

Town of Readfield

Boards, Committees & Commissions

Approved Meeting Minutes

- Budget Committee February 1, 2023
- Cemetery Committee January 9, 2023
- Planning Board December 13, 2022
- Solid Waste & Recycling Committee July 13, 2022 & October 12, 2022

Readfield Budget Committee
Regular Meeting Minutes – Wednesday, February 1, 2023 – *Approved*

Present: Andy Tolman (Chair), Chris Sammons, Ellen Schneider, Ed Sims, Marty Hanish, Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), Anjelica Pittman (Board Secretary), Grace Keene, Greg Durgin, Jack Comart, Rob Peale (Trails), Matt Lajoie (Recreation), Bruce Hunter (Conservation), Dennis Price, Kathryn Woodsum, Sean Keegan

Excused Absent: Carol Doorenbos, Steve DeAngelis

Call to Order

Communications - 10 min.

- Budget Committee Comments
- Town Staff Reporting

Public Comment

Review of Prior Meeting Minutes - 5 min.

Meeting Minutes of January 11, 2023

- Ellen **motioned** to approve, Ed **seconded**, **5-0 vote** in favor

Budget Review & Presentations - 45 min.

Departments II:

Recreation and Open Space (Beach, Conservation, Recreation Board, Heritage Days, Town Properties, Trails)

- Matt Lajoie presented on behalf of the Recreation Board, expenses stay relatively the same.
 - An increase for soccer to accommodate the incorporation of other towns into Readfield's program.
 - Basketball also sees an increase due to the price of jerseys and officials.
 - Revenue is positive from all sign ups in the district coming through Readfield Town Office.
 - No swim lessons last year due to a staffing shortage at the YMCA, hoping to get an instructor back for summer 2023.
 - Maintenance expenses have decreased at the beach because the money that wasn't being used is getting realigned
 - No change in Heritage Days line has a reserve still that will be used for 2023.
- Bruce Hunter presented for Conservation Commission
 - Trail maintenance/general maintenance is at \$1500, would like to build a new kiosk at the Torsey Nature Preserve to replace the old damaged one
 - Also requesting no hunting signs for Torsey Nature Preserve, Ethan Buuck said no one can hunt there and signs are needed every 300ft within a 1000ft perimeter.
 - There are some issues in the Town Forest with too many invasive plants and native plants and trees not coming back as quickly as the commission would like to see, Honey Suckle is taking

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- over so the Conservation Commission would like to spend \$1500 towards cutting trees and spraying round up on the invasive.
- Would like to also add plant pollinators on the landfill cover, however grass is currently very unhealthy, there are lots of weeds, they took 6 samples which cost \$150
 - Total conservation cost for FY24 is \$4500
 - Kennebec Land Trust was moved into Conservation, not as a donation but more of a membership, it had its own line but will be added to the Conservation Commission line in future years.
- Rob Peale presented for the Trails Committee
- \$1200 was spent for blue stone for repairs at the Fairgrounds and repairs needed on the Library Trail
 - \$150 spent on printing for redoing maps
 - Usually do two workdays per year, volunteers and volunteer tractors are used to distribute blue stone
 - Trails would like to spend \$250 for a new wheelbarrow or cart as they usually borrow them, there is one in the basement at the Town Hall that belongs to Conservation that they are willing to share with Trails.
 - Trails will also need Blaze paint this year for painting new trails
- Beach Budget
- Eric did a rough first pass on the Beach budget, would like to increase beach attendant wages for two full time attendants for 10 weeks in the summer.
 - Passes still free for residents, could clarify the rules better such as rules for grandkids of resident grandparents
 - Nonresidents do still pay for passes to use the beach which helps offset revenues, which are more than what was budgeted for.
 - Marty suggested record keeping for usage per day that the beach is open to see statistics and be able to evaluate changes made or needed
- Town Properties
- Gained new trash cans, benches and amenities, dropped expense for FY24

Roads & Drainage (Roads & Drainage, Winter Maintenance)

- Roads
- Engineering services expense was used from capital FY23, line since zeroed out due to no work being done FY24
 - Tools budget is sufficient according to Maintenance personnel
 - Contract services going up due to increase in cost of labor and supplies, inflation
 - Gravel and sand increased for the same reason, large increase also caused by Christmas Eve rain storm (\$38k)
 - Marty suggested helping protect town property with grant funding for weather related damage
- Winter Maintenance
- Increase in service cost due to inflation and under budgeting by \$15k last FY
 - Increased prices for salt and usage
 - May need to further revise, Eric will look again in February
 - Current plow contract with Home Construction is a 4 year contract, Scott is leaving the business at the end of the contract but is helping the town figure out a plan for when his contract ends

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Budget Committee Meeting Adjournment by Andy at 7:01

Joint Budget Committee and Select Board Workshop - 1hr. 25 min.

Dennis called the Joint Budget Committee Meeting to order at 7:02

Capital Improvements (Roads, Equipment, Leases, Transfer Station, Cemetery, Etc.)

- Cemeteries - would like to purchase a new, noncommercial chipper shredder for work on roadsides and cemetery for brush and leaves, a total of \$24k, using revenues from both departments reserves, for in house use
 - Cemetery reserve is \$5k, considering a number of projects
 - Andy mentioned the Cemetery Committee has been putting money aside to repair two large stone walls that may need repaired in the future
- Library – Continuing saving for egress and interior work as well as painting and fixing wood rot
 - Expansion of the second floor to be used for staff space, storage. And reading areas. Marty expressed concern that if the second floor is to be invested in for use with government money that it should be required to be handicap accessible
 - Kathryn suggested a stair chair lift and Eric mentioned that this would be a future project and is not in the current budget; Marty would like to see the chair lift in the FY22-23 or FY23-34 budget, and not put off as an undefined future project.
 - Library paving will cost \$10k
- Fire Department – not as much focus on the Fire Station as the building is newer
 - RFP for the sprinkler system at the Fire Department going out at the end of the month and should be accomplished this spring
- Administration – currently healthy reserve balance, \$10k
 - Currently looking into a grant for windows and LED lighting, if successful will be part of the FY24 budget
 - The Boards discussed adding a digital billboard somewhere in town with high traffic in order to get information out to the public; however LED sign boards are not allowed in Readfield per our LUOs, would have to discuss with the Planning Board to see what is allowed, Eric will look into signage ideas and possibilities.
- Parks and Recreation
 - \$50k line for Open Space
 - Fairgrounds place holder for FY25
 - Expenditures upcoming for picnic activity shelter at the beach and building renovation
 - Kathryn asked about bathrooms being added to the beach and Eric responded that they would cost about \$40k, and that we are not quite there with the program just yet
- Roads and Infrastructure
 - \$275 reserved for paving Lane road and Wayne road (together) and looking at crack sealing Morrill Road. Part of the \$275k balance is from reserves
 - Full schedule of town roads with costs and maintenance timing went up \$25k due to inflation
 - Kathryn suggested putting aside \$25k now to go towards FY24 budget for P Ridge and Nickerson Hill roads maintenance, Going to put bids out this year to find out cost
 - Salt and sand shack is on the docket to be worked on this year

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- Church Road sidewalk - \$80k for engineering, will spend about \$50k of that FY23; looking at FY24, remainder \$37500 expenditures, \$30k going in for construction phase. What was put in years ago will not meet target, still need another \$60k over the next two years. 80/20 – full cost projection (net expenditure for this FY) will be reimbursed 80%
- Transfer Station
 - Multi town reserve – full expenditure, all towns total – Readfield 52% share
 - Trash compactor lease at \$8k
 - Last year backhoe lease to own
 - Recycling compactor – need assessment, possibly next budget cycle but may be able to push out a few more years
 - Salt and Sand shelter coming this spring – current building showing signs of failure – using a modular block for walls and galvanized frame with a vinyl hoop house
- Fire Department
 - Eric spoke with Lee Mank and looked over plans from March of 2022 about a new firetruck, have added an increase in cost as a place holder, due to inflation, estimated 4% interest rate over 10 years
 - Frame on the current firetruck is cracked but Lee would like to repair at a \$10k-\$20k cost, keep in inventory as a secondary vehicle
 - Ellen mentioned it takes a year to get a firetruck; Kathryn suggested selling the old to put towards the cost of the new truck. Eric responded the truck is on the schedule and budget for this FY, get borrowing sorted in the Fall, vote on it, and pay upfront to save 10-15% for cash purchase discount, would have the firetruck by December 2024
 - The boards had questions about the next firetruck purchase on the schedule and Eric said he will clarify with Lee
 - Septic system replacement in FY25 listed incorrectly in the CIP, it was replaced when the fire station upgrades were done.
- Maintenance
 - Equipment reserve as a buffer for repairs
 - Pickup truck lease that was purchased in 2021
 - \$6k for sander replacement
 - Would like to purchase a chipper shredder
 - Potential replacement of John Deere mower, but Eric thinks it could be pushed out a year or two

Other Business - 5 min.

- **Motion** to adjourn made at 8:22pm by Kathryn, **seconded** by Sean, **3-0 vote** in favor

Adjourn

Minutes submitted by Anjelica Pittman, Board Secretary

Cemetery Committee Meeting Minutes

January 9th, 2023

Present: Brenda Lake, Pam Osborn, Marianne Perry, Warren Norris, Tom Molokie, Karen Peterson, Grace Keene, Lee Livingston, Andy Tolman (Chair)

Meeting Minutes for Prior Meeting: Prior meeting minutes were reviewed and unanimously accepted with minor changes.

This is a special one subject meeting and Ben's Sexton report was not given. Ben was excused from the meeting.

Subject for discussion: The committee is reviewing the proposal presented by Ben and others for installing wreaths at Veterans' gravesides, vis a vis, the Wreaths Across America program. The discussion was not to determine the worthiness or messaging of the program, but the extent of the Committee's, the Town's or the Town's personnel's involvement in support of the program. Support would mean managerial, labor, financial, or public support, such as advertising or fundraising.

Tom Molokie kicked off the discussion with an abstention stating that while he likes the idea and he likes Ben, he personally did not want to do any door knocking. He especially wanted to applaud Ben's efforts.

Marianne has a list of concerns including supporting veterans at the expense of other worthy groups who were pacifist or anti-war. She also felt more effort should be made at furthering environmental strengths in the form of plantings and not something transitory like 300 wreaths for veterans. She also expressed concerns about politically motivated groups that viewed wreaths as religious tokens. She also questioned whether we should be inviting groups that might be exploitive for financial gain.

Warren addressed each concern in turn, stating our charter is the support of the veterans and not other political or other potentially worthy groups. The plantings are definitely of issue and are discussed in our monthly meetings; however, this meeting is with regard to WAA and veterans. The politically motivated groups are spoilers who have loud but minority voices as all such groups do. Our role with the WAA hasn't been decided, but WAA is a non-profit.

Karen voiced concern that the WAA was used a platform for a particular viewpoint with which she did not agree.

Brenda expressed the view that we are forgetting we are advisory only. Pam agreed and added that while we are advisory we have to do so by providing information.

Lee explained his view that we as a committee do more than other concerns where he was involved, but expected that there should be no committee or board involvement in fund raising. Expounding on this he appreciated the idea solely as a veteran, but other programs in his experience seem to take on a characteristic of an entitlement, hard to discontinue in the future.

Pamela felt the event date of December 17th was limiting due to the weather and before Christmas holidays. This date is immutable and is the national date for the event. She did mention that if there was an organization that took up the banner this would be okay.

Brenda agreed and said it would have to be someone willing to fund it, give community notice, provide the placement and removal of the wreaths.

Grace questioned the date as well and didn't see who would arrange for the volunteering.

Pamela felt that if we did it for the veterans then how could we say no to another group wanting to decorate the gravesites for their concern.

Tom stated that we shouldn't prevent some other group from celebrating the veterans.

Andy agreed and stated he felt our role is to guide those who do, much like our current role. He liked the idea, but that the town should not take a role.

Grace stated that this means any role. Even if we suggest Ben take a leadership role that would involve his time which is time taken from the functions for which that we need him so badly, ie., day to day management of cemetery maintenance.

Brenda recommended we provide a yea or nay.

Andy suggested that we frame a statement remembering that the cemeteries are closed in December and the families with the greatest interest already decorate the stones in their own way.

Karen made a motion not to support the WAA in Readfield. Pamela wanted it amended with at this time.

Motion on the table: We don't support Wreaths Across America as this time. Motion failed due to no second. Discussion continued.

Discussion was lively and included statements about providing the board with a declaratory statement which would show how we like supporting the veterans, but that the role of the committee and the Select Board should not involve funding, the function of raising funds, managing, or devoting unnecessary resources.

After the discussion Tom moved that we end discussion and table the motion until next meeting. Andy to provide a statement and motion to review and vote on for the next meeting.

Andy polled for additional immediate business in need of discussion. There being none chaired the meeting concluded at 11:30 AM.

Next committee meeting will be the week after the Presidents' Day holiday on February 27th at 10:30 AM.

Respectfully submitted, Warren Norris, Secretary

Readfield Planning Board

Meeting Minutes of December 13, 2022

Planning Board Members Present: Jack Comart, Don Witherill, Jan Gould, Noel Madore, George O'Connor

Excused: Paula Clark, Henry Clauson, Bill Buck

Others Attending: Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Elliot Thayer, Michael Fiori, Dan & Connie Roy, Grace

Meeting called to order by Jack at 6:30PM

Public Meeting:

Tallwood Subdivision: Elliot Thayer attended to discuss an application that proposes to transfer a small piece of a subdivision lot to an abutting property owner. The Tallwood Subdivision lot from which the piece is to be conveyed is located on the Winthrop end of the subdivision. The subdivision plan requires approval by both Readfield and Winthrop Planning Boards. The property to be conveyed is located at Lot 9, Tallwood properties, Tallwood Road & Tallwood Estates Drive, Maranacook Lake, Winthrop and Readfield Maine.

Elliot Thayer explained that the conveyance from Lot 9 will affect the lower portion of the lot, 9b, which will be conveyed to the abutting property owners Christopher and Ann Seitter. The .057 acres of the Readfield portion of Lot 9a will remain unaffected as it is at the north end of Lot 9.

As there is no change to the portion of Lot 9 located in Readfield and Winthrop Planning Board has already approved the conveyance of Lot 9b to the Seitters, and the revision to Lot 9 is a minor modification of the plan, conveying a piece of property that may not be developed or cleared, therefore, Don made a motion to approve the Tallwood Subdivision revision of Lot 9 (a&b) as depicted in the plan presented by Elliot Thayer. George seconds, 4-0 vote in favor with Jan abstaining from the vote. Elliot will leave two copies of the revised plan with Chip for Readfield Planning Board members to sign. Chip also asked the Board members to please stop in and sign the Quiet Harbor Subdivision paperwork at that time.

86 Torsey Shores Road: Daniel and Connie Roy are applying for an after the fact approval permit for a new storage shed structure to reconstruct and relocate a previously non-conforming shed, that was grandfathered. The property is located at 86 Torsey Shores Road, Map 106 Lot 089 in the Shoreland District.

Daniel summarized for the board that he had already replaced the previously grandfathered non-conforming 6ft x 8ft X 8 foot high shed on his property with a slightly larger, new 8ft x 10ft X 10 foot high shed. The new shed was placed on the gravel pad that the Roys used for parking before they renovated their driveway. Prior to this meeting, Chip advised the Roys against

Prepared by Anjelica Pittman, Board Secretary (approved)

Readfield Planning Board

expanding or moving the current structure and to get a permit if they were going to be building or relocating a new shed.

Board members raised a number of concerns with the replacement shed, both as to its increased size and its location: citing, Article 3, Section 4 (A)(2) and subsections D & E. .

Don mentioned that accessory structure expansion is prohibited due to the size increase. George mentioned that it is clearly non-conforming and should have been replaced by a structure of the same size, Noel agreed with other board members.

Jan asked if Dan had spoken with Chip prior to replacing the existing shed, which he said he had a couple of weeks prior. Jan asked if Chip had said not to do it and Dan said yes. Jan wanted to understand the Roys line of thought, Dan responded that he went forward with the shed against Chip's advice because he wanted to get it completed before snowfall.

Jack asked Dan why he couldn't build the shed under the deck of the house and Dan responded that he was concerned with having combustibles that close to the home and potentially washing into the lake and concerns of the equipment in the shed being susceptible to corrosion and rust under the deck. Jack had recently done a drive by and noticed a car had been parked under the deck, which Dan replied was done the one time for his out of town visitors.

The PB put aside further discussion until the next PB meeting on this matter. . Don made the motion to approve the application as complete, notify abutters, and schedule the Public Hearing. Site visits will be on an individual Board member basis, agreed upon by all parties. Noel seconded, 5-0 vote in favor.

Meeting Minutes:

Planning Board meeting minutes of **September 27, 2022**

- Don **motioned** to approve the minutes, Jan **seconded**, **vote 4-0** in favor, with George abstaining.

Planning Board meeting minutes of **October 25, 2022**

- Jan **motioned** to approve the minutes as edited by Jack, Don **seconded**, **vote 4-0** in favor, with George abstaining.

Welcome New Planning Board Member George O'Connor

George grew up in Wayne, graduated from Kents Hill, lived in Augusta for twenty years, and moved to Readfield in 2017. George works as a realtor at Rizzo Mattson with his wife. Being a realtor he understands the importance of Land Use Ordinances and the need for a Planning Board. George loves the town of Readfield and he wants to help. His parents were also volunteers in their town of Wayne and he sees this as his time to get involved as well.

Prepared by Anjelica Pittman, Board Secretary (approved)

Readfield Planning Board

Meeting adjourned by Jack at 7:30 PM

Solid Waste and Recycling Committee (SWRC) Minutes
Wednesday, July 13, 2022, 5:30 PM
Readfield Town Office and via Zoom

Roll call and determination of quorum – Members present: Kellie Hess, Eric Dyer, Kim King, Kathryn Mills Woodsum, Mike Carlson, Aaron Chrostowsky, Karen Peterson
Public: No members present

Review and Acceptance of April 13, 2022. Motion to accept by Kim King; Second by Kathryn Mills Woodsum. **Vote to Accept: Unanimous**

General Operations: Eric discussed highlights of the Fourth Quarter Operational and Financial Update memo dated July 13, 2022 which includes:

- Break room relocated to MSW compactor office. MSW compactor office greatly improved due to work done on building
- Completion of concrete curbing repair in front of most bins/hoppers
- Fabrication and installation of metal gates for the Demolition bins and additional railing

Facility improvements in the queue:

- Installation of underground electric to the Attendant Booth. Permanent attachment of Attendant Booth to ground (currently on blocks)
- Repair underground electric to the e-waste container and extend underground service to the white goods area where a new utility pole and area lighting will be installed. This will cover the brush, organics and white goods areas

Personnel: The part-time backup staff person resigned in early April and it was about a month later when a replacement was hired. Some staff suffered extended sick days, but everyone worked to cover the gaps. There were some instances of repeated policy violations by a resident, who created safety hazards and disrespect to staff.

Programming and Policy: E-payment system is being used regularly. The 2.95% merchant fee is passed on to residents using the service. Some accounting anomalies were discovered and have been addressed. The swap shop is open. Kathryn and Kellie helped organize the space. Staff are better able to regulate what is dropped off, resulting in better quality items for re-use. Revisit the fee schedule as several informal changes have been made over the past few years, as well as disposal costs changing in new fiscal year with renewed tipping and hauling agreement with Waste Management (5 year term)

Finances:

- Revenues ahead of budget estimates by \$37,000; metal is nearly double the budget estimate
- Expenses were over budgeted amount by \$16,748

Public Comment: No members of the public present

Household Hazardous Waste Day was held on Sunday, July 10 from 8-12

Representatives from Readfield, Wayne, Mt. Vernon, and Belgrade were on hand. Vendor (EPI) has suggested timing for next year runs 9-12. Invite Vienna?

New business: Aaron requested that Business Directional Signs be added to Route 17. In addition, post a sign at the former entrance to indicate access is by proceeding to the next entrance.

Kathryn informed members that the Selectboard has adopted a policy of meeting in-person, if possible. Remote accommodations will still be made, if necessary, for health or travel reasons.

Next Meetings - Wednesday October 12, 2022 at Ladd Recreation Center, Wayne, 5:30 pm
Plan for 45 minutes segment to discuss Capital Budget and fee adjustments

Wednesday January 11, 2023, possibly in Fayette; back-up Readfield Town Office, 5:30 pm
Plan for final review of Capital Budget, fee adjustments, FY24 Budget

Meeting Adjourned at 6:43 pm

Solid Waste and Recycling Committee (SWRC)

Minutes

Wednesday, October 12, 2022

5:30 pm – 7:00 pm at the Ladd Recreation Center, Wayne

Attending: Kathryn Woodsum, Eric Dyer, Aaron Chrostowsky, Karen Peterson, Kellie Hess, Brent St. Clair, Mike Carlson

Guest: Mark King

1. Roll call and determination of quorum

2. Review of minutes from July 13, 2022

There was a motion to accept the minutes as written. **Motion made by:** Kellie Hess **Seconded by:** Kathryn Woodsum **Vote:** Unanimous

3. Oral and written communications

Transfer Station Manager Report – Eric Dyer & Karen Peterson

Eric included a financial report in the packet to committee members. It has been a quiet quarter. There were no facility or equipment issues. A new solid stainless-steel ladder was recently purchased; OSHA approved.

Lighting changes – Kathryn asked if there will there be lighting upgrades before daylight savings. Eric made a note to prioritize the upgrades to lighting.

Personnel – There were a couple unexpected absences last quarter. Shortfalls were covered by maintenance employees who would cover so operations could continue. There is a need to have a dedicated staff member during the summer. There is a suggestion to have a FT seasonal employee. Currently the transfer station is paying a premium for the extra coverage. Eric will be adding this position to the budget.

Program and policy – The electronic payment system is popular. There have been several challenges with hanging balances at the end of the day requiring more investigation to clear. The reason for this is unknown.

Swap Shop – The Swap Shop has been used lightly, with higher quality items. Aaron knows of someone who may want to volunteer. He will provide contact information to Karen.

Policies – Some fees may need to be reviewed and adjusted.

Tipping & Hauling – Costs have been increasing.

Recycling – There were healthy returns last year, but higher costs this year. These higher costs were not budgeted.

Finances – Eric reported revenues are approximately 27.3% of budget YTD and 24.2% for expenses. There has been no recycling revenue yet this year. Payments by partner towns have been made. Fee collections are at 29% of budget. Metal revenues are up. Wages are at 31% and are over budget at this time of year. This is influenced by having to utilize maintenance staff.

4. Members of the public comments –None.

5. Unfinished Business

Composting update

Mark King joined the meeting to discuss composting. There was discussion about ways to increase individual composting. Mark has an AmeriCorps volunteer who is very enthusiastic. She may be able to get involved with the green team at the high school getting folks interested in the home composting

bins. Mark's AmeriCorps volunteer is also interested in helping to develop curriculum to help folks learn about the advantages of composting.

Eric recently had a meeting with a teacher at the high school to try to get something going through the three elementary schools. Eric talked a lot with her about having a sustainable program.

Mark will get in touch with Karen and Eric to discuss further ideas.

Household Hazardous Waste – Bills have gone out and have been paid by the towns. Belgrade and Mount Vernon participated this past summer. Next year there is a plan to ask Vienna. Having additional towns involved helps to spread out fixed costs.

Sign for Transfer Station – Karen will give an update at next meeting.

6. New Business

Fee Schedule – Eric provided a new proposed fee schedule. Fees have not changed since 2016. A 10-15% increase will bring more revenue in and reflect the higher costs that the transfer station is experiencing from vendors. The new fee schedule is more straight forward. The recommendation is to implement the new schedule January 1st. Eric and Karen will write up something to provide to town managers so that notice can be sent out to residents in advance of the proposed January 1st implementation date.

FY 2024 Budget

It is expected that the transfer station will see increased expenses and decreased revenues. This may have a tax implication to the three towns. There may be some fee increases, but those can't be the only means to make up the difference. It is estimated that towns should plan for a 10% increase when doing next year's budget projections. The share to each town is based on each town's state valuation.

Capital Projects and Maintenance Plan

The capital reserve fund is limited. There is approximately \$40,000.

Several priorities include:

- A canopy over containers. This would reduce water weight which increases costs, provide better traction to vendors in winter months due to surface ice and reduce equipment breakage.
- Provide a shelter for the backhoe.
- Paving & signage.

For the next meeting Eric is planning to have a plan for the backhoe shelter and other regular maintenance items. Due to higher interest rates, there is a suggestion to consider bonding when planning and designing financing of capital improvements.

Respectfully submitted by Amy Black