

Town of Readfield

Boards, Committees & Commissions

Meeting Minutes (Approved & Draft Form)

11-27-2023

|                             |                    |          |
|-----------------------------|--------------------|----------|
| • Age Friendly Committee    | October 11, 2023   | Approved |
| Age Friendly Committee      | November 08, 2023  | Draft    |
| • Cemetery Committee        | September 18, 2023 | Approved |
| Cemetery Committee          | October 16, 2023   | Draft    |
| • Fairgrounds Working Group | October 12, 2023   | Approved |
| Fairgrounds Working Group   | November 02, 2023  | Draft    |
| • Library Board of Trustees | October 11, 2023   | Approved |
| • Planning Board            | October 10, 2023   | Approved |
| • Road Committee            | October 12, 2023   | Approved |

Age Friendly Committee Meeting

October 11, 2023

Approved

Present: Maggie, Deb, Marge, Ed, Marianne, Elaine

Regrets: Eric J.

Minutes of Sept 13, 2023 Approved

New Business:

- Staffing an Election Day Table: There was agreement that this Nov 7 election will probably have very light in-person participation. So it was decided to limit AF staffing a table from 5 – 7 pm. Elaine will ask Eric J. if he would be able to cover these hours, Marianne said she would be 2<sup>nd</sup> chair.

Old Business:

1. Status of Senior Café: Marianne reported back on her conversation with Dan Holman who still is enthusiastic about making Senior Café take place at the school.  
Marge offered to be the AFC co-host alongside a teacher from the middle school yet to be determined. There was discussion about making the Senior Café more of a regional activity to include Manchester, Wayne, Mount Vernon residents. There will be an organizational meeting on Wed Oct 25 at 10:30 at the school to develop future plans and expanding collaboration. John Perry has also offered to help with the technological organization such as maintaining a data base. As far as use of the Vestry, this is still a work in progress as there currently no heat in the building. Also the Friends of the Vestry are working to develop policies governing its use.
2. Welcome Baskets – AFC plans to assemble the first batch at our Nov 8 meeting. Following up on comments from Eric D., it was suggested that we start by creating 5 units at a time. We can store the rest of the materials in a carton to be assembled as needed.  
Elaine and Marianne will purchase some attractive gift bags into which we will put:
  - AFC resources magnets and Handy Helper brochures
  - Readfield Walking Trail Maps
  - AFC Pad and pen
  - NDN information
  - Readfield Library Brochure
  - Current Readfield Messenger
  - Info about the Meeting House and Vestry
  - Info from the Masons
  - Readfield Snowmobile Application

- A list of regional churches, synagogues, mosques, etc.
  - Additional information about community organizations and any businesses that want to be included on a regular basis.
3. Winter Window Project – Marge updated that they had requests for more than 200 windows many requests from Readfield and Wayne residents  
The Rotary has spent more than \$ 2000 purchasing the supplies. Assembly and delivery will occur the end of October – Nov 1 by volunteers.
  4. Setting up a Calling Tree: Unfortunately this did not appear in the Oct Messeger. Elaine will try again to get a notice in the next issue.
  5. Collecting more ideas for Readfield U. Many wonderful suggestions were made – Maggie has the current list of possibilities.
  6. Concluding comments: Elaine suggests that the AFC begin a conversation on how the town supports Readfield residents during extreme weather events as we have experienced last winter with the extreme cold as well as the extreme heat of this past summer. There was agreement that this should be an agenda item for our next meeting.

Meeting adjourned at 10:30.

Respectfully submitted, Elaine

## Draft Minutes of Age Friendly Committee Meeting

November 8, 2023

Present: Marianne, Ed, Marge, Maggie, Elaine Eric, Deb

Guests: Melissa and Stephanie

Approval of Oct 11, 2023 Minutes

### 1. Update on Senior Café

Melissa presented summaries of the 2 meetings that have occurred recently, these are the highlights.

- Dan Holman expressed the school administration's enthusiasm to see the café continue at the Middle school
  - Thursdays from 9:30 – 11 on a weekly basis has been determined to be the opportune time that would not conflict with surrounding community activities.
  - The school will continue to provide the muffins but not the coffee
  - Dan has written a grant that may cover additional costs. (Eric has stepped up to say he can provide the coffee, Yeah!)
  - Dan will NOT be at the café meetings but will be the point person for communication. He will arrange for the student greeters
  - High school senior, Dora, will be available at each meeting to help set up, monitor student movements to and from their classes and help with clean up.
  - Dan will also help coordinate the student participation – these would be 15-20 minute presentations that would take place twice a month
  - Melissa will help with publicity and will assist with the program start up but plans to phase out after the first of the year. She is however willing to continue to do the publicity.
  - Proposed starting date Nov 30. Students could participate on that date and on Dec 21. Dec 7 and 14 would be open for discussion for future activities/events.
  - Melissa mentioned that Vickie from Manchester and John from Mt. Vernon have ongoing programs and may be great resources for ideas.
  - Finally a Readfield Age Friendly Steering Committee has been established: Deb, Marge with assistance from Marianne, John and Stephanie.
  - The Steering Committee will select one person who will be the one to communicate with Dan Holman and will work out how to set up a calendar.
  - It was understood that the Steering Committee members will not be required to attend all the café meetings. That responsibility will be shared on a rotating basis.
  - The Senior Café will be rebranded to be called the Maranacook Community Café supported by Readfield Age Friendly Committee.
2. Setting Up a Calling Tree: An ad was placed in the November Messenger with Elaine listed as the contact person. No inquiries have been made either for need or for volunteers.

3. Election Table Update: Eric reported that it was so busy he used up all the Hand Helper magnets in the first 15 minutes! He also got two Handy Helper volunteers - an electrician and someone who can offer general help.
4. Assembling the Welcome Bags: The process of assembling 21 bags was completed. They are filled with an amazing assortment of information and more flyers will be added as they are obtained. Bags are available for distribution as new Readfield residents come to the town office. This was a terrific team effort that the AFC brought to fruition.
5. Readfield U Planning is underway. Maggie hopes that we can get the presenters to fill out the online application by Jan 12, 2024 so that publicity can begin shortly thereafter. Here is the current list of presenters that the AFC members will reach out to.
  - Cheryl Farley – certified Plant Based Nutritionist - Maggie
  - Mary Ellis – Geriatric PT Fayette - Maggie
  - CPR and How to use a Defibrillator – Elaine
  - Fire Safety including distribution of free smoke and CO detectors and instructions - Ed
  - Art Gallery – Camille – Elaine
  - Holly Maffei, Iris paper-folding - Maggie
  - Dale Potter, any program - Maggie
  - 2024 Kents Hill School Bicentennial – Marianne
  - Meeting House/Vestry Update with John – Marianne
  - Gardening ( Lavender or Permaculture) with Kathy Woodrum – Deb
  - Trent Emery Crop Shares - Marge
  - Fairgrounds Committee Update – Elaine
  - Trails Committee, Jackie Drouin - Marge
  - KLT -new acquisitions or their choice of presentation – Elaine
  - Sustainable farming practices, last year’s speaker - Maggie
  - Stephanie Donaldson – Trip to S. America to see wildlife and photography - Deb
  - Mary Denninson, How to Solve the NY Times Crossword puzzle - Maggie
  - Vintage Violette – refinishing furniture - Melissa
  - Muddy Boots Nursery - Melissa
  - 2 Library sponsored author presentations - Melissa
  - Readfield in the Good Old Days, Dale Potter Clark and panel with Ed and friends - Maggie and Ed
  - Shriner Children’s Hospital - Ed
  - Wabanaki REACH – Maggie

Still looking for more craft programs and music; hands-on activities, slide shows, games, possibly intergenerational events. Ending Potluck – international foods - Still to be determined.

Meeting adjourned 11:00

Respectfully submitted, Elaine

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

## Readfield Cemetery Committee Meeting Minutes

October 16, 2023

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

Meeting was called to order by the Chair at 10:34 am.

**Secretary's Report:** Voted to accept the September minutes as presented.

**General Remarks:** There was discussion about the budget for next year. Nothing specific has been planned, except for hiring Joe Ferrannini for stone repair. Pam suggested that Ben present a list of needed expenditures.

**Sexton's Report: Ben Rodriguez**

As of right now, all cemeteries except for Readfield Corner have been mowed.

Ben met with Kents Hill School honor students, and hopes that a Kents Hill Cemetery project would be a possibility for them, as well as a potential research project. Ben will hopefully meet with Maranacook teacher Shane Gower as well about a potential project for Maranacook High School students.

There has been no input yet on a tree RFP. Trees at Kents Hill, Case, and Dudley are in need of attention. Ben will also walk around East Readfield and Church Road to spot problem trees at those cemeteries. There has been nothing spent yet in the 2023-2024 tree budget. Grace wondered about getting an opinion on tree cutting from Harold Burnett. A discussion ensued about planting new trees; Ben pointed out that very recently there have been new trees planted at Case and Whittier.

Ben is in favor of hiring Joe Ferrannini for more hours next year; there is \$1500 left in the stone repair budget. Some stone repair items have a shelf life so should be used up before too long.

Grace asked if we still plan to apply a bag of lime to a section at Case. Ben is still waiting to hear from Turf Solutions as to treating the grub problem there. Marianne suggested connecting with a local cooperative extension service about the problem at Case. All agreed that this would be a good idea.

**Next meeting** will be November 20<sup>th</sup> at 10:30am

Meeting adjourned at 12:08pm

Brenda Lake, Secretary Pro Tem



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

Liaisons: John Mitchell, Planning Board Rep

Guests: Howard Lake, Kathleen Landrum (on Zoom)

#### Agenda

1. Review/Approve September Minutes

Per Bob's request to add a statement regarding maintenance obligations, Jerry will add a sentence to address.

Minutes were approved pending that amendment.

2. Update on working group membership

The Select Board has not yet met to decide this issue. They will make their determination at the next SB meeting on Oct. 18.

3. LCWF Grant Obligations – the group looked this over briefly – refer to attachment

4. Basketball Scoring Summary: Refer to FG committee on Readfield Town website

Jerry began the discussion that of the 6 sites under consideration there were basically 2 tiers and asked the question if it was possible to eliminate the lowest 3 sites

There were differing opinions on this.

While Rob felt we should keep all 3 Fairgrounds FG) sites since we did not get engineering costs, Sean voiced the opinion to narrow options down to 1 FG site.

There was agreement to drop the beach site option.

Lengthy discussion ensued – here are some of the salient points that were made

1) If the BB court is at the school is the Fairgrounds still one project or are they separate projects?

2) Grants can address more than one site.

3) The LCWF grant is specific for recreation and conservation.

4) This grant only covers 50% of FG costs so other sources of funding or other non-governmental grants (Alfond) need to be pursued.

5) Sean indicated that there are additional possibilities to fulfill the matching requirement such as unused Cares Act or Open Space funds

The focus of the conversation shifted to presenting the 2 most popular options that were on the school campus to the School Board at their next meeting which will be on Nov 1

Several points were made:

Sean – if the project goes to the school, it is no longer a FG project.

Jerry - Town interests would cover the cost not the school.

Rob – We should get a Use Agreement for Longevity and guaranteed rights/maintenance policy

A motion for consensus passed : To approach the school to see if this is a possibility

In preparation Jerry and Steve will put together a 1 – 2 page document to present our proposal to the school

Board which will be sent to members via email for comments. Steve will bring this to the superintendent in preparation for getting it on the next school board meeting agenda.

A motion for consensus passed to narrow down the focus of the FG sites to site C – the Woods near the ballfields

Public Comments:

Howard asked if the school BB coaches have had input on this topic. Hannah did not believe so but everyone agreed that it would be advantageous to get their support for this school site.

John- John suggested that we have a conversation with Eric to learn more about the potential legal arrangements that would have to be created between the town and school.

Kathleen – Asked about after nightfall playing - since there will not be lights at the FGs – it would be a daytime play site.

Greg – Suggested that we have a future session focused on fundraising opportunities.

Next meeting – Thursday Nov 2 at 6:30

Meeting adjourned at 7:45 pm

Respectfully submitted,

Elaine

## Draft Minutes of Fairgrounds Working Group Nov 2, 2023

Group Members Present: Jerry, Steve, Greg D, Greg L, Deb, Hannah, Rob, Elaine

On Zoom: Jackie, Andy, Kathleen

Liaison: Don Witherell, Planning Board

### I. Review/Approve previous minutes

Revised Sept 2023 minutes were adopted

Oct 12 minutes were adopted with revisions/corrections

### 2. Siting the basketball court (BBc)

1. Jerry reported on his conversation with Town Manager, Eric D. who is supportive of about pursuing a partnership with the school.

2. Jerry sent Regina Leonard (Landscape Architect) the proposed Fairgrounds site that was endorsed by the Fairgrounds group at the previous meeting. She did not have any concerns about the feasibility of this Fairgrounds site.

### 3. Communications with the RSU

Steve had originally contacted the Superintendent who suggested putting the group's proposal on the Nov 1 agenda. However, it did not appear and subsequent communication indicated that the proposal needed to first go to the Facilities Committee before going to the school board. The Facilities Committee is on the calendar to meet on Nov 7 and Jerry plans to attend. The gravel area near the HS turn-around/parking lot appears to be out of the running since it is slated to be used for a CDL driving course.

### 4. Discussion of preferences between the Middle school site and the Fairgrounds site.

There was great diversity of opinions as to members' preferences. Many pros and cons were identified for each site.

Hannah – was concerned that if sited at the Middle school, the court would be monopolized by the school schedule and that would severely limit access especially during the school day.

Kathleen – agreed

Deb – Also sees limitations there and also brought up issues surrounding security.

Andy- if the school really wanted a BBc, then why don't they already have it?

Elaine – Assuming the BBc is sited at the Fairgrounds, there would still need to be a more explicit "Usage Policy" such as public access from dawn to dusk? Would it still be

appropriate to allow bow hunting if people are using it at all hours and days during hunting season?

Greg D – Reminded the group that the original understanding on the part of the Conservation Commission was that there would not be additional development at the Fairgrounds.

Rob - Reminded the group that the management plan allows for development if no other sites are acceptable. He also thinks the voters should decide on the site.

Andy – Also reiterated the Conservation Commission originally thought the Fairgrounds development would be limited to the ballfields. He thinks the school is the most compatible site.

Greg L. – the Recreation Board is unanimously supportive of the Fairground site for reasons of accessibility for families. Separating the project out to the school site may affect grant opportunities.

Howard ( via notes sent to Jerry) – The cost for the project would be lower at the school and fundraising would be easier.

Keagan McClure (Student liaison via Steve) supports the site at the school.

#### 5. Determining the next steps

Jerry raised the question – do we want to go public or have this committee make the decision for the site.

It is anticipated that there will be a public presentation of the options once all the pros and cons have been identified. That won't happen until we learn the results of the Facilities Committee and subsequently the RSU board. There are many items to be ironed out such as the legal rights of the town, maintenance issues as well as a public access policy during school hours.

Don made the point that with so much interest for including a pickle ball court, this was becoming a multi-use project and therefore would fit better at the Fairgrounds.

#### 6. Project time-line moving forward

The hope is that the Fairgrounds committee will have a definitive answer by early December and then plan a public forum shortly after the new year.

The Fairgrounds Working group will meet again on Nov. 21 to discuss the response from the school and in the interim, Jerry will also contact Regina to make a site visit for the area at the Fairgrounds that is under serious consideration.

Meeting adjourned 7:50 pm.

Respectfully submitted, Elaine

Readfield Community Library  
Board of Trustees Meeting  
October 11, 2023

The meeting was called to order at 6:35 pm. The meeting was held in person at Giles Hall and by Zoom. Trustees in person were Jen Bonnefond, Pat Clark, Jackie Drouin, Brenda Lake, Pam Mitchell, Chris Olson and Deb Peale. Attending by Zoom was Maureen Erb. Excused was Sonya Clark. Also present was our Librarian Melissa Small.

Secretary's Report: Pat made a motion to approve the minutes of the September 13, 2023 Board of Trustees meeting. Pam seconded. All approved.

Treasurer's Report: Moved to November meeting.

Old Business:

New steps/ramp and egress: Railings are complete on the ramp, and comply with ADA requirements. Librarian will submit required quarterly grant reports to the Maine State Library for 3 years for the Remote Work through Libraries grant.

New Business:

Upcoming electrical and upstairs renovations: Electrical work will begin Oct 23rd both upstairs and outside. The work will also be done along with wall and ceiling repairs (to be done by town maintenance staff) to get ready to paint (by town maintenance staff and volunteers). There is an estimated extra material cost of \$600.00 for exit lights and outdoor lighting on the fire escape stairwell. Funding for this may come from the town's General Building funds.

Second floor use planning; meeting room policy creation; staffing logistics for the second floor-- January's Board of Trustees meeting will be dedicated to this agenda.

Next year's 2024 Book Sale: Fire Chief Lee Mank gave permission for the library to accept book donations at the fire station from the public the evening prior to book sale, in addition to the morning of the sale Maureen suggested we think about selling books at the annual Book Sale "by donations" rather than with specific prices. Board members liked this idea and thought it would sell more books, bring in more money, and keep the checkout line at the sale shorter. Will discuss next summer closer to sale.

Librarian's Report:

The library website is currently being reviewed by UMA Library Science students as part of a User Experience study. The students (for free and as part of their coursework) will report their findings to the Librarian, who will use this information when updating the library website in the future.

Community Service Day for Kents Hill School is October 26th. A student group will be coming to the Library to rake and prepare the yard and Library park area for winter.

Melissa submitted the Annual Enrollment Packet for Networkmaine for FY24 (which allows us to get free internet) on 9/9/2023.

Melissa has been asked to serve on Maine State Library's Advisory Board for the Dolly Parton Imagination Library Project, which will be starting up statewide in Maine in the near future.

The library is applying to be a partner organization with the National Digital Equity Center based out of Wiscasset. Melissa will receive facilitator training, which will allow us to offer technology courses under the broad categories of "Aging Well with Technology," "For Work and Business," and "For Home and Education." These classes are taught by NDEC staff, but over zoom, to all participants in the room. We would host these classes at the Town Office. They offer some great programs that will go along nicely with Remote Work initiatives as well as Age Friendly initiatives.

Next meeting will be November 8, 2023

Meeting was adjourned at 8:07 pm. Pat made a motion. Jen second. All approved

# Readfield Planning Board

## Meeting Minutes of October 10, 2023 - Approved

**Planning Board Members Present:** Paula Clark (chair), Peter Bickerman, John Mitchell, Bill Buck, George O'Connor, Don Witherill

**Excused:** Jack Comart (Vice Chair), Brandon Fike, Henry Clauson

**Others Attending:** Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Erin Weymouth, Jenna Hinckley, Lisa Clarcq

### Meeting called to order by Paula at 6:34 PM

#### **Public Meeting:**

**Big White Barn:** Application by Lisa Clarcq (owner) to add a new use of "hairdressing services" located at 169 South Road. Current approved uses are Medical micro practice (2 doctors), 2<sup>nd</sup> floor Yoga Studio with retail, and 2 apartments. Apartments are located as: one 2<sup>nd</sup> /3<sup>rd</sup> floor apartment and basement apartment. The structure is 3 stories with an active, basement unit, located in the Rural District at Assessor Tax Map 134-063.

Lisa and Erin gave an overview of function of the Big White Barn, LLC (BWB) which is currently being used as a wellness center where they rent out offices to business owners for things like yoga, counseling services as well as a couple of apartments. One office recently became vacant and Erin would like to rent it to provide counseling as well as holistic/spiritual hair services to one to two clients per day. The applicants are also applying for a permit to put in a sink for those services in that office.

The board discussed the history of the building including permits and rezoning done years ago. Chip was unable to locate some supporting documentation (i.e. Notice of Decision) from 2011 when the property was rezoned with voter approval at Town Meeting. Documents that were found were from the approval to sell a limited amount of merchandise in 2017. The board would like to see those documents to conclude everything currently there has been approved.

Ultimately the board decided this application met the standards of a similar change of use (revision), as long as previous approvals can show that the medical and yoga practices were covered.

- **Motion** made by Don to approve the application for proposed activity finding that it keeps in line with previous approved activities, **seconded** by George, **vote 6-0** in favor.

#### **Minutes of September 12 & 26, 2023:**

- **Motion** to approve the minutes September 12, 2023 as amended made by Peter, **seconded** by Don, **vote 6-0** in favor.
- **Motion** to approve the minutes September 26, 2023 as amended made by Don, **seconded** by Bill, **vote 6-0** in favor.

#### **Other Business:**

Main Street Solar – Paula spoke with the town attorney Kristen Collins and Kristin confirmed that the CID zoning ordinance does apply. Paula then spoke to Eric Dyer regarding a Special Town Meeting and he suggested possibly January or February. Main Street Solar will need to apply first for CID rezoning. Chip and Paula will meet with the applicants to go over the application process and standards. The board agreed that it might be appropriate to discuss revisions to the LUO Article 9 to coordinate with the Solar Ordinance.

Prepared by Anjelica Pittman, Board Secretary (approved 11/14/2023)

## **Readfield Planning Board**

Don and John updated the board that they are working together for liaison coverage of Fairgrounds Working Group.

The next Planning Board meeting on October 24<sup>th</sup> currently has one application from John Cushing to add more storage units to his current property, which will trigger the need for a CID application. John is already aware. Chip will add the application to the agenda once it is received.

**Meeting adjourned by Paula at 7:38 PM**



READFIELD ROAD COMMITTEE      October 12, 2023

Present: Roland Cote PE (Ret.), Douglas Riley PE, Mike LaBerge, Per Garder PE, Guest John Cannell, Eric Dyer, Brian Tarbuck PE, Matt Seems (Staff)  
Absent: Henry Whittemore

Meeting was called to order in Giles Hall at 5PM by Mike LaBerge.

- 1) Minutes from September 14 were approved as submitted.
- 2) Eric says Town will inspect Horn's snow removal equipment soon for compliance. Horn will mix more salt with the sand this year. Horn's plowing crew usually consists of 7 trucks of various sizes.
- 3) Eric issued a copy of an 18 page "Traffic Calming Policy" presently being used in Kennebunk. He asks our Committee members to review this document and provide comments.
- 4) Eric continues discussions with Skip Strong about ways to improve the intersection of P-Ridge Road and Nickerson Hill Road. Several options were discussed. When the final plan is selected, the Town will get a written easement recorded so this does not become an issue in the future.
- 5) The public hearing hosted recently by the Select Board for the Church Road sidewalk project went well. Current goals are for final design approval by June 2024 with construction to follow in summer of 2025.

Next meeting will be on November 9<sup>th</sup> at 6PM in Giles Hall

Minutes respectfully submitted by  
Douglas A. Riley PE