmers and Growers Association, and other local and state organizations and help in supporting and expanding the agricultural sector.	Mid-term	Town Manager		1	1			1																
<b>Chapter: Water and Natural Resources</b>																									

Items for Select Board with Town Manager only				Working with:																							
Short Term	Mid Term	Long Term	Ongoing	Date & Reference	With Town Manager Only	Progress Noted	Ongoing	Short-term	Mid-term	Long-term	Town Manager	CEO	Planning Board	Conservation	SWRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trails	Kents Hill School		
Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes																							
4. To coordinate with neighboring communities and regions and state resource agencies to protect and conserve critical natural resources.	4.2: Pursue public/private partnerships to protect critical and important natural resources such as wetlands, streams, and other natural resources.	Mid-term	Town Manager, Conservation Commission					1			1																
9. To cooperate with neighboring communities and regional/local advocacy groups to protect water resources.	9.8: Seek the removal of any sources of potential contamination, such as wastewater disposal systems or old vehicles or buildings, from within the floodplain.	Mid-term	Town Manager		1				1																		
10. Establish construction and maintenance standards for public and private roads to minimize their impact on the natural environment, surface water, and the rural character of the town.	10.1: Identify and list prospective stormwater management projects on public and private roads that may be eligible for federal grants or cost-sharing. Pursue funding when available.	Mid-term	Town Manager		1				1																		
<b>Chapter: Future Land Use</b>																											
Policy	Associated Strategies	Timeframe	Other Parties Involved	Notes																							
1. Encourage development (housing or nonnatural resource commercial development) to occur in designated growth areas and in appropriate districts, in a manner that is protective of natural resources and the town's rural character.	1.2: Reverse the Land Use Ordinance as appropriate, to achieve the outcomes described in 1.1.	Mid-term	Planning Board					1																			
2. Support the development of infrastructure in growth areas, including support for the necessary, associated financial commitment.	2.1: Look to develop and encourage usage of village area as public spaces.	Mid-term	Town Manager		1				1																		
4. Review and revise the existing Land Use Ordinance as necessary to address known issues.	4.1: Reward and clarify ambiguous language in the uses and definitions section.	Mid-term	Town Manager, Planning Board, CEO		1				1																		
5. Facilitate the maintenance of Headfield's rural character and the preservation of natural resources.	5.1: Discourage large, high-density, and high impact development in rural areas through appropriate revisions to the Land Use Ordinance.	Mid-term	Town Manager, Planning Board, CEO						1																		
	5.2: Explore the creation of a "Rural Resource" District (in addition to the current Rural and Rural Residential Districts) for the purpose of providing special protection to areas including but not limited to land in or eligible to be in Tree Growth Areas, or other open space programs, and areas that are currently rated as prime for agriculture or poor for development, scenic views, conservation areas, and significant acreage of undeveloped land.	Mid-term	Town Manager, Planning Board, CEO						1																		
					23	4	0	0	52	0	46	8	12	3	0	5	5	5	5	1	0	0	1	2	1	5	
					Mid Term w/Town Manager only	Progress Noted	Ongoing	Short-term	Mid-term	Long-term	Town Manager	CEO	Planning Board	Conservation	SWRC	Road Comm	Fire Dept	School Board	Age Friendly	Historical Society	Enterprise Comm	Cemetery	Rec	Trails	Kents Hill School		



# **OTHER BUSINESS**

---

**THIS PAGE INTENTIONALLY  
LEFT BLANK**

---