

Town of Readfield  
Boards, Committees & Commissions  
Meeting Minutes (Approved & Draft Form)  
as 02-09-2024

- |                                     |                   |          |
|-------------------------------------|-------------------|----------|
| • Budget Committee                  | April 12, 2023    | Approved |
|                                     | November 15, 2023 | Approved |
|                                     | January 24, 2024  | Draft    |
| • Select Board/Budget Committee     | January 31, 2024  | Draft    |
| • Fairgrounds Working Group         | December 21, 2023 | Approved |
| Fairgrounds Working Group           | January 17, 2024  | N/A      |
| Public Comments                     |                   |          |
| • Library Board of Trustees         | November 8, 2023  | Approved |
| • Planning Board                    | January 9, 2024   | Approved |
| Planning Board                      | January 30, 2024  | Draft    |
| • Solid Waste & Recycling Committee | October 11, 2023  | Approved |
| Solid Waste & Recycling Committee   | January 24, 2024  | Draft    |

**Readfield Budget Committee**  
**Regular Meeting Minutes – Wednesday, April 12, 2023 – *Approved***

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**Present:** Andy Tolman (Chair), Chris Sammons, Marty Hanish, Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), Anjelica Pittman (Board Secretary)

**Excused Absent:** Ed Sims

**Call to Order**

**Communications - 10 min.**

- Budget Committee Comments – Eric discussed some minor changes in the budget for the local news channel AV services stipends. Eric also mentioned some changes made by the Select Board at Monday's meeting regarding the Fire Truck Capital Improvement Articles 16, 17 and 38, that will need to be voted on again.
- Town Staff Reporting - Report given by Eric
- Public Comment - none

**Review of Prior Meeting Minutes - 5 min.**

Meeting Minutes of March 8, 2023

- Chris **motioned** to approve the minutes as presented, Ellen **seconded**, **3-0 vote** in favor

**Budget Review & Presentations - 40 min.**

**Article 7-9** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 10-15** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 16** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 17** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 18-21** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 22** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 23-27** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 28-35** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 36** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 37** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

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**Article 38** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Article 39 & 40** – Ellen **motioned** to accept with a BC approval as presented, **seconded** by Chris, **4-0 vote** in favor

**Other Business - 5 min.**

- Marty discussed RSU additional funding that may reduce RSU tax impacts.
- Marty mentioned a Select Board member's disagreement over Open Space in Article 18 of the Budget Draft. A Select Board/Budget Committee meeting is in the works for June 20, 2023 to discuss policy changes for breaking out certain Capital Improvement items in time for next year's Town Meeting.
- **Motion** made by Ellen to adjourn at 7:10PM, **seconded** by Chris, **vote 4-0** in favor.

**Adjourn**

*Minutes submitted by Anjelica Pittman, Board Secretary*

## **Budget Committee Meeting Minutes - Approved**

**November 15, 2023**

Meeting called to Order: 6:35pm

### Attendance:

- Members and Staff Present: Ed Sims, Andy Tolman, Ellen Jane Schneiter, Marty Hanish, Eric Dyer
- Members and Staff Absent: Christine Sammons (excused), Anjelica Pitman (excused), Teresa Shaw (excused)
- Members of the Public / Invited Participants: None.

### Communications:

- None.

### Election of Officers:

- Motion to appoint Andy as Chair made by Ellen and seconded by Marty - Unanimous
- Motion to appoint Marty as Vice-chair made by Ellen and seconded by Ed - Unanimous
- Motion to appoint Ellen as Secretary made by Andy and seconded by Ed - Unanimous

### Old Business:

- The Board will need to approve minutes from their last meeting in March / April at their next meeting.

### New Business:

- The budget and warrant schedule were discussed with particular attention to changes made relative to past years, notable the addition of a new graphic calendar of Select Board, Budget Committee, and joint meetings; and the addition of a second informational Public Hearing.
- Select Board goals were discussed briefly and summarized as intending to finish projects that have been planned or started, focusing on open space and recreation, and minimizing mil-rate impacts.
- Budget Committee goals were discussed in detail. They included the following:
  - Detail capital projects to include their cost, timeframe, and funding sources; and further provide detailed timelines of when funding needs will arise for specific projects planned for the upcoming fiscal years.
  - Keep the mil rate impact to a minimum, recognizing that we smoothed impacts in the prior year through increased use of reserves.
  - Continue to manage reserve balances and encourage their use where appropriate.

- Carefully consider the Fairgrounds project following the development of a final plan, including review of revenues and expenses and ensuring that project construction makes no use of local tax dollars.
- Ensure that the budget reflects the fiscal resources needed to achieve the planned and approved needs of the Town.
- Provide additional notice and communication around Budget Committee meetings by using email notification, adding more public comment time, and ensuring Zoom participation is available.
- Promote constructive discussion between all participants in the Budget Process (staff, committee members, members of the public, and Select Board) by holding each other accountable when participants are unprepared or uninformed.
- Carefully consider the proposal for a new Community Programming Coordinator position by ensuring due diligence is completed and budget impacts are fully addressed.
- Work to ensure clarity around the revised chart of accounts and accounting system.
- Support the Select Board in considering and clearly presenting Capital Expenditure and Non-Profit Contribution warrant articles.

Other Business:

- A summary of “budget buster” items was requested, which should include items like large capital projects, potentially significant fee increases from third-party service providers, expenses and revenues with high amounts of uncertainty, etc.

Meeting Adjourned: 7:40pm

Draft minutes prepared by Eric Dyer on 11/16/2023, approved 01/24/2024

**Readfield Budget Committee**  
**Regular Meeting Minutes – January 24, 2024 – *Unapproved***

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**Present:** Andy Tolman (Chair), Marty Hanish, Ed Sims, Eric Dyer (Town Manager), Anjelica Pittman (Board Secretary)

**Excused Absent:** Chris Sammons, Ellen Schneider, Teresa Shaw (Finance Officer)

**Others Attending:** Hannah Flannery, Bruce Hunter, Jackie Drouin, Matt Lajoie, Jaaron Shaw

Call to Order

Introductory Communications - 10 minutes

- Budget Committee Comments
  - Marty would like to take another look at the Budget Committee mission statement to clarify and strengthen.
- Town Staff Comments
  - Eric reminded everyone there will be a Joint Select Board and Budget Committee for Capital Planning January 31, 2024 at 6:30pm. Eric also went over Budget Committee notes explaining both process and details for FY25 budget; these are included in the agenda packet. Marty suggested a formal written policy for reserve funds. Eric will look into that.
- Public Comments
  - None

**Regular Business** - 5 minutes

- Review and Approval of Prior Meeting Minutes:
  - April 12, 2023 & November 15, 2023
    - **Motion** made by Ed to approve both sets of minutes, **seconded** by Marty, **vote 3-0** in favor

**Old Business** – 10 minutes

- Review and Discussion of Budget Adjustments
  - None

**New Business** – 80 minutes

- Departments I
  - General Government - 35 minutes
    - Eric presented the budget for General Government; postage has gone down, mileage will be increasing due to the end of lease on the town car, insurance cost is increasing, computer hardware cost is decreasing, software licensing is increasing. Contract services such as grants and planning has no change this year and heating assistance has been moved to special reserves line. Town employee salaries are due to increase 5% per the Union contract. Code cost is decreasing but assessing is up because we missed \$4500 in the budget last year. Attorney fees are significantly decreased as the previous year's cause of heightened cost is no longer a problem. There is a healthy \$50k in reserves for attorney fees.
  - Maintenance - 15 minutes

**Readfield Budget Committee**  
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- Wages are up 5%, equipment rental is budgeted for \$500, and everything else is relatively the same. Building Operation and Maintenance will increase due to material costs for building improvements. Vehicle and equipment increases as some equipment is ageing out and will need replacement. The current dump truck which has had numerous costly repairs will be replaced this year, currently working with the Select Board to get that sorted out, they have already approved a replacement, maintenance is working on finding the best truck to replace the current one. The chipper will need new teeth at a cost of \$400 this year.
- Animal control will see a small 5% increase on their stipend, otherwise the budget there remains the same.
- KVCOG number is a placeholder as we have not yet received the bill for the actual amount.
- Regional Assessments - 5 minutes
  - First Park shows \$18k on the projected budget but will be \$16k as those numbers are firmed up. We are also finally getting revenue from First Park and expect that to continue. Marty suggested possibly setting aside as special revenue, Eric will discuss with the auditors.
- County Tax - 5 minutes
  - These numbers are not confirmed yet but Eric expects about a 5% increase for the County and an 8% increase for the RSU.
- Departments II
  - Recreation and Open Space - 15 minutes
    - Matt and Hannah presented the Recreation budget; they will need new baseball helmets this year (\$6500). They organize baseball, basketball and soccer for Readfield and surrounding towns. As well as other events in town. They would also like to offer scholarships to families in need, and are working on ways to make that possible. The Rec Board requested \$4k-\$4500 for basketball and \$500 for winter events such as ice skating and sledding.
    - Eric discussed the beach budget, some changes will occur there with a new Programming Director which will be an approximate \$20k in cost. This position would be a half time without benefits. The position would supplement all the work volunteers are currently doing as well as hopefully add services like lifeguard and swim training so the town would not need to find swim lessons through the YMCA (which has been unfruitful the past couple of years). We will still have a beach superintendent; however beach staffing would be eliminated otherwise so \$6k was dropped from the budget for that. Other than staffing changes, the beach budget remains the same.
    - Jackie presented the FY25 budget for Trails. They have the same budget as last year with an additional request of \$200 for blue stone for the trails.
    - Jaaron and Bruce attended for the Conservation Committee's FY25 budget. They have \$11163 in carry forward funds that are not tax payer funded. The Vernal Pools from Stantec had errors so they would like to complete once corrected. There is a possible state grant to assist with invasives, not certain on the amount quite yet. Every 5-6 years the Town Forest is harvested to help with funding. The Commission also looked into a new revenue source this year; chaga mushroom farming, however they decided against it as the company is relatively new and the contract was high risk. Chaga farming would also kill the birch trees used to grow the chaga.

**Readfield Budget Committee**  
**Regular Meeting Minutes – January 24, 2024 – *Unapproved***

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- Eric discussed the Fairgrounds budget to the board. Draft plans have been firmed up for a new ballfield at the fairgrounds. Now looking at getting confirmed costs from the engineer. We will be creating a fundraising committee next and then move forward for a town vote. The project is estimated to be between \$800k and \$1 million according to the contractor, the Fairgrounds Working Group is looking at several fundraising opportunities and options. Eric thanked all the present committees and Cemetery Committee and Age Friendly for all their work on this project.
- Roads and Drainage - 15 minutes
  - Large increases in this budget line as there are a lot of roads needing repairs due to the last couple years of severe weather. Lane road, North Wayne Road, Thundercastle Road and Chase Road all need paving. Eric is in the process of getting a line item added for storm damage to help mitigate some of the unexpected expenses from severe weather. There is a 20% reduction in gravel and sand cost as we are well stockpiled for now. Winter maintenance contract services will see only a 1.8% increase due to over budgeting last year. Materials see a reduction depending on how this winter goes, but there is a healthy \$18k-\$20k margin in reserves.
  - Eric and Marty discussed a possible separate storm damage reserve within capital items line, Eric will look into it.

**Other Business - 5 minutes**

- Other Business - none
- Next Meeting – Joint Select Board and Budget Committee Meeting is Wednesday, January 31 at 6:30 to go over Capital Items.

**Closing Communications - 10 minutes**

- Budget Committee Comments - none
- Town Staff Comments - none
- Public Comments – none

**Motion** to adjourn at 8:30pm made by Marty, **seconded** by Ed, **3-0 vote** in favor

**Adjourn**

*Minutes submitted by Anjelica Pittman, Board Secretary*



**Readfield Joint Select Board & Budget Committee**  
**Regular Meeting Minutes – January 31, 2024 – *Unapproved***

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

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

**Others Attending:** Teresa Shaw (Finance Officer), Eric Dyer (Town Manager), Anjelica Pittman (Select Board & Budget Committee Secretary), Jaaron Shaw

### **Call to Order**

#### **Introductory Communications - 15 minutes**

- Budget Committee Comments - None
- Town Staff Comments – Eric thanked Teresa for all of her hard work and explained that we are still in transition with the new accounting structure. Eric also thanked Boards, Committees, and Commissions for their work on their budgets. Eric summarized the Select Board Retreat goals for this year which were to complete projects that are already in work. Eric then went over the summary page including accounts, numbers, minimums and maximums (currently placeholders), and the short descriptions; he explained that this is a starting point. Marty noted that the descriptions are helpful but he would like to see formally approved BCC descriptions. Ellen asked where Eric got his estimated minimum and maximum numbers from, he estimated off of historical figures and his knowledge of project areas cost and level spending/savings for the future. Eric noted that the document is not static and the numbers will change over time, this is a guideline only. Reserve balances are currently unaudited and will change; he will put them in context with the summary page at year end. Marty liked the exhibit especially with the estimated balances at end of FY, year-end forecast. Eric mentioned that some numbers and balances may be more dialed in than others, i.e. roads capital is a placeholder whereas the Church Road Sidewalk Project numbers are more accurate. On the subject of roads, Kathryn also mentioned that FEMA announced towns who qualified for assistance due to the storms in late December and early January; Readfield did not qualify. In discussing some details of the new budget structure and presentation, board members and Eric noted that “expense” could be labeled differently as it does not necessarily mean that money is to be spent in the fiscal year.

- Public Comments - None

#### **New Business – 95 minutes**

- Capital Investments - 80 minutes
  - Town Buildings – Past savings etc. estimated at \$40k, Library (additional) heat pumps could be covered by grant money.
  - Rec, Parks & Activities – The Fairgrounds Project is estimated to cost \$1mil, however will not be taxpayer funded; no tax impact, and is dependent on voters’ approval. Sports equipment cost will be through Rec reserves, appropriation not through taxes. Ellen asked why there were not additional funds being raised for Open Space and Eric explained that we have over \$100k in reserve and did not want to distract from the Fairgrounds Project. He will include Open Space funding once the Open Space Plan is updated. Kathryn noted that the Fairground Working Group volunteers will likely be the same volunteers who update the Open Space Plan, will begin a new BCC once the Fairgrounds Working Group is finished (July 2025). Marty would like to see a more formal policy for better documentation, Carol would like to see Open Space clearly defined, and Sean and Kathryn responded that it will be addressed during the Open Space Plan update.

**Readfield Joint Select Board & Budget Committee**  
**Regular Meeting Minutes – January 31, 2024 – *Unapproved***

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➤ Roads & Infrastructure – Costs have significantly increased as well as storm damage costs; will be using \$250k from taxes and \$50k out of reserves. Eric reviewed the Road Work Schedule which he noted is in present dollars and could change but the document itself is a helpful tool for inventory. The Church Road Sidewalk Project is an 80/20 split with the DOT with the town responsible for 20% of the cost, considering possible use of ARPA funds to bridge the gap. Kathryn asked about the life expectancy and date for the Readfield Corer parking at the Masonic Hall and Eric replied that it has been discussed but not voted on, it may be more viable to complete with Church Road Sidewalk Project, he is waiting to see what happens with that as the DOT may help fund if eligible. Kathryn also asked about the \$50k removed for LED streetlights. Eric said the conversion to LED streetlights is complete, but the town will be responsible to replace when needed – which would be decades away. Kathryn also asked if the sand and salt shed need to be left in the budget and Eric answered that we do, but we could either reduce the number or leave it as is until there is more information. Carol asked if 2026 is a realistic repair date for the Giles Road Bridge, but Eric responded that it needed more discussion.

➤ Transfer Station – Readfield being one of three towns, the Transfer Station numbers reflect that in the CIP packet attached to the agenda. Currently looking at options for the hopper to protect it from the elements, previously considering a canopy. Eric will remove the \$30k for the canopy.

➤ Fire Department – The department needs new SCBA equipment, will be using \$5k from reserves, \$25k from taxes. Eric will ask the Chief if the thermal camera needs replaced. Kathryn asked if radios, barricades and sand bags had been included from the EOM discussion with the Chief last month, and it was. Sean asked Eric about getting an FM Frequency for public service announcements if and when phone lines are down to get information out to the public and Eric responded that he will look into it.

➤ Maintenance – FY25 is the last year on the pickup lease. However the current F550 needs replacement and the Select Board, Matt Seems and Eric are still discussing. Should have more information at the next Select Board meeting February 12. The town will need a new sander and plow but we have already been saving for them.

Debt Service - 15 minutes

➤ Numbers in the packet for debt service are actual numbers and are projected out 10 years; if we had a need to borrow in the future we are in a healthy place to do so. We currently have 5 outstanding bonds. The 2016 Firetruck bond will be complete in 2025.

**Closing Communications - 10 minutes**

- Budget Committee Comments – Ellen stated that the town’s debt service picture is healthy and there is room to borrow if needed. Andy noted that the new format provides more opportunity and clarity and that it works well. Sean agreed and also asked about the RSU meeting, which Eric emailed information about the week prior.

- Town Staff Comments - Eric said there is more work to do for all but he appreciates everyone’s contributions to the discussion thus far.

- Public Comments - None

**Kathryn adjourned the meeting at 8:29pm**

***Minutes submitted by Anjelica Pittman, Board Secretary***

Minutes of Fairgrounds Meeting December 21, 2023

**APPROVED 01-11-2024**

Present: Jerry, Steve, Greg D. Andy, Rob, Kathy, Hannah, Jackie, Elaine, Howard

Absent: Sean, Greg L. Deb

Guest: Regina (on Zoom), Don

- I. Minutes of 11/21/2023 Approved
- II. Consensus on size of softball field and siting the Basketball-Sports Court (BSC)  
Regina present 2 versions of a proposal for the softball field and situating the BSC – Plan A and B  
Highlights of the discussion that ensued.
  - 1) Although expansion of the softball field to 275 would allow for adult games, the downside is that it would overlap with the BB field and would require substantially greater earth movement and sloping. It was agreed that the 235 size is sufficient for girls' teams and would allow 2 games to be played simultaneously.
  - 2) The other major topic of discussion was the preference for the E-W orientation of the BSC.

Regina will work on another revised plan that reflects the changes discussed and get it to the committee by the end of next week 12/29. It will be distributed to the entire working group for e-mail consensus. The group agreed on project name of Fairgrounds Community Park.

The work involved in modifying the path of the walking trails will be included in the finished plan.

There will be a new color rendering of the plan available for the January 17 public meeting.

- III. Preparation for the Jan 17 Public meeting

Each committee member will present a different aspect of the project and Regina will be present to answer questions.

- 1) Pollinator garden
- 2) Improved accessibility
- 3) Parking lot changes including paving and a gate
- 4) BSC placement
- 5) Design and placement of softball field/community space
- 6) Water and Electric
- 7) Signage
- 8) Cost/ Financing
- 9) Maintenance

There will be another meeting on January 11, 2024 to organize final preparations.

Meeting adjourned 8:15

Respectfully submitted,  
Elaine

Special thanks to Kathy for the delicious cider and Ice-cream treat.

Minutes of Fairgrounds Meeting - Jan 11, 2024

Present: Jerry, Steve, Sean, Greg L. Andy, Kathy, Rob, Howard, Jackie, Elaine, Deb, Greg D.

Guest: Regina, Bruce, Eric, Ed Simms

Minutes of Dec 21, 2023 Approved

I. Review/discussion of the updated concept plan

A. The question was raised as to whether there could be a line of trees inserted down the middle of the parking lot. Regina noted that would require pushing the parking lot out an additional 6 feet and that could affect the grading and raise accessibility issues. The discussion led to 4 options:

- a) Leave it as is
- b) A row without accessibility issues
- c) One tree in the middle
- d) No trees

Consensus was to leave the plan as is.

B. Next question raised concerned the description of rustic log seating. Although this has aesthetic significance, it is not practical from an accessibility perspective. The decision was to simply state that there will be seating – type to be determined

C. Bike racks – there will be 2 – one located near the parking lot, the other located near the basketball court.

II. Public Meeting preparation

There will be large renderings of the concept plan on the walls for viewing as well as projected on the big screen. Additionally, there will be handouts with the smaller picture.

Jerry will be the scribe to record public comments/questions

The remainder of the meeting was spent summarizing the presentations for each of the following topics:

- A. Softball field – Combined Sports Field-Community Event Space – Greg L.
- B. Basketball-Sports Court – Hannah
- C. Trails – Jackie
- D. Conservation Considerations- Andy
- E. Pollinator garden – Kathy
- F. Improved Accessibility – Elaine
- G. Infrastructure – expanded parking/water/electric – Rob
- H. Maintenance – Sean
- I. Cost/Financing – Howard

Meeting Adjourned 8:00

Respectfully submitted,  
Elaine

**FAIRGROUNDS COMMUNITY PARK  
PUBLIC COMMENTS MADE AT  
JANUARY 17, 2024 MEETING**

1. What will be the size of the pollinator garden?
2. Concerns about softball field drainage causing downstream impacts.
3. Concern that impervious surface of basketball court could impact run-off into surrounding wetlands.
4. Trails are popular with the public. Proposed development should not diminish the trail system.
5. Increased run-off could undermine trees.
6. Need to ensure that development does not lead to unauthorized motorized access to Fairgrounds that could impact abutters.
7. Need to ensure that electrical service does not result in lighting, loudspeakers or increased trash.
8. Pollinators use existing meadow. Measures should be taken to ensure that meadow is not disturbed during construction.
9. Why does there need to be a vegetative screen between basketball court and softball field?
10. Are most of the trees on the plan existing or planted? No need to spend money on planting many new trees.
11. Consider clearing trees around basketball court to avoid leaves falling on court and necessary maintenance.
12. Should think about having handicapped parking spots near basketball court rather than having to drop people off.
13. Make sure access road is wide enough for emergency and maintenance vehicles and to avoid vehicle/pedestrian conflicts.
14. We should use local nursery for purchasing plantings.

Readfield Community Library  
Board of Trustees Meeting  
November 8th, 2023

The meeting was called to order at 6:32 pm. The meeting was held in person at the Giles Hall and by Zoom. Trustees in person were Jennifer Bonnefond, Pat Clark, Jackie Drouin, Chris Olson, and Deb Peale. Attending by Zoom were Maureen Erb and Brenda Lake. Excused were Pam Mitchell and Sonya Clark. Also present was our librarian Melissa Small.

**Secretary's Report:** Pat made a motion to approve the minutes of the October 11, 2023 Board of Trustees meeting. Deb seconded. All approved.

**Treasurer's Report:** The board will review both October and November Financial Reports at the December meeting.

**New Business:**

December events:

Hanukkah: The library will have an event on Monday December 11, 2023.

Christmas \Through the Ages: The Library will participate in a Christmas Through the Ages joint fundraiser with the Readfield Historical Society and the Readfield Union Meeting House on December 9, 2023.

Love to Stitch crafting group: Tuesdays between 1:00 - 3:00 pm.

Holiday closures: On Wednesday, November 22nd, the library will close at 5:00 pm. It will be closed all day on Monday, December 25, 2023 and Monday January 1, 2024.

Possible Grand Opening (of upstairs): Pat made a motion to have our Grand Opening event in January of 2024 or when the upstairs is fully completed. Brenda seconded. All approved.

Community Tree Lighting: Deb created a "How To" run event document that will be housed in the shared Google folder. Event will happen Friday, December 1, 2023 at 6:30pm with a rain date of December 3, 2023 at 4:00 pm. The tree will be donated by Steve DeAngelis, owner of Mr. D's Christmas Trees in Readfield. Brenda made a motion to relocate the Santa and cookies/cocoa portion of the Tree Lighting event to Gile Hall, with the tree lighting and caroling with Maranacook Middle School Singers still happening outdoors at the Library. Deb seconded. All approved.

**Old Business:**

Building Renovation and Updates: The electrical panel has been switched to 240. CMP came and added for outside. Electrician will start the work the week of November 13th starting with upstairs, then the adult room, and then outside. Sanding and wall patchwork has been started upstairs and will need a second round of sanding. Board agreed that the upstairs exit door does not need to be painted.

**Library Report:** The board asked about any trustees' concerns or thoughts for putting together next year's budget. Pat suggested a children's picnic table. Melissa suggested talking to the Rec group about having one. We also discussed the possibility of installing a heat pump for the upstairs back room. The Board of Trustees will have a budget-approving meeting by Zoom on December 13th at 6:30 pm

The meeting was adjourned at 8:02. Pat made a motion. Jackie seconded. All approved.

# Readfield Planning Board

## Meeting Minutes of January 9, 2024 - Approved

**Planning Board Members Present:** Paula Clark (Chair), Jack Comart, Brandon Fike, Peter Bickerman, Don Witherill, Bill Buck, John Mitchell

**Excused:** Henry Clauson

**Others Attending:** Chip Stephens (CEO), Anjelica Pittman (Board Secretary), John Cushing, Kara Moody, Martha Staskus, Grace Keene, Ed Berdman, Jamel Torres

### Meeting called to order by Paula at 6:30 PM

#### **Public Hearing:**

#### **1. Norwich Technologies / Readfield Main Street Solar LLC – Continuation of Planning Board**

**Deliberations from December 12, 2023** - Proposal to rezone to a Commercial Industrial District (CID) to allow the construction of the Main Street Solar Project, a distributed generation large scale solar energy system on the south side of Main Street (Route 17). A CID, as required by Article 7, Sec 8 and defined in Article 9, requires commercial, industrial, & infrastructure activities with structures of greater than 5000 square feet coverage to be located in a CID. The project parcel is proposed to contain greater than 5000 sq. ft. of Solar Panels coverage on 71.93 acres and the site will be on 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 on Map 143 Lot 014 in the Rural District**

Continuing the Public Hearing from December 12, 2023, Paula opened the discussion on the Norwich application and the steps taken to this point, as well as the process going forward. No additional comments from the public were submitted during the extended Public Hearing continuation for either application.

**Motion** to close the Public Hearing made by Bill, **seconded** by Don, **vote 7-0** in favor

For the boards' deliberation, members discussed each standard listed under Article 9, Section 2 of the LUO. As for the first standard required, the board found that Norwich's application is consistent with the towns' Comprehensive Plan and is in keeping with the town's rural character. The second standard was also consistent with the LUO; the applicant made an appropriate argument and addressed the needs of the town and compatibility with their application. The third standard requires that the application serve the public good, safety or welfare of the Town. The Board found that the applicant met the third standard, there will be no negative climate impacts with his project, it will provide clean energy to the State of Maine, and there are anticipated of increased real estate tax revenue. The fourth and final standard to meet in section 2 is that the proposal shall be protective of all natural resources including significant wildlife habitat. Norwich has looked over town maps and consulted with natural areas program as well as IF&W with no issues found. The applicant looked at soils maps and tested and identified a small portion of the parcel with agricultural soil in part of the property that is not being developed. John inquired if there is an erosion and sedimentation plan. It was noted that the applicant did address the issue with their submissions and that issue will be revisited during site review. Peter mentioned there is no risk to wildlife and confirmed with the applicant that the utility lines will be run underground. Jack also mentioned that the land will be returned to its natural state once the solar project is decommissioned. It was agreed that all four standards were met by the applicant.



## Readfield Planning Board

**Motion** made by John to recommend the re-zoning application to the Select Board with standard conditions to limit the development in the rezoned area to the proposal presented in the application only, **seconded** by Bill, **vote 7-0** in favor.

### **2. Cushing Storage LLC - Continuation of Planning Board Deliberations from December 12, 2023 -**

Proposal to rezone to a Commercial Industrial District (CID) to allow the construction of additional storage space on 866 Main Street (Route 17). A CID, as required by Article 7, Sec 8 as defined in Article 9, requiring commercial, industrial and infrastructure activities with structures greater than 5000 square feet coverage to be located in a CID. The proposed project is to build two additional storage buildings, the first building will be approximately 100' x 20', and the other storage building will be approximately 100' x 50' which when added to the existing structure exceeds the 5000 square foot limit.

The address is at **866 Main Street on Map 121 Lot 020 in the Village District**

Paula again gave a briefing detailing the application process up to this point and what the next steps will be going forward.

**Motion** to close the Public Hearing made by Bill, **seconded** by Peter, **vote 7-0** in favor.

For this application, the board reviewed the same four standards in Article 9 Section 2 of the LUO. The board found the first standard in line with the application, that the application is consistent with the Comprehensive Plan and the business is located appropriately in a growth area of town. The second standard was also met; the application is consistent with the surrounding area and the location of the buildings proposed being down the slope of the property and will be well screened. Jack noted that it is a good use of the land to locate the storage units on one parcel rather than to locate them on several non-contiguous parcels. Jack noted that the ultimate exact location, size of the proposed project and buffering will need to be ultimately determined through the site review process. Paula noted that the town maps were reviewed by the applicant for natural and protected areas and there are no noted adverse impacts. The third standard was met based on the need for residents to have access to storage facilities, and that there will be increased tax revenues for the town. The fourth and final standard requiring protection of natural resources and wildlife habitat was completed by the applicant with the review of natural resources map, there is no wildlife area designations and erosion control and buffers are to be addressed in the site review process. Paula noted that the standards have been met and the application is consistent with the LUO requirements.

**Motion** made by Don to recommend the application to the Select Board with standard conditions to limit the development in rezoned area to that which was presented in the application only, **seconded** by Peter, **vote 7-0** in favor.

### **Minutes:**

**Approve Minutes from December 12, 2023 (taken out of order)**

Don **motioned** to approve the minutes as modified, **seconded** by Bill, **vote 7-0** in favor.

### **New Business:**

Prepared by Anjelica Pittman, Board Secretary (approved 01/30/2024)

# Readfield Planning Board

## Presentation Concerning LD 2003 and Readfield -

Jamel Torres from NorthStar Planning presented a summary of LD2003. Its primary purpose is to increase housing opportunities in the state, triggering varying impacts and modifications on towns' LUOs. The legislation allows additional dwelling units on single lots within designated growth areas. Jamel noted that Readfield's updated Comprehensive Plan will be beneficial in making changes in the LUO.

Jamel sent a memo to the Planning Board with an overview of the three sections of LD 2003 that are relevant to Readfield; the density bonus (2.5x), multiple dwelling units, and accessory dwelling units (ADU). He did note that additional dwelling units are still required to meet setback limits. Jamel also recommended adding deed restrictions for a certain number of years to ensure homes remain affordable to achieve a density bonus. Any lot with a single family home can have an ADU and it would be exempt from residential density requirements.

NorthStar did an extensive review on Readfield's ordinances and provided proposed modifications for LD 2003 incorporation. Jamel said they begin with minimal revisions and he always recommends a town attorney review, which Readfield does yearly with LUO revisions. The memo Jamel sent also gives recommended and required changes consistent with the statute.

The board and Jamel discussed the possibility of adding a standard for minimum duration of ADU rentals to limit the number of short-term rentals. Chip suggested not incorporating language regarding short-term rentals this year because that issue could delay the process. Instead, he suggested that we stay cognizant of it for future LUO revisions.

Paula suggested reviewing certain section of the Comprehensive Plan to ensure the LD 2003 changes are consistent with it.

Jack inquired how a property with an ADU might be transferred in a sale and if it would reflect on the deed in these cases. The maximum size limit to ADUs in the draft language is currently 700 sq ft; some towns use a percentage of the primary home. Jamel responded that the square footage in the language can be changed if the board felt different.

Jamel suggested he come back for another meeting to go over every section in detail for specific language. Paula requested that Jamel identify for the board where there are decisions the board will need/should make in the draft LD 2003 revisions in a follow up meeting.

The board will continue to review the memo sent by Jamel and reconvene for this subject January 30<sup>th</sup>. The January 30<sup>th</sup> meeting will replace of the January 23<sup>rd</sup> meeting and should leave ample time for follow up meetings with NorthStar.

**Meeting adjourned by Paula at 8:28PM**

# Readfield Planning Board

## Meeting Minutes of January 30, 2024 - Unapproved

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

**Excused:** Henry Clauson, Bill Buck

**Others Attending:** Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Jamel Torres

**Meeting called to order by Paula at 6:30 PM**

### **Public Meeting:**

**Concerning LD 2003 and Readfield** – Consultant Jamel Torres with NorthStar Planning met with the Planning Board for continuation of discussions related to proposed LUO revisions in response to LD 2003. Jamel sent a memo to board members with recommended and required LUO revisions pertaining to LD 2003. Paula briefly discussed a couple of areas in the memo that could be clearer or reorganized. Paula then gave board members the opportunity to choose how they would like to review the memo, all agreed to go through sequentially.

Jamel recommended adding a new subsection (4.G.5.) in Article 3 of Readfield's LUO that states an attached ADU is allowed, however it cannot make a non-conforming property more non-conforming.

In Article 7 – Land Use Districts & Regulations – Members discussed whether ADU applications in the Shoreland zone should be handled by the board or the CEO, they decided to leave it with the CEO and he will ask for Planning Board guidance as necessary at his discretion as he currently does.

Page 4 of the memo added footnotes with specific square feet for required modifications. The board discussed making the language clearer in footnote 17, Jamel will discuss with NorthStar staff if it is possible.

Article 8 – Performance requirements and standards – Paula suggested restructuring the first section and including subsections for all seven types of dwelling units with additional narratives to make it easier to follow and clearly defined.

There are additional required and recommended modifications for pages 9-10 of the memo specific to ADUs. Chip asked who would be responsible for the ADU in the transfer of a sale, whether it be the buyer or seller. Jamel was not sure but will find out and respond at the next meeting.

Article 11 definitions – recommended definition of ADU that mirrors the states definition.

In summary, there is not a lot to modify overall, reorganizing the Performance Standards section, add more specific language in the ADU section and clear up occupancy requirements upon sale or transfer. Jamel will work on language to definitions and return to review.

The board agreed that any ADU applications in the Shoreland zone will come to the Planning Board until the proposed changes are ironed out.

The board discussed meeting dates to plan for the next draft review, the February 13 and 27<sup>th</sup> meetings will be cancelled due to the Public Hearing and subsequent Special Town Meeting for two CID applications and reconvene on February 21<sup>st</sup> with Jamel to go over the next draft. Jamel will send out his draft to Planning Board members a week before that meeting. LUO changes are due to be submitted the week of March 18, 2024. They will schedule a Public Hearing either March 5<sup>th</sup> or 12<sup>th</sup>.

Prepared by Anjelica Pittman, Board Secretary (unapproved)

# **Readfield Planning Board**

**Approve Minutes from January 9, 2023**

Don **motioned** to approve the minutes as amended, **seconded** by Brandon, **vote 6-0** in favor.

**Meeting adjourned by Paula at 8:43PM**

Solid Waste and Recycling Committee (SWRC) Meeting Minutes  
Wednesday, October 11, 2023  
5:30 to 6:48PM 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*

*Approved: 1-24-24*

Solid Waste and Recycling Committee (SWRC) Minutes **DRAFT**  
Wednesday, January 24, 2024  
**5:30 to 6:30 PM** at the Readfield Town Office and via Zoom

**Roll Call and Determination of Quorum**

**Present:** Committee members: Amy Black, Eric Dyer, Karen Peterson, Kathryn Mills Woodsum, Mike Carlson

**Public:** No others present

**Accept Minutes from October 11, 2023**

- Motion by: Amy Black; Second by: Make Carlson **Vote: Unanimous**

**Oral and Written Communications**

**Readfield Transfer Station Manager Report:** Karen and Eric gave the following report:

**General Operations**

- Facilities & Equipment – No major facility issues.
- The backhoe blew the main hydraulic hose and was repaired.
- The light winter makes maintenance easier.

**Personnel**

- The transfer station manager was out for a planned absence.
- There was an unplanned absence from the primary attendant during the quarter; gaps were covered by part-time and maintenance staff.
- Staffing levels remain below where they need to be for reliable coverage given liability for vacation and sick time.

**Programming and Policy**

- The transfer station was fortunate to get power back early from the pre-holiday storm; only down one day. During that day, brush was accepted, but no other equipment was able to operate.
- New transfer stickers, differentiated by color and town seal, were ordered and a plan is being developed to distribute. Stickers will be delivered to town offices to get them out as quickly as possible. Stickers will also be available at the transfer station. Readfield will be using their stickers for access to both the transfer station and town beach.

**Tipping and Hauling**

- Notice has been received of cost increases from Waste Management and it is expected that other vendors may follow.
- Mainstream Solid Waste tonnage per container has declined since the hydraulic “overdrive” element was removed. Satisfactory compaction is still available.
- There is an instate company that will take care of compactors. They are coming back next week to work on the MSW heater. Prices are reasonable.

**Quarterly financial review: October – December 2023**

Transfer station revenues and expenses are on target for the quarter.

**Operating revenues**

- Revenues are 45.9% of the budget.
- There was modest recycling revenue of \$585.45.
- Payments by partner towns are current.
- Fee collections are up relative to budget, at 55.57%. This was influenced by higher rates.

## **Operating Expenses**

Expenses are at 45.94% of the budget, slightly less than anticipated.

Wages were higher due to summer help and during a planned medical absence.

Tipping and hauling costs are close to budget.

Equipment O & M was lightly utilized at 10.51%. Spring repairs will accelerate usage.

## **Members of the public may address the SWRC on issues pertinent to the agenda.**

- No members present.

## **Unfinished Business**

### **Fiscal Year 2025 Budget Presentation**

- Initial budget numbers have been calculated and there may be some other changes, but Eric does not expect there to be any big changes to these numbers.
- New state valuations were uniform across all three towns, so the relative share of expenses have not changed.
- There is a 7.2% projected increase in operating costs.

### **Capital items to be included in proposal for June 2024 warrant article**

Includes final payment for MSW compactor.

There is \$25,000 scheduled for replacement of roll-off containers, but Eric recommends the station continue to rent and keep funds in reserve.

The current unaudited reserve balance is \$60,000.

### **Canopy Structure**

- H.E. Callahan estimate for canopy structure came in at \$750,000.
- The project may change scope, maybe a smaller shed style cover for the single sort compactor and revisit a canopy or other movable cover for roll-off demolition containers. Weather has a significant effect on equipment. Also, even though there are drains for liquid, rain gets into mattresses and materials causing higher weight and greater cost.

### **Updates on progress for changes to ordinance concerning stickers.**

Karen & Eric will work together on this.

### **Next Meetings**

- Wednesday, April 10, 2024 in Wayne, location TBD.
- Wednesday, July 10, 2024 in Fayette at Starling Hall.

Adjourned at 6:30 PM.

Respectfully submitted by Amy Black