

**Readfield Select Board
Meeting Agenda
October 30, 2017, Readfield Town Office**

Select Board Meeting starts: 6:00 PM
Meeting ends (unless extended): 6:30 PM

Pledge of Allegiance

Regular Meeting - 10 minutes

- 18-058 - Minutes: Select Board meeting minutes of October 16, 2017.
- 18-059 - Warrants: #17 & 18.

Appointments, Reappointments, and Resignations - 5 minutes

- 18-060 - Consider the appointment of Brian Tarbuck to the Road Committee.

Communications - 10 minutes

Select Board communications.

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

New Business - 5 minutes

- 18-061 - Consider the engagement of David Ledew as Assessing Agent.

Adjournment

**Town of Readfield
Public Information Meeting
Marijuana Legalization and Policy
October 30, 2017, Readfield Town Office**

Meeting starts: 6:30 PM

Please join us to discuss marijuana legalization and proposed legislation with Representative Craig Hickman. Hickman represents the Town of Readfield in Augusta and serves on the committee currently drafting legislation on this issue. The purpose of this meeting is to discuss the impacts of marijuana legalization, hear a legislative update, and hear questions and comments from the public.

Welcome and Introductions - 5 minutes

Legislative Policy Update - 20 minutes

 Legalization at Home - 20 minutes

Legalization in the Community (including the business community) - 20 minutes

 Open Public Comment and Discussion - 20 minutes

 Closing remarks - 5 minutes

All are welcome and light refreshments will be available!

REGULAR MEETING

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

**Readfield Select Board
Regular Meeting Minutes – October 16, 2017 – Unapproved**

Select Board Members Present: Bruce Bourgoine, John Parent, Dennis Price and Kathryn Woodsum

Excused Absence: Christine Sammons

Others Attending: Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Greg Durgin, Thomas Dunham, Sonya Clark, Rob Peale, Nancy Buker, David Buker, David Buker, Carolyn Armstrong

Regular Meeting

Mr. Bourgoine called the meeting to order at 6:30 pm followed by The Pledge of Allegiance.

- **18-044 – Minutes: Select Board meeting minutes of September 18, 2017**
 - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes September 18, 2017 as amended, **second** by Mr. Price. **Vote 4-0 in favor.**
- **17-045 – Warrants # 13 - 16**
 - Warrants 13-15 were previously reviewed and approved outside of meeting.
 - Mr. Parent reviewed Warrants 16, 16A, 16B and 15
 - **Motion** made by Mrs. Woodsum to approve Warrants #16, 16A, 16B, and 15 in the amount of \$315,947.12, **second** by Mr. Parent. **Vote 4-0 in favor.**

Appointments, Reappointments and Resignations

- **18-046 – Consider the appointment of Marilyn Palmer as Warden for the Town of Readfield**
 - **Motion** made by Mrs. Woodsum to appoint Marilyn Palmer as the Warden for the November 7, 2017 election, **Second** by Mr. Parent **Vote 4-0 in favor.**
- **18-047 – Consider the appointment of Sonya Clark to the Library Board of Trustees**
 - Sonya Clark was present for her appointment and gave a brief introduction.
 - **Motion** made by Mrs. Woodsum to appoint Sonya Clark to the Library Board of Trustees with a 3 year term starting October 16, 2017 and ending June 30, 2020, **Second** by Mr. Parent. **Vote 4-0 in favor.**
- **18-048 – Consider the appointment of Henry Whittemore to the Trails Committee**
 - **Motion** made by Mr. Price to appoint Henry Whittemore to the Trails Committee for a 3 year term starting October 16, 2017 and ending June 30, 2020, **Second** by Mr. Parent. **Vote 4-0 in favor.**

Communications

- **Select Board Communications**
 - Mr. Price has spoken with the principal from Maranacook Community High School to get the first pledge nominee and try and have them start November 13th meeting.
- **Town Staff Reports**
 - Mr. Dyer went over the Cemetery Report, Animal Control Report, and Code Enforcement Officer/LPI Report along with his Town Manager Report and Treasurers Report.

Readfield Select Board Regular Meeting Minutes – October 16, 2017 – Unapproved

- **Boards, Committees, Commissions & Departments**
 - Library Board minutes of July 12, 2017
 - Heritage Days Committee – 2017 Event Summary – Requested to have the committee come forward for their planning for the next Heritage Days event. Mr. Price volunteered to be the Select Board liaison to the Heritage Days Committee.
 - Cemetery Committee minutes of August 16 2017
 - **Joint Select Board and Cemetery Committee Meeting/Tour – Cemetery tour on October 28, 2017 at 10:00 am, beginning at the Readfield Town Office – open to the public.**
 - Trails Committee minutes of August 22, 2017
 - Recreation Board minutes of August 29, 2017
 - Thank you for submitting your minutes*

- **Public Communications - Members of the public may address the Select Board on any topic**
 - Greg Durgin mentioned that the revenue and expense lines on the Heritage Days Committee report are reversed.. He spoke regarding the trails committee and that Henry Whittemore is very welcomed and thanked Ken Clark and Rob Peale for all their work on the Esker Trail.
 - Tom Dunham spoke concerning the numbers assigned to agenda items and if they stick with the agenda item and mentioned that his August 21, 2017 item 18-017 and September 18, 2017 item 18-032 are for the same item but different numbers. Mr. Dyer responded that they should have been the same and apologized for the miss numbering. He also commented on the way the Board has handled the way they do the appointments and suggested that if there are multiple appointments they have the same agenda item number. He also expressed concerns regarding his appointment to the Road Committee and Allen Curtis appointments and why the appointments were turned down and would like that added to public record.
 - Carolyn Armstrong spoke that she has been pestered by phone calls that everyone is unable to hear the meeting tonight and was explained to that there has been technical difficulties due to the cable company.

Old Business:

- **18-006 – Consider the final project presentation for the Esker Trail by the Trails Committee**
 - Ken Clark reviewed the proposal for the Esker Trail Project as presented in the packet. Rob Peale spoke that there is still flexibility as the trail is being completed to have other loops and trails added. Trail agreements do not have an ending date.
 - **Motion** made by Mrs. Woodsum to authorize the Town Manager to sign the 2 trail agreements for the non-named Esker Trail that is presented in the packet, **Second** by Mr. Parent. **Vote** 4-0 in favor.
 - **Motion** made by Mrs. Woodsum to authorize the trails committee to build the trails and to proceed in building the trails, **Second** by Mr. Parent. **Discussion:** Mr. Price thanked everyone involved for doing this project and all the hard work for making the community better. **Vote** 4-0 in favor.

- **18-040 – Conduct a second reading of a Record Retention and Destruction Policy**
 - Mr. Bourgoine went over the changes made to the policy after the first reading. Review of 4.03 and archived emails. Create “How to Guidelines” that are not included in the policy but useful tips. Send back for changes and further review of approval at an upcoming meeting.

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- **18-041 – Conduct a second reading of a Readfield Messenger Policy**
 - Changes of grammar to be sent to Mr. Dyer. Review of changes by the Select Board. Send back for changes and further review of approval at an upcoming meeting.

New Business: /

- **18-049 – Consider repairs to the Holder sidewalk machine**
 - Mr. Dyer went over the information presented in the packet for the repairs to the Holder sidewalk machine along with research he has done on ways to keep the sidewalks clean at a cost efficient price.
 - Discussion amongst the Select Board regarding the information presented and the repair estimate to the holder. The money is available in the Maintenance Repair Equipment replacement capital equipment account.
 - **Motion** made by Mr. Bourgoine to suspend the purchasing policy in regards to the repairs, referenced to in next motion, **Second** Mr. Price. **Discussion:** Reason being only one place to complete the repairs. **Vote** 4-0 in favor.
 - Pursuant to the previous motion: **Motion** made by Mr. Price to give the Town Manager the spending power for the repairs to the holder side walk machine up to the amount of \$13,000.00. **Second** by Mr. Parent. **Discussion:** Discussion if it goes over the not to exceed amount will it need to be brought back re-vote on amount of spending money. **Vote** 4-0 in favor.
- **18-050 – Conduct a Public Hearing and consider a Liquor License for Kent's Hill School**
 - **Motion** made by Mr. Bourgoine to waive the Public Hearing. **Second** by Mr. Parent. **Vote** 4-0 in favor
 - **Motion** made by Mr. Bourgoine to approve the liquor license for the event that is being held On October 20, 2017 from 5:00 to 10:00 pm held at the Alford Athletic Center. **Second** by Mrs. Woodsum. **Vote** 4-0 in favor.
- **18-051 – Consider a contract with the Kennebec Valley Humane Society**
 - **Motion** made by Mr. Price to give the Town Manager permission to accept and sign the agreement with the KVHS, **Second** by Mr. Woodsum. **Vote** 4-0 in favor.
- **18-052 – Recognition of Eva Smith for her stewardship of the “Welcome to Readfield” sign**
 - Thank you to Eva Smith for all her hard work and dedication to the sign. Mr. Bourgoine asked if anyone is willing to take over the work at the Welcome to Readfield sign to come forward. Suggested for the Town to work with the rehabilitation of the sign. Mr. Dyer to ask the Maintenance group to see what kind of work needs to be done.
 - **Motion** made by Mrs. Woodsum to direct the Board Chair to send a letter to Eva Smith thanking her for her many years of service on the Welcome to Readfield sign and also ask the Town Manager to ask the town staff to get an evaluation on the repairs to the sign to at least get it through the winter, **Second** by Mr. Parent. **Vote** 4-0 in favor.
- **18-053 – Hear an update on renewable energy options from John Parent**
 - Mr. Parent went over the information he has researched to date on renewable energy. ReVision Energy seems to be the solar company in New England. Mr. Dyer to check into the energy study

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that ReVision will do. Suggested by Mr. Bourgoine to have the Budget Committee look at the financial part of the project.

- **18-054 – Hear an update on Marijuana policy from Dennis Price**
 - Mr. Price gave a brief review; Craig Hickman will be here to be part of the workshop on the current cannabis policies on October 30. Framed as an informational session with a law maker of the policy. How Readfield can benefit, what is the timeline and what is included in the legislature.
 - Suggested by Mrs. Woodsum to ask the Town Manager to put a public service announcement in the Community Advertiser. Mr. Dyer to work with Mr. Price to get the article together.
 - Ken Clark asked how this ended up on the agenda. Mr. Price answered his question is great detail.
 - Information meeting will be on Monday, October 30 at 6:30 pm following the Select Board meeting that will start at 6:00 pm.
- **18-055 – Conduct a Public Hearing and consider Automobile Graveyard Permits for:**
 - ❖ Ken's Drag-In Auto, Inc. – 473 Gorden Road
 - ❖ Antique Auto Recycling – 42 Whiteomb Drive
 - ❖ Lucas Auto Repair & Salvage – 113 Plains Road
 - Motion made by Mr. Bourgoine to waive the Public Hearing with the recommendation of the CEO approval, **Second** by Mrs. Woodsum. **Vote 4-0** in favor.
 - Motion made by Mr. Price following the CEO recommendations to approve the Automobile Graveyard Permits for Kens Drag located at 473 Gorden Road, Antique Auto Recycling located at 42 Whiteomb Drive and Lucas Auto Repair & Salvage located at 113 Plains Road, **Second** by Mrs. Woodsum. **Discussion:** All are paid to date. All have done great getting their businesses up to par. Recycling has increased. **Vote 4-0** in favor.
- **18-056 – Discuss the draft Fiscal Year 2019 Budget Process**
 - Review of draft FY 2019 Budget Process as presented in packet.
 - Motion made by Mrs. Woodsum to approve the preliminary meeting and schedule notice for the Budget & Warrant Process for FY2019 with allowances to reasonable consideration due to unforeseen circumstances, **Second** by Mr. Price. **Discussion:** Looking for budget information earlier this year. **Vote 4-0** in favor.
- **18-057 – Consider a process for the Town Manager Annual Review**
 - Brief review of process as presented in packet. Mr. Bourgoine: Employees, Mrs. Sammons: Board, Committee and Commission Chairs, Mr. Parent: Major Vendors & Inter-Local Partners and Mrs. Woodsum and Mr. Price: Public.
 - Motion made by Mrs. Woodsum to authorize Mr. Bourgoine as the Board Chair to initiate the process for the Town Manager annual review, **Second** by Mr. Parent. **Vote 4-0** in favor.

Motion made by Mr. Price to adjourn the meeting at 8:58 pm, **second** by Mr. Parent. **Vote 4-0** in favor.

Minutes submitted by Kristin Parks, Board Secretary

COMMUNICATIONS

- **SELECT BOARD**
- **PUBLIC COMMUNICATIONS**

APPOINTMENTS,

REAPPOINTMENTS, &

RESIGNATIONS

Readfield Select Board
October 30, 2017
Item # 18-060

TOWN OF READFIELD APPOINTMENT APPLICATION

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

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

**Which Board, Committee or Commission
are you applying for?**

Road Committee

Term:

2018

Do you have previous experience on this board or committee?

Yes

No

Name: Brian Tarbuck

Phone (H):

Street address:

Readfield, 04355

Phone (C):

Mailing address:

Readfield, 04355

E-Mail: btarbuck@gmail.com

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

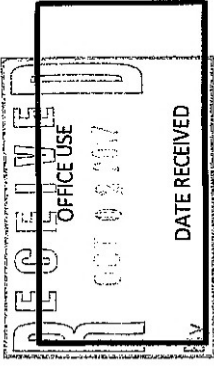
I'm a registered Professional Engineer and work at the Greater Augusta Utility District in Augusta. I started my career in 1991 with Maine DOT doing highway design and inspection. I'm familiar with managing projects, people, projects and budgets.

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

I'm interested in learning more about how Readfield's highways and culverts are operated so this is a good opportunity. I have an interest in asset management and long term financing as well so those seem like they'd be a good fit. Plus, I live here, like it here and would like to give back in addition to just paying taxes.

If you are currently employed, what is your position?

I'm the General Manager at the Greater Augusta Utility District.



APPLICATION FOR APPOINTMENT FOR:

Name: Position: Term:

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

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

Name: _____ Date: October 2, 2017

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment Yes No

Was this position advertised? Yes No if no, please explain: _____

Confirmation from Applicant of attendance at Select Board Meeting if required. Yes No

Confirmed meeting date: 10/30/ 2017

SELECT BOARD APPROVAL

To of Readfield, in the County of Kennebec and State of Maine: There being a position on the we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

thru . Given under our hand this day of 20 .

Bruce Bourgoine John Parent Dennis Price

Christine Sammons Kathryn Mills Woodsum

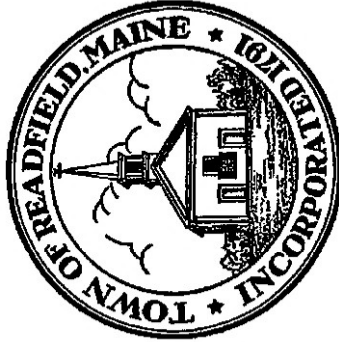
CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment? Yes No if yes, what date:

Is an Oath appropriate: Yes No if yes, what date:

Revised 08/03/2016 for in office use.

NEW BUSINESS



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355
Tel. (207) 685-4939 • Fax (207) 685-3420
Email: Readfield@roadrunner.com

ASSESSORS' AGENT SERVICES AGREEMENT

THIS AGREEMENT is made this 30th day of October, 2017 by and between the Town of Readfield, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "TOWN") and David Ledew, C.M.A. of , 62 Whippoorwill Rd., Litchfield, Maine 04350 (hereinafter "CONTRACTOR"). The term of this agreement shall run from November 1, 2017 through September 30, 2018 and may be extended or terminated at any time by written mutual agreement of both parties.

The CONTRACTOR shall furnish all services and perform all work that can reasonably be completed during the contract period, as described in the attached Town of Readfield Assessors' Agent SCOPE OF SERVICES, as revised on May 8th, 2017.

The CONTRACTOR shall indemnify and save harmless the TOWN, its officers, agents and servants against and from all damages, costs and expenses which they or any of them may suffer by, from, or out of any and all, claims for payment for materials or labor used or employed in the execution of this contract, and also for injuries or damages received or sustained to person or property, or both, in consequence of or resulting from any work performed by said CONTRACTOR, or of or from any negligence in guarding said work, or of or from any act or omission of said Contractor, and said Contractor shall also indemnify and save harmless said TOWN from all claims under the Workmen's Compensation Act arising under or out of this agreement.

The CONTRACTOR shall maintain liability insurance, in the amount of \$400,000 per occurrence, for personal injury, death and property damage claims which may arise from operations under this agreement. The CONTRACTOR shall provide evidence of insurance or compliance with the requirements of the Workers' Compensation Act. The CONTRACTOR shall provide a Certificate of Insurance naming the TOWN as an additional insured prior to the start of any work under this agreement. The CONTRACTOR shall provide a W-9 form. The CONTRACTOR shall provide a letter of rebuttable presumption confirming their status as an independent contractor.

The CONTRACTOR shall provide a minimum of two (2) days of service per month and the TOWN shall remit to the CONTRACTOR the fee of \$600 for each day worked during the month, to be paid by the second warrant of the following month. The TOWN reserves the right to withhold payment should it be determined that the CONTRACTOR has not performed the services as stated in this agreement.

Eric Dyer, Readfield Town Manager: _____

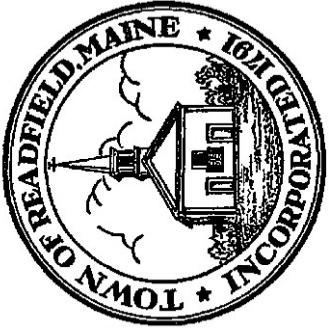
Date: _____

Witness: _____

David Ledew, C.M.A.: _____

Date: _____

Witness: _____



TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355
Tel. (207) 685-4939 • Fax (207) 685-3420
Email: Readfield@roadrunner.com

Town of Readfield Assessors' Agent **SCOPE OF SERVICES** **Revised May 8, 2017**

The Assessors' Agent for the Town of Readfield shall perform the following duties in collaboration with other municipal staff as directed:

Core Assessing Functions:

The Assessors' Agent shall:

1. Perform an annual updating of valuations (Spring work) to include new construction, alterations and additions to all residential, commercial, industrial and personal property, with sufficient identifying information, e.g. Serial number, as of April 1st of each year, by building permits, subsurface and plumbing permits or other notifications of construction activity provided by the Town. The Assessors' Agent will work as needed from March to mid-May to complete all necessary updates.
2. Evaluate all real estate transfer information provided to the Town, to include reading all deeds and determining which sales are straight transfers and which involve lot splits.
3. Conduct physical inspections of roughly one quarter (1/4) of the town annually, as requested.
4. Use the Town's existing land and building cost schedules for calculating property values, making any recommendations for modifications of the assessing schedule in the Contractor's annual report to the Board of Assessors and State Reports and Reporting to the Town.
5. Provide the Board of Assessors the true and perfect assessment list no later than July 30th of each contract year.
6. Meet with and report to the Board of Assessors as necessary, but no less than quarterly.

Property Tax Cards and Tax Maps

The Assessors' Agent shall:

1. Process all straight transfers by updating the Property Record in TRIO and removing any exemptions if warranted.
2. Process all lot splits by creating new record cards for new lots and making all necessary valuation changes to update the records for both the new lot and the original lot.
3. Include pictures of buildings when updating property cards for April 1st review. Other property cards will be updated with pictures as time allows.

State Reports and Reporting to the Town:

The Assessors' Agent shall:

1. Process the annual sales ratio study and Municipal Valuation Return in a timely manner.
2. Conduct continuous auditing to ensure accuracy and consistency of assessing information, and providing education and awareness of assessing information, exemptions, and laws to the Staff, Board of Assessors, Select Board and public.
3. Provide an annual report to the Board of Assessors, no later than June 30th of each year, which shall include at a minimum
 - a. Any recommended modification to the Town's assessing schedule;
 - b. A list of all enrollments in any current use taxation program (Tree Growth, Farmland or Open Space) that should be reviewed for continued eligibility for any noncompliance or nonconformity with the standards of enrollment;
 - c. The Town's most current assessing ratios as reported by Maine Revenue Services in all appropriate categories (overall, waterfront, non-waterfront, etc.);
 - d. The Town's quality rating;
 - e. Any recommendations regarding implementing or suspending "quarterly" physical inspections for the Town, or implementing statistical revaluations (factoring);
 - f. A summary record of all property updates;
 - g. Any other observation or recommendations by the Assessors' Agent.

FYI

Future Agenda Items - Proposed DRAFT

Potential Future Meeting / Workshop Items:

Board and Committee Open House / Annual Chairs Meeting - November 27

Appeals process and appeals matrix review
Cemetery Ordinance review
Conflict of Interest Ordinance review
Contingency Policy discussion
County Officials and State Delegation Meetings
Investment strategies
Personal Property Taxes
Student engineering work at the Giles Rd. Bridge

Ongoing Goals:

- Review, revise, draft governance documents as needed
- Business support and welcoming
- Renewable energy and energy conservation
- Town buildings planning
- Activities for kids and adults
- Church Street sidewalk
- Targeted property tax assistance
- Cannabis considerations
- Transfer Station operational refinement

PUBLIC HEARING