

**Readfield Board of Assessors Meeting**

**April 1, 2024, Readfield Town Office**

Meeting starts: 6.00 PM and ends at 6:30 PM (unless extended)

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

**Property Tax Abatements and Supplements**  
**Certified Ratio Discussion and Submission**  
**Other Business**  
**Adjournment**

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**Readfield Select Board Meeting**

**April 1, 2024, Readfield Town Office**

Meeting starts: 6.30 PM and ends at 9:00 PM (unless extended)

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

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

**Regular Meeting Items - 5 min.**

24-111 - Minutes: Select Board meeting minutes of March 11 & 20, 2024

24-112 - Warrants: #39-42

**Communications - 40 min.**

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

Staff Communication - 10 min.

- Town Manager's Report

Boards, Committees, Commissions & Departments - 15 min.

- Board and Committee Minutes (listed separately)

- Hear an update from the Library Board on building improvements and 2<sup>nd</sup> floor opening plans

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

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

24-113 - Consider the resignation of Al Parks from the Solid Waste and Recycling Committee

**Old Business - 80 min.**

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

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

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

24-090 - Consider a Final Draft Fiscal Year 2025 Budget and June 11, 2024 Town Meeting Warrant, including final review of revised and proposed ordinances - 60 min.

24-103 - Consider an adjustment to the Cemetery Tree RFP scope of work - 5 min.

**New Business - 15 min.**

24-114 - Schedule a Volunteer Appreciation Event and discuss the Spirit of America awards - 5 min.

24-115 - Consider a Community Action Grant application for LED lighting and Heat Pumps - 5 min

24-116 - Consider the charge and structure of an Open Space Plan Working Group - 5 min.

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

**Adjournment**

*Select Board meeting are held in-person at the Readfield Town Office*

*Public Participation Guidelines can be reviewed on the Town Website*

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

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

# **REGULAR MEETING**

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

**Readfield Select Board**  
**Regular Meeting Minutes – March 11, 2024 – Unapproved**

*Meeting Video Available [HERE](#)*

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**Select Board Members Present:** Kathryn Woodsum (Chair) arrived at 7:35pm, Sean Keegan (Vice Chair), Carol Doorenbos, Dave Linton, Steve DeAngelis

**Excused Absent:**

**Others Attending:** Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary), Bill Starrett (Channel 7), Liz Glover (Channel 7), Ben Rodriguez (Sexton), Brandon Fike, Jaaron Shaw, Grace Keene, James Bourne, Lori Nolette, Ron Smith (RHR Smith)

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

**Regular Meeting Items - 5 min.**

- 24-108 - Minutes: Select Board meeting minutes of February 26, 2024
  - **Motion** to approve as amended made by Dave, **seconded** by Steve, **vote 4-0** in favor
- 24-109 - Warrants: #37-38
  - **Motion** to approve Warrants #37 & 38 in the amount of \$75,234.79 made by Carol, **seconded** by Steve, **vote 4-0** in favor

**Communications - 40 min.**

- Select Board Communications - Members of the Board may present general information- 5 min.
  - Carol asked if it would be possible to use undesignated reserve funds to help pay for the new maintenance truck to avoid a lease purchase. Eric responded that use of the undesignated funds would need voter approval to be spent.
- Staff Communication - 15 min.
  - Town Manager's Report – Presented by Eric and attached to the agenda
  - Treasurer's Report (April) - Presented by Eric and attached to the agenda
- Boards, Committees, Commissions & Departments - 10 min.
- Board and Committee Minutes (listed separately)
- Public Communication - Members of the public may address the Select Board - 10 min.
  - None

**Workshop - 30 min.**

- The Select Board will meet with representatives from RHR Smith & Co. to discuss the Fiscal Year 2023 Audited Financial Statements - 30 min.
  - Ron Smith – Previously, funds were pooled in the general fund, the town began the process of separating funds; pulled reserve funds out of general fund, moved the balance of special revenue funds and capital projects funds as of 6/30/22. Activity is still showing in this year's budget but the activity will reside in 23/24 and will match the equity that was tied up in the general fund. We also restructured the chart of accounts to better reflect these changes. Eric added that we are in a transition period and the audit reflects that and also shows the direction we're going in. Starting to see general fund balances for municipalities and schools etc., level out. The goal is to end the year with 90 days of operating funds in the general fund. The state has ARPA funds trickling down from the Pandemic that need to be used by December 2024. Sean added that the treasurer's reports reflecting these changes have helped make this report make more sense.

**Readfield Select Board**  
**Regular Meeting Minutes – March 11, 2024 – Unapproved**  
*Meeting Video Available [HERE](#)*

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Readfield has a great standing financially. Carol asked if this level of detail would continue in future audits, Ron answered the level of detail will be forever maintained.

**Old Business - 60 min.**

- 24-043 - Hear and consider an update on the Fairgrounds Project - 10 min.
  - The Fairgrounds Working Group met last Thursday. They reviewed the Articles for the warrant Eric gave them; didn't change anything. The Article for the LWCF fund is a federal grant; "state" funds language was removed. Made those changes to articles and commitment and reiterated that money will not come from tax dollars as mentioned in last year's warrant. Some FWG members have volunteered to do some fundraising. Carol asked if the committee has allocated funds for specific things. Steve answered they have not as they are just beginning fundraising; it is difficult to determine what the exact needs will be. A separate committee will handle the fundraising.
- 24-044 - Hear and consider an update on the Church Rd. Sidewalk Project - 5 min.
  - Eric mentioned most of it in his Town Managers' Report; he did submit a second quarterly reimbursement request from the State, we are continuing to receive funds back for the 80% match. Also spoke with MDOT after the meeting and looked at practical vs impractical options. The rock wall at the entrance may or may not be removed depending on the cost relative to the benefit. The speed tables do not seem like a viable measure to reduce overall impact on vehicles but would reduce the cost of project possibly upwards of \$50K. Just have one speed table for now and see how that pans out. Will make a few more changes and presenting a version of the plan as part of the Town Meeting vote.
  - Carol would like to keep sides open for bike traffic. The speed bump that is Carol's least favorite is the speed table where pedestrians cross. Eric responded that we are using federal dollars so we need to follow federal guidelines. Traffic calming is one of the priorities in putting all of this in.
- 24-047 - Select Board action item reporting - 5 min.
  - Steve – Walked the school trails with Rob Peale and other Trail Committee members, to evaluate how to make those trails more accessible and connect to town trails, and better maintained.
- 24-090 - Consider a Draft Fiscal Year 2025 Budget and June 11, 2024 Town Meeting Warrant - 30 min.
  - Eric reviewed the draft Warrant (attached to the agenda). The Board discussed the Warrant Articles:
    - Article 5 had a typo of 8% which should show 8.5%
    - Break out Programming coordinator position this year
    - Article 10 left out, Article numbers will be adjusted
    - Article 12 Eric will check if we can reference grant funding in the language
    - Article 13 does not have a specified amount and but there will be an explanation document in the Warrant mailer before Town Meeting to explain why
    - Article 30 remove the language 'continued restoration'
    - Open Space is not an article in FY25's Warrant because no taxpayer funds will be added to it this year. There is money in that fund currently and it will likely be back on the Warrant for the following budget year.
- 24-103 - Consider proposals for Cemetery tree work - 5 min.
  - Ben Rodriguez presented a condensed, filtered down report for Cemetery Tree Work RFP as requested by the board at the previous meeting. Ben recommended the town go with Stevenson

**Readfield Select Board**  
**Regular Meeting Minutes – March 11, 2024 – Unapproved**  
*Meeting Video Available [HERE](#)*

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Solutions as they had the lowest bid. Carol asked if a three year contract could be established for this RFP, Eric said it could but multi-year contracts are usually awarded for jobs with a more fixed definition of scope of work. Dave added that with this particular job, it is ever changing and evolving and it could be difficult to nail down specifics for a three-year contract.

- **Motion** to award the Cemetery Tree Work RFP to Stevenson Solutions made by Sean, **seconded** by Steve, **vote 4-0** in favor.
- 24-104 - Consider a second reading of the revised Solid Waste and Recycling Ordinance - 5 min.
  - **Motion** to approve the current Solid Waste & Recycling Ordinance made by Kathryn, **seconded** by Dave, **vote 5-0** in favor
  - **Motion** to extend the meeting 15 minutes made by Sean, **seconded** by Kathryn, **vote 5-0** in favor

**New Business - 10 min.**

- 24-110 - Consider road sweeping service proposals - 5 min.
  - Eric recommends Ellis Construction. Ellis Construction did a nice job last year for the town.
  - **Motion** to approve the contract proposal from Ellis Construction for the next three years (2024-26) **seconded** by Sean **vote 5-0** in favor
- 24-111 - Consider a multi-town collaborative housing grant opportunity - 5 min.
  - Discussion between board members was divided, some felt it was a good idea as a preparatory measure for future regional growth and others felt that the other towns involved are not comparable to Readfield's rural nature and may not be needed at this time due to the Planning Board and NorthStar's thorough work implementing LD2003 into Readfield's LUO for town vote.
  - **Motion** to extend the meeting by 5 minutes made by Kathryn, **seconded** by Sean, **vote 5-0** in favor
  - **Motion** made by Kathryn to accept the grant opportunity as presented **seconded** by Steve **vote 2-3**, motion does not pass.

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

- Quarterly Meeting Calendar review
  - April 1<sup>st</sup> meeting to take the place of the March 25<sup>th</sup> & April 8<sup>th</sup> meetings
- Certified Ratio (Assessors, April 1)
- Spirit of America Award Nominations (upcoming)
- **Motion** to adjourn at 9:20pm made by Steve, **seconded** by Sean, **vote 5-0** in favor

**Adjournment**

*Minutes submitted by Anjelica Pittman, Board Secretary*

**Readfield Select Board & Budget Committee**  
**Public Budget Meeting/Hearing Minutes – March 20, 2024 – *Unapproved***  
*Meeting Video Available [HERE](#)*

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

**Budget Committee Members Present:** Andy Tolman (Chair), Ed Sims, Ellen Schneider, Christine Sammons, Marty Hanish

**Excused Absent:**

**Others Attending:** Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), Anjelica Pittman (Board Secretary), Bill Starrett (Channel 7), Liz Glover (Channel 7), Jaaron Shaw, Bruce Bourgoine, Kartika Wright, Penny Eno, Rick Dunton (Mainland)

### **Call to Order**

### **Pledge of Allegiance**

### **Introductory Communications - 10 minutes**

- Budget Committee and Select Board Comments –
  - Both Chairs Kathryn and Andy welcomed all to the Public Hearing, all members of both boards and staff introduced themselves.
- Town Staff Comments - None
- Public Comments - None

### **Old Business – 5 minutes**

- Review and Discussion of Budget and Meeting Goals
  - Kathryn discussed Select Board goals established at this year's annual Select Board Retreat. Kathryn reviewed the budget process and review so far. The Select Board would like to have the Budget Committee join them for a joint workshop at the May 20 Select Board meeting to discuss the CIP and accounting structure changes.
  - Andy reviewed goals for the meeting, asked to hear questions and comments as they come up. This meeting will also discuss key Warrant Articles such as Proposed LUO Revisions, Proposed Church Road Sidewalk Project and the Proposed Fairgrounds Project.

### **New Business – 90 minutes**

- Public Hearing Presentation & Discussion – Presented by Eric, attached to the agenda
  - Board Members and Eric discussed undesignated funds, how they should/can be used and how they intertwine with the Capital Improvement Plan.
  - Bruce Bourgoine endorsed the Recreation Coordinator position and thanked everyone for meeting tonight to educate the public. Bruce also suggested the town invite State House/Senate/County representatives to one of the May Public Hearings to widen the educational value and so the representatives can see how their budgets affect small towns.
  - Rick from Mainland discussed the Proposed Fairgrounds Project, associated costs, effects of inflation, as well as raising of the field to bring together two back-to-back ball fields for more useable contiguous space.

**Readfield Select Board & Budget Committee**  
**Public Budget Meeting/Hearing Minutes – March 20, 2024 – *Unapproved***  
*Meeting Video Available [HERE](#)*

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- Kathryn noted that one of the Select Board goals was to clean up and update policies this year and over the next several years and that work has already begun.

**Other Business - 5 minutes**

- Other Business
  - Homestead Applications are due April 1
  - Nomination Papers are due April 12
  - Absentee Applications available May 10
  - Public Budget Hearings May 8 & 29
  - Town Meeting is June 11
- Next Meeting
  - Select Board – April 1

**Closing Communications - 10 minutes**

- Budget Committee and Select Board Comments –
- Town Staff Comments – Eric thanked Teresa for all of her work on the budget and he appreciates everyone’s patience with the structure changes in the budget.
- Public Comments - None

Adjournment by Kathryn at 8:08pm

**Mar. 11, 2024 Warrant Summary**

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
39	423	\$ 431,542.65	Warrant	K.Woodsum	Three	
A	423	\$ 3,015.90	State Fees	K.Woodsum	One	2/29/2024
B	423	\$ 7,298.07	State Fees	K.Woodsum	One	3/7/2024
40	440	\$ 30,950.85	Payroll	K.Woodsum	One	

**SUM \$ 462,493.50**

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



# Treasurer's Warrant

Warrant # 39 & 40

\$462,493.50

Dates: 3/14/2024

To the Treasurer of Readfield:

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

Payee EMPLOYEES	Account Payroll	Amount \$30,950.85	Check #'s 73602-73626 173556-173570
VARIOUS VENDORS	Accounts Payable	\$431,542.65	73569-73601
	Total	\$462,493.50	

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

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

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

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

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

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

**A / P Check Register**

Bank: Androscoggin Bank

Type	Check	Amount	Date	Wrnt	Payee
P	47	57.05	03/14/24	39	0047 Shift 4
P	295	36.76	03/14/24	39	0295 US CELLULAR
P	999	80.87	03/14/24	39	0031 Central Maine Power Co
P	73569	3,015.90	02/29/24	39	0086 SECRETARY OF STATE (MOTOR VEH)
P	73570	5,141.02	03/07/24	39	0086 SECRETARY OF STATE (MOTOR VEH)
P	73571	76.00	03/07/24	39	0100 TREAS., STATE OF MAINE (DOGS)
P	73572	2,081.05	03/07/24	39	0098 TREAS., STATE OF MAINE (IFW)
R	73573	8,618.37	03/14/24	39	0045 Androscoggin Bank
R	73574	2,734.20	03/14/24	39	0599 Archie's Inc.
R	73575	160.66	03/14/24	39	0024 Baker & Taylor, Inc
R	73576	1,491.00	03/14/24	39	0853 David Morrow
E	73577	1,442.14	03/14/24	39	0054 ecomaine
R	73578	95.00	03/14/24	39	0772 Elizabeth Babb
R	73579	1,501.29	03/14/24	39	0135 Hammond Lumber Company
R	73580	1,610.00	03/14/24	39	0052 Hussey Communications, Inc
E	73581	44.30	03/14/24	39	0629 Irving Oil Marketing, Inc
R	73582	150.00	03/14/24	39	0855 Jamie Frizzell
R	73583	339.91	03/14/24	39	0408 Jordan Equipment Co.
R	73584	354.99	03/14/24	39	0676 Kramer's Inc.
R	73585	35.00	03/14/24	39	0828 Lexi White
R	73586	82.98	03/14/24	39	0152 Lowe's
R	73587	125.18	03/14/24	39	0111 Maine Trust for Local News
R	73588	4,894.81	03/14/24	39	0428 Morton Salt
R	73589	134.85	03/14/24	39	0360 North Coast Services LLC
R	73590	2,172.50	03/14/24	39	0416 North Star Planning, LLC
R	73591	104.22	03/14/24	39	0858 PETTY CASH
R	73592	360.00	03/14/24	39	0841 PretiFlaherty
R	73593	21.90	03/14/24	39	0081 READFIELD FAMILY MARKET
R	73594	338,036.42	03/14/24	39	0069 Regional School Unit#38
R	73595	650.00	03/14/24	39	0605 RHR Smith & Company
R	73596	159.10	03/14/24	39	0406 SAM'S CLUB
R	73597	46,162.37	03/14/24	39	0008 Scott Horne Construction
R	73598	35.00	03/14/24	39	0838 Torri Gerrard
R	73599	455.92	03/14/24	39	0313 Toshiba Financial Services
R	73600	775.00	03/14/24	39	0032 Troiano Waste Service,Inc
R	73601	8,306.89	03/14/24	39	0709 WASTE MANAGEMENT OF PORTLAND
<b>Total</b>		<b>431,542.65</b>			

**Count**

Checks	36
Voids	0

**Warrant Recap**

Warrant 39

Vendor-----	Amount	Account-----
00045 Androscoggin Bank	8,618.37	Cap Reserv / TS Cap - Capital Proj / Misc
00599 Archie's Inc.	2,734.20	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
00024 Baker & Taylor, Inc	109.36	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00024 Baker & Taylor, Inc	51.30	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	80.87	COMM SERVICE / Street Light - COMMUNITY SV / STREET LIGHT
00853 David Morrow	1,491.00	Cap Reserv / Town Bldg - Capital Proj / Misc
00054 ecomaine	1,442.14	SOLID WASTE / TRANSFER STA - CONTRACT SVC / SINGLE SORT
00772 Elizabeth Babb	60.00	REC,PARKS/AT / REC PROG - RECREATION / SOFTBALL
00772 Elizabeth Babb	35.00	REC,PARKS/AT / REC PROG - RECREATION / BASEBALL
00135 Hammond Lumber Company	1,501.29	Cap Reserv / Town Bldg - Capital Proj / Misc
00052 Hussey Communications, Inc	1,610.00	PROTECTION / FIRE DEPART - EQUIP REPLAC / RADIOS/PAGER
00629 Irving Oil Marketing, Inc	44.30	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
00855 Jamie Frizzell	75.00	REC,PARKS/AT / REC PROG - RECREATION / BASEBALL
00855 Jamie Frizzell	75.00	REC,PARKS/AT / REC PROG - RECREATION / SOFTBALL
00408 Jordan Equipment Co.	339.91	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Bobcat Skid
00676 Kramer's Inc.	354.99	CEMETERIES / CEMETERIES - BUILDING O&M / GROUNDS
00828 Lexi White	35.00	REC,PARKS/AT / REC PROG - RECREATION / BASEBALL
00152 Lowe's	82.98	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00111 Maine Trust for Local News	77.20	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00111 Maine Trust for Local News	47.98	GENERAL GOVT / Admin - ADMIN / ADVERTISING
00428 Morton Salt	2,380.75	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00428 Morton Salt	2,514.06	Rds & Drain / Winter Maint - PUBLIC WAYS / Erosion/Salt
00360 North Coast Services LLC	134.85	SOLID WASTE / TRANSFER STA - CONTRACT SVC / UNIV WST DSP
00416 North Star Planning, LLC	2,172.50	Special Rev / Grant Write - Special Rev / Grants
00858 PETTY CASH	48.03	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00858 PETTY CASH	56.19	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00841 PretiFlaherty	360.00	GENERAL GOVT / Attorney Fee - ADMIN / ATTORNEY FEE
00081 READFIELD FAMILY MARKET	21.90	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00069 Regional School Unit#38	338,036.42	EDUCATION / RSU#38 - ASSESSMENTS / RSU#38 PYMT
00605 RHR Smith & Company	650.00	GENERAL GOVT / Admin - CONTRACT SVC / AUDIT SERV
00406 SAM'S CLUB	147.62	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00406 SAM'S CLUB	11.48	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00008 Scott Horne Construction	46,162.37	Rds & Drain / Winter Maint - PUBLIC WAYS / CONTRACT SVC
00086 SECRETARY OF STATE (MOTOR VEH)	3,015.90	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	5,141.02	GENERAL FUND / Motor Veh Fe
00047 Shift 4	57.05	SOLID WASTE / TRANSFER STA - FINANCIAL / CC FEES
00838 Torri Gerrard	35.00	REC,PARKS/AT / REC PROG - RECREATION / BASEBALL
00313 Toshiba Financial Services	455.92	GENERAL GOVT / Comptr/Equip - EQUIP O,R &M / OFFICE LEASE
00100 TREAS., STATE OF MAINE (DOGS)	76.00	GENERAL FUND / Dog Fees Sta
00098 TREAS., STATE OF MAINE (IFW)	2,081.05	GENERAL FUND / Rec Veh Fees
00032 Troiano Waste Service,Inc	700.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00032 Troiano Waste Service,Inc	75.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00295 US CELLULAR	7.35	GENERAL GOVT / Admin - PERSONNEL / TM Mile/Phon
00295 US CELLULAR	3.67	GENERAL GOVT / Code Enforce - UTILITIES / CELL PHONE

### Warrant Recap

Warrant 39

Vendor-----	Amount	Account-----
00295 US CELLULAR	14.71	Maintenance / Gen Maint - UTILITIES / CELL PHONE
00295 US CELLULAR	7.35	COMM SERVICE / Animal Cntrl - UTILITIES / CELL PHONE
00295 US CELLULAR	3.68	Special Rev / CEO Intrld - Special Rev / Misc
00709 WASTE MANAGEMENT OF PORTLAND	1,068.93	SOLID WASTE / TRANSFER STA - CONTRACT SVC / DEMO TIPPING
00709 WASTE MANAGEMENT OF PORTLAND	1,823.20	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS HAULING
00709 WASTE MANAGEMENT OF PORTLAND	50.00	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TS CONTAINER
00709 WASTE MANAGEMENT OF PORTLAND	5,364.76	SOLID WASTE / TRANSFER STA - CONTRACT SVC / TRASH TIPPNG
<b>Prepaid Total--</b>	<b>10,488.65</b>	
<b>Current Total--</b>	<b>421,054.00</b>	
<b>Warrant Total--</b>	<b>431,542.65</b>	

Mar. 25, 2024 Warrant Summary

Warrant #:	Journal #:	Amount	Warrant Type:	SB Reviewer:	Signatures Required:	Approval Date:
41	444	\$ 77,352.42	Warrant	K.Woodsum	Three	3/25/2024
A	444	\$ 14,955.32	State Fees	K.Woodsum	One	3/14/2024
B	444	\$ 4,627.54	State Fees	K.Woodsum	One	3/21/2024
42	463	\$ 22,966.95	Payroll	K.Woodsum	One	3/25/2024

SUM \$ 100,319.37

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

# Treasurer's Warrant

Warrant # 41& 42

\$ Dates: 3/28/2024  
100,319.37

To the Treasurer of Readfield:

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

Payee	Account	Amount	Check #'s
EMPLOYEES	Payroll	\$ 22,966.95	173654-173668 173654-173665
VARIOUS VENDORS	Accounts Payable	\$ 77,352.42	73627-73653
	Total	\$ 100,319.37	


Date Signed: 3/25/24

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

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

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

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

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

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

Type	Check	Amount	Date	Wrnt	Payee
P	999	423.77	03/28/24	41	0031 Central Maine Power Co
P	999	632.79	03/28/24	41	0031 Central Maine Power Co
P	999	429.35	03/28/24	41	0031 Central Maine Power Co
P	999	36.45	03/28/24	41	0031 Central Maine Power Co
P	999	31.91	03/28/24	41	0031 Central Maine Power Co
P	999	36.10	03/28/24	41	0031 Central Maine Power Co
P	999	561.97	03/28/24	41	0031 Central Maine Power Co
P	999	76.75	03/28/24	41	0031 Central Maine Power Co
P	73627	14,955.32	03/14/24	41	0086 SECRETARY OF STATE (MOTOR VEH)
P	73628	4,627.54	03/21/24	41	0086 SECRETARY OF STATE (MOTOR VEH)
R	73629	195.94	03/28/24	41	0022 Audette's Hardware
R	73630	13.67	03/28/24	41	0024 Baker & Taylor, Inc
R	73631	9,135.34	03/28/24	41	0034 Cobbossee Watershed District
R	73632	235.15	03/28/24	41	0072 Consolidated Communications
R	73633	9,633.00	03/28/24	41	0453 Cushing Construction, LLC
R	73634	2,000.00	03/28/24	41	0591 David Ledew
R	73635	196.75	03/28/24	41	0040 Demco
R	73636	1,332.64	03/28/24	41	0288 Elan Financial Services
R	73637	18.99	03/28/24	41	0533 Eric Johnson
R	73638	353.07	03/28/24	41	0823 GONETSPEED
E	73639	28.00	03/28/24	41	0791 Group Dynamic Inc
R	73640	1,000.00	03/28/24	41	0518 Kennebec Behavioral Health
R	73641	84.00	03/28/24	41	0083 Kennebec Cnty Registry Of Deeds
R	73642	25.00	03/28/24	41	0338 Maine Government Finance Officers
R	73643	4,297.10	03/28/24	41	0066 Maine Municipal Association
E	73644	8,929.71	03/28/24	41	0065 MAINE MUNICIPAL EMP. HEALTH
R	73645	10.65	03/28/24	41	0858 PETTY CASH
R	73646	762.35	03/28/24	41	0013 S & H Plumbing & Heating
R	73647	13.14	03/28/24	41	0696 Spectrum
R	73648	90.00	03/28/24	41	0509 TREAS., STATE OF MAINE (DEP)
R	73649	697.50	03/28/24	41	0103 TREAS.,STATE OF MAINE (PLUMB)
R	73650	464.60	03/28/24	41	0495 United AG & Turf NE
R	73651	15,070.80	03/28/24	41	0664 US BANK CORPORATE TRUST BOSTON
R	73652	916.21	03/28/24	41	0094 WHITE SIGN
R	73653	36.86	03/28/24	41	0273 WINTHROP AUTO SUPPLY
<b>Total</b>		<b>77,352.42</b>			

**Count**

Checks	35
Voids	0

**Warrant Recap**

Warrant 41

Vendor-----	Amount	Account-----
00022 Audette's Hardware	25.17	Maintenance / Bldg Maint - BUILDING O&M / SUPPLIES
00022 Audette's Hardware	131.61	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00022 Audette's Hardware	39.16	SOLID WASTE / TRANSFER STA - BUILDING O&M / SUPPLIES
00024 Baker & Taylor, Inc	13.67	COMM SERVICE / Library - COMMUNITY SV / LIBRARY COLL
00031 Central Maine Power Co	423.77	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	632.79	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	429.35	Maintenance / Bldg Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	36.45	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00031 Central Maine Power Co	31.91	REC,PARKS/AT / BEACH - UTILITIES / ELECTRIC
00031 Central Maine Power Co	36.10	Rds & Drain / Winter Maint - UTILITIES / ELECTRIC
00031 Central Maine Power Co	561.97	SOLID WASTE / TRANSFER STA - UTILITIES / ELECTRIC
00031 Central Maine Power Co	76.75	PROTECTION / Tower Sites - UTILITIES / ELECTRIC
00034 Cobbossee Watershed District	9,135.34	REGIONAL ORG / COBBOSSEE WD - ASSESSMENTS / COBBOSSEE WD
00072 Consolidated Communications	53.27	SOLID WASTE / TRANSFER STA - UTILITIES / TELEPHONE
00072 Consolidated Communications	55.40	PROTECTION / FIRE DEPART - UTILITIES / TELEPHONE
00072 Consolidated Communications	61.42	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00072 Consolidated Communications	65.06	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00453 Cushing Construction, LLC	4,203.00	Rds & Drain / Road Maint - PUBLIC WAYS / Storm Repair
00453 Cushing Construction, LLC	5,430.00	Rds & Drain / Road Maint - PUBLIC WAYS / CONTRACT SVC
00591 David Ledew	2,000.00	GENERAL GOVT / Assessing - CONTRACT SVC / ASSESSING
00040 Demco	196.75	COMM SERVICE / Library - ADMIN / OFFICE SUP
00288 Elan Financial Services	98.98	GENERAL GOVT / Admin - ADMIN / Selectboard
00288 Elan Financial Services	937.00	Cap Reserv / Town Bldg - Capital Proj / Misc
00288 Elan Financial Services	33.90	GENERAL GOVT / Comptr/Equip - CONTRACT SVC / Inform Tech
00288 Elan Financial Services	33.98	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00288 Elan Financial Services	64.78	Special Rev / Age Friendly - Special Rev / Misc
00288 Elan Financial Services	23.39	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00288 Elan Financial Services	37.48	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00288 Elan Financial Services	10.54	GENERAL GOVT / Code Enforce - ADMIN / OFFICE SUP
00288 Elan Financial Services	10.55	Special Rev / CEO Intrcl - ADMIN / OFFICE SUP
00288 Elan Financial Services	22.99	GENERAL GOVT / Admin - ADMIN / OFFICE SUP
00288 Elan Financial Services	44.06	GENERAL GOVT / Admin - ADMIN / ELECTIONS
00288 Elan Financial Services	14.99	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00533 Eric Johnson	18.99	COMM SERVICE / Animal Cntrl - EQUIP O,R & M / PPG
00823 GONETSPEED	331.96	GENERAL GOVT / Admin - UTILITIES / TELEPHONE
00823 GONETSPEED	21.11	COMM SERVICE / Library - UTILITIES / TELEPHONE
00791 Group Dynamic Inc	20.00	GENERAL GOVT / Insurance - INSURANCE / HRA
00791 Group Dynamic Inc	8.00	SOLID WASTE / TRANSFER STA - INSURANCE / HRA
00518 Kennebec Behavioral Health	1,000.00	UNCLASSIFIED / NON-PROFIT - ADMIN / MISC.
00083 Kennebec Cnty Registry Of Deeds	38.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00083 Kennebec Cnty Registry Of Deeds	46.00	GENERAL GOVT / Admin - ADMIN / RECORDING
00338 Maine Government Finance Officers	25.00	GENERAL GOVT / Admin - ADMIN / TRAIN & CONF
00066 Maine Municipal Association	284.00	GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP
00066 Maine Municipal Association	4,013.10	GENERAL GOVT / Insurance - INSURANCE / WORKERS COMP



### Warrant Recap

#### Warrant 41

Vendor-----	Amount	Account-----
00065 MAINE MUNICIPAL EMP. HEALTH	2,588.67	SOLID WASTE / TRANSFER STA - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	6,084.02	GENERAL GOVT / Insurance - INSURANCE / HEALTH INS
00065 MAINE MUNICIPAL EMP. HEALTH	100.50	GENERAL FUND / HEALTH INSUR
00065 MAINE MUNICIPAL EMP. HEALTH	143.01	GENERAL FUND / IPP
00065 MAINE MUNICIPAL EMP. HEALTH	13.51	GENERAL FUND / VSP Vision
00858 PETTY CASH	10.65	GENERAL GOVT / Admin - ADMIN / POSTAGE
00013 S & H Plumbing & Heating	762.35	Maintenance / Bldg Maint - BUILDING O&M / MAINTENANCE
00086 SECRETARY OF STATE (MOTOR VEH)	14,955.32	GENERAL FUND / Motor Veh Fe
00086 SECRETARY OF STATE (MOTOR VEH)	4,627.54	GENERAL FUND / Motor Veh Fe
00696 Spectrum	13.14	COMM SERVICE / Readfield TV - UTILITIES / ELEC COMM
00509 TREAS., STATE OF MAINE (DEP)	90.00	GENERAL FUND / Plmg-DEP SUR
00103 TREAS.,STATE OF MAINE (PLUMB)	697.50	GENERAL FUND / PLUMB-STATE
00495 United AG & Turf NE	125.84	Maintenance / Veh/Eq Maint - EQUIP O,R &M / Mowers
00495 United AG & Turf NE	338.76	Maintenance / Veh/Eq Maint - EQUIP O,R &M / TRACTOR
00664 US BANK CORPORATE TRUST BOSTON	6,642.11	DEBT SERVICE / Fire Truck - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	3,007.39	DEBT SERVICE / Muni Bond - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	4,293.30	DEBT SERVICE / Muni Bld Bnd - FINANCIAL / BOND INT
00664 US BANK CORPORATE TRUST BOSTON	1,128.00	DEBT SERVICE / Mar Lake Dam - FINANCIAL / BOND INT
00094 WHITE SIGN	916.21	Rds & Drain / Road Maint - PUBLIC WAYS / SIGNS/SUPPLY
00273 WINTHROP AUTO SUPPLY	6.89	Maintenance / Veh/Eq Maint - EQUIP O,R &M / EQUIP MAINT
00273 WINTHROP AUTO SUPPLY	29.97	Maintenance / Veh/Eq Maint - EQUIP O,R &M / FUEL/OIL
<b>Prepaid Total--</b>	<b>21,811.95</b>	
<b>Current Total--</b>	<b>55,540.47</b>	
<b>Warrant Total--</b>	<b>77,352.42</b>	

# **COMMUNICATIONS**

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

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

**Alfred R Parks Sr.**  
**PO Box 335**  
**Readfield ME 04355**



March 20, 2024

Town Clerk / Solid Waste & Recycling Committee  
Town of Readfield  
8 Old Kents Hill Road  
Readfield ME 04355

To whom it may concern;

Please accept this letter as my formal resignation from the Solid Waste & Recycling Committee effective immediately. Family commitments and my work schedule make it challenging to carry out the responsibilities as an active member on the committee and I feel it is in the best interest for all that I vacate the position.

Thank you for giving me the opportunity to serve on the Solid Waste & Recycling Committee.

Sincerely

Alfred R Parks Sr.

# OLD BUSINESS

Readfield Select Board  
April 1, 2024  
Item # 24-043

Readfield Select Board  
April 1, 2024  
Item # 24-044

Readfield Select Board  
April 1, 2024  
Item # 24-047

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Readfield Select Board  
April 1, 2024  
Item # 24-090



# Annual Town Meeting Warrant/Secret Ballot Tuesday, June 11, 2024 Polls Open 8am – 8pm

To: Lee Mank, resident of the Town of Readfield, in the County of Kennebec, State of Maine

## GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Readfield in said county and state, qualified by law to vote in town affairs, to meet at the **Kents Hill School - Alford Athletic Center, 1617 Main St** in said Town on Tuesday, the 11<sup>th</sup> day of June, A.D. 2024, at eight o'clock in the forenoon, then and there to act upon Article 1 and by secret ballot on Articles 2 through 43 as set out below, the polling hours therefor to be from 8 o'clock in the forenoon until 8 o'clock in the afternoon, said articles being the following:

Article 1: Elect a moderator by written ballot to preside at said meeting.

Article 2: Elect two Select Board members for three-year terms:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Write in: \_\_\_\_\_

Write in: \_\_\_\_\_

Elect one RSU #38 School Board members for a three-year term:

\_\_\_\_\_

\_\_\_\_\_

Write in: \_\_\_\_\_

Elect one Local School Committee member for a one-year term:

Write in: \_\_\_\_\_

Elect one Local School Committee member for a two-year term:

Write in: \_\_\_\_\_

Elect one Local School Committee member for a three-year term:

Write in: \_\_\_\_\_

Article 3: Shall the Town of Readfield vote to allow the Select Board to establish **Salaries and Wages** of town officers and employees, not elsewhere established, for the period July 1, 2024 through June 30, 2025?

Article 4: Shall the Town vote to fix **September 27, 2024** or thirty days after the taxes are committed, whichever is later, and **February 28, 2025** as the dates upon each of which one-half of the property taxes are due and payable, and as the dates from which interest will be charged on any unpaid taxes at a rate of 8.5% per year, which is the State rate pursuant to Title 36 MRSA § 505.4?

Article 5: Shall the Town vote to authorize the Tax Collector to **Pay Interest** at a rate of 8.5% , which is the same as the State Rate of 8.5% , from the date of overpayment, on any taxes paid and later abated pursuant to Title 36 MRSA, § 506 & 506A?

Article 6: To see if the Town will vote to authorize the municipal officers, **If an Article Fails**, to spend an amount not to exceed 3/12 of the budgeted amount in each operational budget category that the town is legally obligated to pay, of the last year's approved budgeted amount during the period July 1, 2024 to October 1, 2024?





Article 24: Shall the Town vote to raise and appropriate the requested amount of **\$1,312** for the **Family Violence Agency**?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 25: Shall the Town vote to raise and appropriate the requested amount of **\$2,887** for **Courtesy Boat Inspection Programs**, with \$2,100 for the Maranacook Lake Association and \$787 for the Torsey Pond Association?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 26: Shall the Town vote to raise and appropriate the requested amount of **\$910** for the **Sexual Assault Agency**?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 27: Shall the Town vote to raise and appropriate the requested amount of **\$2,625** for the **30 Mile River Association**?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 28: Shall the Town vote to raise and appropriate the requested amount of **\$5,000** for continued restoration of the **Readfield Union Meeting House**?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 29: Shall the Town vote to raise and appropriate the requested amount of **\$1,000** for the **Maranacook Food Bank**?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 30: Shall the Town vote to appropriate **\$1,695** paid to the Town by the State (based on snowmobile registrations) for the **Readfield Blizzard Busters Snowmobile Club** to be used for trail creation and maintenance?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 31: Shall the Town vote to raise and appropriate **\$25,000** for **Property Tax Abatements and Overdrafts**?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 32: Shall the Town vote to raise and appropriate **\$5,000** for the **General Assistance** budget category?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 33: Shall the Town vote to authorize **Expenditure of Revenues** from Federal, State, and private grant sources for those purposes for which the grant is intended?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 34: Shall the Town vote to accept the following **Estimated Revenues** to reduce the 2024 Tax Commitment?

State Revenue Sharing	\$ 370,000
Interest on Property Taxes	\$ 15,000
Interest on Investments	\$ 75,000
Veterans Exemption	\$ 2,000
Homestead Exempt. Reimbursement	\$ 217,069
Tree Growth Reimbursement	\$ 14,000
BETE Reimbursement	\$ 33,623
Boat Excise Taxes	\$ 8,500
Motor Vehicle Excise Taxes	\$ 625,000
Agent Fees	\$ 15,000
Newsletter Advertisements	\$ 100
Business License Fees	\$ 50
Certified Copy Fees	\$ 1,500
Other Income	\$ 5,000
Plumbing Fees	\$ 6,000
Land Use Permit Fees	\$ 25,000
Dog License Fees	\$ 2,500

Rabies Clinic	\$	500
Library Revenue	\$	3,360
Cable Television Fees	\$	28,000
Beach Income	\$	2,000
Recreation Income	\$	19,600
Protection	\$	2,500
Local Roads	\$	42,000
Transfer Station	\$	35,023
First Park	\$	18,000
Snowmobile (State reimb.)	\$	1,695
General Assistance (State reimb.)	\$	2,500
<b>Total</b>		<b>\$ 1,570,520</b>

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 35: Shall the Town vote to appropriate the following **Designated and Trust Funds** to reduce the 2024 Tax Commitment?

Conservation Land Special Revenue	\$	2,650
Legal Services Special Revenue	\$	15,000
Recreation Special Revenue	\$	5,000
Cemetery Perpetual Care Trust Funds	\$	10,000
<b>Total</b>		<b>\$ 32,650</b>

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 36: Shall the Town vote to authorize the Select Board to raise and appropriate **\$15,000** for one or more purposes as necessary to meet contingencies that may occur during the ensuing fiscal year?

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 37: Shall the Town vote to appropriate **\$350,000** from the **Unassigned Fund Balance** to **reduce the total tax commitment?**

*Select Board recommends:*                      *Budget Committee recommends: Yes*

Article 38: Shall an ordinance entitled 2024 Amendments to the Town of Readfield **Administration Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 39: Shall an ordinance entitled the Town of Readfield **Disposition of Tax Acquired Property Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 40: Shall an ordinance entitled 2024 Amendments to the Town of Readfield **Land Use Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 41: Shall an ordinance entitled 2024 Amendments to the Town of Readfield **Marijuana Establishments Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 42: Shall an ordinance entitled 2024 Amendments to the Town of Readfield **Property Tax Assistance Program Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Article 43: Shall an ordinance entitled 2024 Amendments to the Town of Readfield **Waste Disposal and Recycling Ordinance**, be enacted? (A copy of said Ordinance is attached to this Warrant.)

Voted & Approved on April 22, 2024 by:

\_\_\_\_\_  
Kathryn Mills Woodsum, Chair

\_\_\_\_\_  
Sean Keegan, Vice Chair

\_\_\_\_\_  
Steve DeAngelis

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









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

A true copy of the warrant,

Attest: \_\_\_\_\_  
Kristin Parks, Town Clerk  
Town of Readfield

*Attachment - Article 12*

**SYMBOLS KEY:**

-  Sign location
-  Shade tree
-  Evergreen
-  Shrubs
-  Herbaceous plants
-  Lawn area
-  Meadow
-  Bench



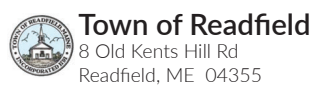
**PLAN FEATURES:**

1. Gateposts with chain or similar to restrict after hours vehicle access as needed
2. Parking lot with parking reoriented to maximize spaces and optimize expansion / access; (optional but recommended: paved with striping shown to maximize parking efficiency and safety with curbed islands and trees for shade)
3. Crushed stone pad with portable, seasonal toilets (single and ADA compliant units) with accessible path
4. Accessible parking and trail access (both sides)
5. Main trail head; Shift kiosk to this location and widen path for service and maintenance access to ballfields and trail network.
6. Existing trail connection with trail sign
7. Pedestrian bridge crossing feature (as needed)
8. Sloped access path to fields for maintenance
9. Court entrance with space for benches / accessible seating. Lawn areas / hills for spectator seating; Electrical panel and water hook-ups in vicinity with drinking fountain / water bottle filling station
10. Sports court to accommodate basketball, pickleball, and/or other court activities; See plan detail
11. Approximate location for bicycle rack (2 locations shown)
12. Path to cemetery and trail tie-in; Widen shoulders for occasional maintenance and emergency access; Consider vehicle gate with pedestrian opening to restrict unauthorized access, if required
13. Reroute trail as required for court construction
14. Field improvements: Drainage improvements (existing field) with new softball and multi-use fields; Refer to plan details
15. Preserved/restored meadow with native trees and shrubs to buffer ballfields and provide habitat for wildlife; New accessible connector path
16. Pollinator plantings with seating (TBD); Existing memorial features to be incorporated along lower portion of trail
17. Expanded parking, (10) spaces with ADA access to trails and pollinator garden area
18. Information kiosk at fairgrounds pedestrian entrance with map of trail network; Shrubs along parking spaces to buffer abutter views

Project Team:

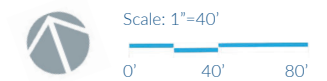


Prepared for:



# Fairgrounds Community Park

## Master Plan Concept



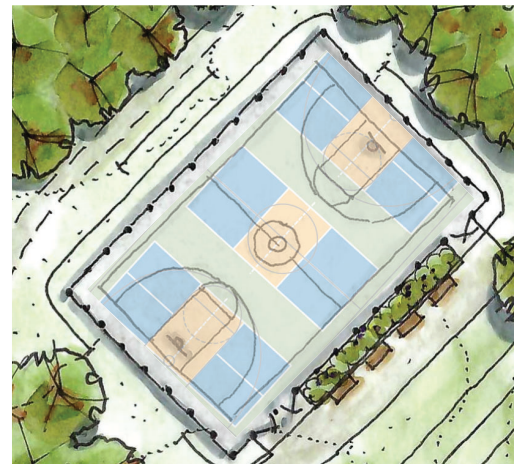
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**L1**

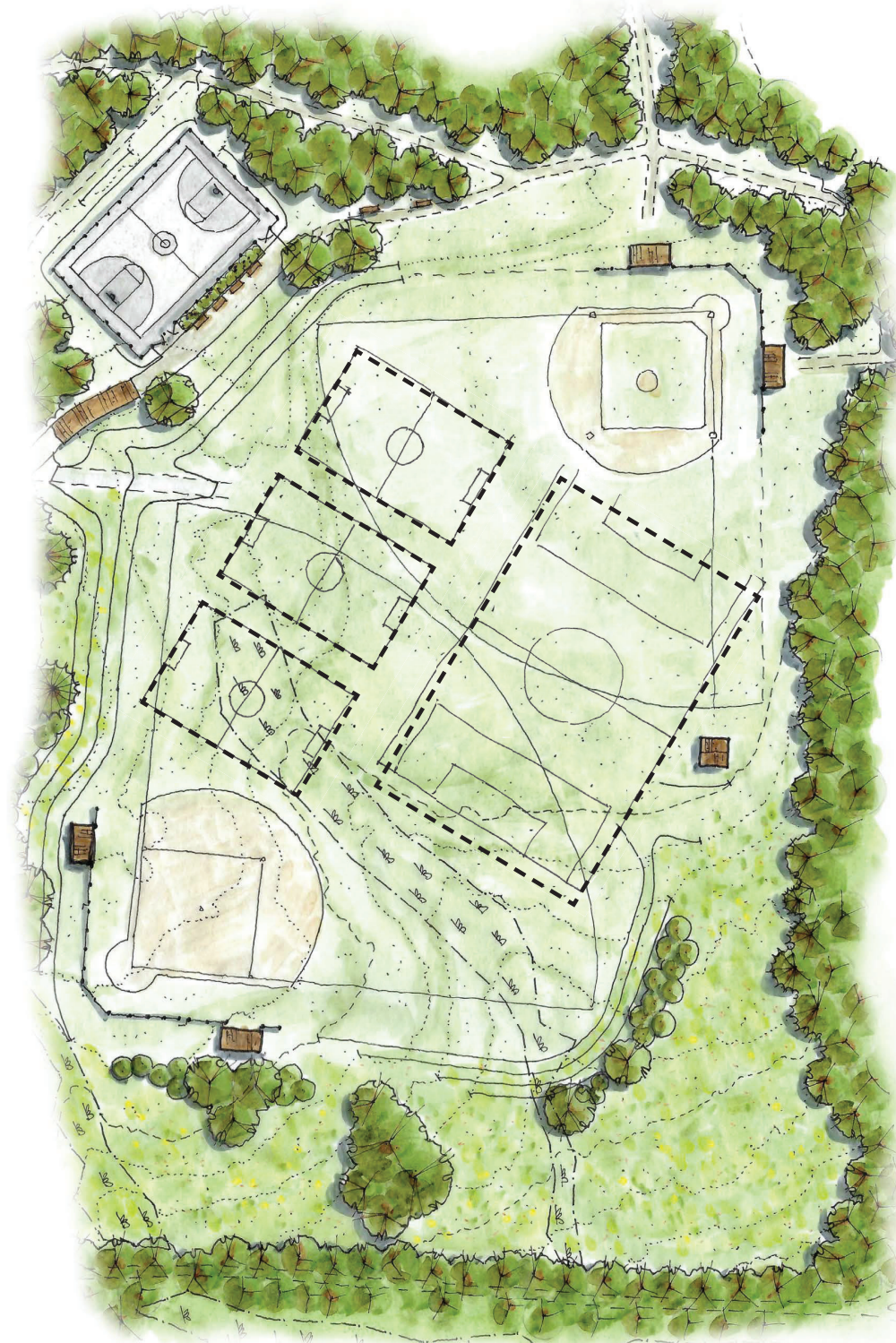




**Multi Use Athletic Fields Layout A**  
Softball & Baseball with U12 Field  
(Scale: 1"=40')



**Basketball - Sports Court**  
NHS Basketball / 2-3 Pickleball  
(Scale: N.T.S.)



**Multi Use Athletic Fields Layout B**  
Softball & Baseball with (1) U10 & (3) U6-8 Fields  
(Scale: 1"=40')

Project Team:



Prepared for:



# Fairgrounds Community Park

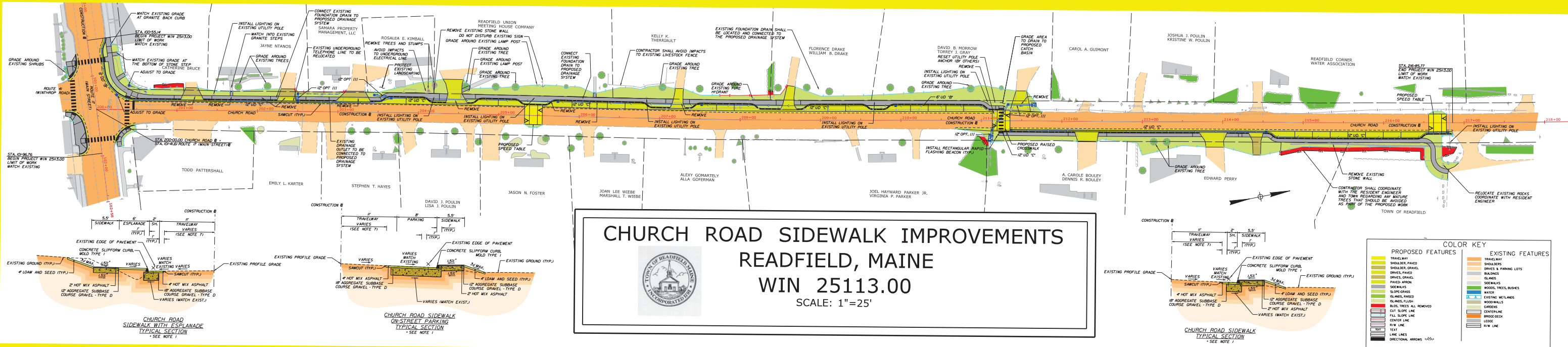
## Master Plan Concept



Date: 1/15/24

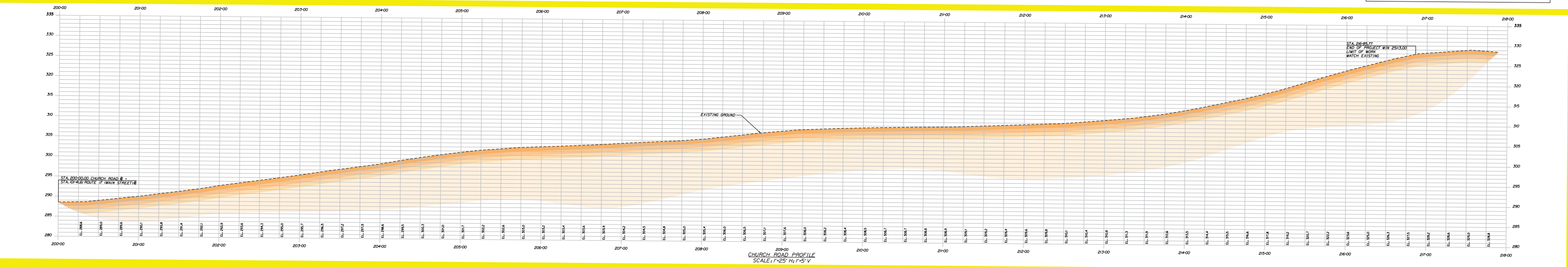
L2

*Attachment - Article 17*




**CHURCH ROAD SIDEWALK IMPROVEMENTS**  
**READFIELD, MAINE**  
**WIN 25113.00**  
 SCALE: 1"=25'

COLOR KEY	
<span style="background-color: yellow; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	PROPOSED FEATURES
<span style="background-color: orange; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	TRAVELWAY
<span style="background-color: lightgreen; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	SHOULDER PAVED
<span style="background-color: lightblue; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	SHOULDER GRAVEL
<span style="background-color: lightyellow; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	GRASS PAVED
<span style="background-color: lightcyan; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	PAVED DRIVE
<span style="background-color: lightgrey; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	GRASS
<span style="background-color: lightpurple; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	SOCKWALKS
<span style="background-color: lightpink; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	SLURRY CURBS
<span style="background-color: lightorange; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	ISLANDS PAVED
<span style="background-color: lightteal; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	ISLANDS GRASS
<span style="background-color: lightgreen; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	WOODS, TREES, BUSHES
<span style="background-color: lightblue; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	WATER
<span style="background-color: lightyellow; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	EXISTING WETLANDS
<span style="background-color: lightcyan; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	WOODWALLS
<span style="background-color: lightpurple; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	GARDENS
<span style="background-color: lightpink; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	CONCRETE
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<span style="background-color: lightteal; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	LEDGE
<span style="background-color: lightgreen; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	PIPE LINE
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<span style="border-bottom: 1px dashed black; width: 10px; display: inline-block;"></span>	TEXT
<span style="border-bottom: 1px dotted black; width: 10px; display: inline-block;"></span>	LINE LINE
<span style="border-bottom: 1px solid black; width: 10px; display: inline-block;"></span>	EXISTING FEATURES
<span style="background-color: orange; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	TRAVELWAY
<span style="background-color: lightgreen; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	SHOULDER
<span style="background-color: lightblue; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	GRASS & PARKING LOTS
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<span style="background-color: lightcyan; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	SOCKWALKS
<span style="background-color: lightpurple; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	WOODS, TREES, BUSHES
<span style="background-color: lightpink; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	WATER
<span style="background-color: lightorange; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	EXISTING WETLANDS
<span style="background-color: lightteal; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	WOODWALLS
<span style="background-color: lightgreen; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	GARDENS
<span style="background-color: lightyellow; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	CONCRETE
<span style="background-color: lightcyan; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	BRIDGE/DECK
<span style="background-color: lightpurple; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	LEDGE
<span style="background-color: lightpink; border: 1px solid black; width: 10px; height: 10px; display: inline-block;"></span>	PIPE LINE



*Attachment - Article 38*

# Town of Readfield Administration Ordinance

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The Select Board and other Town Officials as specified shall have the authority to manage the following administrative items:

## **1.1 ACCEPT PAYMENT OF TAXES**

The Select Board may ~~A~~ authorize the Treasurer of Readfield to accept prepayment of taxes not yet committed pursuant to 36 M.R.S.A., Section 506.

## **1.2 APPLICATION OF TAXES**

The Select Board may authorize the Treasurer of Readfield to apply tax payments to the oldest outstanding balances first pursuant to 36 M.R.S., Section 906

## **~~1.2~~1.3 CONTRACTS AND LEASES**

On behalf of the Town of Readfield, the Select Board is authorized to enter into single or multi-year contracts, leases and lease/purchase agreements, not to exceed five years, in the name of the Town if it is deemed to be in the best interest of the Town.

## **~~1.3~~1.4 SALE OF SURPLUS PROPERTY**

On behalf of the Town, the Select Board is authorized to sell any town owned surplus property, equipment and tools no longer needed by the Town. The Select Board shall determine whether to use the proceeds to offset current year expenses or whether they shall be applied to the General Fund.

## **1.5 ACCEPTANCE AND EXPENDITURE OF GIFTS AND DONATIONS TO THE TOWN**

The Select Board is authorized to accept and expend for their intended purposes, on behalf of the Town, any gifts or donations, including grants from federal, state and local agencies, unanticipated donations, or pass-through funds that may be provided by individuals, business associations, charitable groups, or other organizations, if the Select Persons determine that the gifts, donations, or pass through funds and their purposes are in the best interest of the Town. Enter into and execute such agreements and contracts and to take all actions as may be necessary, appropriate and convenient to accomplish this acceptance. Any donation or gift that requires additional funds, such funds must be appropriated by a Town ballot vote. The value and intended purpose of all donations accepted on behalf of the Town in excess of \$100, exclusive of volunteered time, whether cash or in-kind, publicly or anonymously given, shall be recorded by the Collection Clerk or designee and a receipt provided to the donor.

## **1.6 TAX ACQUIRED PROPERTY**

~~To retain; sell to the prior owner for taxes, interest and costs; or sell the tax-acquired property on such terms as they deem advisable, and in accordance with the Town's Tax Acquired Property Policy adopted by the Select Board.~~ The Select Board is authorized to take all actions necessary to dispose of tax-acquired properties in accordance with applicable law.

## **1.7 INCREASE BUDGET ITEM BY 5%**

The Select Board is authorized to increase any line item up to five percent (5%) by transferring funds from another line balance or miscellaneous income to pay for unexpected expenses.

## **1.8 EXPENDITURE OF CARRY FORWARD & RESERVE CAPITAL RESERVE AND SPECIAL REVENUE FUNDS**

# Town of Readfield Administration Ordinance

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The Select Board is authorized to expend for their designated purpose any Capital Reserve or Special Revenue funds that have been reserved or carried forward from prior and current fiscal years.

## **1.9 MISCELLANEOUS FEES**

The Select Board is authorized to set Miscellaneous Fees charged for Town services not covered or set by State Statute.

## **1.10 UNSPECIFIED SALARIES AND WAGES**

The Select Board and Town Manager are authorized, as applicable, to establish salaries and/or wages of Town officers and employees, not elsewhere established.

## **1.101.11 DISBURSEMENT WARRANTS**

Pursuant to 30-A M.R.S. §§ 3001 (municipal home rule) and 5603(2) (A), the treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted for and signed by a majority of the municipal officers at a duly called public meeting, (b) seen and signed by a majority of them acting individually and separately, or (c) signed by any one of them acting alone as provided by law for the disbursement of employees' wages and benefits and payment of municipal education costs and state fees.

Enacted June 9, 2015

Amendment History:

TM: Amended June 14, 2016

TM: Amended June 13, 2017

TM: Amended July 14, 2020

*Attachment - Article 39*

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

~~Adopted: Jan. 8, 2007~~

~~Amended: Jan. 4, 2010~~

~~Adopted June 11, 2024~~

**Article 1. General**

- 1.1 The purpose of this ~~Policy Ordinance~~ is to establish procedures for the efficient and fair management, administration and disposition of real property acquired under the tax lien procedures set forth in Title 36 ~~M.R.S.A.MRS~~ §§942 ~~through 944 and 943~~, as amended. Nothing in this Policy shall be interpreted to ~~(1) give additional substantive or procedural rights to owners or former owners of property forfeited for non-payment of taxes or (2) to limit the right of the Select Board to waive these guidelines if the Select Board deems it to be in the Town's best interest to do so.~~

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

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



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

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

3.1 ~~Following automatic tax lien foreclosure t~~The Town Manager will offer arrangements to the ~~previous-former~~ owner to secure just and prompt payment of outstanding and current taxes, related interests and costs to be paid within 30 days of foreclosure.

1. The Town Manager shall present the taxpayer with a written notice, via first-class certified and return receipt U.S. mail, for payment of all past due and currently due taxes, interest, and costs under the tax lien process and all outstanding ~~sewer~~ charges, assessments and other lawful charges as are due and owing to the Town. The notice shall also indicate the Town's intent to sell the property after 90 days of the former owner's receipt of the notice, and of the former owner's right to require the municipality to use the sale process under subsection 3 of Title 36 MRS §943-C
2. The Town's costs to be charged to the former owner shall include all costs ~~incurred or to be incurred by the Town in addition to those incurred in the tax lien process and shall include, but not be limited to, insurance costs, registry filing and mailing costs, advertisement costs, and attorney's fees contemplated under section 4.3, with the exception of the administrative fee.~~
3. Failure of an owner to respond within thirty (30) days of a written notice will result in a forfeiture of the property ~~being either retained by the Town or sold under the other provisions of this Policy.~~

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

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

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

### ~~Article 4. Property to be retained~~

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

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

~~b. the property has or will have potential for a public facility or additions to public facilities.~~

~~4.2 If the property is retained, the Select Board may pursue an action for equitable relief in accordance with the provisions of Title 36 M.R.S.A. §946, if desirable.~~

~~4.3 The Select Board shall cause the tax-acquired property retained to be managed and insured as it would any other municipal property.~~

~~4.4 If retained, the Town shall pay the outstanding unpaid sewer rates, assessments or other lawful charges.~~

#### **Article 5.4 Property to be Sold**

The Town Manager shall follow the sale process established under 36 M.R.S. 943-C, subsection 3, if the former owner submits a written demand to the Town of Readfield within 90 days after the receipt of notification in Article 3 requesting that the sale process be followed.

~~5.4.1 The Select Board shall determine the method of sale for properties acquired for non-payment of taxes. Methods may include but not be limited to brokerage sale, negotiated sale, or public bid process. The Town Manager shall follow the sale process established under 36 M.R.S. 943-C, subsection 3, if the former owner submits a written demand to the Town of Readfield within 90 days after the receipt of notification in Article 3 requesting that the sale process be followed.~~

~~5.2~~ 4.2 — If the public bid process is utilized, the Town Manager shall cause to be published a notice of the sale of the tax-acquired property in a local newspaper. The notice shall be posted in a conspicuous place within the Municipal Building. The notice shall be sent to the person from whom the property was acquired and the property owners whose property immediately abuts the property to be sold. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain information useful to prospective bidders and the terms of the sale as determined by the Town Manager.

~~5.34.3~~ 5.4.3 All bids shall be submitted on forms prescribed by the Town Manager in an envelope clearly marked "Tax-Acquired Property Bid" and accompanied by a cashier's or certified check equal to the bid deposit. Bids shall be publicly opened and read on the date and at the time specified.

~~5.44.4~~ 5.4.4 The Town Manager shall review all bids and make recommendations to the Select Board. The Select Board shall determine the successful bidder.

~~5.54.5~~ 5.4.5 The Town of Readfield reserves the right to accept or reject any or all bids, ~~and waive any of the requirements of this Policy should the Select Board, in its sole determination,~~

~~judge such actions to be in the best interest of the Town of Readfield. Instances where this right may be invoked include, but are not limited to:~~

- ~~a. The Select Board may wish to sell the property to an abutting property owner rather than the highest bidder.~~
- ~~b. The Select Board may determine a use other than the use proposed by the highest bidder is in the best interests of the Town.~~

~~5.64.6 Should the Select Board reject all bids, the property may again be offered for sale by public bid, or sold through a negotiated sale determined by the Select Board to be in the best interests of the Town of Readfield.~~

~~5.74.7 Should the bidder fail to close, the Town shall retain the bid deposit. The Select Board may offer the property to the next highest or any other bidder, if it determines that it is in the best interest of the Town of Readfield.~~

~~5.84.8 Title to tax-acquired property shall be transferred only by means of a Municipal Release Deed. As a condition of disbursement of excess sale proceeds to the former owner under 4.3, the Select Board may require the former owner to execute a quitclaim deed without covenant conveying any interest of the former owner in the property to the Town of Readfield and to deliver that deed before conveyance by the Town of Readfield to the buyer. Receipt of such excess sale proceeds by the former owner is deemed to be a waiver of any right of the former owner to commence any action pursuant to Title 36 MRS §946-B~~

~~5.94.9 Unless the property is vacant at the time of sale, the successful bidder shall be responsible for the removal of occupants and contents in a manner according to law.~~

~~5.10 The proceeds of the sale shall be distributed in the following manner: (1) all taxes, interest and costs under the tax lien process shall be paid, (2) all outstanding sewer rates, assessments or other lawful charges shall be paid, and (3) any balance shall be placed in a General Fund account.~~

## **Article ~~65~~. Waiver of Foreclosure**

~~5.1 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, the ~~Select Board may authorize the~~ Treasurer ~~to may~~ record a waiver of foreclosure in the Registry pursuant to 36 M.R.S.A. § 944, provided that this determination is made before the right of redemption expires.~~

~~6.1 In those situations where it has been determined that it would not be in the best interest of the Town to acquire the property, and this determination has been made prior to the issuance of the Impending Foreclosure Notice under 36 M.R.S.A. § 943, the Select Board may instruct the Treasurer not to send the Impending Foreclosure Notice, thereby preventing the foreclosure from occurring.~~

## **Article ~~76~~. Taking Possession of Property**

~~76.1 At such time as it considers the proper disposition of a parcel of tax acquired property, or at such earlier time as may be recommended by the Town Manager, the Select Board shall~~

consider whether it would be desirable for the Town to take immediate possession of the property in order to preserve the value of the property or otherwise protect the interests of the Town.

| **76.2** In making the determination under Section **76.1**, the Select Board shall consider the condition of the property, the occupancy status, any potential risks to the value of the property, the status of insurance, any obstacles to exercising possession, the possible need for court assistance and any other factors that the Select Board deems appropriate.

*Attachment - Article 40*

## ARTICLE 3 NON-CONFORMANCE

### SECTION 4. NON-CONFORMING STRUCTURES

#### G. Expansions

A non-conforming structure may be added to or expanded after obtaining a permit from the same permitting authority as that for a new structure, if such addition or expansion does not increase the non-conformity of the structure, as defined in paragraph 4.E.2 if applicable, and is in accordance with subparagraphs 1 through 4 below.

Expansion of a nonconforming structure to create an accessory dwelling unit may not result in an increase in non-conformity (See Article 3, Section 4.E.2).

Legally existing non-conforming principal and accessory structures that do not meet the water body or wetland setback requirements may be expanded or altered as follows, as long as all other applicable standards contained in this Ordinance are met. Any permitted expansion must be recorded at the registry of deeds. Expansion of a relocated, reconstructed or replaced non-conforming structure shall not be permitted unless the original structure is first determined to have achieved setback conformity to the greatest practical extent as provided in paragraph 4.E. When an existing non-conforming structure already meets or exceeds the maximum combined total floor area limit as established in paragraph 4.(G), no expansion shall be permitted.

1. Expansion of a structure, any portion of which is located within 25 feet, horizontal distance, of the normal high-water line of a water body, tributary stream or upland edge of a wetland is prohibited, even if the expansion will not increase nonconformity with the water body, tributary stream, or wetland setback requirement.
2. Expansion of an accessory structure that is located closer to the normal high-water line of a water body, tributary stream, or upland edge of a wetland than the principal structure is prohibited, even if the expansion will not increase nonconformity with the water body, tributary stream, or wetland setback requirement.
3. For structures, any portion of which is located less than 75 feet, horizontal distance, from the normal high-water line of a water body, tributary stream, or upland edge of a wetland, expansion shall not cause the maximum combined total floor area for all portions of those structures to exceed 1,000 square feet. The maximum height of any portion of such a structure may not be made greater than 20 feet or the height of the existing structure, whichever is greater.
4. For structures, any portion of which is located less than 100 feet, horizontal distance, from the normal high-water line of a waterbody, expansion shall not cause the maximum combined total floor area for all portions of those structures to exceed 1,500 square feet. The maximum height of any portion of such a structure may not be made greater than 25 feet or the height of the existing structure, whichever is greater.

## ARTICLE 7 LAND USE DISTRICTS AND REGULATIONS

### SECTION 5. LAND USES

Land Uses permitted in Readfield are shown on Table 1 (Table of Uses) by the type of review required or not required within each land use District under this Ordinance. Required permit review shall be secured prior to obtaining the appropriate building, plumbing or other applicable construction permits in accordance with the procedures and processes described in this Ordinance.

**TABLE 1 /  
TABLE OF USES**

*LAND USE DISTRICT*

Overlay  
District

	V	VR	AD <sup>9</sup>	R	RR	SR	RP	SP	CID	MH
<b>RESIDENTIAL—including driveways</b>										
Accessory Structure (to allowed uses)	C	C	C	C	C	C/P <sup>11</sup>	P	N	P	C
Multi-Family Dwelling	P	P	P	N	P	P	N	N	N	P
Single-Family Dwelling	C	C	C	C	C	C/P <sup>11</sup>	P <sup>5</sup>	C <sup>6</sup>	N	C
Two-Family Dwelling	C <sup>8</sup>	C <sup>8</sup>	C <sup>8</sup>	C	C	C/P <sup>11</sup>	N	N	N	C
Rooming/Boarding House Group Home	P	P	P	P	P	N	N	N	N	<u>P</u>
Mobile Homes	N	N	N	C	N	C/P <sup>11</sup>	P <sup>5</sup>	N	N	C
Mobile Home Park	N	N	N	N	N	N	N	N	N	P
Subdivisions	P	P	P	P	P	P	P <sup>5</sup>	P	N	P
Conversion of Seasonal Homes <sup>7</sup>	C	C	C	C	C	C/P <sup>11</sup>	P	P	N	C
<u>Accessory Dwelling Unit</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C/P<sup>11</sup></u>	<u>N</u>	<u>N</u>	<u>C</u>	<u>C</u>

### Legend

<i>Land Use Districts</i>	R = Rural District	SP = Stream Protection	<i>Overlay District</i>
V = Village District	RR = Rural Residential	RP = Resource Protection	MH = Mobile Home
VR = Village Residential	SR = Shoreland Residential	CID = Commercial Industrial	
AD= Academic District			

### Key to Table of Uses

Y =	Allowed Use (no permit required, but the use must comply with all applicable federal, state and local standards and regulations, including but not limited to this Ordinance).
C =	Use requires review and permit from Code Enforcement Officer (CEO) and/or Local Plumbing Inspector (LPI).
P =	Use requires site review from Planning Board, and requires a permit from the CEO and LPI upon Planning Board approval.
N =	Prohibited Use
U =	Use shall comply with underlying District requirements.
N/A =	Not applicable to the district.

1. Subject to the applicable standards and conditions contained in Article 8, Sections 11, 19B, 19F and 23.
2. These uses are not allowed within those districts except to provide access to permitted uses within the district, or where no reasonable alternative route or location is available outside the district, in which case a permit shall be required from the Planning Board.
3. Structures for Commercial and Industrial uses allowed in the Village, Village Residential, Rural, Shoreland Residential, Stream Protection, and Resource Protection Districts shall not be greater than 5,000 square feet in total floor area. Structures for Commercial and Industrial uses allowed in the Commercial and Industrial District may be greater than 5,000 sq. ft in area.
4. Except when area is zoned Resource Protection due to floodplain criteria, in which case a permit is required from the Planning Board.
5. Single family dwellings may be allowed by special exception only according to the provisions of Article 8, Section 19.N
6. Provided that a variance from the setback requirement is obtained from the Board of Appeals.
7. See Article 8, section 27, “Seasonal Conversions of Residential Dwellings.”
8. See Article 8, section 1.C. 2 for conversions or reconstruction of single- and two-family structures on nonconforming lots in the V, VR or AD.
9. In the Academic District, only uses which directly support or relate to the principal permitted academic use shall be permitted.
10. Major Essential Service development projects are subject to Site Plan Review by the Planning Board as determined by the Code Enforcement Officer.
11. Planning Board approval required for allowed uses within the restricted setback of a protected resource.
12. “Agriculture” that also meets the definition of “Agriculture – Light Industry” shall be subject to the provisions of the LUO applicable to “Agriculture – Light Industry”.
13. “Agriculture” that also meets the definition of “Agriculture – Intensive” shall be subject to the provisions of the LUO applicable to “Agriculture – Intensive”.
14. “Agriculture – Light Industry” that also meets the definition of “Agriculture - Intensive” shall be subject to the provisions of the LUO applicable to “Agriculture – Intensive”.
15. Planning Board approval is required for a newly established Agriculture – Intensive use, for expansions of use meeting the definition of “agriculture – intensive”, and for expansions of existing agricultural use that cause the use to meet the definition of “agriculture – intensive”.



## SECTION 6. SPACE STANDARDS AND DIMENSIONAL REQUIREMENTS

Unless otherwise permitted by this Ordinance, all lots, structures and uses must meet the minimum standards and requirements as set forth in Table 2. If more than one dwelling unit or other principal structure or use, or combination thereof, is constructed or established on a single lot, all dimensional requirements for land area and frontage shall be met for each additional dwelling unit, principal structure or use. Any lots created that are of less compliance with the following table shall not be eligible for building or use permits as they are required by this Ordinance.

**TABLE 2 Dimensional Requirements**

Dimensions	<i>LAND USE DISTRICTS</i>									<i>Overlay District<sup>8</sup></i>
	<b>V</b>	<b>VR</b>	<b>AD</b>	<b>R</b>	<b>RR</b>	<b>SR</b>	<b>RP<sup>12</sup></b>	<b>SP</b>	<b>CID</b>	<b>MH</b>
Minimum land area <sup>14, 17</sup> (sq. ft. in thousands)	20' <sup>18</sup>	40' <sup>19</sup>	40' <sup>19</sup>	80' <sup>20</sup>	80' <sup>20</sup>	80' <sup>20</sup>	80' <sup>20</sup>	80' <sup>20</sup>	80'	80' <sup>2, 20</sup>
Minimum Road Frontage (public or private) <sup>14</sup>	100'	100'	100'	200'	200'	200'	200'	200'	200'	200'
Road setback <sup>1, 6</sup>	25/50 <sup>1</sup> <sub>3</sub>	25/50'	25/50	50/75'	50/75'	25/50'	50/75'	50/75'	50/75'	50/75'
Side setback <sup>6, 11, 14</sup>	20' <sup>13</sup>	20'	20'	20'	20'	20'	20'	20'	20'	20'
Rear setback <sup>6, 14</sup>	20' <sup>13</sup>	20'	20'	20'	20'	20'	20'	20'	20'	20'
Water Body setback <sup>10</sup>	100'	100'	100'	100'	100'	100'	250'	75'	100'	NA
Tributary Stream setback <sup>6, 7,</sup>	50'	50'	75'	75'	75'	75'	75'	75'	50'	NA
Wetland setback-greater than 2 acres, less than 10 acres <sup>6</sup>	25'	25'	25'	25'	25'	25'	25'	25'	25'	25'
Wetland setback-10 acres or more, or 2 or more acres adjacent to surface waterbody <sup>6</sup>	75'	75'	75'	75'	75'	75'	75'	75'	75'	75'
Minimum lot depth	200'	200'	200'	200'	200'	200'	200'	200'	200'	200'
Maximum lot depth to frontage ratio <sup>9</sup>	5:1	5:1	5:1	5:1	5:1	5:1	5:1	5:1	NA	NA
Maximum lot coverage <sup>15</sup>	NA	NA	NA	NA	NA	20%	20%	20%	NA	NA
Minimum shore <sup>3</sup> frontage	NA	NA	NA	NA	NA	200'	200'	200'	200'	NA
Maximum height of structure <sup>4, 5</sup>	35'	35'	35'	35'	35'	35' <sup>16</sup>	35' <sup>16</sup>	35' <sup>16</sup>	35'	35'

1. In the Village and Village Residential Districts, road setback shall be from the edge of the right-of-way of a public or private road or from the centerline of the road, whichever is less. For all other Districts front setback shall be from the edge of the right-of-way of a public or private road or from the centerline of the road, whichever is greater.
2. Minimum land area for Mobile Home Park.
3. Land uses classified as commercial, industrial or institutional shall have a minimum of 300 feet of shore frontage.
4. Structures in compliance with the Telecommunication Towers Ordinance and agricultural structures not within a Shoreland District and not used as dwellings are exempt provided height shall not at any time place structures or potential structures on adjacent lots in jeopardy should exempt or extended structures collapse for any reason or cause.
5. Any increase in the height of a structure above that which is permitted in this Ordinance requires a variance from the Board of Appeals.
6. Steps, stairways, ramps or similar structures may be allowed within the required setback area with a permit from the Code Enforcement Officer as may be necessary to provide for a secondary means of egress from a legally existing dwelling, provided: the structure is limited to a maximum of four (4) feet in width, and that the applicant demonstrates there is no reasonable alternative means of escape from the dwelling. The Code Enforcement Officer may impose conditions to any approval as necessary to insure conformance with the purposes and provisions of the setback requirements of this Ordinance to the greatest practical extent.
7. Within the Village or Village Residential Districts or Commercial Industrial Districts, the 50 ft. setback requirement may be reduced to not less than 25 ft. provided the applicant has submitted a stormwater management and erosion control plan prepared by a qualified professional clearly demonstrating the following: (a) the on-site treatment of peak discharge rates of stormwater and erosion control utilizing the design principles set forth in Article 8, Sections 10 and 11; (b) the implementation for the stormwater treatment and erosion control plan; and (c) the approval for this setback reduction is a written part of the permit.
8. Must conform to requirements of underlying district.
9. This provision applicable to all lots created after September 15, 2004. When a lot borders both a waterbody and a road, the lot depth to frontage ratio shall be based on the frontage of the waterbody.
10. Water-dependent structures, such as docks, are not subject to Waterbody or wetland setbacks but remain subject to all other setback requirements for structures in the District in which they are located, except as allowed by the Planning Board under Article 8, Section 19.N
11. Side setbacks are not applicable where only a common wall separates the individual ownership of units in a multi-unit structure.
12. In the Resource Protection District the setback requirement shall be 250 ft., horizontal distance, from all water bodies, except for structures, roads, parking spaces or other regulated objects specifically allowed in that district, in which case the setback requirements specified in Table 2 Dimensional Requirements shall apply.
13. In the Village District, setbacks may be reduced by up to five (5) feet for accessory structures, provided there is no alternative location that meets setbacks to the greatest practical extent, as determined by the Code Enforcement Officer applying the standards set forth in Article 3, Section 4.E.1. This exception does not apply to accessory structures to be used as dwelling units.
14. For single-lot divisions or conventional subdivision development. The Planning Board may approve reductions in dimensional standards for cluster development described in Article 8, section 21.
15. Except for cluster development (see Article 8, section 21).
16. Article 3, Section 4, NON-CONFORMING STRUCTURES shall be applied to structures that do not meet the water body or wetland setbacks.
17. Except for affordable housing developments as defined in Title 30-A, MRSA §4364, which are eligible for a density bonus (refer to Article 8, Section F).
18. The minimum lot size (20,000 square feet) is for the first dwelling unit, with each additional dwelling unit (other than an accessory dwelling unit) requiring an additional 20,000 square feet.

19. The minimum lot size (40,000 square feet) is for the first dwelling unit, with each additional dwelling unit (other than an accessory dwelling unit) requiring an additional 40,000 square feet.

20. The minimum lot size (80,000 square feet) is for the first dwelling unit, with each additional dwelling unit (other than an accessory dwelling unit) requiring an additional 80,000 square feet.

# ARTICLE 8

## PERFORMANCE REQUIREMENTS & STANDARDS

The following standards shall apply to all lots created and all land use activities undertaken, where applicable, in addition to all other state and federal requirements:

### SECTION 1. DWELLING UNITS TWO-FAMILY DWELLINGS: NEW and CONVERSIONS

#### A. Single-Family Dwellings

A single-family dwelling unit may be constructed or established on a parcel provided it meets the minimum standards and requirements set forth in Article 7 Table 2 and all other applicable requirements of this Ordinance.

#### B. Two-Family Dwellings: New and Conversions

Except as prohibited in the shoreland districts pursuant to Article 8, section 19.C.4, a single, two family dwelling (such as a duplex or an in-law apartment) may be constructed on one lot meeting the minimum dimensional requirements for lot size and frontage provided all requirements of the Maine Subsurface Wastewater Disposal Rules are met. Notwithstanding this provision, a second dwelling unit shall be counted toward the number of lots defining a subdivision.

A minimum of two on-site parking spaces shall be provided for each dwelling unit.

#### C. Conversion or Reconstruction to Two- or Multi-Family on Nonconforming Lots

If the conversion or reconstruction of an existing single- or two-family structure on a nonconforming lot into a two- or multi-family dwelling is proposed, the Planning Board may approve such change of use if the structure is located within the Village, Village Residential or Academic Districts and meets the criteria for Site Review and the following requirements:

1. The conversion meets the dimensional requirements for Cluster Developments described in Article 8, section 21.D.2, a-f;
2. The converted dwelling meets all requirements of the Maine Subsurface Wastewater Disposal Rules;
3. There are no deed restrictions prohibiting the conversion;
4. The lot is not part of a subdivision;
5. The conversion does not result in the creation of any additional driveway entrance onto a public road;
6. Adequate on-site parking areas shall be provided for a minimum of two vehicles for each dwelling unit that shall be set back from adjacent property lines to the greatest extent practical. Buffers shall be provided of such height and density as necessary to sufficiently buffer/screen (as defined) the parking area from adjacent land uses;
7. Any change in the structure shall be consistent with the character of the neighborhood; and,

8. Conversions or reconstructions in the Academic District shall be permitted only to support and accommodate the district's institutional housing needs for the delivery of their programs.

NOTE: The dimensional requirements (referenced in 1. above) may be increased or decreased by the Planning Board by a factor of 10% if it finds such change is necessary in order to ensure good site development design for accommodating greater densities in these districts.

#### D. Multi-Family Dwellings

Except where permitted under Article 8, Section 21 (Cluster Development):

1. Each multi-family dwelling shall contain no more than four dwelling units and is subject to applicable provisions of Section 1(E) below.
- ~~1. Each building shall contain no more than four dwelling units.~~
2. A minimum of two on-site parking spaces shall be provided for each dwelling unit. For affordable housing development projects, refer to Article 8, Section 1.F. for the applicable parking requirements.
3. The minimum lot size for a multi-family dwelling shall be the product of the number of dwelling units in the building times the Town's minimum lot size requirements for a single-family residence for the district in which the multi-family dwelling is located.
4. Each multi-family dwelling unit shall meet the greater of the following setback requirements: 50 feet from the side and rear lot lines, or 100 feet from any adjacent dwelling.

#### E. Multiple Dwelling Units Allowed\*\*

In accordance with Title 30-A, MRSA Section 4364-A, up to 3 dwelling units are allowed on lots where residential uses are allowed, and up to 4 dwelling units are allowed on such lots if they are located in designated future growth areas as identified in the current Town of Readfield Comprehensive Plan or subsequent revisions of the Plan, provided that each dwelling unit meets the minimum land area and other dimensional requirements of Article 7 Section 6, and all other applicable requirements of this Ordinance.

#### F. Affordable Housing Development and Dwelling Unit Density Bonus\*\*

In accordance with Title 30-A, MRSA Section 4364, affordable housing developments (as defined in Article 11) are eligible for a density bonus of 2.5 times the number of dwelling units allowed for a development not designated as affordable and are not required to provide more than 2 off-street parking spaces for every 3 dwelling units, provided the following criteria are met:

1. The development shall be located in the designated future growth areas as identified in the current Town of Readfield Comprehensive Plan, or subsequent revisions of the Plan.
2. The owner of an affordable housing development shall execute a restrictive covenant that is enforceable by a party acceptable to the Town of Readfield, and shall record the covenant in the Kennebec County Registry of Deeds, to ensure that for at least 30 years after completion of construction:
  - a. For rental housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 80% of the local area median income, as defined by the U.S. Department of Housing & Urban

Development, at the time of initial occupancy; and

- b. For owned housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 120% of the local area median income, as defined by the U.S. Department of Housing & Urban Development, at the time of initial occupancy.

**\*\*Denotes that the standards set forth in Article 8, Section 20 (Subdivision) may apply in addition to the subsection's standards, dependent on the proposed development activity.**

#### G. Accessory Dwelling Units

1. Accessory dwelling units are prohibited within the Resource Protection and Stream Protection Districts.
2. Notwithstanding the minimum land area requirements set forth in Article 7 Table 2 (Dimensional Requirements) of this Ordinance, in districts other than Resource Protection and Stream Protection Zoning Districts, one accessory dwelling unit is allowed to be located on the same lot where a single-family dwelling unit is the principal structure, provided the following standards and criteria are met:
  - a. Accessory dwelling units may be constructed/located only:
    - i. Within an existing dwelling on the lot;
    - ii. Attached to or sharing a wall with a single-family dwelling unit; or
    - iii. As a new structure on a lot for the primary purpose of creating an accessory dwelling unit.
  - b. The single-family dwelling and accessory dwelling units must be owned by the same person and may not be sold separately.
  - c. Accessory dwelling units may not be offered as "short-term rental units" as defined in 30-A MRSA Section 4364-C(2).
  - d. The accessory dwelling unit shall contain a minimum floor area of 190 square feet and a maximum floor area of 700 square feet.
  - e. Except as provided in G.2.f below, accessory dwelling units are allowed on legal, non-conforming lots of record provided they meet all relevant requirements and standards set forth in Article 3 (Non-Conformance) of this Ordinance and do not result in an increase in nonconformity.
  - f. Accessory dwelling units must comply with the dimensional requirements of Article 7 Table 2 as they relate to structures, except that the "minimum land area" and "maximum lot coverage" requirements do not apply. For accessory dwelling units located within or attached to a single-family dwelling or within an existing accessory structure or secondary building (e.g., a garage), dimensional requirements (except for "minimum land area" and "maximum lot coverage") are the same as for the single-family dwelling, accessory structure or secondary building. Except as otherwise provided in this section, the construction or establishment of accessory dwelling units may not cause any increase in nonconformity with applicable provisions of this Ordinance.

g. Proper ingress and egress shall be provided to/from the accessory dwelling unit.

The applicant shall provide written verification that a proposed accessory dwelling unit will be connected to an adequate supply of potable water and to a wastewater disposal system found by the Code Enforcement Officer to be in compliance with applicable requirements of the Maine Subsurface Wastewater Disposal Rules, and to be adequate for this purpose. The Code Enforcement Officer may require outside expert review and documentation at the applicant's expense if there is evidence that the proposed potable water supply and/or wastewater disposal system are not adequate to serve the accessory dwelling unit.

i. The applicant shall comply with all other applicable provisions of this Ordinance, and other local and State ordinances and codes, including, but not limited to, those related to building, plumbing, electrical and fire safety, in effect at the time that the accessory dwelling unit is proposed.

j. Only one (1) accessory dwelling unit is allowed per lot.

k. No use, dimensional or other variances shall be granted for the construction/establishment of an accessory dwelling unit.

## H. Mobile Homes

### 1. Mobile Homes Outside of a Mobile Home Park

Mobile home and modular home units placed on individual lots outside of a mobile home park shall meet the dimensional requirements for a single-family dwelling unit in the district in which it is located.

### 2. Temporary Use of Mobile Homes

Mobile homes may be allowed in any district a single-family home is allowed, subject to all setback requirements, while the occupants are constructing a conventional dwelling on that same lot and upon the granting of a permit from Code Enforcement Office. This permit shall be valid for a period of nine months and which may be re-issued for a second nine month period if circumstances warrant.

### 3. Skirting

Each mobile home shall have skirting installed and maintained and shall contain at least one access panel.

### 4. Installation Standards

All units shall be installed in accordance with the "Manufactured Home Installation Standard" as adopted by the State of Maine, Department of Professional and Financial Regulation, Manufactured Housing Board.

### 5. Safety Standards for Older Mobile Homes

These standards shall apply to all mobile homes built before June 15, 1976, or not built according to the National Manufacturing Housing Construction and Safety Standards Act of 1974, United States

Code, Title 42, Chapter 70, to be located on an individual lot or in a mobile home park in the Town of Readfield.

- a. Exit Facilities - Exterior Door:
  - i. Required egress doors shall not be located where a lockable interior door must be used in order to exit.
  - ii. Homes shall have a minimum of 2 exterior doors not less than 12 feet from each other as measured in any straight line direction regardless of the length of the travel between doors. One of the required exit doors shall be accessible from the doorway of each bedroom without traveling more than 35 feet.
  - iii. All exterior swinging doors shall provide a minimum 28 inches wide by 74 inches high clear opening. All exterior sliding glass doors shall provide a minimum 28 inches wide by 72 inches high clear opening. Locks shall not require the use of a key for operation from the inside.
  
- b. Exit Facilities - Egress Windows and Devices:
  - i. Every room designed for sleeping purposes, unless it has an exit door, shall have at least one outside window or approved exit device. If an exit window or device is installed, it shall be listed in accordance with procedures and requirements of AAMA 1704-1985.
  - ii. The bottom of the exit window opening shall not be more than 36 inches above the floor.
  - iii. Locks, latches, operating handles, tabs and any other window screen or storm window devices, which need to be operated in order to permit egress, shall not be located in excess of 54 inches from the finished floor.
  
- c. Interior Doors:

Each interior door, when provided with a privacy lock, shall have a privacy lock that has an emergency release on the outside to permit entry when the lock has been locked by a locking knob, lever, button or other locking devices on the inside.
  
- d. Fire Detection Equipment:

At least one smoke detector shall be installed in the home in the following locations:

- (1) A smoke detector shall be installed on any wall in the hallway or space communicating with each bedroom area between the living area and the first bedroom door unless a door separates the living area from the bedroom area, in which case the detector shall be installed in the living area side as close to the door as practical. Homes having bedroom areas separated by any one or combination of communication areas such as kitchen, dining room, living room or family room (but not a bathroom or utility room) shall have at least one detector protecting each bedroom area.
- (2) When located in hallways, the detector shall be between the return air intake and the living area.
- (3) The smoke detector shall not be placed in a location which impairs its effectiveness.
- (4) Smoke detectors shall be labeled as conforming with the



requirements of Underwriters laboratory Standards No. 217, Third Edition, 1985, as amended through October 8, 1985, for single and multiple station smoke detectors.

(5) Each smoke detector shall be hardwired and installed in accordance with its listing.

- e. Flame Spread:
  - i. Ceiling interior finish shall not have a flame spread rating exceeding 75.
  - ii. Walls and ceilings adjacent to or enclosing a furnace or water heater shall have an interior finish with a flame spread rating not exceeding 25.
  - iii. Exposed interior finishes adjacent to the cooking range shall have a flame spread rating not exceeding 50.
  - iv. Kitchen cabinet doors; countertops; back splashes; finish surfaces of plastic bathtubs, shower units, and tub and shower doors, shall not have a flame spread rating not to exceed 200.
  - v. No burner of a surface-cooking unit shall be closer than 12 horizontal inches to a window or an exterior door.
  
- f. Kitchen Cabinet Protectors:
  - i. The bottom and sides of combustible kitchen cabinets over cooking ranges to a horizontal distance of 6 inches from the outside edge of the cooking range shall be protected with at least 5/8 inch thick gypsum board or equivalent limited combustible material. The cabinet area over the cooking range or cooktop shall be protected by a metal hood with not less than a 3 inch eyebrow projecting horizontally from the front cabinet face. The gypsum board which is above the top of the hood may be supported by the hood. A 3/8 inch enclosed air space shall be provided between the bottom surface of the cabinet and the gypsum board. The hood shall be at least wide as the cooking range.
  - ii. The metal hood shall not be required if there is an oven installed between the cabinet and the range.
  - iii. Ranges shall have a vertical clearance above the cooking top of not less than 24 inches to the bottom of combustible cabinets.
  
- g. Carpeting:

Carpeting shall not be used in a space or compartment designed to contain only a furnace or water heater.
  
- h. Roof and Wind Loads:

All homes with roofs added after construction shall require a professional engineer to inspect the roof to certify that the roof is designed and constructed for a snow load of 30 pounds per square foot and a wind load of 15 pounds per square foot.
  
- i. Heating and Fuel Burning System:

A person holding a master license issued by the State of Maine Oil and Solid Fuel Examining Board shall inspect and certify that the heating system and fuel system meets the requirements of NFPA 31, "Installation of Oil Burning Equipment", as adopted by that State of Maine.

j. Electrical System:

A master electrician licensed in the State of Maine shall inspect and certify that the electrical system is safe and meets the National Electrical Code in effect at the time the home was constructed.

~~Except as prohibited in the shoreland districts pursuant to Article 8, section 19.C.4, a single, two family dwelling (such as a duplex or an in-law apartment) may be constructed on one lot meeting the minimum dimensional requirements for lot size and frontage provided all requirements of the Maine Subsurface Wastewater Disposal Rules are met. Notwithstanding this provision, a second dwelling unit shall be counted toward the number of lots defining a subdivision.~~

~~A minimum of two on-site parking spaces shall be provided for each dwelling unit.~~

**~~SECTION 2. CONVERSION OR RECONSTRUCTION TO A TWO-OR MULTI-FAMILY DWELLING ON NONCONFORMING LOTS~~**

~~If the conversion or reconstruction of an existing single or two family structure on a nonconforming lot into a two or multi family dwelling is proposed, the Planning Board may approve such change of use if the structure is located within the Village, Village Residential or Academic Districts and meets the criteria for Site Review and the following requirements:~~

- ~~A.—The conversion meets the dimensional requirements for Cluster Developments described in Article 8, section 21.D.2, a-f;~~
- ~~B.—The converted dwelling meets all requirements of the Maine Subsurface Wastewater Disposal Rules;~~
- ~~C.—There are no deed restrictions prohibiting the conversion;~~
- ~~D.—The lot is not part of a subdivision;~~
- ~~E.—The conversion does not result in the creation of any additional driveway entrance onto a public road;~~
- ~~F.—Adequate on-site parking areas shall be provided for a minimum of two vehicles for each dwelling unit that shall be set back from adjacent property lines to the greatest extent practical. Buffers shall be provided of such height and density as necessary to sufficiently buffer/screen (as defined) the parking area from adjacent land uses;~~
- ~~G.—Any change in the structure shall be consistent with the character of the neighborhood; and,~~
- ~~H.—Conversions or reconstructions in the Academic District shall be permitted only to support and accommodate the district's institutional housing needs for the delivery of their programs.~~

~~NOTE: The dimensional requirements (referenced in A. above) may be increased or decreased by the Planning Board by a factor of 10% if it finds such change is necessary in order to ensure good site development design for accommodating greater densities in these districts.~~

**~~SECTION 3. MULTI-FAMILY DWELLINGS~~**

~~Except where permitted under Article 8, Section 21 (Cluster Development):~~

- ~~A. Each building shall contain no more than four dwelling units.~~
- ~~B. A minimum of two on-site parking spaces shall be provided for each dwelling unit.~~
- ~~C. The minimum lot size for a multi-family dwelling shall be the product of the number of dwelling units in the building times the Town's minimum lot size requirements for a single-family residence for the district in which the multi-family dwelling is located.~~
- ~~D. Each multi-family dwelling unit shall meet the greater of the following setback requirements: 50 feet from the side and rear lot lines, or 100 feet from any adjacent dwelling.~~

#### ~~SECTION 4. MOBILE HOMES~~

##### ~~A. Mobile Homes Outside of a Mobile Home Park~~

~~Mobile home and modular home units placed on individual lots outside of a mobile home park shall meet the dimensional requirements for a single-family dwelling unit in the district in which it is located.~~

##### ~~B. Temporary Use of Mobile Homes~~

~~Mobile homes may be allowed in any district a single-family home is allowed, subject to all setback requirements, while the occupants are constructing a conventional dwelling on that same lot and upon the granting of a permit from Code Enforcement Office. This permit shall be valid for a period of nine months and which may be re-issued for a second nine-month period if circumstances warrant.~~

##### ~~C. Skirting~~

~~Each mobile home shall have skirting installed and maintained and shall contain at least one access panel.~~

##### ~~D. Installation Standards~~

~~All units shall be installed in accordance with the "Manufactured Home Installation Standard" as adopted by the State of Maine, Department of Professional and Financial Regulation, Manufactured Housing Board.~~

##### ~~E. Safety Standards for Older Mobile Homes~~

~~These standards shall apply to all mobile homes built before June 15, 1976, or not built according to the National Manufacturing Housing Construction and Safety Standards Act of 1974, United States Code, Title 42, Chapter 70, to be located on an individual lot or in a mobile home park in the Town of Readfield.~~

###### ~~1. Exit Facilities—Exterior Door:~~

- ~~a. Required egress doors shall not be located where a lockable interior door must be used in order to exit.~~
- ~~b. Homes shall have a minimum of 2 exterior doors not less than 12 feet from each other as measured in any straight line direction regardless of the length of the travel between~~

~~doors. One of the required exit doors shall be accessible from the doorway of each bedroom without traveling more than 35 feet.~~

- ~~c. All exterior swinging doors shall provide a minimum 28 inches wide by 74 inches high clear opening. All exterior sliding glass doors shall provide a minimum 28 inches wide by 72 inches high clear opening. Locks shall not require the use of a key for operation from the inside.~~

~~2. Exit Facilities—Egress Windows and Devices:~~

- ~~a. Every room designed for sleeping purposes, unless it has an exit door, shall have at least one outside window or approved exit device. If an exit window or device is installed, it shall be listed in accordance with procedures and requirements of AAMA 1704-1985.~~
- ~~b. The bottom of the exit window opening shall not be more than 36 inches above the floor.~~
- ~~c. Locks, latches, operating handles, tabs and any other window screen or storm window devices, which need to be operated in order to permit egress, shall not be located in excess of 54 inches from the finished floor.~~

~~3. Interior Doors:~~

- ~~— Each interior door, when provided with a privacy lock, shall have a privacy lock that has an emergency release on the outside to permit entry when the lock has been locked by a locking knob, lever, button or other locking devices on the inside.~~

~~4. Fire Detection Equipment:~~

~~At least one smoke detector shall be installed in the home in the following locations:~~

- ~~— (1) A smoke detector shall be installed on any wall in the hallway or space communicating with each bedroom area between the living area and the first bedroom door unless a door separates the living area from the bedroom area, in which case the detector shall be installed in the living area side as close to the door as practical. Homes having bedroom areas separated by any one or combination of communication areas such as kitchen, dining room, living room or family room (but not a bathroom or utility room) shall have at least one detector protecting each bedroom area.~~
- ~~— (2) When located in hallways, the detector shall be between the return air intake and the living area.~~
- ~~— (3) The smoke detector shall not be placed in a location which impairs its effectiveness.~~
- ~~— (4) Smoke detectors shall be labeled as conforming with the requirements of Underwriters Laboratory Standards No. 217, Third Edition, 1985, as amended through October 8, 1985, for single and multiple station smoke detectors.~~
- ~~(5) Each smoke detector shall be hardwired and installed in accordance with its listing.~~

~~5. Flame Spread:~~

- ~~a. Ceiling interior finish shall not have a flame spread rating exceeding 75.~~
- ~~b. Walls and ceilings adjacent to or enclosing a furnace or water heater shall have an interior finish with a flame spread rating not exceeding 25.~~
- ~~c. Exposed interior finishes adjacent to the cooking range shall have a flame spread rating not exceeding 50.~~
- ~~d. Kitchen cabinet doors; countertops; back splashes; finish surfaces of plastic bathtubs, shower units, and tub and shower doors, shall not have a flame spread rating not to exceed 200.~~

~~e. No burner of a surface cooking unit shall be closer than 12 horizontal inches to a window or an exterior door.~~

~~6. Kitchen Cabinet Protectors:~~

~~a. The bottom and sides of combustible kitchen cabinets over cooking ranges to a horizontal distance of 6 inches from the outside edge of the cooking range shall be protected with at least 5/8 inch thick gypsum board or equivalent limited combustible material. The cabinet area over the cooking range or cooktop shall be protected by a metal hood with not less than a 3 inch eyebrow projecting horizontally from the front cabinet face. The gypsum board which is above the top of the hood may be supported by the hood. A 3/8 inch enclosed air space shall be provided between the bottom surface of the cabinet and the gypsum board. The hood shall be at least wide as the cooking range.~~

~~b. The metal hood shall not be required if there is an oven installed between the cabinet and the range.~~

~~c. Ranges shall have a vertical clearance above the cooking top of not less than 24 inches to the bottom of combustible cabinets.~~

~~7. Carpeting:~~

~~Carpeting shall not be used in a space or compartment designed to contain only a furnace or water heater.~~

~~8. Roof and Wind Loads:~~

~~All homes with roofs added after construction shall require a professional engineer to inspect the roof to certify that the roof is designed and constructed for a snow load of 30 pounds per square foot and a wind load of 15 pounds per square foot.~~

~~9. Heating and Fuel Burning System:~~

~~A person holding a master license issued by the State of Maine Oil and Solid Fuel Examining Board shall inspect and certify that the heating system and fuel system meets the requirements of NFPA 31, "Installation of Oil Burning Equipment", as adopted by that State of Maine.~~

~~10. Electrical System:~~

~~A master electrician licensed in the State of Maine shall inspect and certify that the electrical system is safe and meets the National Electrical Code in effect at the time the home was constructed.~~

## SECTION 20. SUBDIVISIONS

### F. Required Improvements

The following improvements are required for all subdivisions unless waived by the Planning Board in accordance with the provisions of this Ordinance. All required improvements, such as streets, sidewalks, stormwater drainage systems, and where appropriate, centralized water supply and sanitary sewage systems, shall be installed at the expense of the applicant.

#### 6. Parking

For each dwelling unit, there shall be off-street parking for at least two vehicles. For affordable housing development projects, refer to Article 8, Section 1.F. for the applicable parking requirements.

# ARTICLE 11 DEFINITIONS

## SECTION 2. DEFINITIONS

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

**Accessory Dwelling Unit:** A self-contained dwelling unit located within, attached to or detached from a single-family dwelling unit located on the same parcel of land. For purposes of this definition self-contained shall mean that each unit contains living, cooking, and bathroom facilities.

**Affordable Housing Development:** A residential housing development in which:

**For rental housing:** A household whose income does not exceed 80% of the area median income for the community, as defined by the U.S. Department of Housing and Urban Development, and can afford 51% or more of the units in the development without spending more than 30% of the household's income on housing expenses, including rent and utilities.

**For owned housing:** A household whose income does not exceed 120% of the area median income for the community, as defined by the U.S. Department of Housing and Urban Development, and can afford 51% or more of the units in the development without spending more than 30% of the household's income on housing costs, including mortgage payments and insurance, and certain other taxes and fees.

*Attachment - Article 41*



**Town of Readfield**

**MARIJUANA ESTABLISHMENTS ORDINANCE**

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<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

**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

*Attachment - Article 42*

# TOWN OF READFIELD PROPERTY TAX ASSISTANCE PROGRAM ORDINANCE

Adopted June 12, 2018, amended June 11, 2024

## Section 1. Purpose

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

## Section 2. Definitions

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

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

## Section 3. Criteria for Participation

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

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

## Section 4. Application and Payment Procedures

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

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

## Section 5. Determination of Eligibility and Amount of Eligibility

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

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

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

## Section 6. Program Fund - Limitations Upon Ppayments

Benefits under this Ordinance shall be conditioned upon the existence of sufficient monies in the program fund the year in which participation is sought. If there are not sufficient monies in the program fund to cover all qualifying applicants under this

Ordinance, benefits shall be limited to the amounts available in the fund. In the event that a lack of funding results in no benefit or less than the full benefit to a qualifying applicant, the request will not carry over to the next year.

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

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

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

## **Section 8. Timing of Benefits**

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

## **Section 9. Limitations ~~u~~Upon Benefits**

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

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Kathryn Mills Woodsum, Chair

Sean Keegan, Vice Chair

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Steve Deangelis

Carol Doorenbos

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David Linton

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*Attachment - Article 43*

TOWN OF READFIELD WASTE DISPOSAL AND RECYCLING ORDINANCE

Adopted: June 11, 1998

Amended: June 9, 2011, and June 11, 2024

SECTION I. SHORT TITLE

This Ordinance shall be known and may be cited as the "Town of 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 (hereinafter "Town"), Maine, by providing for the establishment and enforcement of rules and regulations, establishing limitations, prohibiting certain acts causing solid waste 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~~Town will reduce the amount of material to be transferred to other facilities 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~~Town or using the Recycling and Transfer Station located within the ~~Town of Readfield~~Town.

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:~~ Terms referenced in this Ordinance shall have meanings as defined in "APPENDIX A: DEFINITIONS" which may be amended from time to time by the Select Board upon recommendation of the Transfer Station Manager, Town Manager, or Solid Waste and Recycling Committee.

~~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, housewares, 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;~~
- ~~2. Small engines (under 20 HP)\*;~~
- ~~3. Snowmobiles or all-terrain vehicles (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 Readfield Town Manager (hereinafter "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 Town shall create and periodically update an Operations Manual that conforms with State of Maine requirements and is accessible to all Transfer Station employees and volunteers.

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. Commercial Hauler 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 participating towns will be allowed to be disposed of at the Recycling and Transfer Station. All acceptable waste delivered to the facility will be separated by the person delivering the waste 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;

8. Universal Waste, and

9. Compost Materials ~~as authorized by the Select Board.~~

10. Any other waste deemed acceptable by the Transfer Station Manager.

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 or the Transfer Station Manager, that waste becomes the property of the ~~Town of Readfield~~Town 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; and

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. Operating Rules and Requirements shall be accessible at the Transfer Station, at each participating town's office, and online. 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 temporary or~~

permanent revocation 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 provided to the affected individual and their Town Manager, and maintained as a permanent record in accordance with the State of Maine Records Retention Schedule.

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.

## APPENDIX A: DEFINITIONS

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

Acceptable Waste. "Acceptable waste" means the collective reference to processable waste, recyclable materials, reclaimable materials, reclaimable liquid waste, and other solid waste. Additional detail on acceptable waste is found in the Town of Readfield Transfer Station Operators Manual.

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

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.

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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.

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.

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

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

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.

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

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

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

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

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.

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

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.

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

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.

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.

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:

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

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.

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

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.

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:

Junked or abandoned vehicles (cars, trucks, Recreational Vehicles, tractors, and any other large vehicles that cannot be effectively handled at the facility):

- Small engines (under 20 HP)\*;
- Snowmobiles, all-terrain vehicles, boats;
- Dead animals or portion thereof, other pathological-type solid waste;
- Inert fill;
- Fuel tanks\*;
- Agricultural waste;



- Land clearing debris;
- Dredge spoils;
- Unacceptable Liquid Wastes;
- 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.

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.

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.

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.

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.

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.

# **FY 25 BUDGET**

March 25, 2024

**Fifth DRAFT**

FY 2025 Expenses

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>10 - Administration</b>									
	10 Administration	\$ 246,159	\$ 301,057	\$ 333,454	\$ 355,395	\$ 200,613	\$ 372,595	\$ 17,200	4.84%
	12 Insurance	\$ 119,921	\$ 122,091	\$ 129,811	\$ 161,835	\$ 57,039	\$ 166,269	\$ 4,434	2.74%
	15 Office Equipment	\$ 7,015	\$ 5,658	\$ 7,326	\$ 32,850	\$ 23,287	\$ 33,000	\$ 150	0.46%
	20 Assessing	\$ 17,532	\$ 21,141	\$ 26,633	\$ 25,200	\$ 15,024	\$ 30,500	\$ 5,300	21.03%
	30 Code Enforcement	\$ 29,157	\$ 71,767	\$ 78,484	\$ 85,200	\$ 26,810	\$ 67,922	\$ (17,278)	-20.28%
	60 Grant Writing & Planning	\$ -	\$ 9,707	\$ 12,341	\$ 10,000	\$ -	\$ 10,000	\$ -	.00%
	70 Heating Assistance	\$ 1,596	\$ 2,148	\$ 250	\$ 2,500	\$ -	\$ -	\$ (2,500)	-100.00%
	75 Legal Services	\$ 19,848	\$ 21,603	\$ 20,918	\$ 25,000	\$ 13,820	\$ 15,000	\$ (10,000)	-40.00%
<b>10 - Administration</b>		<b>\$ 441,227</b>	<b>\$ 555,171</b>	<b>\$ 609,216</b>	<b>\$ 697,980</b>	<b>\$ 336,593</b>	<b>\$ 695,286</b>	<b>\$ (2,694)</b>	<b>-3.9%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>12 - Maintenance</b>									
	10 General Maintenance	\$ 68,885	\$ 90,615	107,255.22	128,760.00	\$ 66,748	136,630.00	\$ 7,870	6.11%
	20 Building Maintenance	\$ 45,156	\$ 37,975	43,495.86	34,450.00	\$ 21,573	36,050.00	\$ 1,600	4.64%
	30 Vehicle / Equip. Maintenance	\$ 6,229	\$ 15,067	19,683.61	13,500.00	\$ 17,456	13,000.00	\$ (500)	- 3.70%
<b>12 - Maintenance</b>		<b>\$ 120,269</b>	<b>\$ 143,656</b>	<b>\$ 170,435</b>	<b>\$ 176,710</b>	<b>\$ 105,776</b>	<b>\$ 185,680</b>	<b>\$ 8,970</b>	<b>5.08%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>25 - Community Services</b>									
	10 Animal Control	\$ 11,715	\$ 8,727	\$ 8,965	\$ 11,045	\$ 4,774	\$ 10,890	\$ (155)	-1.40%
	25 Kennebec Valley COG	\$ 4,301	\$ 4,226	\$ 4,226	\$ 4,500	\$ 4,469	\$ 4,500	\$ -	0.00%
	30 Age Friendly	\$ 192	\$ 5,733	\$ 229	\$ 2,000	\$ 4,469	\$ 2,000	\$ -	0.00%
	40 Library	\$ 37,424	\$ 44,006	\$ 48,557	\$ 49,925	\$ 24,626	\$ 53,467	\$ 3,542	7.09%
	50 Readfield Public Access TV	\$ 3,375	\$ 4,924	\$ 4,719	\$ 9,700	\$ 4,009	\$ 9,620	\$ (80)	-0.82%
	60 Street Lights	\$ 6,075	\$ 4,688	\$ 940	\$ 1,500	\$ 549	\$ 1,500	\$ -	0.00%
	90 Maranacook Lake Dam	\$ -	\$ 235	\$ 2,912	\$ 550	\$ 281	\$ 550	\$ -	-
<b>25 - Community Services</b>		<b>\$ 63,082</b>	<b>\$ 72,539</b>	<b>\$ 70,548</b>	<b>\$ 79,220</b>	<b>\$ 43,176</b>	<b>\$ 82,527</b>	<b>\$ 3,307</b>	<b>4.17%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>30 - Recreation, Parks, &amp; Activities</b>									
	10 Beach	\$ 8,291	\$ 12,850	\$ 13,082	\$ 17,568	\$ 15,911	\$ 10,985	\$ (6,583)	-37.47%
	20 Recreation Programming	\$ 5,682	\$ 14,290	\$ 19,274	\$ 16,700	\$ 9,078	\$ 43,852	\$ 27,152	162.59%
	25 Heritage Days	\$ 7,904	\$ 5,110	\$ 5,679	\$ 6,600	\$ 4,657	\$ 6,450	\$ (150)	- 2.27%
	30 Conservation Commission	\$ -	\$ 208	\$ 10,180	\$ 4,750	\$ 2,817	\$ 6,800	\$ 2,050	43.16%
	60 Town Properties	\$ 480	\$ 250	\$ 1,322	\$ 2,000	\$ 344	\$ 2,500	\$ 500	25.00%
	70 Trails	\$ 1,667	\$ 2,706	\$ 1,010	\$ 1,930	\$ -	\$ 1,880	\$ (50)	-2.59%
<b>30 - Recreation, Parks, &amp; Activities</b>		<b>\$ 24,023</b>	<b>\$ 35,414</b>	<b>\$ 50,546</b>	<b>\$ 49,548</b>	<b>\$ 32,807</b>	<b>\$ 72,467</b>	<b>\$ 22,919</b>	<b>46.26%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>40 - Protection</b>									
	10 Fire Department	\$ 47,718	\$ 59,617	\$ 53,079	\$ 76,715	\$ 30,670	\$ 79,601	\$ 2,886	3.76%
	20 Ambulance	\$ 26,240	\$ 38,110	\$ 53,400	\$ 56,070	\$ -	\$ 61,677	\$ 5,607	10.00%
	35 Tower Sites	\$ 7,695	\$ 6,449	\$ 1,740	\$ 4,550	\$ 705	\$ 4,600	\$ 50	1.10%
	40 Dispatching	\$ 33,876	\$ 34,590	\$ 37,638	\$ 46,500	\$ 23,056	\$ 48,825	\$ 2,325	5.00%
	70 Emergency Operations	\$ -	\$ -	\$ 1,299	\$ 1,000	\$ -	\$ 1,000	\$ -	-
<b>40 - Protection</b>		<b>\$ 115,529</b>	<b>\$ 138,765</b>	<b>\$ 147,156</b>	<b>\$ 184,835</b>	<b>\$ 54,431</b>	<b>\$ 195,703</b>	<b>\$ 10,868</b>	<b>5.88%</b>

FY 2025 Expenses

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
50 - Cemeteries									
	10 Town Cemeteries	\$ 8,402	\$ 9,732	\$ 18,159	\$ 19,500	\$ 6,261	\$ 17,500	\$ (2,000)	-10%
<b>50 - Cemeteries</b>		<b>\$ 8,402</b>	<b>\$ 9,732</b>	<b>\$ 18,159</b>	<b>\$ 19,500</b>	<b>\$ 6,261</b>	<b>\$ 17,500</b>	<b>\$ (2,000)</b>	<b>-10.26%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
60 - Roads & Drainage									
	10 Road Maintenance	\$ 66,256	\$ 61,373	\$ 127,353	\$ 118,000	\$ 124,805	\$ 169,500	\$ 51,500	43.64%
	40 Winter Maintenance	\$ 260,937	\$ 336,692	\$ 433,690	\$ 468,750	\$ 203,662	\$ 466,000	\$ (2,750)	-5.9%
<b>60 - Roads &amp; Drainage</b>		<b>\$ 327,193</b>	<b>\$ 398,066</b>	<b>\$ 561,043</b>	<b>\$ 586,750</b>	<b>\$ 328,467</b>	<b>\$ 635,500</b>	<b>\$ 48,750</b>	<b>8.31%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
65 - Capital Improvements									
	1 Admin. Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	5 Fire Department	\$ 6,680	\$ 1,447	\$ 3,249	\$ 623,057	\$ -	\$ -	\$ (623,057)	-
	15 Fire Truck	\$ -	\$ -	\$ -	\$ -	\$ 617,591	\$ -	\$ -	-
	20 Gile Hall	\$ 570	\$ 16,432	\$ -	\$ 10,000	\$ -	\$ -	\$ (10,000)	-
	25 Parks & Recreation	\$ -	\$ 23,069	\$ 4,710	\$ -	\$ -	\$ -	\$ -	-
	30 Library Building	\$ 60,871	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ (5,000)	-
	35 Open Space	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ (50,000)	-
	40 Cemetery	\$ -	\$ -	\$ -	\$ 17,000	\$ 10,429	\$ -	\$ (17,000)	-100%
	50 Sidewalks	\$ -	\$ 3,000	\$ 19,280	\$ 67,500	\$ 21,463	\$ -	\$ (67,500)	-
	55 Roads	\$ 97,143	\$ -	\$ 411,137	\$ 325,000	\$ 63,349	\$ -	\$ (325,000)	-100%
	65 Equipment	\$ -	\$ -	\$ 9,189	\$ 33,000	\$ 10,429	\$ -	\$ (33,000)	-100%
	66 Capital Leases	\$ -	\$ 6,177	\$ 6,177	\$ 6,177	\$ 6,177	\$ -	\$ (6,177)	-100%
	70 Transfer Station	\$ 17,176	\$ 28,666	\$ 19,804	\$ 60,548	\$ -	\$ -	\$ (60,548)	-100%
<b>65 - Capital Improvements</b>		<b>\$ 529,214</b>	<b>\$ 80,110</b>	<b>\$ 473,544</b>	<b>\$ 1,197,282</b>	<b>\$ 729,438</b>	<b>\$ -</b>	<b>\$ (1,197,282)</b>	<b>-100.00%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
70 - Solid Waste									
	10 Transfer Station	\$ 280,481	\$ 319,764	\$ 352,294	\$ 387,752	\$ 177,648	\$ 171,214	\$ (216,538)	-55.84%
	50 Backhoe	\$ 2,391	\$ 2,957	\$ 1,395	\$ 3,000	\$ 1,857	\$ 2,310	\$ (690)	-23.00%
<b>70 - Solid Waste</b>		<b>\$ 282,872</b>	<b>\$ 322,720</b>	<b>\$ 353,690</b>	<b>\$ 390,752</b>	<b>\$ 179,505</b>	<b>\$ 173,524</b>	<b>\$ (217,228)</b>	<b>-55.59%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
75 - Education									
	10 RSU #38	\$ 3,710,394	\$ 3,463,235	\$ 3,713,505	\$ 4,056,437	\$ 2,028,219	\$ 4,466,095	\$ 409,658	10.10%
<b>75 - Education</b>		<b>\$ 3,710,394</b>	<b>\$ 3,463,235</b>	<b>\$ 3,713,505</b>	<b>\$ 4,056,437</b>	<b>\$ 2,028,219</b>	<b>\$ 4,466,095</b>	<b>\$ 409,658</b>	<b>10.10%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
80 - Regional Organizations									
	10 Cobbossee Watershed District	\$ 22,797	\$ 23,937	\$ 25,613	\$ 27,665	\$ 18,271	\$ 30,000	\$ 2,335	8.44%
	40 First Park	\$ 24,796	\$ 16,637	\$ 16,875	\$ 20,000	\$ 8,116	\$ 16,250	\$ (3,750)	-18.75%
<b>80 - Regional Organizations</b>		<b>\$ 47,593</b>	<b>\$ 40,574</b>	<b>\$ 42,488</b>	<b>\$ 47,665</b>	<b>\$ 26,386</b>	<b>\$ 46,250</b>	<b>\$ (1,415)</b>	<b>-2.97%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
81 - County Tax									
	20 Kennebec County Tax	\$ 285,399	\$ 319,743	\$ 352,031	\$ 355,185	\$ 355,185	\$ 508,184	\$ 152,999	43.08%
<b>81 - County Tax</b>		<b>\$ 285,399</b>	<b>\$ 319,743</b>	<b>\$ 352,031</b>	<b>\$ 355,185</b>	<b>\$ 355,185</b>	<b>\$ 508,184</b>	<b>\$ 152,999</b>	<b>43.08%</b>

FY 2025 Expenses

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>85 - Debt Service</b>									
	10 Fire Truck (Multiple payoffs)	\$ 55,583	\$ 54,132	\$ 53,323	\$ 59,766	\$ 52,452	\$ 47,481	\$ (12,285)	-20.56%
	40 Maranacook Lake Outlet Dam (20	\$ 19,973	\$ 19,242	\$ 18,857	\$ 18,459	\$ 17,330	\$ 18,046	\$ (413)	- 2.24%
	80 2020 Muni. Build. Bond (2034 pay	\$ -	\$ 46,441	\$ 45,977	\$ 45,498	\$ 41,204	\$ 45,005	\$ (493)	- 1.08%
	85 2021 Muni. Bond	\$ -	\$ 3,110	\$ 30,529	\$ 30,469	\$ 27,461	\$ 30,458	\$ (11)	- 0.04%
<b>85 - Debt Service</b>		<b>\$ 75,556</b>	<b>\$ 122,925</b>	<b>\$ 148,686</b>	<b>\$ 154,192</b>	<b>\$ 138,448</b>	<b>\$ 140,990</b>	<b>\$ (13,202)</b>	<b>-8.56%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>90 - Unclassified</b>									
	10 Overlay (Abatement / Overdraft)	\$ 3,472	\$ 20,482	\$ 23,153	\$ 25,000	\$ 1,578	\$ 25,000	\$ -	0.00%
	15 Local Property Tax Relief	\$ 383	\$ -	\$ -	\$ 10,000	\$ 667	\$ -	\$ (10,000)	-100.00%
	20 Non-profit Agencies	\$ 13,148	\$ 14,285	\$ 14,534	\$ 16,022	\$ 15,059	\$ 16,247	\$ 225	1.40%
	40 Contingency	\$ 1,875	\$ -	\$ 8,932	\$ 25,000	\$ 999	\$ 15,000	\$ (10,000)	-40.00%
	50 Snowmobiling	\$ 1,344	\$ 1,569	\$ 1,748	\$ 1,735	\$ 1,735	\$ 1,695	\$ (40)	-2.31%
	60 Readfield Enterprise Fund	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ (10,000)	-100.00%
	90 Revaluation	\$ -	\$ -	\$ 9,000	\$ 25,000	\$ -	\$ -	\$ (25,000)	-100.00%
<b>90 - Unclassified</b>		<b>\$ 16,367</b>	<b>\$ 36,336</b>	<b>\$ 57,367</b>	<b>\$ 112,757</b>	<b>\$ 20,038</b>	<b>\$ 57,942</b>	<b>\$ (54,815)</b>	<b>-48.61%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>95 - General Assistance</b>									
	10 General Assistance	\$ 188	\$ 964	\$ 257	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
<b>95 - General Assistance</b>		<b>\$ 188</b>	<b>\$ 964</b>	<b>\$ 257</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>.00%</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>96 - Transfers</b>									
	5 Special Revenue	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	7 Capital Reserve	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ 398,027	\$ 398,027	-
<b>96 - Transfers</b>		<b>\$ 188</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 398,027</b>	<b>\$ 398,027</b>	<b>-</b>

DEPARTMENT	DIVISION	2022 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>97 - Trust Funds</b>									
	1 Spendable	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	99 Transfers	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>97 - Trust Funds</b>		<b>\$ 188</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

<b>TOTAL</b>	<b>\$ 6,047,307</b>	<b>\$ 5,739,952</b>	<b>\$ 6,768,671</b>	<b>\$ 8,113,813</b>	<b>\$ 4,384,729</b>	<b>\$ 7,680,675</b>	<b>\$ (433,138)</b>	<b>-5.3%</b>
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DEPARTMENT SUMMARY - EXPENSE									
DEPARTMENT	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %	
<b>10 - Administration</b>	\$ 441,227	\$ 555,171	\$ 609,216	\$ 697,980	\$ 336,593	\$ 695,286	\$ (2,694)	-0.4%	
<b>12 - Maintenance</b>	\$ 120,269	\$ 143,656	\$ 170,435	\$ 176,710	\$ 105,776	\$ 185,680	\$ 8,970	5.1%	
<b>25 - Community Services</b>	\$ 63,082	\$ 72,539	\$ 70,548	\$ 79,220	\$ 43,176	\$ 82,527	\$ 3,307	4.2%	

FY 2025 Expenses

<b>30 - Recreation, Parks, &amp; Activities</b>	\$ 24,023	\$ 35,414	\$ 50,546	\$ 49,548	\$ 32,807	\$ 72,467	\$ 22,919	46.3%
<b>40 - Protection</b>	\$ 115,529	\$ 138,765	\$ 147,156	\$ 184,835	\$ 54,431	\$ 195,703	\$ 10,868	5.9%
<b>50 - Cemeteries</b>	\$ 8,402	\$ 9,732	\$ 18,159	\$ 19,500	\$ 6,261	\$ 17,500	\$ (2,000)	-10.3%
<b>60 - Roads &amp; Drainage</b>	\$ 327,193	\$ 398,066	\$ 561,043	\$ 586,750	\$ 328,467	\$ 635,500	\$ 48,750	8.3%
<b>65 - Capital Improvements</b>	\$ 529,214	\$ 80,110	\$ 473,544	\$ 1,197,282	\$ 729,438	\$ -	\$ (1,197,282)	-100.0%
<b>70 - Solid Waste</b>	\$ 282,872	\$ 322,720	\$ 353,690	\$ 390,752	\$ 179,505	\$ 173,524	\$ (217,228)	-55.6%
<b>75 - Education</b>	\$ 3,710,394	\$ 3,463,235	\$ 3,713,505	\$ 4,056,437	\$ 2,028,219	\$ 4,466,095	\$ 409,658	10.1%
<b>80 - Regional Organizations</b>	\$ 47,593	\$ 40,574	\$ 42,488	\$ 47,665	\$ 26,386	\$ 46,250	\$ (1,415)	-3.0%
<b>81 - County Tax</b>	\$ 285,399	\$ 319,743	\$ 352,031	\$ 355,185	\$ 355,185	\$ 508,184	\$ 152,999	43.1%
<b>85 - Debt Service</b>	\$ 75,556	\$ 122,925	\$ 148,686	\$ 154,192	\$ 138,448	\$ 140,990	\$ (13,202)	-8.6%
<b>90 - Unclassified</b>	\$ 16,367	\$ 36,336	\$ 57,367	\$ 112,757	\$ 20,038	\$ 57,942	\$ (54,815)	-48.6%
<b>95 - General Assistance</b>	\$ -	\$ 964	\$ 257	\$ 5,000	\$ -	\$ 5,000	\$ -	0.0%
<b>96 - Transfers</b>	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ 398,027	\$ 398,027	-
<b>97 - Trust Funds</b>	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

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**TOTAL \$ 6,047,495 \$ 5,739,952 \$ 6,768,671 \$ 8,113,813 \$ 4,384,729 \$ 7,680,675 \$ (433,138) -5.3%**

FY 2025 Revenues

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>10- ADMINISTRATION</b>									
1011	REAL ESTATE PROPERTY TAX	\$ 4,676,344	\$ 4,601,684	\$ 4,741,751	\$ 5,080,699	\$ 5,083,409	\$ 5,701,872	\$ 621,173	12.2%
1012	PERSONAL PROPERTY TAX	\$ 32,524	\$ 19,930	\$ 15,591	\$ 20,104	\$ 20,104	\$ 25,632	\$ 5,528	27.5%
1013	STATE REVENUE SHARING	\$ 230,696	\$ 457,067	\$ 481,933	\$ 430,000	\$ 237,110	\$ 370,000	\$ (60,000)	-14.0%
1014	INTEREST ON TAXES	\$ 32,852	\$ 19,721	\$ 13,654	\$ 20,000	\$ 8,098	\$ 15,000	\$ (5,000)	-25.0%
1021	INVESTMENT INCOME	\$ 13,885	\$ 6,789	\$ 20,106	\$ 37,000	\$ 45,957	\$ 75,000	\$ 38,000	102.7%
1031	VETERANS EXEMPTION	\$ 2,802	\$ 2,245	\$ 2,080	\$ 2,500	\$ 1,936	\$ 2,000	\$ (500)	-20.0%
1032	HOMESTEAD EXEMPTION	\$ 180,460	\$ 220,070	\$ 183,515	\$ 208,770	\$ 205,193	\$ 217,069	\$ 8,299	4.0%
1033	TREE GROWTH REIMBURSEMENT	\$ 8,553	\$ 10,776	\$ 13,990	\$ 14,000	\$ 14,639	\$ 14,000	\$ -	0.0%
1034	BETE REIMBURSEMENT	\$ 12,661	\$ 7,046	\$ 5,994	\$ 32,508	\$ 32,507	\$ 33,623	\$ 1,115	3.4%
1051	BOAT EXCISE TAXES	\$ 7,974	\$ 8,882	\$ 8,422	\$ 8,500	\$ 1,587	\$ 8,500	\$ -	0.0%
1052	MOTOR VEHICLE TAXES	\$ 600,150	\$ 660,314	\$ 685,009	\$ 600,000	\$ 309,041	\$ 625,000	\$ 25,000	4.2%
1053	AGENT FEE	\$ 12,201	\$ 15,064	\$ 15,463	\$ 14,000	\$ 6,883	\$ 15,000	\$ 1,000	7.1%
1054	NEWSLETTER ADS	\$ 100	\$ 112	\$ 112	\$ -	\$ 120	\$ 100	\$ 100	-
1056	NOTICE FEES	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ (500)	-
1060	BUSINESS LICENSE FEES	\$ 30	\$ 1,540	\$ 70	\$ 50	\$ -	\$ 50	\$ -	0.0%
1065	CERTIFIED COPY FEES	\$ 1,541	\$ 1,770	\$ 1,546	\$ 1,500	\$ 799	\$ 1,500	\$ -	0.0%
1090	OTHER INCOME	\$ 6,377	\$ 4,933	\$ 36,752	\$ 5,000	\$ 3,294	\$ 5,000	\$ -	0.0%
1095	Heating Assistance	\$ 2,794	\$ 3,834	\$ 4,450	\$ 2,500	\$ -	\$ -	\$ (2,500)	-100.0%
3010	PLUMBING FEES	\$ 4,800	\$ 6,445	\$ 6,505	\$ 6,000	\$ 2,820	\$ 6,000	\$ -	0.0%
3020	LAND USE FEES	\$ 6,209	\$ 11,168	\$ 34,656	\$ 15,000	\$ 13,936	\$ 25,000	\$ 10,000	66.7%
3040	INTERLOCAL CEO	\$ -	\$ 36,884	\$ 39,033	\$ 42,000	\$ -	\$ -	\$ (42,000)	-100.0%
5000	Use of Undesignated Funds	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 350,000	\$ 50,000	16.7%
5001	Use of Carry Forward	\$ -	\$ -	\$ -	\$ 482,303	\$ -	\$ -	\$ (482,303)	-100.0%
5033	Use of Trust Funds	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	-
<b>10- ADMINISTRATION</b>		<b>\$ 5,832,953</b>	<b>\$ 6,096,275</b>	<b>\$ 6,310,634</b>	<b>\$ 7,332,934</b>	<b>\$ 5,987,433</b>	<b>\$ 7,500,347</b>	<b>\$ 167,413</b>	<b>2.3%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>12 - MAINTENANCE</b>									
4010	FUEL TAX	\$ 178	\$ -	\$ 241	\$ -	\$ -	\$ -	\$ -	-
<b>12 - MAINTENANCE</b>		<b>\$ 178</b>	<b>\$ -</b>	<b>\$ 241</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>25 COMMUNITY SERVICES</b>									
1010	ANIMAL CONTROL DOG LICENSE FEE	\$ 2,094	\$ 2,207	\$ 2,809	\$ 1,500	\$ 642	\$ 2,500	\$ 1,000	66.7%
1011	Rabies Clinic	\$ 795	\$ 360	\$ 615	\$ 500	\$ 465	\$ 500	\$ -	-
1012	DOG VACCINATION FUND	\$ 30	\$ 25	\$ 50	\$ -	\$ 75	\$ -	\$ -	-
3000	AGE FRIENDLY	\$ -	\$ 7,556	\$ 10	\$ -	\$ -	\$ -	\$ -	-
4001	LIBRARY STATE AID	\$ -	\$ -	\$ 2,016	\$ -	\$ -	\$ -	\$ -	-
4005	LIBRARY DONATIONS	\$ 2,537	\$ 6,920	\$ 1,377	\$ 2,500	\$ 1,605	\$ 1,850	\$ (650)	-26.0%
4010	LIBRARY SALE PROCEEDS	\$ 1,071	\$ 1,102	\$ 1,825	\$ 1,500	\$ 986	\$ 1,060	\$ (440)	-
4015	Library Front Desk Contributions	\$ 316	\$ 325	\$ 272	\$ 250	\$ 107	\$ 250	\$ -	0.0%
4020	Library Non Res Patrons	\$ 100	\$ 175	\$ 325	\$ 250	\$ 150	\$ 200	\$ (50)	-20.0%
5010	CABLE TV FRANCHISE FEES	\$ 14,955	\$ 30,707	\$ 31,765	\$ 30,000	\$ 14,834	\$ 28,000	\$ (2,000)	-6.7%
<b>25 COMMUNITY SERVICES</b>		<b>\$ 21,898</b>	<b>\$ 49,377</b>	<b>\$ 41,065</b>	<b>\$ 36,500</b>	<b>\$ 18,864</b>	<b>\$ 34,360</b>	<b>\$ (2,140)</b>	<b>-5.9%</b>

FY 2025 Revenues

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>30 RECREATION, PARKS,&amp; ACTIVITIES</b>									
1010	BEACH INCOME	\$ 9,644	\$ 3,631	\$ 4,295	\$ 2,000	\$ 2,221	\$ 2,000	\$ -	0.0%
2021	REC BOARD - BASEBALL	\$ 420	\$ 6,875	\$ 3,144	\$ 6,500	\$ -	\$ 6,500	\$ -	0.0%
2022	REC BOARD - SOCCER	\$ 1,955	\$ 1,790	\$ 5,595	\$ 6,000	\$ 5,120	\$ 6,000	\$ -	0.0%
2023	REC BOARD - SWIMMING	\$ -	\$ 585	\$ -	\$ -	\$ -	\$ -	\$ -	-
2024	REC BOARD - Basketball	\$ 4,065	\$ 3,545	\$ 4,610	\$ 4,500	\$ 6,015	\$ 5,500	\$ 1,000	22.2%
2025	REC BOARD - OTHER RECREATION	\$ -	\$ 2,500	\$ -	\$ 500	\$ 157	\$ -	\$ (500)	-
2026	Rec Board - Softball	\$ 178	\$ 1,545	\$ 1,483	\$ 1,600	\$ -	\$ 1,600	\$ -	0.0%
2027	Rec Board - Interlocal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
2073	HERITAGE DAYS	\$ 368	\$ 155	\$ 868	\$ -	\$ 160	\$ -	\$ -	-
3015	Conservation Donations / Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
3030	Conservation	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	-
7010	Trails	\$ 2,830	\$ 1,305	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>30 RECREATION, PARKS,&amp; ACTIVITIES</b>		<b>\$ 19,460</b>	<b>\$ 21,930</b>	<b>\$ 20,995</b>	<b>\$ 21,100</b>	<b>\$ 13,673</b>	<b>\$ 21,600</b>	<b>\$ 500</b>	<b>2.4%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>40 PROTECTION</b>									
1010	FIRE DEPARTMENT DONATIONS	\$ -	\$ 12,979	\$ 500	\$ 500	\$ -	\$ -	\$ (500)	-
1035	FD Burn Permits online	\$ 338	\$ 290	\$ -	\$ -	\$ -	\$ -	\$ -	-
3500	Tower Sites	\$ 4,932	\$ 3,200	\$ 2,400	\$ 3,200	\$ -	\$ 500	\$ (2,700)	-84.4%
4050	FD Safety Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	-
<b>40 PROTECTION</b>		<b>\$ 5,270</b>	<b>\$ 16,469</b>	<b>\$ 2,900</b>	<b>\$ 3,700</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ (1,200)</b>	<b>-32.4%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>50 CEMETERIES</b>									
5020	Donations	\$ 100	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	-
<b>50 CEMETERIES</b>		<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>60 Roads &amp; Drainage</b>									
2010	LOCAL ROAD ASSISTANCE	\$ 36,560	\$ 36,672	\$ 36,472	\$ 36,000	\$ 42,060	\$ 42,000	\$ 6,000	16.7%
2030	Streets Signs	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	-
<b>60 Roads &amp; Drainage</b>		<b>\$ 36,560</b>	<b>\$ 36,672</b>	<b>\$ 36,572</b>	<b>\$ 36,000</b>	<b>\$ 42,060</b>	<b>\$ 42,000</b>	<b>\$ 6,000</b>	<b>16.7%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>65 CAPITAL IMPROVEMENTS</b>									
6500	Municipal Bond Proceeds	\$ -	\$ -	\$ -	\$ 348,057	\$ 348,057	\$ -	\$ (348,057)	-
6512	Building (FD + Lib.) Bond + donation	\$ 578,000	\$ 24,192	\$ -	\$ -	\$ -	\$ -	\$ -	-
6525	Ballfields	\$ -	\$ 397	\$ 100	\$ -	\$ -	\$ -	\$ -	-
6550	Sidewalks	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ (30,000)	-
6570	Transfer Station (Fayette & Wayne)	\$ 16,189	\$ 14,790	\$ 30,318	\$ 17,726	\$ 10,645	\$ -	\$ (17,726)	-100.0%
<b>65 CAPITAL IMPROVEMENTS</b>		<b>\$ 594,189</b>	<b>\$ 39,379</b>	<b>\$ 30,418</b>	<b>\$ 395,783</b>	<b>\$ 358,702</b>	<b>\$ -</b>	<b>\$ (395,783)</b>	<b>-100.0%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
<b>70 SOLID WASTE</b>									
7010	TRANSFER STATION FEES	\$ 59,906	\$ 58,820	\$ 57,724	\$ 63,000	\$ 35,136	\$ 27,926	\$ (35,074)	-55.7%
7021	TS RECYCLE/COMPOST	\$ 24	\$ 192	\$ 186	\$ -	\$ -	\$ -	\$ -	-



FY 2025 Revenues

7023	TS RECYCLABLES - METAL	\$ 9,957	\$ 19,633	\$ 13,737	\$ 18,000	\$ 7,550	\$ 6,299	\$ (11,701)	-65.0%
7025	TS RECYCLABLES - OTHER	\$ 467	\$ 647	\$ 364	\$ 500	\$ 302	\$ 210	\$ (290)	-
7026	TS Single Sort Recycling	\$ 500	\$ 3,195	\$ -	\$ -	\$ 585	\$ 420	\$ 420	-
7040	Commercial Haulers Permits	\$ 500	\$ 400	\$ 400	\$ 300	\$ 200	\$ 168	\$ (132)	-44.0%
7050	Transfer Station Grants	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ (1,500)	-
7089	TS REVENUES - FAYETTE SHARE	\$ 64,133	\$ 66,129	\$ 79,944	\$ 78,010	\$ 34,439	\$ -	\$ (78,010)	-100.0%
7090	TS REVENUES - WAYNES SHARE	\$ 71,194	\$ 85,385	\$ 77,532	\$ 99,251	\$ 43,817	\$ -	\$ (99,251)	-100.0%
<b>70</b>	<b>SOLID WASTE</b>	<b>\$ 206,680</b>	<b>\$ 234,403</b>	<b>\$ 229,887</b>	<b>\$ 260,561</b>	<b>\$ 122,029</b>	<b>\$ 35,023</b>	<b>\$ (225,538)</b>	<b>-86.6%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
90	UNCLASSIFIED								
1250	First Park Revenue	\$ -	\$ -	\$ 18,612	\$ 20,000	\$ -	\$ 18,000	\$ (2,000)	-10.0%
3010	Snowmobile Fees	\$ 1,476	\$ 1,748	\$ 1,734	\$ 1,735	\$ -	\$ 1,695	\$ (40)	-2.3%
4010	Readfield Enterprise Fund	\$ -	\$ 3,003	\$ 3,167	\$ 3,000	\$ -	\$ -	\$ (3,000)	-100.0%
<b>90</b>	<b>UNCLASSIFIED</b>	<b>\$ 1,476</b>	<b>\$ 4,751</b>	<b>\$ 23,513</b>	<b>\$ 24,735</b>	<b>\$ -</b>	<b>\$ 19,695</b>	<b>\$ (5,040)</b>	<b>-20.4%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
95	GENERAL ASSISTANCE								
1010	GENERAL ASSIST-STATE REVENUE	\$ 132	\$ 368	\$ -	\$ 2,500	\$ 120	\$ 2,500	\$ -	0.0%
<b>95</b>	<b>GENERAL ASSISTANCE</b>	<b>\$ 132</b>	<b>\$ 368</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 120</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>0.0%</b>

DEPARTMENT	DIVISION	2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
96	Transfers								
9999	Transfers	\$ 132	\$ -	\$ -	\$ -	\$ -	\$ 22,650	\$ 22,650	-
<b>96</b>	<b>TRANSFERS</b>	<b>\$ 132</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,650</b>	<b>\$ 22,650</b>	<b>-</b>

**TOTAL \$ 6,718,896 \$ 6,499,624 \$ 6,696,275 \$ 8,113,813 \$ 6,542,881 \$ 7,680,675 \$ (433,138) -5.3%**

DEPARTMENT SUMMARY - REVENUE									
DEPARTMENT		2020 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD => Dec.	2025 BUDGET	2024-2025 \$	2024-2025 %
10-	ADMINISTRATION	\$ 5,832,953	\$ 6,096,275	\$ 6,310,634	\$ 7,332,934	\$ 5,987,433	\$ 7,500,347	\$ 167,413	2.3%
12 -	MAINTENANCE	\$ 178	\$ -	\$ 241	\$ -	\$ -	\$ -	\$ -	-
25	COMMUNITY SERVICES	\$ 21,898	\$ 49,377	\$ 41,065	\$ 36,500	\$ 18,864	\$ 34,360	\$ (2,140)	-5.9%
30	RECREATION, PARKS,& ACTIVITIES	\$ 19,460	\$ 21,930	\$ 20,995	\$ 21,100	\$ 13,673	\$ 21,600	\$ 500	2.4%
40	PROTECTION	\$ 5,270	\$ 16,469	\$ 2,900	\$ 3,700	\$ -	\$ 2,500	\$ (1,200)	-32.4%
50	CEMETERIES	\$ 100	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	-
60	Roads & Drainage	\$ 36,560	\$ 36,672	\$ 36,572	\$ 36,000	\$ 42,060	\$ 42,000	\$ 6,000	16.7%
65	CAPITAL IMPROVEMENTS	\$ 594,189	\$ 39,379	\$ 30,418	\$ 395,783	\$ 358,702	\$ -	\$ (395,783)	-100.0%
70	SOLID WASTE	\$ 206,680	\$ 234,403	\$ 229,887	\$ 260,561	\$ 122,029	\$ 35,023	\$ (225,538)	-86.6%
90	UNCLASSIFIED	\$ 1,476	\$ 4,751	\$ 23,513	\$ 24,735	\$ -	\$ 19,695	\$ (5,040)	-20.4%
95	GENERAL ASSISTANCE	\$ 132	\$ 368	\$ -	\$ 2,500	\$ 120	\$ 2,500	\$ -	0.0%
96	TRANSFERS	\$ 132	\$ -	\$ -	\$ -	\$ -	\$ 22,650	\$ 22,650	-

**TOTAL \$ 6,719,028 \$ 6,499,624 \$ 6,696,275 \$ 8,113,813 \$ 6,542,881 \$ 7,680,675 \$ (433,138) -5.3%**

**2023 Tax Commitment (for FY24)**  
**Town of Readfield**  
**FY 2023 MUNICIPAL TAX RATE CALCULATION FORM**

1. Local Taxable Real Estate Valuation.....	\$389,284,629	
2. Local Taxable Personal Property Valuation.....	\$1,750,000	
3. Total Taxable Valuation (Line 1 plus line 2).....		\$391,034,629
4. a) Total of Homestead Exemption Valuation.....	\$19,500,000	
4. b) Homestead exemption reimbursement value.....	\$14,820,000	
5. a) Total of BETE Exempt Property.....	\$4,591,119	
5. b) BETE exemption reimbursement value.....	\$2,295,560	
6. Valuation Base (Line 3 plus lines 4b and 5b).....		\$408,150,189

**APPROPRIATIONS**

7. County Tax.....	\$508,184	
8. Municipal Appropriation.....	\$2,681,396	
9. TIF Financing Plan Amounts.....	\$0	
10. <b>School/Educational Appropriations</b> .....	\$4,466,095	
(Adjusted to Municipal Fiscal Year)		
11. Total Appropriations (Add lines 7 through 10).....		\$7,655,675

**ALLOWABLE DEDUCTIONS**

12. State Municipal Revenue Sharing.....	\$370,000	
13. Other Revenues: (Revenues not accounted for in Municipal Appropriation which are to be used to reduce the commitment such as Tree Growth and Veterans reimbursement, trust fund income, etc.)	\$1,332,478	
14. Total Deductions (Line 12 plus line 13).....		\$1,702,478
15. Net to be raised by local property tax rate (Line 11 minus line 14)		\$5,953,197

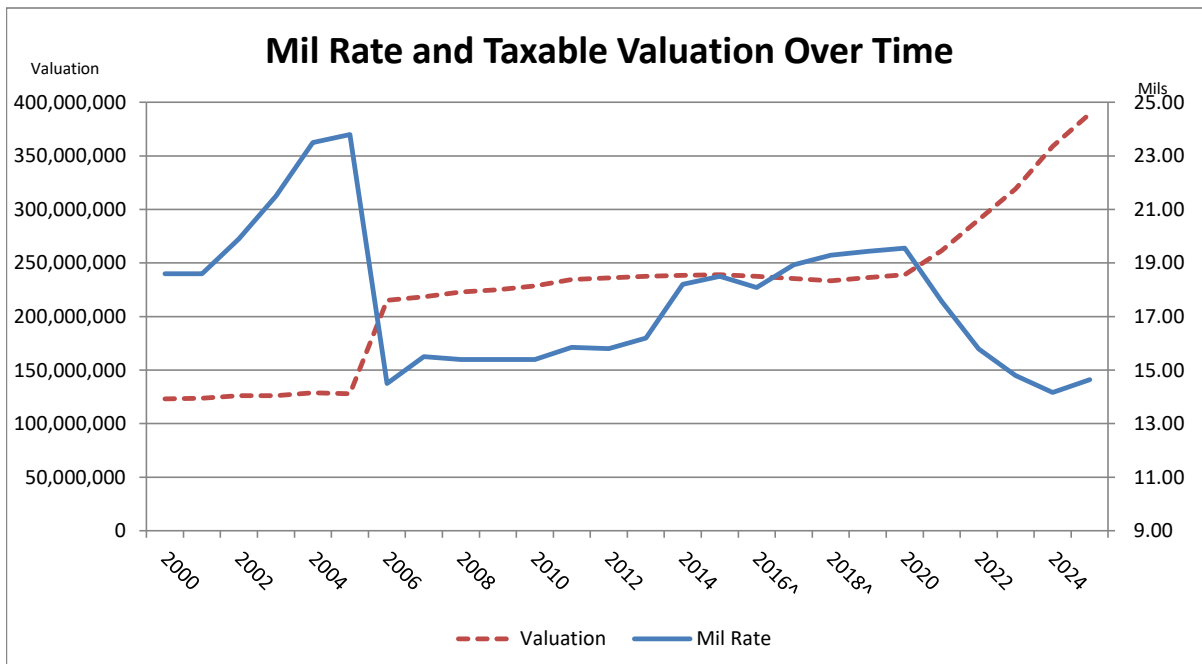
16.	<u>\$5,953,197.00</u> <small>(Amount from line 15)</small>	×	1.05	=	<u>\$6,250,856.85</u>	Maximum Allowable Tax
17.	<u>\$5,953,197.00</u> <small>(Amount from line 15)</small>	÷	<u>\$408,150,189</u> <small>(Amount from line 6)</small>	=	0.01459	Minimum Tax Rate
18.	<u>\$6,250,856.85</u> <small>(Amount from line 16)</small>	÷	<u>\$408,150,189</u> <small>(Amount from line 6)</small>	=	0.01532	Maximum Tax Rate
19.	<u>\$391,034,629</u> <small>(Amount from line 3)</small>	×	<b>14.647</b> <small>(MILL RATE)</small>	=	<b>\$5,727,504.51</b>	<b><u>MIL RATE</u></b> <b><u>TO BE DETERMINED</u></b>
20.	<u>\$5,953,197.00</u> <small>(Amount from line 15)</small>	×	0.05	=	<u>\$297,659.85</u>	Maximum Overlay
21.	<u>\$14,820,000</u> <small>(Amount from line 4b)</small>	×	<u>0.01465</u> <small>(Selected Rate)</small>	=	<b>\$217,069.31</b>	Homestead Reimbursement <small>(Enter on line 8, Assessment Warrant)</small>
22.	<u>\$2,295,560</u> <small>(Amount from line 5b)</small>	×	<u>0.01465</u> <small>(Selected Rate)</small>	=	<b>\$33,623.18</b>	BETE Reimbursement <small>(Enter on line 9, Assessment Warrant)</small>
23.	<u>\$5,978,197.00</u> <small>(Line 19 plus line 21 &amp; 22)</small>	-	<u>\$5,953,197.00</u> <small>(Amount from line 15)</small>	=	<b>\$25,000.00</b>	Overlay <small>(Enter on line 5, Assessment Warrant)</small>

**(If Line 22 exceeds Line 20 select a lower tax rate.)**

Taxable Real Estate Valuation and Mil Rate Over Time							
Fiscal Year	Mil Rate		Taxable RE Valuation		General Tax Information		
	Mil Rate	% Change *	Valuation	% Change *	Interest	Commit. Date	Notes
1999	2000	18.60	0.0%	123,049,000	2.6%	10.0%	9/7/1999
2000	2001	18.60	0.0%	123,652,330	0.5%	10.8%	9/18/2000
2001	2002	19.90	6.5%	126,062,740	1.9%	11.5%	8/20/2001
2002	2003	21.50	7.4%	126,102,370	0.0%	8.8%	8/21/2002
2003	2004	23.50	8.5%	128,931,635	2.2%	7.0%	8/19/2003
2004	2005	23.80	1.3%	127,886,052	-0.8%	6.5%	9/15/2004
2005	2006	14.50	-64.1%	215,140,662	40.6%	7.0%	9/8/2005 Revaluation
2006	2007	15.50	6.5%	218,471,667	1.5%	7.0%	8/24/2006
2007	2008	15.40	-0.6%	222,832,062	2.0%	10.0%	7/23/2007
2008	2009	15.40	0.0%	225,088,075	1.0%	8.0%	7/17/2008
2009	2010	15.40	0.0%	228,590,495	1.5%	6.0%	8/11/2009
2010	2011	15.85	2.8%	234,687,157	2.6%	4.0%	8/19/2010
2011	2012	15.80	-0.3%	235,984,354	0.5%	4.0%	9/30/2011
2012	2013	16.20	2.5%	237,595,654	0.7%	4.0%	7/17/2012
2013	2014	18.20	11.0%	238,389,551	0.3%	4.0%	7/30/2013
2014	2015	18.50	1.6%	238,928,998	0.2%	4.0%	7/28/2014
2015	2016^	18.08	-2.3%	237,490,554	-0.6%	4.0%	9/2/2015
2016	2017^	18.93	4.5%	235,540,554	-0.8%	7.0%	8/2/2016
2017	2018^	19.29	1.9%	233,406,854	-0.9%	7.0%	8/25/2017
2018	2019	19.44	0.8%	236,460,554	1.3%	8.0%	8/16/2018
2019	2020	19.55	0.6%	239,131,154	1.1%	9.0%	7/31/2019
2020	2021	17.57	-11.3%	261,478,034	8.5%	9.0%	8/17/2020 10% Adjust.
2021	2022	15.79	-11.3%	290,458,034	10.0%	6.0%	7/29/2021 10% Adjust.
2022	2023	14.80	-6.7%	319,301,954	9.0%	4.0%	7/18/2022 10% Adjust.
2023	2024	14.16	-4.5%	358,776,103	11.0%	8.0%	7/24/2023 15% Adjust.
2024	2025	14.65	3.3%	389,284,629	7.8%	8.5%	TBD - July 2024 10% Adjust.
<b>AVERAGE</b>		16.98	2.2%		2.9%	8.4%	

\* Average Excludes Revaluation Years

^ Decrease in valuation in these years is the result of changes to the State Homestead Exemption Formula



**Committed and Unassigned Fund Balances and Use of Funds by Fiscal Year**

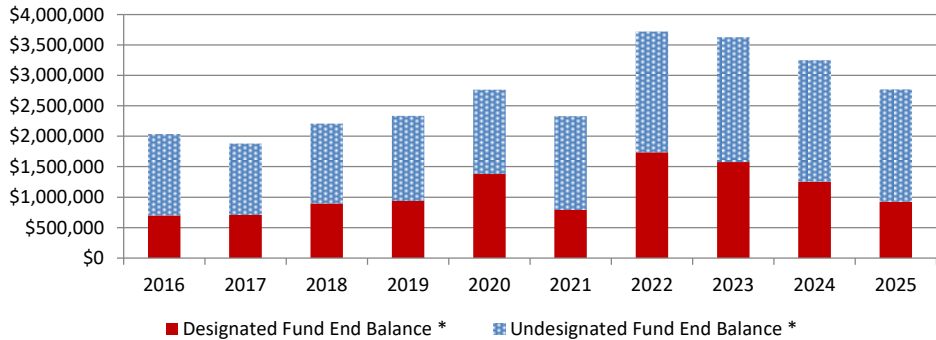
Fiscal Year	Committed Fund Balances				Unassigned Fund Balances				Combined Fund Balance
	Initial Balance	Use of Funds	Net Rev. & Trans.	Designated Fund End	Initial Balance	Use of Funds	New Funds	Undesignated Fund	
2015 <b>2016</b>	\$ 656,957	\$ 74,865	\$ 117,867	\$ 699,959	\$ 1,402,612	\$ 300,183	\$ 233,373	\$ 1,335,802	\$ 2,035,761
2016 <b>2017</b>	\$ 699,959	\$ 227,020	\$ 233,843	\$ 706,782	\$ 1,335,802	\$ 230,000	\$ 65,702	\$ 1,171,504	\$ 1,878,286
2017 <b>2018</b>	\$ 706,782	\$ 184,818	\$ 372,840	\$ 894,804	\$ 1,171,504	\$ 217,731	\$ 360,899	\$ 1,314,672	\$ 2,209,476
2018 <b>2019</b>	\$ 894,804	\$ 227,303	\$ 268,296	\$ 935,797	\$ 1,314,672	\$ 128,000	\$ 211,719	\$ 1,398,391	\$ 2,334,188
2019 <b>2020</b>	\$ 935,797	\$ 107,660	\$ 550,217	\$ 1,378,354	\$ 1,398,391	\$ 282,488	\$ 269,430	\$ 1,385,333	\$ 2,763,687
2020 <b>2021</b>	\$ 1,378,354	\$ 916,076	\$ 328,161	\$ 790,439	\$ 1,385,333	\$ 509,068	\$ 661,918	\$ 1,538,183	\$ 2,328,622
2021 <b>2022</b>	\$ 790,439	\$ 132,270	\$ 1,077,397	\$ 1,735,566	\$ 1,538,183	\$ 250,000	\$ 695,669	\$ 1,983,852	\$ 3,719,418
2022 <b>2023</b>	\$ 1,735,566	\$ 207,253	\$ 48,546	\$ 1,576,859	\$ 1,983,852	\$ 250,000	\$ 313,668	\$ 2,047,520	\$ 3,624,379
2023 <b>2024</b>	\$ 1,150,916	\$ 250,000	\$ 350,000	\$ 1,250,916	\$ 2,047,520	\$ 300,000	\$ 250,000	\$ 1,997,520	\$ 3,248,436
2024 <b>2025</b>	\$ 1,250,916	\$ 350,000	\$ 22,650	\$ 923,566	\$ 1,997,520	\$ 350,000	\$ 200,000	\$ 1,847,520	\$ 2,771,086
<b>AVERAGE</b>	\$ 905,632	\$ 318,659	\$ 331,467	\$ 918,440	\$ 1,380,129	\$ 244,241	\$ 277,456	\$ 1,424,697	\$ 2,343,137

UF Minimum Policy Balance (2/12) \$ 1,282,673 144.0% \* Audited End Balances were used through FY23  
 UF Recommended Balance (3/12) \$ 1,920,169 96.2%  
 Budgeted UF Ending Balance \$ 1,847,520 Estimated Values

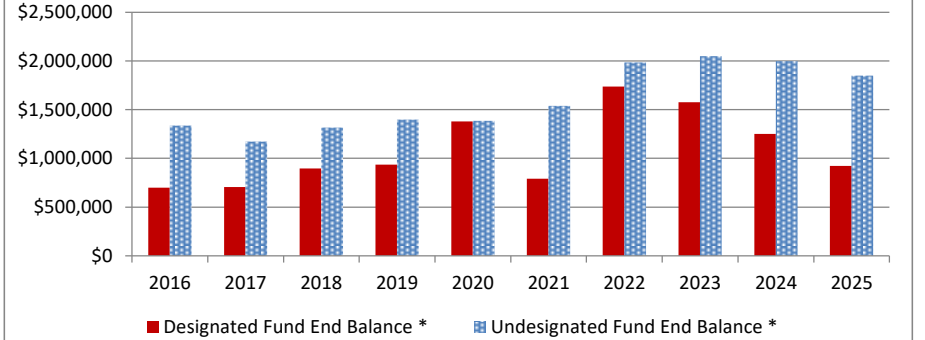
**Current FY Use of Committed Funds:**

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**Fund End Balances By Fiscal Year**

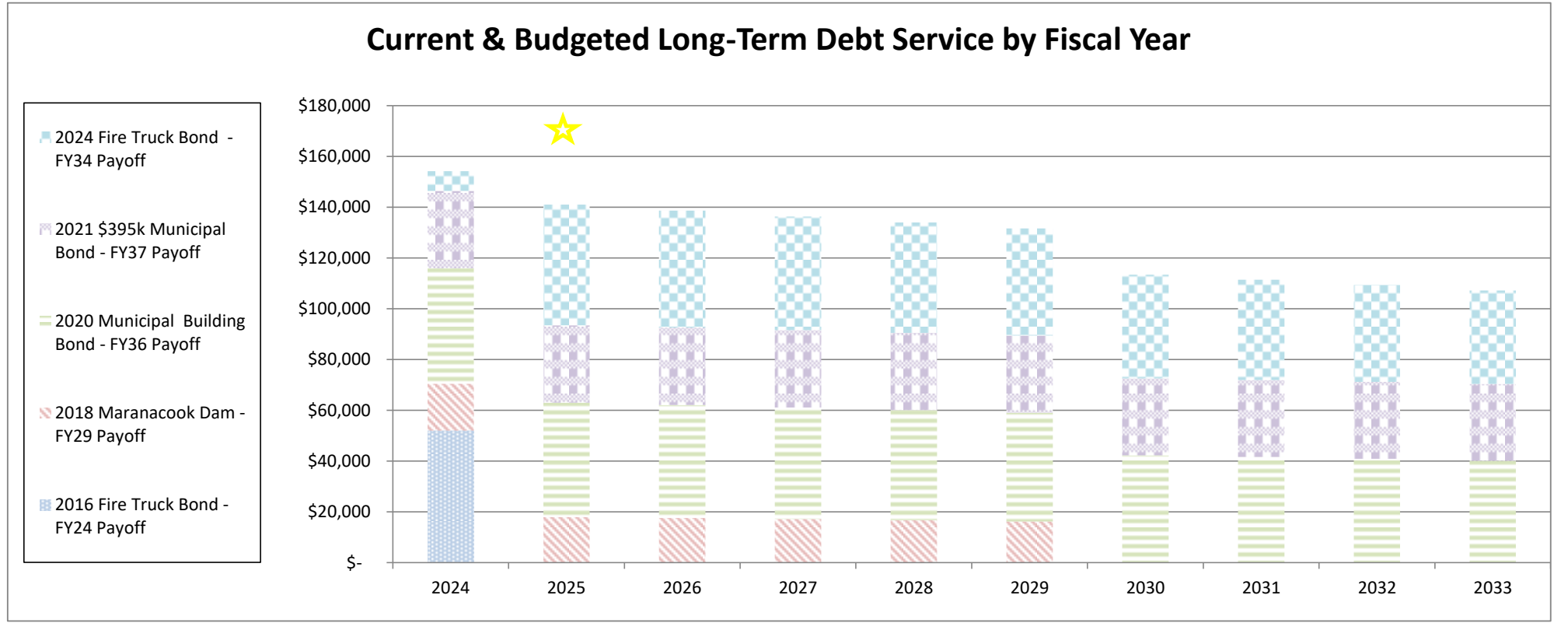


**Fund End Balances by Fiscal Year**



Debt	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
2016 Fire Truck Bond - FY24 Payoff	\$ 52,000									
2018 Maranacook Dam - FY29 Payoff	\$ 18,459	\$ 18,046	\$ 17,617	\$ 17,172	\$ 16,712	\$ 16,240				
2020 Municipal Building Bond - FY36 Payoff	\$ 45,498	\$ 45,004	\$ 44,497	\$ 43,969	\$ 43,419	\$ 42,843	\$ 42,242	\$ 41,616	\$ 40,917	\$ 40,104
2021 \$395k Municipal Bond - FY37 Payoff	\$ 30,469	\$ 30,457	\$ 30,438	\$ 30,417	\$ 30,387	\$ 30,367	\$ 30,344	\$ 30,329	\$ 30,312	\$ 30,254
2024 Fire Truck Bond - FY34 Payoff	\$ 7,766	\$ 47,480	\$ 46,116	\$ 44,774	\$ 43,462	\$ 42,157	\$ 40,843	\$ 39,520	\$ 38,187	\$ 36,842
<b>TOTAL</b>	<b>\$ 154,192</b>	<b>\$ 140,987</b>	<b>\$ 138,667</b>	<b>\$ 136,332</b>	<b>\$ 133,980</b>	<b>\$ 131,607</b>	<b>\$ 113,429</b>	<b>\$ 111,465</b>	<b>\$ 109,416</b>	<b>\$ 107,200</b>

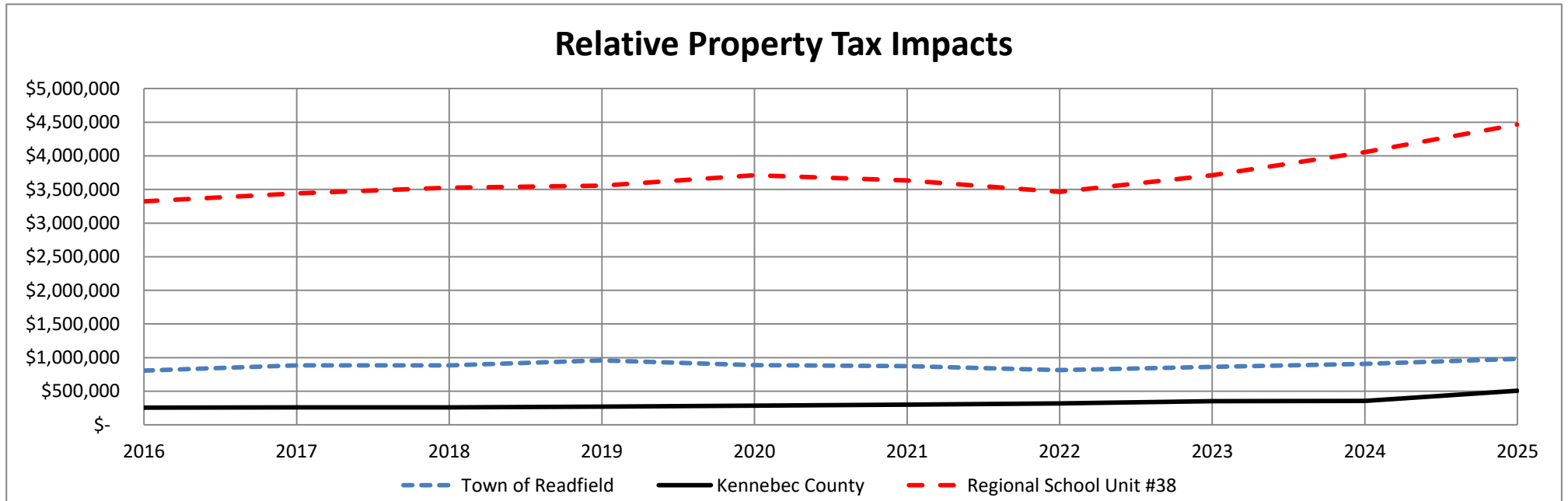
### Current & Budgeted Long-Term Debt Service by Fiscal Year



### Relative Property Tax Impacts

Fiscal Year	Municipal Revenues *	Municipal Appropriation	Town of Readfield		Kennebec County		Regional School Unit #38		
			Net Appropriation	%	Appropriation	%	Appropriation	%	
2015	<b>2016</b>	\$ 1,252,941	\$ 2,059,108	\$ 806,167	18.4%	\$ 256,103	5.8%	\$ 3,324,451	75.8%
2016	<b>2017</b>	\$ 1,395,813	\$ 2,280,901	\$ 885,088	19.3%	\$ 261,281	5.7%	\$ 3,442,351	75.0%
2017	<b>2018</b>	\$ 1,402,337	\$ 2,287,010	\$ 884,673	18.9%	\$ 259,977	5.6%	\$ 3,527,596	75.5%
2018	<b>2019</b>	\$ 1,591,243	\$ 2,548,726	\$ 957,483	20.0%	\$ 270,000	5.6%	\$ 3,556,960	74.3%
2019	<b>2020</b>	\$ 2,087,806	\$ 2,975,289	\$ 887,483	18.2%	\$ 285,400	5.8%	\$ 3,710,394	76.0%
2020	<b>2021</b>	\$ 1,665,695	\$ 2,539,499	\$ 873,804	18.2%	\$ 300,847	6.3%	\$ 3,634,908	75.6%
2021	<b>2022</b>	\$ 2,142,022	\$ 2,957,536	\$ 815,514	17.7%	\$ 319,743	7.0%	\$ 3,463,235	75.3%
2022	<b>2023</b>	\$ 2,004,824	\$ 2,867,610	\$ 862,786	17.5%	\$ 352,031	7.1%	\$ 3,713,505	75.4%
2023	<b>2024</b>	\$ 2,771,732	\$ 3,677,191	\$ 905,459	17.0%	\$ 355,185	6.7%	\$ 4,056,437	76.3%
2024	<b>2025</b>	\$ 1,702,478	\$ 2,681,396	\$ 978,918	16.4%	\$ 508,184	8.5%	\$ 4,466,095	75.0%
<b>AVG</b>		<b>\$ 1,740,437</b>	<b>\$ 2,631,768</b>	<b>\$ 891,332</b>	<b>18.8%</b>	<b>\$ 294,286</b>	<b>6.2%</b>	<b>\$ 3,559,338</b>	<b>75.0%</b>

\* Property taxes (real and personal), BETE reimbursements, and the Homestead reimbursements are excluded from revenues



**What do Municipal Services Cost an Average Resident Taxpayer Each Year?**

**FY25 AVERAGE ASSESSED HOME VALUE**

\$ 310,000 \*

\* = \$310k in 2025, \$290k in 2024, \$260k in 2023, \$240k in 2022, \$220k in 2021, base of \$200k in 2020

TAX YEAR	MUNICIPAL TAX RATE	HOMESTEAD	EST. TAX	ANNUAL DIFFERENCE	% CHANGE
2025	2.41	\$ 25,000	\$ 686	\$ 47.36	7.4%
2024	2.41	\$ 25,000	\$ 639	\$ 30.18	5.0%
2023	2.59	\$ 25,000	\$ 609	\$ 6.83	1.1%
2022	2.80	\$ 25,000	\$ 602	\$ (20.41)	-3.3%
2021	3.19	\$ 25,000	\$ 622	\$ (17.08)	-2.7%
2020	3.55	\$ 20,000	\$ 640	\$ (60.70)	-8.7%
2019	3.89	\$ 20,000	\$ 700	\$ 42.79	6.5%

"Out of Pocket" change 2019 to 2025 **-2.0%**

**What Will Municipal Services Cost Resident Taxpayers This Year, By Value?**

MIL RATE	PROPERTY VALUE	HOMESTEAD	ESTIMATED TAX IMPACT
2.41	\$ 50,000	\$ 25,000	\$ 60.21
2.41	\$ 100,000	\$ 25,000	\$ 180.64
2.41	\$ 150,000	\$ 25,000	\$ 301.06
2.41	\$ 200,000	\$ 25,000	\$ 421.49
2.41	\$ 250,000	\$ 25,000	\$ 541.91
2.41	\$ 310,000	\$ 25,000	\$ 686.42
2.41	\$ 350,000	\$ 25,000	\$ 782.76
2.41	\$ 400,000	\$ 25,000	\$ 903.19
2.41	\$ 450,000	\$ 25,000	\$ 1,023.61
2.41	\$ 500,000	\$ 25,000	\$ 1,144.04
2.41	\$ 550,000	\$ 25,000	\$ 1,264.46

**What do Municipal Services Cost an Average Non-resident Taxpayer?**

YEAR	MUNICIPAL TAX RATE	HOMESTEAD	EST. TAX	ANNUAL DIFFERENCE	% CHANGE
2025	2.41	\$ -	\$ 747	\$ 47.29	6.8%
2024	2.41	\$ -	\$ 699	\$ 25.69	3.8%
2023	2.59	\$ -	\$ 674	\$ 1.60	0.2%
2022	2.80	\$ -	\$ 672	\$ (30.21)	-4.3%
2021	3.19	\$ -	\$ 702	\$ (8.33)	-1.2%
2020	3.55	\$ -	\$ 711	\$ (67.45)	-8.7%
2019	3.89	\$ -	\$ 778	\$ 47.55	

**Budget Sheet Summary Revision History**

1	Updated Transfer Station Reserve Contributions to \$13,838 (up from (\$5,812)	26-Jan
2	Removed \$10k use of TS reserve due to available balance	26-Jan
3	Updated debt service schedule - no change to current budget #s	26-Jan
4	Adjusted Budget Transfers Expense down for \$10k less in roads capital and \$10k less in building reserve	26-Jan
5	Added \$8,000 truck lease (5-year term)	26-Jan
6	Adjusted FirstPark expenses and revenue to reflect net positive (\$16,250 exp., \$18,000 Rev.)	5-Feb
7	Non-tax item of transferring \$190k from Road Reserve to Sideralk Reserve and allocating ARPA to Roads	9-Feb
8	Removed \$30k expense for sidewalk based on existing reserve balance	9-Feb
9	Added \$10,000 for LPFM equipment - to be placed in Admin. Tech. reserve	9-Feb
10	Adjusted Transfer Station revenues and expenses up by \$630	14-Feb
11	Adjusted all department wages to reflect State of Maine FMLA requirement	15-Feb
12	Updated Snowmobiling to reflect actual expense value (\$1,695)	15-Feb
13	Estimated 7% increase in RSU Budget	15-Feb
14	Estimated 5% increase in County Budget	15-Feb
15	Applied 10% (6.9% actual) factor to tax base, plus 1.5% base increase	15-Feb
16	Adjusted use of Unassigned Fund Balance to \$350,000 (up from \$300,000)	15-Feb
17	Adjusted Investment Income to reflect 1,500,000 (actual) invested at 5% (estimated) => \$75,000	15-Feb
18	Reduced State Revenue Sharing from \$450,000 to \$400,000 based on Feb. 5 estimates	15-Feb
19	Reduced Road Capital Funding from \$300,000 to \$275,000, same as prior year	15-Feb
20	Adjusted mil rate to 14.043	15-Feb
21	Corrected Library budget	16-Feb
22	Adjusted FD budget to include 5% wage and stipens adjustments, moved several object lines	16-Feb
23	moved CEO insurance expenses from Admin. Division to CEO Division (10-10 to 10-30)	16-Feb
24	Contacted MMA about state revenue sharing cut - formula was changed and we lost \$62,000 (about 14%)	16-Feb
25	Reduced State Revenue Sharing to \$370,000 (Actual State estimate)	29-Feb
26	Reduced reserve savings (cemetery 10k to 5k, LPFM equipment 10k to 5k, Building reserve 40k to 25k	29-Feb
27	Reviewed revenue estimates and adjusted Motor Vehicles up to \$625,000 (current FY est. of \$650,000)	29-Feb
28	Adjusted SB Contingency down to \$15,000 (from \$25,000)	29-Feb
29	Added \$2,000 to create PB stipends (8 x \$250 plus 1 x \$500)	29-Feb
30	Adjusted mil rate to 13.974	29-Feb
31	Adjusted Non-profit agencies to actual amount of \$17,247, down from \$18,000	7-Mar
32	Adjusted veteran's exemption down from \$2,500 to \$2,000, reflects collection experience	7-Mar
33	Added \$15,000 to Town Building reserve as a result of current year expenditures (Town Office septic)	18-Mar
34	Updated County Budget to reflect a current estimate of \$508,184, an increase of 43.08%	18-Mar
35	Updated RSU budget to current draft impact of \$4,537,019, an increase of 11.85%	18-Mar
36	Adjusted mil rate to 14.824	18-Mar
37	Adjusted Non-profits down by 1,000 to reflect actual requests	21-Mar
38	Adjusted mil rate to 14.821	21-Mar
39	Final adjustments to Transfer Station Budget numbers to address FMLA and rounding - no change to mil rate	25-Mar
40	Entered new RSU numbers (10.1% increase as opposed to 11.9%)	25-Mar
41	Adjusted mil rate to 14.647	25-Mar
42		
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49		



Scope of Work Change for FY 2024 Cemetery Tree Work RFP

By Ben Rodriguez

After informing Taylor Stevenson of Stevenson Solutions that he was awarded the bid for the FY 24 Cemetery Tree Work RFP, we scheduled a time to do a walkabout in the cemeteries to review the scheduled work for this year. When we took a look at the two trees to be addressed in East Readfield, Taylor pointed out some features of Tree #1 and #2 that indicated characteristics of advanced age. In discussing the state of the trees and the most likely inevitability of them needing to be removed in the next few years, we came to the conclusion that it would be both financially advantageous and prudent to remove them now as opposed to waiting.

I had initially aired on the side of caution in presenting the treatment of Tree #1 and #2 in East Readfield Cemetery as trimming overhanging branches and deadwood because I was only able to meet with a couple of the Cemetery Committee Members prior to presenting the final bid comparison to you all on the Select Board. The Cemetery Committee is particularly mindful of striking a responsible balance between ensuring the continued care and prevention of damage to the cemetery stones and grounds, while also preserving the natural beauty of the cemeteries in Town. I think highly of the Cemetery Committee and their views on the continual care of the cemeteries, especially with many of the members having years of service doing so, and am mindful of their contributions. In light of my conversation with Taylor Stevenson, I scheduled to meet with the Cemetery Committee for our monthly meeting on March 18<sup>th</sup> at East Readfield Cemetery. I related what Taylor and I had talked about and the members of the Cemetery Committee present approved of my change in treatment.

The change of treatment to Tree #1 and #2 in East Readfield Cemetery from trimming overhanging branches and deadwood to removal will not change the fact that the bid from Stevenson Solutions was more competitive than the closest comparable bid being from Poulin Tree. Additionally, this change of treatment will remain within the allotted FY 24 Cemetery Budget amount of \$7,000.00 for wood and brush removal. The change in cost would be from \$5,650.00 to \$6,550.00. I am confident that this is the best course of action to ensure that the Town addresses these particular trees before they potentially cause extensive damage to the surrounding stones and cemetery grounds. I am very appreciative of your patience and attentiveness throughout this process. Thank you for your time in reviewing this change in the scope of work in regards to the FY 24 Cemetery Tree Work RFP and please let me know if you have any questions.

# **NEW BUSINESS**



## 2024 Spirit of America

The Spirit of America Foundation Tribute is presented in the name of Maine Municipalities to local individuals, organizations and projects for outstanding community service.

*The Town will be accepting one page nominations through Friday, May 17, 2024*

Nominations will be submitted to the Select Board and recipients will be recognized later in the summer.

Please send nominations to: [clerk@readfieldmaine.org](mailto:clerk@readfieldmaine.org); by mail to:  
Readfield Town Office, 8 Old Kents Hill Road, Readfield, ME 04355  
or drop off at the Town Office.

For more information or to see a list of past winners visit:

<https://spiritofamerica.website/>

Readfield Select Board

April 1, 2024

Item # 24-115


**State of Maine**  
**Governor's Office of Policy Innovation and the Future**  
**APPLICATION COVER PAGE**  
**CAG2024-4**

**Community Resilience Partnership Community Action Grant**

<b>Applicant's Organization Name:</b>		Town of Readfield	
<b>Chief Executive - Name/Title:</b>		Eric Dyer - Town Manager	
<b>Tel:</b>	(207) 685-4939	<b>E-mail:</b>	<a href="mailto:manager@readfieldmaine.org">manager@readfieldmaine.org</a>
<b>Headquarters Street Address:</b>		8 Old Kents Hill Rd.	
<b>Headquarters City/State/Zip:</b>		Readfield, ME 04355	
<i>(Provide information requested below if different from above)</i>			
<b>Tel:</b>		<b>E-mail:</b>	
<b>Headquarters Street Address:</b>			
<b>Headquarters City/State/Zip:</b>			

- This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's Application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
- The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

<b>Name (Print): Eric Dyer</b>	<b>Title: Town Manager</b>
<b>Authorized Signature:</b> 	<b>Date: 3/27/2024</b>

**DEBARMENT, PERFORMANCE, & NON-COLLUSION CERTIFICATION  
CAG2024-4**

**Community Resilience Partnership Community Action Grant**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.**
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.*
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification will result in the disqualification of the Applicant's Application.**

<b>Name (Print): Eric Dyer</b>	<b>Title: Town Manager</b>
<b>Authorized Signature:</b> 	<b>Date: 3/27/2024</b>

**State of Maine**  
**Governor’s Office of Policy Innovation and the Future**  
**APPLICATION FORM**  
**CAG2024-4**  
**Community Resilience Partnership Community Action Grant**

In responding to each Criteria below, Applicants should refer to the information provided in the corresponding areas of the 2.5 Application Guidelines and Required Format section in the Program Statement. Applicants must use this application to respond to all desired information outlined here and in the Program Statement.

**Criteria 1: Eligibility and Applicant Information**

<b>Applicant’s Organization Name:</b>	<b>Town of Readfield</b>
<b>Applicant’s Organization is a:</b>	<input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Tribal Government <input type="checkbox"/> Township, plantation, or unorganized territory <input type="checkbox"/> Service provider organization <input type="checkbox"/> This is a joint application for a Group of Communities (if applicable).
<b>Is applicant(s) currently enrolled in the Community Resilience Partnership?</b>	<input type="checkbox"/> yes    or <input checked="" type="checkbox"/> enrolling simultaneously
<b>In partnership with:</b> <i>Letters of Support must be provided with Application.</i>	<div style="background-color: #e1eef6; padding: 2px;">List Partners (if any)</div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div>

**Criteria 2: Previous Community Action Grant status**

<b>Is this the community’s first application to the Community Action Grant?</b>	<input checked="" type="checkbox"/> <b>yes</b> or <input type="checkbox"/> <b>no</b> (If yes, skip the rest of this section.)
<b>Has your community ever received a Community Action Grant?</b>	<input type="checkbox"/> <b>yes</b> (If yes, your community is not eligible for this Round of the Community Action Grant, see Section 1.2 Eligibility in the Program Statement) <input type="checkbox"/> <b>no</b>

**Criteria 3: Community Characteristics**

Complete the table describing the characteristics of the community. See the Program Statement document (Section C. of 2.5 Application Guidelines and Required Format) for information and instructions for completing this table. If this is a multi-community application, use the additional rows for each of the communities in the Group.

Community Name	Community Type (Municipality, Tribal Government, Plantation, Township, or Unorganized territory)	Region (1, 2, 3, 4)	Population	Social Vulnerability (low, medium, high)
Town of Readfield	Municipality	3	2,500	Low

**Criteria 4: Maine Won't Wait Strategy and Action(s)**

Project Title
Readfield Public Building Heat Pump and Lighting Improvements

<p><b>For no-match grants, which Maine Won't Wait strategy <u>and</u> action(s) does the project seek to implement?</b></p> <p><i>For grants to support other community-defined climate priorities, applicants must describe the project and how it meets the goals of Maine Won't Wait and complete the cost-share table in the budget worksheet below.</i></p>
<p>The Town will replace old lighting fixtures with new energy efficient LED fixtures at the Town Office and install 2<sup>nd</sup> floor heat pumps at the Town Library. This responds to Strategy Area B "Transition to Cleaner Heating and Cooling, and Efficient Appliances in Municipal/Tribal Buildings" and actions B2 "Upgrade to energy efficient interior lighting in municipal/tribal buildings.", and B4 "Install a heat pump system or VRF system for heating/cooling and heat pump water heating in municipal/tribal buildings".</p>

**Criteria 5: Scope of Work**

<p><b>Project Description</b></p> <p><i>Describe the proposed project, including the specific tasks and the final deliverables (for example, number of heat pumps installed or the components of a plan to be developed) resulting from the work.</i></p>
---



We propose installing two mini-split heat pumps on the second floor of the Readfield Public Library. The 2<sup>nd</sup> floor was recently renovated to habitable space and the heat pumps will serve the back half of this area, three rooms containing approximately 768 sqft.

We propose converting approximately 57 fixtures at the Readfield Town Office to LED. These fixtures are located throughout the building and include public spaces and private offices.

### **Project Timeline**

*Describe the timeline for completing each task or deliverable and the expected completion of the grant-funded project.*

We expect the Heat Pump installation to occur within three months of the start of the grant performance period - September 30, 2024.

We expect lighting improvements to occur within 9 months of the start of the grant performance period - March 31, 2025.

We expect the entire project to be completed within 12 months of the start of the grant performance period - June 30, 2025.

**Choose the desired grant period:**     12 months    or     24 months

Note: The grant performance period is expected to begin on or around July 2, 2024.

### **Project Need**

*Describe the need for the project. Why is this project a community priority?*

This will help the Town save money, advance our environmental leadership and stewardship, and enhance the use and functionality of our public buildings.

### **Project Outcomes**

*Describe the expected outcomes from completion of this project. (See the Program Statement Section 2.5, Subsection E.)*

We expect that these improvements will reduce the environmental impact of our public buildings. Heat pump installation at the Public Library will effectively eliminate our use of heating oil there. We expect significant savings in heating and cooling costs.

Lighting improvements at the Town Office will reduce our electric bill and save close to \$3,000 annually. We will likely realize a less than 4-year payback period, with savings accruing from that point forward.

**Project Management**

*Describe the roles and responsibilities that key staff, contractors, and project partners will have in completing this scope of work successfully and achieving the outcomes described above.*

The Town Manager will oversee the work with the assistance of Town Maintenance staff. Contractors will perform the lighting and heat pump installations. Specifically, Affnity Lighting is our preferred contractor for lighting work and Dave’s Electric will complete the heat pump installation.

**Community Engagement and Equity Considerations**

*Describe specific actions that will be taken to include a diverse group of community stakeholders in the project during the grant period, including disadvantaged and more vulnerable community members. (Any public engagement that led up to this application is appreciated. However, please focus the response here on engagement activities that will happen during the project timeline.) Who in your community will be the most affected by climate change impacts? Applicants should consider the potential benefits of their proposed climate action projects and, if applicable, describe how the project distributes those benefits equitably.*

The building improvements we are proposing will not require significant public participation however the Select Board and Town Staff will ensure the public is aware of the work through our website, email list, community newsletter, and social media pages. The Library Board of Directors will be involved with the heat pump work.

Being public buildings accessible to all residents the value of these improvements will be shared equally. The cost savings they realize will benefit all residents through reduced tax payments.

**Criteria 6: Budget**

**Budget Narrative**

*Please provide a detailed explanation of your proposed project expenses organized by task, including how the proposed grant funding will be combined with other funding sources to support the project.*

We anticipate the project will be primarily funded through grant funds, with some Efficiency Maine rebates offsetting municipal costs. Any extra costs or increase will be covered by the Town. Our anticipated costs are outlined below:

Task 1 - Library Heat Pumps:

Heat pump purchase and installation, including electrical connections - \$9,855

Task 2 - Town Office LED Lights:

Fixture purchase and installation, disposal of old fixtures - \$11,629

**Cost-Share Table (if applicable)**

Which cost share applies to the lead applicant?  
What is the project cost share amount?

A cost share will apply For Climate Action Grants that implement other community climate and energy priorities (i.e., activities not found in the Community Action Inventory).

Tier 1: Communities with populations less than 4,000

Tier 2: Communities with EITHER populations between 4,000 and 10,000 OR tax assessment less than \$25 million (according to State Revenue Sharing data).

Tier 3: Communities with populations greater than 10,000 AND tax assessment greater than \$25 million (according to State Revenue Sharing data).

Tier 1	Tier 2	Tier 3
10% local match	10% local match	20% local match

N/A

**Budget Worksheet**

Project Task	Funds Requested	Other Funds (match, rebates, etc.)	Total Project Budget
Task 1	\$8,855	\$1,000	\$9,855
Task 2	\$10,476	\$1,153	\$11,629

<b>Total</b>	<b>\$19,331</b>	<b>\$2,153</b>	<b>\$21,484</b>
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**IMPORTANT:** The applicant’s budget narrative and budget worksheet must include any applicable incentives or rebates (for example, from Efficiency Maine) at the time of application, including for electric vehicles and charging equipment, heat pumps and VRF systems, LED lighting, and water heaters.

**State of Maine**  
**Governor's Office of Policy Innovation and the Future**  
**APPENDIX**  
**CAG2024-4**  
**Community Resilience Partnership Community Action Grant**

The appendix may include:

- Letters of support from project partners, municipal and county officials, local civic leaders, state legislators, or partner communities
  - If this is a collaborative application from multiple communities, all participating communities must include a letter of support.
- Pertinent maps, imagery or other essential (brief) supporting documents
- Vendor or consultant estimates for project costs.

# Dave's Electric

Specializing in Residential Wiring • Mini Split Heat Pumps  
 Portable & Auto Start Generators Installed • Licensed • Insured  
 Text: 458-3488 or Call: 441-4367

David B. Morrow  
 dbmorrow45@yahoo.com

44 Church Road  
 Readfield, Maine 04355

CUSTOMER'S ORDER#	DEPARTMENT	DATE
NAME		12/14/23
ADDRESS		
CITY, STATE, ZIP		
SOLD BY	CASH	C.O.D.
	CHARGE	ON ACCT.
	MDSE RETD	PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	2 HSAD HEAT PUMP		
3	W/ 1-CONDENSER		
4			
5	2-15K RUS 15 AFC		
6	1-30K JXH 30S4B		
7	130' LINE SET		
8	24' 4 1/2" LINE HIDE		
9	CONDENSER PAD/STAND		
10	60 AMP DISCONNECT W/ GFCI		
11	10/2 WIR 12/2 WIR		
12	30 AMP 2/P 20 AMP S/P		
13			
14			
15	ALL TIME &		
16	MA FORTAL		
17		\$	9855.00
18			
19			
20			

RECEIVED BY:

# Project Highlights

**FEB '23  
UPDATE**

## Project Financial Summary

	<u>Project Cost</u>	<u>Estimated Incentive Award</u>	<u>Project Net</u>	<u>Estimated Annual Savings</u>	<u>Simple Payback (Yrs)</u>
Town Hall	\$11,629	\$1,153	\$10,476	(\$2,970)	3.53
<del>Library</del>	<del>\$8,628</del>	<del>\$1,098</del>	<del>\$7,530</del>	<del>(\$1,064)</del>	<del>7.08*</del>
<b>Totals</b>	<b>\$20,257</b>	<b>\$2,251</b>	<b>\$18,006</b>	<b>(\$4,034)</b>	<b>4.46</b>

\* Including capital improvement

## Project Energy Profile

	<u>Annual kWh Reduction</u>	<u>Reduction %</u>	<u>kWh Reduction Due to CLIQ</u>	<u>CLIQ Reduction %</u>	<u>Annual CO2 Reduction (tons)</u>
Town Hall	-10,622.72	-83%	-1,281.80	12%	-8.71
<del>Library</del>	<del>-2,949.47</del>	<del>-84%</del>	<del>-487.59</del>	<del>17%</del>	<del>-2.42</del>
<b>Totals</b>	<b>-13,572.20</b>	<b>-84%</b>	<b>-1,769.39</b>	<b>14%</b>	<b>-11.13</b>

Readfield Town Office  TOTAL KWH W/ ALC SAVINGS -83.3% (10,622.7)		EXISTING INSTALLATIONS				CONSUMPTION		OPERATING HOURS		EXISTING LIGHTING ANNUAL COST \$2,713			PROPOSED LIGHTING ANNUAL COST (KWH ONLY) \$452				ANNUAL LIGHTING COST SAVINGS (\$2,261)																
		QUANTITIES				RATED Lamp Watts	KW DEMAND (watts)	hrs/ day	days/yr	annual hours	EXISTING ENERGY COST			PROPOSED ENERGY COST BEFORE ALC'S		PROPOSED LIGHTING TOTAL \$11,629																	
SEQ	Location	Description	Existing Fixture Codes	Fixtures	Lamps/ Fixture						Total Lamps	kw	Rate: \$0.2128	total lamp hours	annual kWh	total annual energy cost	Description	Labor Code	Fixtures	Lamps/ Fixture	Total Lamps	Lamp Watts	High End Trim Watts	KW DEMAND (watts)	Controlled Watts	annual kWh	total annual cost	% Energy	lamp life	lamp years	Lighting Unit Price	Labor & Mats Cost/ Fixture	Total Lighting Price
BLANK LINE																																	
1	Entryway Stairs	4 Ft Surface Mounted Wrap 2-Lamp T8	2F32SSE	3	2	6	60	180	12	260	3,120	18,720	562	\$120	QUWWE-26W-40KS (CKD)	D1Q	3	1	3	26	18.2	78	78	243	\$52	-57%	80,000	25.6	\$157.00	\$55.00	\$471	\$165	\$636
2	Lobby	2x2 Surface Mounted Troffer 2-Lamp T8	2F32SSE	8	2	16	60	480	10	260	2,600	41,600	1248	\$266	QTK2ZE-26W-40KS	D2Q	8	1	8	26	18.2	208	208	541	\$115	-57%	80,000	30.8	\$157.00	\$82.50	\$1,256	\$660	\$1,916
3	Lobby	Pendant Mounted Deco 2-Lamp A19	110120	2	2	4	120	240	10	260	2,600	10,400	624	\$133	FT1230KD	X2	2	1	2	12	12	24	0	62	\$13	-90%	80,000	30.8	\$5.00	\$5.00	\$10	\$10	\$20
4	Town Clerk	4Ft Surface Mounted Wrap 3-Lamp T8	3F32SSE	4	3	12	88	352	10	260	2,600	31,200	915	\$195	QUWWE-26W-40KS (CKD)	D1Q	4	1	4	26	18.2	104	104	270	\$58	-70%	80,000	30.8	\$157.00	\$55.00	\$628	\$220	\$848
5	Code Enforcement	Pendant Mounted Deco 2-Lamp A19	110120	4	2	8	120	480	10	260	2,600	20,800	1248	\$266	FT1230KD	X2	4	1	4	12	12	48	0	125	\$27	-90%	80,000	30.8	\$5.00	\$5.00	\$20	\$20	\$40
6	Code Enforcement Office	4Ft Surface Mounted Wrap 3-Lamp T8	3F32SSE	4	3	12	88	352	10	260	2,600	31,200	915	\$195	QUWWE-26W-40KS (CKD)	D1Q	4	1	4	26	18.2	104	104	270	\$58	-70%	80,000	30.8	\$157.00	\$55.00	\$628	\$220	\$848
7	Code Enforcement Office	Switch		1	0	0	0	0		0	0	0	0	\$0	QWWS1	M1	1	1	1	0	0	0	0	0	\$0	0%	0	0.0	\$106.00	\$35.00	\$106	\$35	\$141
8	Break Room	4Ft Surface Mounted Wrap 3-Lamp T8	3F32SSE	4	3	12	88	352	10	260	2,600	31,200	915	\$195	QUWWE-26W-40KS (CKD)	D1Q	4	1	4	26	18.2	104	104	270	\$58	-70%	80,000	30.8	\$157.00	\$55.00	\$628	\$220	\$848
9	File Storage	OOS		3	2	6	0	0	10	260	2,600	15,600	0	\$0	OOS		3	1	3	0	0	0	0	0	\$0	0%	0	0.0	\$0.00	\$0.00	\$0	\$0	\$0
10	File Storage	OOS		1	1	1	0	0	4	260	1,040	1,040	0	\$0	OOS		1	1	1	0	0	0	0	0	\$0	0%	0	0.0	\$0.00	\$0.00	\$0	\$0	\$0
11	Maintenance office	4Ft Surface Mounted Wrap 3-Lamp T8	3F32SSE	4	3	12	88	352	10	260	2,600	31,200	915	\$195	QUWWE-26W-40KS (CKD)	D1Q	4	1	4	26	18.2	104	104	270	\$58	-70%	80,000	30.8	\$157.00	\$55.00	\$628	\$220	\$848
12	Maintenance office	Switch		1	0	0	0	0		0	0	0	0	\$0	QWWS1	M1	1	1	1	0	0	0	0	0	\$0	0%	0	0.0	\$106.00	\$35.00	\$106	\$35	\$141
13	Clerk	4Ft Surface Mounted Wrap 3-Lamp T8	3F32SSE	5	3	15	88	440	10	260	2,600	39,000	1144	\$244	QUWWE-26W-40KS (CKD)	D1Q	5	1	5	26	18.2	130	130	338	\$72	-70%	80,000	30.8	\$157.00	\$55.00	\$785	\$275	\$1,060
14	Clerk	Switch		1	0	0	0	0		0	0	0	0	\$0	QWWS1	M1	1	1	1	0	0	0	0	0	\$0	0%	0	0.0	\$106.00	\$35.00	\$106	\$35	\$141
15	Town Manager	4Ft Surface Mounted Wrap 3-Lamp T8	3F32SSE	4	3	12	88	352	10	260	2,600	31,200	915	\$195	QUWWE-26W-40KS (CKD)	D1Q	4	1	4	26	18.2	104	104	270	\$58	-70%	80,000	30.8	\$157.00	\$55.00	\$628	\$220	\$848
16	Town Manager	Switch		1	0	0	0	0		0	0	0	0	\$0	QWWS1	M1	1	1	1	0	0	0	0	0	\$0	0%	0	0.0	\$106.00	\$35.00	\$106	\$35	\$141
17	Finance	4Ft Surface Mounted Wrap 3-Lamp T8	3F32SSE	4	3	12	88	352	10	260	2,600	31,200	915	\$195	QUWWE-26W-40KS (CKD)	D1Q	4	1	4	26	18.2	104	104	270	\$58	-70%	80,000	30.8	\$157.00	\$55.00	\$628	\$220	\$848
18	Finance	Switch		1	0	0	0	0		0	0	0	0	\$0	QWWS1	M1	1	1	1	0	0	0	0	0	\$0	0%	0	0.0	\$106.00	\$35.00	\$106	\$35	\$141
19	Server Closet/ Computer	4Ft Surface Mounted Wrap 2-Lamp T8	2F32SSE	1	2	2	60	60	6	260	1,560	3,120	94	\$20	T8L4-12W-40F3	F1	1	2	2	12	12	24	0	37	\$8	-60%	60,000	38.5	\$16.00	\$22.50	\$32	\$23	\$55
20	Basement	OOS		9	2	18	0	0	5	260	1,300	23,400	0	\$0	OOS		9	1	9	0	0	0	0	0	\$0	0%	0	0.0	\$0.00	\$0.00	\$0	\$0	\$0
21	2F Meeting Hall	OOS		9	2	18	0	0	10	260	2,600	46,800	0	\$0	OOS		9	1	9	0	0	0	0	0	\$0	0%	0	0.0	\$0.00	\$0.00	\$0	\$0	\$0
22	2F Meeting Hall	4Ft Surface Mounted Wrap 2-Lamp T8	2F32SSE	3	2	6	60	180	10	260	2,600	15,600	468	\$100	T8L4-12W-40F3	F1	3	2	6	12	12	72	0	187	\$40	-60%	60,000	23.1	\$16.00	\$22.50	\$96	\$68	\$164
23	Meeting Hall Bath	OOS	110120	1	2	2	120	120	10	260	2,600	5,200	312	\$66	OOS		1	1	1	0	0	0	0	0	\$0	-100%	0	0.0	\$0.00	\$0.00	\$0	\$0	\$0
24	Back Stairs	OOS		0	0	0	0	0		0	0	0	0	\$0	OOS		0	1	0	0	0	0	0	0	\$0	0%	0	0.0	\$0.00	\$0.00	\$0	\$0	\$0
25	Back Stage	A19 1-Lamp	110060	6	1	6	60	360	4	260	1,040	6,240	374	\$80	FT1230KD	X2	6	1	6	12	12	72	0	75	\$16	-80%	80,000	76.9	\$5.00	\$5.00	\$30	\$30	\$60
26	Exterior	Flag Light 70W HPS Flood	1H0070S	1	1	1	90	90	12	365	4,380	4,380	394	\$84	FL4-27W-40K-Knuccle	F2	1	1	1	0	0	0	0	0	\$0	-100%	0	0.0	\$147.00	\$36.00	\$147	\$36	\$183
27	Exterior	Wall Sconce 1-Lamp 60W A19	110060	2	1	2	60	120	12	365	4,380	8,760	526	\$112	PT6-15W-40K-E26	F2	2	1	2	15	15	30	0	131	\$28	-75%	50,000	11.4	\$69.00	\$36.00	\$138	\$72	\$210
30	Exterior	LED Flood OOS		0	0	0	0	0		0	0	0	0	\$0	OOS		0	1	0	0	0	0	0	0	\$0	0%	0	0.0	\$0.00	\$0.00	\$0	\$0	\$0
31	Exterior	6" Recessed Down Light	110060	1	1	1	60	60	12	365	4,380	4,380	263	\$56	D110-10W-27KD	E1	1	1	1	10	10	10	0	44	\$9	-83%	60,000	13.7	\$33.00	\$40.00	\$33	\$40	\$73
ALC CODE 3 per 45W of CONTROLLED LIGHTING												ALC CODE 3 per 45W of CONTROLLED LIGHTING																					
Safe Connect QTY												Safe Connect QTY																					
PROGRAMMING												PROGRAMMING																					
CONTINGENCY												CONTINGENCY																					
DISPOSAL												DISPOSAL																					
Additional Labor and Materials												Additional Labor and Materials																					
Bond												BOND																					





## TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

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

Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

To: Readfield Select Board  
From: Eric Dyer, Town Manager  
Date: April 1, 2024  
Subject: Open Space Working Group

### Background

The Town of Readfield strongly supports open space. As defined in our Open Space Plan, *"open space, sometimes called green space, is any undeveloped land, private or public. It is land free of residential or commercial development that can include forests, fields, wetlands and waterbodies. It can include farmland and working forests, which provide for important wildlife habitat as well as for people's livelihoods. Open space can be improved land such as a park or ballfield, or unimproved land such as a wildlife preserve or other natural area, or just an undeveloped parcel of land."*

Our first and current Open Space Plan was developed in 2005-2006. The plan development process was led by the Conservation Commission and benefited from professional guidance, resulting in a high-quality product that has helped the Town better understand and manage our open space and recreational resources over the past two decades. But much has changed since that time including:

- Conservation of numerous properties around Town such as the Kennebec Land Trust (KLT) Rosmarin & Saunders Family Forest;
- Construction of a ballfield at the Fairgrounds;
- Development of trails and sidewalks in the Village Center and elsewhere;
- Protection of agricultural lands and scenic views in Kents Hill and East Readfield; and
- New solar energy developments.

The need to update the Open Space Plan has been discussed at various times in recent years and discussion of funding for open space has been ongoing over a similar timeframe. The Select Board, Conservation Commission, Recreation Board, Cemetery Committee, Trails Committee, town staff, private residents, land trusts, and many other groups and individuals have varying degrees of interest in and stewardship responsibilities for open space in Readfield.

Due to focus on other areas, particularly the Fairgrounds Community Park, work on open space was intentionally deferred by the Select Board until a point when proper attention and resources could be applied. With the board and committee involvement with the Fairgrounds Community Park coming to substantial completion in June of 2024, the Select Board intends to shift some of its planning focus to updating the Open Space Plan.

It is recommended that the Select Board appoint a diverse working group to pursue this update, and provide professional support with any technical and mapping needs.

### Purpose and Authority

The purpose of establishing an Open Space Working Group is to recognize the important work and discussions to date, prioritize a broad-based engagement process, and update our Open Space Plan. The Working Group is formed pursuant to a vote of, and is advisory to, the Select Board.

### Organization and Administration

1. Term - The Open Space Working Group shall be in effect for a term of one year, from July 1, 2024 through June 30, 2025.
2. Membership - The Working Group shall consist of up to nine voting members:
  - a. One member of the Conservation Commission
  - b. One member of the Recreation Board
  - c. One member of the Trails Committee
  - d. One member of the Age Friendly Committee
  - e. One member of the Cemetery Committee
  - f. One member of the Select Board
  - g. One representative from the Kennebec Land Trust
  - h. Two additional Readfield residents
3. Appointment - Members representing any group shall be appointed by their respective groups, with "at large" appointments made by the Select Board. Appointments shall be reported to the Town Clerk.
4. Member Term - Members shall serve for an initial term of one year.
5. Secretary - The Working group shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Working Group and regularly submit the records to the Town Clerk.
6. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.
7. Quorum - A quorum necessary to conduct business shall consist of at least a majority of appointed members.
8. Support - Municipal officials and town staff will cooperate with and support the Working Group with information and administrative assistance. The Select Board will allocate funding to provide professional planning assistance.
9. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

### Tasks

The Working Group shall, in no particular order:

1. Assess the location, status (ownership and deed/covenant restrictions), quality, and relative value of open space and recreational resources in Readfield.
2. Envision the future need and priorities for open space in Readfield.
3. Consider how to best support and protect open space, and what role various stakeholders might play administratively and financially.
4. Hold public meetings and pursue other outreach to solicit input from the community on matters concerning open space.
5. Recommend Open Space Plan updates to the Select Board for review and approval.
6. Report to the Select Board a minimum of quarterly.

# **OTHER BUSINESS**