

Town of Readfield

Boards, Committees & Commissions

Meeting Minutes (Approved & Draft Form)

- Age Friendly Committee August 9, 2023
- Appeals Board August 17, 2023
September 21, 2023 (Draft)
- Board of Assessors September 18, 2023 (Draft)
- Cemetery Committee September 18, 2023 (Draft)
- Fairgrounds Working Group September 21, 2023 (Draft)
- Planning Board September 12, 2023 (Draft)
September 26, 2023 (Draft)
- Road Committee March 9, 2023
April 13, 2023
September 13, 2023
- Solid Waste & Recycling July 12, 2023
October 11, 2023 (Draft)
- Trails Kiosk Report May/June 2023
- Trails Committee June 28, 2023
September 27, 2023 (Draft)
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Age Friendly Committee Meeting

August 9, 2023

Present: Maggie, Marge, Deb, Eric J., Marianne, Steve, Elaine

Absent: Ed

- July 2023 Minute Approved

Old Business:

- Library Café: Coverage for the rest of August
 - Augusta 15 - Deb
 - August 22 - Marianne
 - August 29 – Deb and Marge
- Heritage Days:
 - Discussion was a review of the plans described at the July meeting.
 - Pens and Pads were provided by AARP
 - Our new AFC T shirts were distributed – they are lovely and we will be proud to wear them.
- Aging Brain Talk – just a reminder that it will be Thurs Aug 17 from 10 – 11 am at the Town Office. Bring a few treats.

This was a short meeting – all other business will be on the Sept 9/13 agenda.

Respectfully submitted,

Elaine

Approved – September 13, 2023

Appeals Board Meeting August 17, 2023

Members present: William Gagne Holmes (Chair), Holly Rahmlow (Secretary), John Blouin, Nate Rudy

Also in attendance: Chip Stephens (CEO), Pamela Tarrío, Paula Clark (chair of the Planning Board), Jack Comart (Planning Board member), Dan and Connie Roy

Will called the meeting to order at 6:01 p.m. at the Town Office and via Zoom.

The first issue was the approval of the minutes from the December 5, 2022, meeting. John moved that the committee adopt the minutes as presented. Will seconded. All voted in favor.

Nate moved that we table the election of officers until all members are present. John seconded. All approved.

Will proceeded to the main business of the meeting, which was the variance application submitted by Daniel and Connie Roy of 86 Torsey Shores Road, Map 106, Lot 089. Mr. Roy offered a brief explanation of the reasons for the request of the variance. The Roys demolished the original shed and replaced it with a larger shed that exceeds the height limitations by two feet. They also moved it to a new location.

Paula and Jack spoke briefly and offered to answer any questions.

Will asked several questions about the property, its location, size and value, which exceeds \$100,000. Will moved we go into deliberations; John seconded. All agreed.

Will asked for any comments from board members. John said that it appears from the record that they asked about building the new shed, were told not to and proceeded anyway.

Nate asked about the criteria on placement of the shed. Will said as he understands it, the Planning Board suggested another location that would meet the criteria without a variance.

Will said that one of the criteria for a variance is how it affects the value and use of the property and under that criteria the loss of the shed would not substantially affect Roy's use of the property or the reasonable return on its value. He noted that variances are difficult to get and that they are meant to be so.

Nate spoke to the rules and how we as a board have often been asked for leniency, but that the rules are clear.

John moved that we deny the variance, Nate seconded. All agreed.
Meeting adjourned at 6:22

Minutes prepared and submitted by Holly Rahmlow

Approved 09/21/2023

Readfield Appeals Board
Regular Meeting Minutes – September 21, 2023 – unapproved

Select Board Members Present: Will Gagne-Holmes, Holly Rahmlow, John Blouin, Les Priest, Al Prysunka

Excused Absent: Henry Whittemore

Others Attending: Steve Chamberlain, Larry Poulin

Minutes of August 17, 2023:

- **Motion** to approve the minutes as presented made by John, **seconded** by Will, **vote 3-0** in favor with Les and Al abstaining.

Annual Election of Chair, Vice Chair and Secretary:

- **Motion** to reelect Will as the Board Chair made by Holly, **seconded** by John, **vote 5-0**
- **Motion** to reelect Holly as the Board Secretary made by John, **seconded** by Will, **vote 5-0**
- **Motion** to table the election of Vice Chair until the full board is present made by John, **seconded** by Will, **vote 5-0**

Hearing:

Steve Chamberlain attended and presented a summary of his request for a variance. Steve is hoping to build a 32' x 40' garage on his property at 83 Poulin Drive (map 140 lot 013). Poulin drive runs through Steve's 4 acre property and due to an intermittent stream at the back of his property. Steve stated that this is a runoff stream and is not typically still wet this time of year. Steve is asking for a variance to put the garage 17' from the edge of Poulin drive to meet the wetland setback from the stream. Readfield ordinance requires structures be setback 50' from the edge of the road. Steve has already built a tiny home on the opposite side of the road. Larry Poulin also attended and spoke on behalf of Steve's character and history of constructing in the location. The board asked questions during Steve's summary to get a good grasp on the location and needs of the owner.

- **Motion** to close the evidence portion of the meeting made by Will, **seconded** by John, **vote 5-0** in favor

The board then deliberated the request where it was surmised that the appeals ordinance 7B1 – that a reasonable rate of return could be met for this property, and therefore the variance could not be granted.

- **Motion** to end deliberation and discussion made by John, **seconded** by Will, **vote 5-0**
- **Motion** to deny the variance request based on it not meeting standards made by John, **seconded** by Will, **vote 4-1** with Les opposed

Will informed the applicant and board that he will issue a written decision per the ordinance to the Steve, the board, the CEO, the Select Board and the Planning board. Will also informed the applicant that they have 45 days from tonight's meeting to appeal the board's decision.

- **Motion** to adjourn the meeting at 6:53PM made by Will, **seconded** by John, **vote 5-0** in favor

Adjournment

Minutes submitted by Anjelica Pittman

Readfield Board of Assessors Meeting Minutes, September 18, 2023, 5:30pm

Present:

Carol Doorenbos (joined the meeting at around 6pm, via telephone then in person), David Ledew, David Linton, Eric Dyer, Steve DeAngelis,

Property Tax Abatements and Supplements:

- Abatements
 - Sandra Rourke, Map 107 / Lot 023, \$218.26, 2022-2023 tax year. Motion to approve made by Dave L. and second by Steve D., motion passed unanimously (Carol D. absent)
 - Christopher Clark, Map 109 / Lot 0003 & 004, \$702.40, 2023-2024 tax year. Motion to approve made by Steve D. and second by Dave L., motion passed unanimously (Carol D. absent)
- Supplements
 - Heidi Coty, Map 109 / Lot 003 & 004, \$657.12, 2022-2023 tax year. Motion to approve made by Steve D. and second by Dave L., motion passed unanimously (Carol D. absent)
 - Kevin Hawes, Map 142 / Lot 001-001, \$481.67, 2022-2023 tax year. Motion to approve made by Steve D. and second by Dave L., motion passed unanimously (Carol D. absent)
 - Heidi Coty, Map 109 / Lot 003 & 004, \$702.40, 2023-2024 tax year. Motion to approve made by Steve D. and second by Dave L., motion passed unanimously (Carol D. present)
 - Kevin Hawes, Map 142 / Lot 001-001, \$514.04, 2023-2024 tax year. Motion to approve made by Steve D. and second by Dave L., motion passed unanimously (Carol D. present)
 - Thomas Higgins, Map 109 / Lot 039-001, \$354.03, 2023-2024 tax year. Motion to approve made by Steve D. and second by Dave L., motion passed unanimously (Carol D. present)

Discussion of Assessing Agreements (Assessing Agent Service Agreement and Revaluation Agreement):

The Assessors reviewed and discussed a one-year assessing agreement with David Ledew, and a multi-year revaluation agreement with Dirigo Assessing. The Assessors viewed both agreements favorably and recommended their adoption by the full Select Board.

Other Business:

- Election of Board Chair and Secretary
 - Motion to approve made by Steve D. and second by Dave L. to appoint Dave L. as Chair, motion passed unanimously (Carol D. present)
 - Motion to approve made by Dave L. and second by Steve D. to appoint Steve D. as Secretary, motion passed unanimously (Carol D. present)
- Discussion of property on the Winthrop / Readfield town line and how to assess buildings straddling the line and assignment of "first acre" building lot value. Assessors agreed to split first acre value evenly and pro-rate building based on footprint in each town and mutually agreed upon value.

Adjournment:

Meeting adjourned at 6:25pm.

Cemetery Committee Meeting
September 18, 2023

Present: Andy Tolman, Pam Osborn, Lee Livingston, Marianne Perry, Grace Keene, Brenda Lake, Tom Molokie, Karen Peterson, Sexton Ben Rodriguez

Approval of August 2023 Minutes. Unanimous

Fairgrounds Committee: Marianne Perry has resigned from the working group. She is unsure whether there is much overlap with the Cemetery Committee. No members present expressed interest in volunteering and taking Marianne's place.

Motion made and seconded: Move that Chair Andy Tolman will write to the Fairgrounds Committee and state there are no other voluntary participants. However, before any final decisions that may impact the cemeteries are made, the Cemetery Committee wants to be notified. Unanimous

Sexton's Report: Ben reported that recent storm caused no damage in Kent's Hill or Readfield Corner Cemetery.

Collette Monuments has been repairing and uprighting the Karsten monument in Kent's Hill Cemetery. The family contracted with Collette and it appears a pre-formed slab is being used as a base.

The recent rains have made it difficult to keep the cemeteries and other town properties mowed.

Veteran flags and markers have not been delivered yet. Ben will follow up.

Tree work throughout the cemeteries will be delayed. An RFP has not been prepared yet. The work is anticipated to take place after winter. There was some discussion on the location of various trees that need work.

Ben will meet with some National Honor Society students from Kent's Hill School and faculty members to see if they might have interest in helping with certain cemetery projects. The meeting will be on October 2. If the students can work during the winter, that will work out well for Ben's schedule. Ben hopes to have some Maranacook students participate at some point, too.

Ben noted that having two zero-turn mowers has made grounds upkeep that much more efficient.

Ben asked whether committee members could survey certain cemeteries to check integrity of the flags. Volunteers should let Ben know where they'll survey and he will provide them with flags.

Ben and Matt Seems have re-tapped some flag holder rods so they fit sturdily again. This practice should result in fewer rod purchases in the future.

A few internments have taken place. Several lot purchases have also occurred.

Rules Update: Ben will compile the current Draft Rule ideas and send them to Committee members. Marianne Perry and Pam Osborn will meet with Ben on October 2 regarding Ornamental and Decoration guidelines. Pam asked for Ben send the Draft Rule two weeks prior to their meeting for ample review time.

There was some discussion on ornaments and foundations. The October 2023 Cemetery Committee meeting will focus more on Rules for monument foundations.

There was consensus that any updated Rules will need to include a definition of cemetery maintenance.

The definition will have language dealing with possible removal and storage of upright stones that have fallen over after families refuse to repair them. While such circumstances are infrequent, it will be important to delineate responsibilities.

Case Cemetery Ground Cover: Ben spoke with Maine Turf again, who advised him their schedule requires waiting until the fall of 2024. It was suggested that Ben make a testing area with lime added to the ground to determine whether that would help the soil and grass.

Next meeting will be October 16, 2023 at the Town Office.

Adjourn at 11:55 AM.

Respectfully submitted,

Karen Peterson

**MINUTES OF SEPTEMBER 21, 2023 MEETING
OF THE FAIRGROUNDS WORKING GROUP**

Current Members of the Fairgrounds Committee Present:

Jerry Bley and Steve DeAngelis – Co-Process Leaders

Deb Carey – Age Friendly

Elaine Katz – Age Friendly

Greg Durgin -Readfield Conservation Commission

Andy Walsh – Readfield Conservation Commission

Greg Leimbach – Recreation Committee

Hannah Flannery – Recreation Committee

Rob Peale – Trails Committee

Jacqueline Drouin – Trails Committee

Sean Keegan – Select Board

Members of the Public Present – Howard Lake, Kathleen Landrum, Carol Doorenbos, Zoom Person 1

1. Introductions: Welcome Deb Carey

Make-up of this committee has been established by the Select Board with a charter. The Committee Proposed the addition of 1 citizen (appointed by Select Board) as well as liaisons from the Historical Society, Planning Board and Maranacook (student) to attend meetings. These positions are not voting positions.

Proposal received All Thumbs Up.

2. Brief History – Steve gave a brief history of the Working Group's efforts. Jerry reviewed the current Fairgrounds Management Plan with special attention to process for any proposed development of the Fairgrounds:

- Location in the "village area"
- Pursuing availability of other sites that would be suitable
- Potential conflicts with existing or potential uses of the Fairgrounds property
- Any proposal will be discussed at public meetings and will require voter approval

3. Basketball Court: Committee received extensive public input at its May public meeting from residents who want to have a basketball court located in the village area. At the Working Group's summer gathering there was consensus to pursue this directive. Working Group reaffirmed that commitment. to site a basketball court (BBC)

4. The Working Group reaffirmed its operating assumption that no local property tax dollars will be pursued for the Fairgrounds softball field and BBC projects; only outside sources such

as federal grants, other public and private sources. There was also discussion about not relying on local tax dollars to maintain the planned developments

5. Timeline and tasks

The federal fund grant application deadline is next June 2024 and must have a town vote before that to demonstrate support.

Work on that grant application is a project that must be worked on before and there needs to be time to bring all this before the residents for public input.

The proposed timeline – Fall of 2023 – Jan 2024-refine the current plan including the site for BBC

Early 2024 – have public workshop to view a draft.

March 1 – the wording for a warrant to be present on the June 2024 ballot will have to be submitted

More public meeting

Warrant article to be voted on the June 2024 election

Federal LWCF grant application submitted in June.

6. Initial discussion of siting BBC in the village area – evaluating options

The Fairgrounds committee is committed to identifying an acceptable site for a BBC in the village area

The 3 locations identified as options are - Fairgrounds (3 locations – see map for A,B,C); Readfield Beach and Maranacook Community School (2 possible sites)

Discussion also ensued about the ability to provide 3 Pickleball courts overlaid on a BBC

Carol mentioned that Pickleball courts could also be available at school tennis courts

Potential Criteria for Evaluating BBC siting options

1. Complimentary with surrounding uses – does it work with other activities going on
2. Convenience of location to users
3. Conflicts with existing uses
4. Impact on natural resources
5. Impact on scenic resources
6. Impact on neighbors
7. Available parking
8. Consistency with Fairgrounds Management Plan
9. Cost
10. Constructability

Tasks – Committed members will meet at the Fairgrounds on Sunday Oct 1 at 8 AM to begin the process of evaluating the sites and will also go to Maranacook to look at 2 options there. The beach site was looked at during the August meeting.

The Fairgrounds committee will meet on Thursday Oct 12 at 6:30 pm for regular discussions.

Before then, Jerry and Greg L will draft a document that will be used to evaluate each BBC site by each member.

Final items:

Sean raised the question of when to reach out to the school administration –

Greg D. – Indicated the need for a protocol for public input and to use microphones at the meetings

Howard Lake – indicated that he submitted his application request to join the committee

Kathleen Landrum – indicated that she submitted her application request to join the committee

Meeting adjourned 8 PM

Respectfully submitted,

Elaine

Readfield Planning Board

Meeting Minutes of September 12, 2023 - Unapproved

Planning Board Members Present: Paula Clark (Chair), Jack Comart, Don Witherill, Brandon Fike, Peter Bickerman,

Excused: Bill Buck, George O'Connor, John Mitchell, Henry Clauson

Others Attending: Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Brett Roberts, Don & Connie Roy

Meeting called to order by Paula at 6:32 PM

Brett Roberts Boat Storage:

Proposal to add a seasonal use of "Retail Rental" of watercraft and outdoor display of a canoe and kayak rack at the current approved storage location at 19 Winthrop Road. No additional construction or expansion is proposed.

Brett discussed that he would like to add a canoe and kayak rack at the front of his current boat and RV storage facility to rent out canoes and kayaks to the public. The rack is approximately 30-40 feet off the right of way, left of his storage building garage door.

The board discussed that under the LUO Article 6 Section 3H "site review" that this would qualify as a change or expansion of similar use equating to a minor modification.

Don **motioned** to approve the application as amended with a canoe and kayak rack for rentals as a minor modification, Peter **seconded**, vote **5-0** in favor.

86 Torsey Shores Road:

Follow up on application by Daniel Roy, as property owner, for an after the fact building permit. The applicant was denied a request to the Appeals Board and the Planning Board needs to rule on the Planning Board Application. *The after the fact permit involves a new larger replacement storage shed structure and the structure was removed and rebuilt new in the Shoreland zone without a permit or Planning Board consideration as required by Readfield LUO.* The property is located at 86 Torsey Shores Road.

After meeting with a local excavation professional, the Roys would like to build an alternate access point and move the shed to the greatest practical extent (GPE) location which would require them to replace and rebuild their existing deck and walkway. The board determined that the deck replacement would require a separate application which could be obtained through the CEO.

The shed still requires a building permit. To bring the new shed to code, the Roys will need to level the ground and cut into the slope in the GPE location as well as alter the roof line of the shed to bring the height down from 12 feet to the allowable 8 feet. The location of the shed will be 87 feet from the high water line (HWL), to meet the distance of the primary structure to the HWL, and 8 feet from the west property sideline.

Jack **motioned** to approve the shed application as amended to include:

- Structure must apply to Article 3 Section 4H of the LUO and suit the definition of a structure
- Height of the shed must be within the 8 feet allowed
- The shed not be closer to the HWL than the principal structure of 87 feet

Prepared by Anjelica Pittman, Board Secretary (unapproved)

Readfield Planning Board

- The shed not be closer than 8 feet to the west sideline
- The shed meets the standard conditions of approval
- The shed would require a Certificate of Use to following CEO site visit inspection
- The shed must be moved by July 1, 2024

Motion **seconded** by Don, **vote 5-0** in favor.

Consider approval of minutes from August 22, 2023:

Motion to approve as amended made by Don, **seconded** by Peter, **vote 5-0** in favor.

Other Business:

Two new applications coming in for coming meetings, one for Norwich – a new solar project; and one for a Commercial Industrial District which would require Town Meeting voter approval. The two applications will likely be separated into two separate meetings as they are both larger applications.

New Planning Board member training is available via Zoom, in person or in a previously recorded version available at the Town Office.

Future Meeting: The next Planning Board meeting is currently scheduled for September 26, 2023.

Meeting adjourned by Paula at 7:50 PM

Readfield Planning Board

Meeting Minutes of September 26, 2023 - Unapproved

Planning Board Members Present: Paula Clark (chair), Jack Comart (Vice Chair), John Mitchell, Bill Buck, George O'Connor, Brandon Fike, Henry Clauson, Don Witherill

Excused: Peter Bickerman

Others Attending: Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Martha Staskus (Norwich), Geoff Martin (Norwich), Kara Moody (Stantec)

Meeting called to order by Paula at 6:30 PM

Public Meeting:

Readfield Main Street Solar LLC: Proposal to construct The Main Street Solar Project, a distributed generation large scale solar energy system on the south side of Main Street (route 17). Norwich Technologies manages the Applicant. The proposed project is a ground-mounted solar facility comprised of solar panels mounted 3 feet above grade and 10 feet to the top of panels above grade. The array will be arranged in multiple rows running East-West. The installed capacity will be up to 975 kilowatts AC (kWac). Other pads, connections, fences and related materials will be presented. The project parcel is 71.93 acres and the site will be an open field portion of the project. The total fenced area will be 9.59 acres, the total project limits will be 17.51 acres and total impervious area of the project will be .25 acres. The address is on Main Street at Map 143 Lot 014 in the Rural Zone District.

Kara (of Stantec) and Martha (of Norwich) summarized their initial plans and goals with this project, reviewed their application and drawings. The board posed asked if they were familiar with the new state law regarding decommissioning of solar sites, they were familiar. The board also asked about the height of the panels and if they will be 10' (as required by town ordinance) or 12' as proposed in the application, Kara explained that was an error, the panels will be 10' and that will be corrected on the application.

The board requested some measurements be added to their drawings for specificity; Kara and Martha agreed to do so. IF&W already completed their review of rare or endangered animals potentially in the area of the site.

The applicants were asked about the request for a background noise measurement waiver, Kara and Martha responded that they had discussed the waiver with Chip. A standard assessment determined the noise level to be 32 dBA at the property line. Inverters and transformers will be located 1000' off the road with the nearest residence 150' away.

The size of the project was discussed, Readfield ordinance allows 20% of the lot to be used for solar, the applicants explained the footprint within the fenced area that goes out to the main road is about 10 acres of the almost 72 acres. There will be a staging area during construction. They offered to do an itemized list to make this clearer.

Much of the parcel has an existing vegetative buffer to keep the view screened, the existing farm road will continue to be the access road, the west side of the parcel vegetation will be cut back to open the field but will leave a remaining 50' buffer of vegetation, the east side of the lot will not need any cutting. Wood from cut vegetation will be used within the project as well; they are cut, ground, and used for storm water infrastructure.

The board and the applicants discussed conservation efforts and uses for this project, but it was determined that a soil test may be needed due to this lot previously being a septic disposal site.

Prepared by Anjelica Pittman, Board Secretary (unapproved)

Readfield Planning Board

A bigger concern for the board on this project is the possible requirement for rezoning (currently floating district) as a commercial industrial district due to the size of the infrastructure. The solar panels, if applicable, would measure larger than the allowable 5000 square feet which would require that rezoning be done. In order to rezone a district, residents would need to vote in favor of the change at Town Meeting, next to occur in June 2024. Paula agreed to contact the town attorney and the Town Manager regarding this issue.

Until the rezoning issue can be researched and addressed, the board agreed to hold off on a completeness determination. If rezoning is found to be unnecessary, the applicants propose a timeline of site preparation in November 2023, cutting would be completed in the winter, underground work completed in the spring with completed installation and CMP kickoff the first quarter of 2024.

Minutes of September 12, 2023:

Minutes tabled until next meeting

Other Business:

Chip raised concern about incorporating LD 2003 into the ordinance, the board suggested he take provisions, do a draft of revisions and add them to the cue for the next LUO revisions. A grant for incorporation to towns has already been applied for and received by the Town Manager.

Meeting adjourned by Paula at 8:00 PM

Present: Roland Cote PE (Ret.), Douglas Riley PE, Mike LaBerge, Brian Tarbuck PE, Matt Seems (staff), Eric Dyer Town Manager

- 1) Meeting was called to order in Giles hall at 6PM by Mike LaBerge.
- 2) Minutes of our last meeting, which was on December 8, 2022, were unanimously approved as submitted.
- 3) Roads in our town suffered a lot of erosion from the storm we experienced on December 23, 2022. Cushing Construction has been paid \$38,000 to repair the damage.
- 4) Eric issued "Expense Summary Report" dated 3/9/23 and "Fiscal Year 23-24 Estimated Reserve Balances." We discussed ways to pay for the \$38,000 repairs.
- 5) Eric issued "Custom Budget Report" dated 3/9/23, 2 pages.
- 6) We suggest an addendum to the Gorrill Palmer Engineering contract for additional design work along Church Road.
- 7) Eric has been pleased with the plowing and sanding work by Horne Construction so far this year. The electronic monitoring equipment on all of Horne's service vehicles and our Town office have improved control of the vehicles and salt-sand application.
- 8) Lane Road will receive a shim coat and overlay this summer. Several borings may be made through the existing pavement to evaluate the gavel base prior to paving to confirm the best method of repair.
- 9) The engineering studies for the proposed sidewalk along Church Road should be available during April. Public hearings will be held there after.

Next meeting is scheduled for April 13 at 6PM at Giles Hall

Meeting adjourned at 7:05 PM.

Respectfully submitted, March 11, 2023.

Douglas A. Riley PE Secretary

READFIELD ROAD COMMITTEE April 13, 2023

Present: Roland Cote PE (Ret.), Douglas Riley PE, Mike LaBerge, Matt Seems (staff), Eric Dyer Town Manager, Per E Garder guest

Meeting was called to order in Giles hall at 6PM by Mike LaBerge.

1) Minutes of our last meeting, which was on March 9, 2023, were approved as submitted.

2) "Mud season" has been gentle this year. More road signs than usual were knocked down by plows but most have been repaired. We used between 4000 to 5000 cy of road sand over the winter. This was more than usual.

3) We need to improve road signage at the intersection of Beaver Dam road and Memorial Drive to, hopefully, reduce accidents.

4) Brush and tree work will start next week along Church Road.

5) Eric has bids from Pike Industries to shim and pave Church Road this May.

6) Thundercastle and Lane Roads may get paved next year.

7) Both the Select Board and Budget Committee have approved our proposed road budget for the coming year.

8) The Fair Ground Committee is considering paving the parking area on Church Road to increase the number of parking spaces.

9) Concept design plans have been prepared by Gorrill Palmer Engineering for the Church Road sidewalk. Consideration is being made for installation on either the east or the west side of the road. Engineering representatives will meet with our Select Board on May 8th.

10) Next meeting of the Road Committee is scheduled for May 11th at 5 PM in Giles Hall.

Respectfully submitted, April 27, 2023

Douglas A. Riley PE

Secretary

READFIELD ROAD COMMITTEE September 14, 2023

Present: Roland Cote PE (Ret.), Douglas Riley PE, Mike LaBerge,, Per Garder PE, John Cannell, Eric Dyer

Absent: Henry Whittemore, Brian Tarbuck PE

Meeting was called to order in Giles hall at 6PM by Mike LaBerge.

- 1) Minutes from July 13 were approved as submitted. (No meeting was held in August)
 - 2) The Town has acquired a “tag along” wood chipper. This has made roadside trimming a lot easier. We also have two battery powered chain saws. Fall roadside trimming will be in high gear soon.
 - 3) Town will lose two general yard workers in late October as part of the normal seasonal staff reduction.
 - 4) Matt Seems and Ben Rodriquez will participate in an 80 hour training course to obtain their CDL (large truck) drivers license. This a free training program offered through Maranacook High School.
 - 5) We reviewed bid prices from 5 separate contractors for 15 miscellaneous ditching and culvert work areas around our Town. John Cushing was the low bidder. The Committee unanimously recommended that Cushing be awarded the contract for all 15 work items.
 - 6) S.W. Cole Engineering has performed inspections on several roads across Town. Lane Road needs subgrade improvements prior to paving. See report by S.W. Cole dated July 26, 2023 for more information.
 - 7) Eric issued a print of proposed road alinement at the intersection of P-Ridge Road and Nickerson Hill Road, Skip Strong corner.
 - 8) Legal Rights of Way for the proposed sidewalk on Church Road will be obtained shortly. The sidewalk will start on the westerly side of Church Road at the blinking light and proceed northerly about half the distance to the Fair Grounds. At this point, it will cross to the easterly side of Church Road and continue to its terminus at the Fair Grounds
 - 9) Next Committee meeting will be on October 12, 2023 at 6PM at Giles Hall
- Meeting adjourned at 7:10 PM

Minutes respectfully submitted by
Douglas A. Riley PE

Solid Waste and Recycling Committee (SWRC) Minutes

Wednesday, July 12, 2023

5:30 to 7:15PM at Ladd Rec Center in Wayne 26 Gott Road

Eric Dyer is inviting you to a scheduled Zoom meeting.

<https://us02web.zoom.us/j/88197421195?pwd=bVF6UUFNWc6MDFQeG5NR2xBZlhrQT09>

Meeting ID: 881 9742 1195

Attending: Aaron Chrostowsky, Eric Dyer, Kellie Hess, Kim King, Karen Peterson, Bob Weimont, Kathryn Mills Woodsum

1. Roll call and determination of quorum.
2. Review of minutes from April 12, 2023 (*attached*) Discussion and motion to approve by Kim King, seconded by Bob Weimont. Vote 4-0.
3. Oral and written communications.
 - a. Readfield Transfer Station Manager report: Karen and Eric
 - i. General operations are going well. A few days saw an overflow of MSW. Recycling is good. Waste Management has a new dispatch system.
 - ii. No recent changes were noted.
 - iii. Quarterly financial review: April – June 2023 and Fiscal Year 2023
 1. Wages are currently over budget. We used some maintenance employees to fill in staff absences with overtime hours along with some hourly employees. We have hired a three-quarters time person and think this will alleviate the need for overtime.
 2. The compost line is from grant revenue.
 3. Single Sort Recycling billing has changed and Tipping and Hauling costs have increased.
 4. Equipment Operations and Maintenance is over budget, primarily for the new MSW compactor.
 - b. Other:
 - i. Eric will be negotiating a new contract with ecomaine soon.
 - ii. The Transfer Station is now set up as a separate enterprise in the accounting system in Readfield. This does not functionally change anything but makes for a cleaner reporting structure.
4. No members of the public were present.
5. Unfinished business. (40 min.)
 - a. Equipment replacement timeline was distributed. We discussed creating an overlapping debt clause to allow for a major purchase to occur. Decided to ask the Readfield Select Board to authorize an article for the June 2024 town meeting warrant for work to occur in fiscal year 2025. The proposal is for a design build in 2025 with the work to be completed in fiscal year 2026. Exactly what to be included will be discussed and determined this year.
 - b. Accommodations for senior citizens discussion.

- i. Transfer Station Manager presented the current layout of the station and discussion focused around the various suggestions made to accommodate residents in an accessible area. It was concluded that the physical space limitations will not safely allow for a separate area. The discussion then turned to what can be done and we decided to expand the current policy of help to residents. The concern had been what was allowable by contract and insurance requirements for employees to do. The concerns are for safety of the employees from items contained in bags and the weight of bags.
 - 1. Decision to have residents who need assistance to ask the attendant at the booth for help. Displaying a Disabled Placard is helpful but not required.
 - 2. Residents will be directed where to park, as usual, and a staff member will remove bagged materials weighing less than 20 pounds from the vehicle. This is only for MSW and Recycling.
 - 3. If residents do not need help can ask to be directed to the closest spot to the bins to empty materials independently.
 - c. Report out on Food Composting event.
 - i. The event went well, about 25 folks attended. Folks are adding to the food compost space as well as the yard waste piles. Finished compost is being used by residents.
 - d. Report out on HHW Collection event.
 - i. The event was a success. We had 33 residents from Fayette, 27 from Wayne, 33 from Mt. Vernon, 55 from Readfield and 20 from Belgrade. Total of 168. We could handle 6 residents per town per time slot based on the efficiency of this year's event. Working with EPI is very easy and something we can continue to coordinate on our own.
 - ii. We discussed what materials should be accepted at this event in the future and decided that materials should be consistent year-round; either they incur a charge or are free, but this event will be only for hazardous household waste. Therefore, no electronics, paint or demo at the event. Staples does take a long list of items at no charge; we should advertise that.
6. New business. (15 min.)
- a. Vehicle Stickers. Need to order new stickers. Review sticker use. The Solid Waste Ordinance says to 'display' the sticker; discuss changing to 'affix sticker to windshield.'
 - i. B. Use of the Readfield Recycling and Transfer Station
 - 1. The Readfield Recycling and Transfer Station is operated for the benefit of Readfield residents (year-round and seasonal). All individuals with residential status shall have a valid "Transfer Station Permit", which must be displayed to gain access to the Readfield Recycling and Transfer Station to deposit acceptable waste generated within Readfield.
 - ii. Motion made to accept this change to read as follows, and to immediately change the practice, and to have the Readfield Select Board to authorize an article for the June 2024 town meeting warrant to reflect this change.
 - 1. The Readfield Recycling and Transfer Station is operated for the benefit of Readfield residents (year-round and seasonal). All individuals with residential status shall have a valid "Transfer Station Permit Sticker", which must be affixed to the vehicle windshield to gain access to the Readfield

Recycling and Transfer Station to deposit acceptable waste generated within Readfield.

2. The town representatives agreed that the new stickers will be color coded by town: Fayette: green, Readfield: Red and Wayne: Blue.
 - b. Brush fees. Brush disposal conditions have changed in recent times. We used to have the brush ground into chips which were then purchased from us, then it changed to only taking the chips, and now we are being charged for the chips. It is a fairly significant cost and we need to discuss if this should remain a service provided for through general tax assessments or if it should be categorized as a fee paid service, similar to construction debris, appliances with freon, tires, etc., and what fee structure would be appropriate.
 - i. This was discussed and the conclusion reached that we should keep the collection of brush as a service offered as part of the taxes collected. The cost is approximately \$1,000 for setup of the equipment and \$1,000 additional to ship and dispose of the materials. Based on the quantity and cost this is a good decision.
7. Set next agenda. (2 min.)
- a. Reminder we meet on the second Wednesday now in January, April, July & October.
 - i. Wednesday October 11, 2023 at Fayette (Is there a meeting space available?)
 1. Other
 - ii. Wednesday January 10, 2024 at Readfield Town Office
 1. Other
8. Adjournment.

Attachments: Minutes from April 12, 2023 including addendum

Approved 10-11-23. Submitted by: Kathryn Mills Woodsum

Solid Waste and Recycling Committee (SWRC) Meeting Minutes **DRAFT**
Wednesday, October 11, 2023
5:30 to 648PM at Starling Hall in Fayette, 2769 Main Street (Rt. 17)

1. Roll call and determination of quorum. Members present: Amy Black, Mike Carlson, Eric Dyer, Kellie Hess, Bob Weimont, Kathryn Mills Woodsum
2. Review of minutes from July 12, 2023 (*attached*) Motion to approve by Amy, second by Kelli, vote 3-Yes, 2-Abstain due to absence.
3. Oral and written communications.
 - a. Readfield Transfer Station Manager report: Eric. See attached report.
 - i. General operations:
 1. Any issues that arose were dealt with as they occurred, which is an improvement.
 2. Summer hours went very well. Committee asked to have the hours advertised on the sign board at the beginning of May.
 3. A suggestion was made that we could consider cross-training a Fayette employee to serve as an emergency fill-in employee if needed.
 4. HHW collection was a huge success. Asked to have the materials more clearly identified that can be brought as well as those that are accepted year-round; see notes from July meeting minutes. Need to post the card from Staples for Recycling Items they accept.
 5. Stickers will be distributed to towns in December and implemented in January. Reminder that they must be affixed to the windshield in order to enter the facility. There are temporary passes available for vehicles that are used to carry waste on a one-time basis by contacting your town office.
 - ii. Recent changes
 - iii. Quarterly financial review: July – September 2023
 1. Note that revenue figures provided did not include the payments made by the three member towns from taxes.
4. No members of the public were present to address the SWRC on issues pertinent to the agenda.
5. Unfinished business.
 - a. Capital items to be included in proposal for June 2024 warrant article. Needs to be ready for budget discussion in January.
 - i. We agreed to ask Eric to gather information from builders and/or contractors with some sort of cost estimates so we can evaluate whether to move forward with a cover for the bins.
 - b. Accommodations for senior citizens: have they been implemented and how is it going?
 - i. Going well. In the manager's report.
 - c. Stickers: have they been ordered, received, delivered, in use?
 - i. In the manager's report.
 - d. Updates on progress for changes to ordinance and policy for the stickers and accessibility
 - i. In the manager's report.
6. New business.
 - a. Annual Election of Officers.

- i. Chair: Kathryn Mills Woodsum, Readfield
- ii. Vice-Chair: Mike Carlson, Fayette
- iii. Secretary: Kim King, Wayne (If she accepts!)
- b. Update on employees. In the manager's report.

7. Set next agenda. (2 min.)

- a. Reminder we meet on the second Wednesday in January, April, July & October.
 - i. Wednesday January 10, 2024 at Readfield Town Office
 - 1. Budget review including capital project estimate for roof structure
 - ii. Wednesday April 10, 2024 in Wayne; location?
 - 1. Other

8. Adjournment.

Attachments: Minutes from July 12, 2023 including addendum

MEMORANDUM

TO: Readfield Trails Committee
FROM: Nancy L. Buker, Readfield Trails Committee Member
RE: Clean Trail Head Kiosks (5) and Interpretive Signs (2)
and Refill Boxes with Trail Donation cards/envelopes
DATE: May 16, 2023 and June 21, 2023

On May 15, and June 21, 2023 -- 3.0 hours and 1 hour respectively - were spent to sweep-down Trail Head Kiosks, wash outside of Plexiglas shield, refill storage boxes with donation/contribution cards and envelopes; also clean exterior surface of Interpretive Signs at Old Mill Stream Dam site.

The following observations and recommendations are offered:

- **Fogg Farm Reserve Trail Head:** Plexiglas cover and structure cleaned.
Branches and twigs in vicinity of Kiosk and up to bridge were removed.
Trail maps - adequate supply
- **Old Fair Grounds Parking Lot Trail Head:** Plexiglas cover and structure cleaned.
Trail maps - adequate supply. 6/21 - pair of eye glasses at Kiosk.
- **Torsey Shores Trail Head:** Plexiglas cover and structure cleaned.
One active bird nest present - *left where is!* (6/21 - messy Kiosk cleaned).
Kiosk was left un-painted when the others were done in 2021.
Trail maps - *NEEDED*.
*NOTE: Kiosk has been relocated since last inspection - anchor tree had fallen.
Kiosk should now be leveled; new legs needed; and brought up to a safe
standard and presentation.*
- **Route 17 Trail Head:** Plexiglas cover and structure cleaned.
One active bird nest present - *left where is!*
CLEAN, Good Condition !! Trail maps - Adequate supply.
- **Maranacook Community School (MCS) Trail Head:** Plexiglas cover and case cleaned.
- **Esker Trail Head:** None located at this time.
Recommend a Kiosk be installed for materials [maps, literature].
- **Old Mill Stream Dam (OMSD) Site:** Cleaned exterior surface of Interpretive signs (2) and poles.
Suggest re-paint metal sign pole - near trail bridge.
Geo-tech fabric showing in gravel bank at bridge entrance.
Blue stone and woodchip areas observed with weeds and grass(es) .
Upper walkway edged with dense poison ivy growth.
*NOTE: Questionable 'new' memorial stone and base set within the walkway:
'For Arnold and Mildred Bailey - who loved this place'*
Recommend: 6/21 - Assign maintenance - overgrown with grass/poison ivy/vegetation.

Observation: Kiosks (3) painted in 2021 summer, improves appearance and weather integrity.

- Recommend:**
- a. Should active bird nest(s) be removed during spring inspection and cleaning?
 - b. Status of Torsey Shores Kiosk be reported to the KLT/Conservation Comm trail stewards.
 - c. Kiosk be installed for materials [maps, literature] at Esker Trail head.
 - d. Regular OMSD maintenance assigned-aggressively overgrown - grass/poison

ivy/vegetation.

Respectfully Submitted:

Nancy L. Buker
Readfield Trails Committee Member

Readfield Trails Committee Minutes

June 28, 2023

Present: Paul Bessette, Nancy Buker, Jackie Drouin, Greg Durgin, Megan Lachapelle, Rob Peale, Holly Rahmlow

Excused: Steve Hayes, Greg Leimbach, Henry Whittemore

Rob opened the meeting at 6:40 p.m. in person and on Zoom.

Jackie agreed to be timekeeper.

Jackie moved the minutes from April 26, 2023, be approved. Nancy seconded. All approved with one abstention.

Jackie reported that our current balance is \$4,720.81 after a recent purchase of bluestone. We will be getting our annual allotment from the town soon as well. Committee discussed how we might spend some of those funds. Now that the Fairgrounds project is going to proceed, Rob said we might not have to spend as much of our money on trails in that area. Nancy noted that some of the Fairgrounds trails are difficult for people to walk side by side because they are so rounded.

Nancy went over her annual spring kiosk report, which is attached to the minutes. We agreed to leave the bird nests this year, but to put up barriers after the breeding season is over.

Rob reported that the Maranacook trails are in quite good shape. Our biggest problem is that we can't spend any town money on school property. Discussed how to connect our trails to the school trails in a way that won't cross private property, as some of those property owners don't want hikers encouraged to cross land currently used for snow sports. Rob said he'll do some mapping to clarify possible routes.

Holly reported that now that the Comprehensive Plan has passed that Trails has no specific responsibility other than to continue its mission.

Megan noted that the Carlton Pond Trail is not listed on Maine Trail Finder or other online searches. Megan also said the QR code didn't work for her. Rob said he will look into both issues.

Paul said he is planning to weed whack the Fogg Trail tomorrow. He said the bridge needs work and there are some branches down.

For our annual election of officers, Holly moved that the same slate of officers serve into the next year. Paul seconded. All approved.

The Kennebec Land Trust has asked to post notices on our trail kiosks for its 35th anniversary walking challenge, where local businesses are donating to KLT for each mile walked by residents. The goal is to raise \$10,000.

Holly reported that Don created an individual for the Fogg Trail, but she felt it had too many distracting features/highlights, so it needs more work. Paul asked for a map of Esker so he can add it to a kiosk he plans to build. Holly said she will try, but it's difficult to get Don to pay attention to anything but golf in the summer.

Nancy asked about the Girl Scouts and their plans to build exercise stations on the trails, but Rob said that the company that makes the equipment has gone out of business.

Action items include continuing to explore trail options on Maranacook school grounds, get our trails listed on Maine trail finder, follow up with Bruce Hunter on the kiosks that need attention and with the town on the culverts for Esker and Morrill Road trails, and look into a possible work party for Mill Stream if we can deal with the poison ivy. Paul said he could help with the bird blocking on the kiosks.

Megan said that building a fairy garden at one of the trails is still something she'd like to do, if time allows.

Holly moved we adjourn; Jackie seconded. Adjourned at 8:18 p.m.

Minutes prepared and submitted by Holly Rahmlow

Readfield Trails Committee Minutes

September 27, 2023

Present: Paul Bessette, Nancy Buker, Jackie Drouin, Greg Durgin, Steve Hayes, Greg Leimbach, Rob Peale via Zoom, Holly Rahmlow

Excused: Megan Lachapelle, Henry Whittemore

Greg D. opened the meeting at 6:36 p.m. in person and on Zoom.

Paul agreed to be timekeeper.

After one change, Jackie moved the minutes from June 28, 2023, be approved. Greg L. seconded. All approved.

Jackie reported that our current balance is \$6,650.81. This includes our annual allocation for 2023 of \$1,920 and our carryover funds of \$4,720.81. The Select Board has changed how these funds are handled. This year's allocation will be referred to as General Operating funds, while our previous balance is called Special Revenue.

We now need to let the town know when we spend money which fund we want to use. As we understand it, if we fail to use all of our General Operating funds they will revert back to the town's coffers, while our Special Revenue will remain with Trails.

The town is actually keeping the funds separate, so Jackie will track them separately as well.

Steve moved that from this point forward the treasurer or other authorized Trails representative should have the town take any Trails expenditure out of the General Operating fund unless those funds are lacking or it is contrarily indicated for a designated project. Holly seconded. All approved.

Nancy reviewed her fall kiosk report, which is attached to the minutes.

The committee continued its discussion of a possible trail on Maranacook Community School property to connect to the Fairgrounds trail. There are several issues, including bridges in disrepair and wet areas, including as much as 120 feet of bog bridging needed, as well as snow and ski trails that cross private land. We cannot use town funds for materials. Perhaps the school will come up with some funds or could tie work on the trails into the curriculum. A Boy Scout project is another option. Rob will set up a meeting with Steve DeAngelis to follow up.

Greg D. reported that the Conservation Commission has had its vernal pool map accepted by the state and that they are working on invasive plant control at the town farm.

Paul said that help will be needed to deal with defunct bridges on the Fogg trail. They are too heavy for him to move by himself, so perhaps when we have school help they can be removed.

Greg D. said that the Fairgrounds trails are in good shape.

Rob reported that on some wet parts of the Carlton Trail hikers are going to the sides of the path and widening the trail. He also noted that the QR code doesn't work.

Greg L. said that he would like to go ahead and put the culvert in at the Morrill Road trail. State rules call for flaggers and other safety measures, but Greg said there is no need to be in the road, that all we need to do is set the culvert in and cover it with rocks/gravel.

Holly said that she will get Don to complete the maps once the golf season is over, which should be soon.

The committee discussed doing something to honor Milt Wright, a founding member of Trails who died recently. A sign with his photo and an explanation of his pioneering of the yellow blazes was suggested. Greg L. noted that with many of the founding Trails members of advanced age we could end up with a graveyard at the Fairgrounds. So we discussed a commemoration of all the founding members of Trails. Steve agreed to compile a history of the Fairgrounds and then we'll look at creating a plaque.

We returned to the subject of kiosks and whether there should be one at the head of the Esker Trail.

For action items, Paul will tend to removing the outdated fundraiser sign from the Fogg Farm Reserve.

Greg D. and Bob Harris will either tend to the Old Mill Stream area or see if the town can help deal with the poison ivy and other overgrowth.

Greg D. will let the Conservation Commission know that the Torsey Shores trail kiosk is in poor condition.

Greg L. will follow up on the Morrill Road culvert.

Steve will compile a history of the Fairgrounds.

Rob will follow up on Maranacook trails possibilities.

At 7:55 Paul moved we adjourn. Holly seconded.

Minutes prepared and submitted by Holly Rahmlow