

Town of Readfield

Boards, Committees & Commissions

Meeting Minutes (Approved & Draft Form)

- Age Friendly Committee
Age Friendly Committee
September 13, 2023
October 11, 2023 (Draft)
- Fairgrounds Working Group
Fairgrounds Working Group
September 21, 2023 (Revised)
October 12, 2023 (Draft)
- Library Board of Trustees
September 13, 2023
- Planning Board
September 12, 2023 (Approved)
September 26, 2023 (Approved)
- Recreation Committee
September 5, 2023

Age Friendly Committee Meeting Minutes

September 13, 2023

Present: Ed, Marianne, Deb, Eric J., Elaine

Regrets: Maggie, Marge

Guest: Eric D.

Minutes of August 2023 AFC meeting Approved

Old Business:

1. Status of Senior Café: Much discussion ensued. Here are the bullet points.

- AFC hopes to see some version of Senior Café continue
- Preference would be to continue at Maranacook for a variety of reasons such as:
Interaction with the students, accessibility, parking, encourages participants from the region, access to muffins, coffee etc.
- In order for this to happen the AFC will have to find a point person for organizing as well as a point person from the school.
Marianne offered to pursue this by reaching out to Dan Homlman first and also asking around for a volunteer to be AFC host.
- Continuing at the library would have serious limitations - day, time, use of small room for gathering, AFC would have to plan to provide refreshments, set up and clean up.

Suggestions for continuing this program

- Could be at the Town Office
- Maybe in the future at the Vestry – it was noted that the Vestry is exploring the same idea on Saturday mornings. Would 2 of these programs Be sustainable? The suggestion was made that we ask a member of the Friends of the Meeting House/Vestry to be a guest at one of our AFC meetings.
- Could the fire station room be used? Eric D. said he would inquire.
- Do we want to join another town who hosts a similar activity on a regular basis such as Mt. Vernon or Manchester?
- Eric D. suggested that we engage the Superintendent in our quest to continue at the school

2. Welcome Basket:

As we continue to flesh out this idea, it appears that most of the content will be brochures, flyers and other informational items.

We will not be including perishable items or gift cards. Eric mentioned that any costs from printing can be assumed under Administrative Dept.

When asked about how many to make, Eric suggested 5 at a time since there is no place for storage and it will be distributed at the front desk.

At our next meeting we should be able to finalize what information we want to include in addition to AFC resource magnet, Handy Helper brochure, NDN info, maybe a brochure from the Library, current list of churches and community organizations and any businesses that want to be included on a regular basis.

3. Winter Window Project – Marge will update us next meeting.

New Business:

1. AFC presence at the Sept 18 SB meeting. In addition to Maggie doing a presentation, Eric said that he will be speaking about our good work and thought it would be great if as many of us as possible could attend. Time approx. 6:45 at the Town Office.
2. Setting up a Calling Tree - Elaine will send a note to be in the Oct Messenger to see if there is interest in being called and also volunteers to do the calling.
3. Maranacook Volunteer Day – Oct 5 – we suggested to Robyn Graziano to contact Kristen to see if anyone has called in for a Handy Helper currently.
4. Important Information from Dr. Patricia Oh, Maine Lifelong Communities Program Manager. I will forward her email to the AFC members since this Email is full of important information that all of us may want to be aware of. See attachment to this email.
5. New Project ideas and ideas for Readfield U go hand in hand in many cases
Some projects we talked about – investigating the purchase of a portable defibrillator that could be available at AFC functions since these functions may be in a variety of places that don't have one. A CPR and How to use a Defibrillator could be a Readfield U session.
Similarly, a program about Fire Safety including distribution of free smoke/CO detectors could also be a Readfield U session.

Meeting Adjourned 10:40

Respectfully submitted,
Elaine
Next Meeting Oct 11.

Age Friendly Committee Meeting Minutes

October 11, 2023

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 2nd 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 it's 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

**REVISED 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. The LWCF grant will likely require that the Town accept responsibility for maintaining the facilities. The group recognizes the importance of maintenance costs and the need to come to an agreement on how they should be provided for.

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

Draft Minutes of Fairgrounds Meeting Oct 12, 2023

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.

Next meeting – Thursday Nov 2 at 6:30

Meeting adjourned at 7:45 pm

Respectfully submitted,

Elaine

Readfield Community Library .
Board of Trustees Meeting
September 13, 2023

The meeting was called to order at 6:36pm. The meeting was held in person at the Giles Hall and by Zoom. Trustees in person were Jen Bonnefond, Pat Clark, Jackie Drouin, Brenda Lake, Deb Peale and Chris Olson. Attending by Zoom were Sonya Clark, Maureen Kinder. Excused was Pam Mitchell. Also present was Librarian Melissa Small.

Secretary Report: May 2023 Minutes: Pat made a motion to approve. Brenda seconded. All Approved. June 2023 Minutes: Jen made a motion to approve. Deb second. All Approved.

Treasurer's Report: The board unanimously approved the Fiscal year end 2022/2023 Treasurer's report, and the July 2023 Treasurer's report. The August 2023 Treasurer's report was tabled until September. Votes on three reports as follows– Year end report: Brenda motioned for approval, Deb seconded. All Approved. July report: Pat motioned for approval. Deb seconded. All approved. August report: The board agreed to review the report from August 2023 to next month's meeting in October 2023.

Old Business:

Summer Reading program: There were 40 adults and 97 children/teens who participated. Adults had 1006 hours of reading. Children/teens 916 hours. The Board discussed next year's theme with the slogan Read, Renew and Repeat. Deb made a motion to approve spending \$15.00 for the cost of the iRead national summer reading program materials. Pat seconded. All Approved.

Heritage Days: Summer Book Sale and Community Fair.

Community Fair: about 20 residents approached the table. The board agreed to do it again next year.

Book sale: The book sale profits were \$945.00 and the Raffle tickets sales were \$228.00. The raffle proceeds were deposited to the Friends of the Readfield Community Library account, and the Book Sale Proceeds were deposited into the Library account with the Town.. Did the book sale profits go to Friends? I am only aware of the raffle ticket money and a patron donation going to the friends.

New Steps / Ramps / and Egress:

Steps/Ramp: continuing work to be done on platform/landing and railings to meet ADA codes

Egress: kickplate to be installed;discussion of fire escape door color (outside).
Melissa, Pam and Jackie are to meet with an electrician to discuss electrical work upstairs, in the Adult room, and outside of the building.

Zoom account and Library Laptop: The new Zoom Pro account will be through TechSoup (versus Networkmaine as has been since 2020). This year there is no cost (as the Maine State Library will fund \$75 and we were able to get a TechSoup discount of half price, bringing the \$150 charge to \$0). We will have to discuss continuing with the account for next year during budget season.

Laptop: The Librarian's laptop has been replaced with a refurbished town laptop at no cost.

New Business:

Library Cards and Students: The board discussed providing non-Readfield students who attend Maranacook Community High School a free library card. This would be just during their attendance at the school. Jen made a motion to approve the issuance of non-resident students a free library card for one year trial period. Pat seconded. All Approved.

Donations to Friends of RCL vs RCL: The board agreed there were no issues.

Next board meeting the board will discuss upcoming electrical and upstairs renovations. They will begin developing a Meeting Room policy for the upstairs use.

Next meeting will be on October 11, 2023

The meeting was adjourned at 8:09 p.m. Pat made a motion. Jen seconded. All Approved.

Respectfully Submitted,
Jen Bonnefond, secretary

Readfield Planning Board

Meeting Minutes of September 12, 2023 - Approved

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 and 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 the pending of application by Daniel Roy, as property owner, for an after the fact approval of a replacement shed in the Shoreland zone. The applicant was denied a variance request to the Appeals Board concerning location of the new structure, and the Planning Board now needs to rule on the Planning Board application. The original shed was removed and a new, larger replacement storage shed structure was rebuilt 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 to their house and move the shed to the location preliminarily identified by the Board as compliant with the "greatest practical extent" (GPE) requirement of the LUO. This plan would require them to replace/rebuild their existing deck and walkway. The board determined that the deck replacement would require approval by the CEO through a separate application.

If approved by the Board the shed would still require 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 match 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:

Prepared by Anjelica Pittman, Board Secretary (approved 10/10/2023)

Readfield Planning Board

- Structure must comply with Article 3 Section 4H of the LUO and meet 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 at 87 feet
- 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 following CEO site inspection
- The existing 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 for coming meetings: one for Norwich – a new solar project; and one for a Commercial Industrial District project which would require Town Meeting voter approval. The two applications will likely be scheduled for 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 - Approved

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). The proposed project includes other pads, connections, fences and related components. The project parcel is 71.93 acres and the site will be on an open field portion of the parcel. 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 District.

Kara Moody (of Stantec) and Martha Staskus (of Norwich) summarized their initial plans and goals with this project, and reviewed the application and drawings. The board asked if they were familiar with the new state law regarding decommissioning of solar sites, and they were. 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 its 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 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, vegetation will be cut back on the west side of the parcel to open the field but a 50' buffer of vegetation will be left; the east side of the lot will not need any cutting. Wood from cut vegetation will be ground and used for storm water infrastructure.

The board and the applicants discussed conservation efforts and uses for this project parcel, as well as the possible need for soil testing since this lot was previously used as a septage disposal site.

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 would measure larger than 5000 square feet, requiring that rezoning. Rezoning requires a Town Meeting vote, the next regularly scheduled to occur in June 2024. Paula will contact the town attorney and the Town Manager regarding this issue.

Until the rezoning issue can be further researched and addressed, the board agreed to hold off on a completeness determination. If rezoning is not required, 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 certain new statutory provisions into the ordinance. The Board suggested he prepare an initial draft of revisions for the Board's consideration and add them to the queue for the next LUO revision package. A grant supporting municipal efforts to incorporate the provisions of LD 2003 has already been applied for and received by the Town Manager.

Meeting adjourned by Paula at 8:00 PM

Readfield Recreation Meeting Minutes 09-05-2023

Attendees

Jen Worthing

Matt Lajoie

Hannah Flannery

Tom Labrie

Greg L

Agenda

- Soccer
 - Skills and drills - 9/9 8:30-10
 - Teams to be finalized.
 - Amy to handle Uniforms and Balls
 - Pay refs from the soccer fund to pay back into it. Pay back into manchester
 - 1000 for refs to cover all games.
- Trunk-r-treat - 10/28
 - Invite those with old cars to do trunk-or-treat, library pumpkin walk.
 - Jen to post on Facebook.
 - Checking with Kevin K about movies.
- Recap fairgrounds working group
 - Greg L provided update to status
 - Basketball
 - Pickleball
- Next meeting: 10/10/2023