

**Readfield Select Board  
Meeting Agenda  
December 11, 2017, Readfield Town Office**

Select Board Meeting starts: 6:00 PM  
Meeting ends (unless extended): 8:15 PM

**Executive Session - 30 minutes**

To have the Select Board hold an executive session to discuss the Town Manager's annual evaluation with the Select Board pursuant to 1 MRSA, Section 405, subsections 6(A).

**Pledge of Allegiance**

**Regular Meeting - 10 minutes**

18-070 - Minutes: Select Board meeting minutes of November 13, 2017.

18-071 - Warrants: #21 - 24.

**Appointments, Reappointments, and Resignations - 5 minutes**

18-072 - Accept the resignation of Tom Donegan from the Recreation Board.

18-073 - Consider the appointment of Greg Leimbach to the Conservation Commission.

18-074 - Consider the appointment of Greg Leimbach to the Trails Committee.

18-075 - Consider the appointment of Margaret Edmondson to the Age Friendly Committee.

**Communications - 35 minutes**

Select Board communications. - 10 minutes

Town Staff reports - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- Cobbossee Watershed District minutes of August 8, 2017
- Trails Committee minutes of September 26, 2017
- Age-Friendly minutes of October 11, 2017
- Solid Waste and Recycling draft minutes of October 22, 2017

Public Communication - Members of the public may address the Select Board. - 10 minutes

**Old Business - 15 minutes**

16-056 - Approve a revised draft Budget Process

18-065 - Conduct a second reading of the revised Cemetery Ordinance - 5 minutes

**New Business - 5 minutes**

18-076 - Schedule a workshop on ordinance work priorities - 5 minutes.

**Future Agenda Items - 5 minutes**

**Executive Session - 30 minutes**

To have the Select Board hold an executive session to discuss the Town Manager's annual evaluation with the Town manager pursuant to 1 MRSA, Section 405, subsections 6(A).

**Adjournment**

# **EXECUTIVE SESSION**

**October 17, 2016 Annual Town Manager Review**

**Preliminary Goals**

**Public Service - citizen relations, communications**

- Goal: Attend one event each month and keep track of them
- Goal: Speak individually with Board members about their ideas
- Goal: Ensure that issues are properly routed and resolved
- Goal: Establish one hour per week as an initial step

**Personnel - hiring, managing, staff relations**

- Goal: Conduct annual reviews of employees in December / January
- Goal: Develop "working rules" for union employees
- Goal: Complete Transfer Station Operations manual update

**Financial - fiscal management, budgeting, budget execution, communication**

- Goal: Increase capacity for public presentation at meetings (laptop and projector, more PPT
- Goal: Facilitate decision making with detailed information for the Board and public

**Physical Assets - maintenance, planning**

- Goal: Complete ADA improvements at Gile Hall
- Goal: Complete Asset Capitalization Policy

**External Relations - contractors, community engagement, resource development**

- Goal: Personally invite residents to join committees based on their skills and interests
- Goal: Work with the SB to get the Economic Development Committee staffed
- Goal: Expand the list of contractors we send RFPs to
- Goal: Involve more local contractors in bid process thorough outreach and removal of barriers

**Professional - conduct, policy development and observation**

- Goal: Attend the annual manager's training, and continue to attend other trainings

**Governance - Board/Committee relations and support; technical/professional advice**

- Goal: Continue to establish reasonable expectations and work with Road Committee on upcoming projects - gravel roads, maintenance paving

**Flexibility - reactivity and pro-activity**

- Goal: Develop EOP tabletop exercise and update plan with Lee

**Vision - long term planning, resource development, community betterment, innovation**

- Goal: Refine the scope of policy development and direction with the Select Board
- Goal: Explore community identity and values

**Personal - work habits, communication, inclusiveness, initiative, relationship building**

- Goal: Improve communication with the public through a better online interface

# **REGULAR MEETING**

- **MINUTES**
- **WARRANTS**

## Readfield Select Board Regular Meeting Minutes – November 13, 2017 – *Unapproved*

**Select Board Members Present:** Bruce Bourgoine, John Parent, Dennis Price, Christine Sammons and Kathryn Woodsum

**Others Attending:** Eric Dyer (Town Manager), Kristin Parks (Board Secretary), William Starrett (Channel 7), Greg Durgin, Benjamin McIntosh, Andrews Tolman, Grace Keene, Pamela Osbourne

### Regular Meeting

Mr. Bourgoine called the meeting to order at 6:30 pm followed by The Pledge of Allegiance.

- **18-062 – Minutes: Select Board meeting minutes of October 30, 2017**
  - **Motion** made by Mrs. Woodsum to approve the Select Board meeting minutes October 30, 2017 as presented, **Second** by Mr. Price. **Vote 5-0** in favor.
- **17-063 – Warrants # 19 & 20**
  - Mr. Parent reviewed Warrants #19 and #20
  - **Motion** made by Mrs. Woodsum to approve Warrants #19 & 20 in the amount of \$33,784.96, **Second** by Mr. Parent. **Vote 5-0** in favor.

### Appointments, Reappointments and Resignations

- **18-064 – Consider the appointment of Benjamin McIntosh to the Trails Committee**
  - Benjamin McIntosh was present for his appointment and gave a brief introduction on himself.
  - **Motion** made by Mrs. Woodsum to appoint Benjamin McIntosh to the Trails Committee for a term beginning tonight and ending on June 30, 2019. **Second** by Mr. Parent. **Vote 5-0** in favor.

### Communications

- **Select Board Communications**
  - Mrs. Sammons spoke about the successful turnout for the Veterans Ceremony. Around 130 people in attendance. Thank you to the Fire Department, Bill Starrett, Town Office, Mr. Dyer, Dale Potter-Clark, Evelyn Clark, Deb Doten and the Third Maine.
  - Mrs. Woodsum said a thank you to Anna Carll for the clean up on the cemeteries after the storm.
  - Mr. Price said thank you to everyone on the Board and a highlight to Mrs. Sammons for the Veterans Day event. Along with a thank you to the Blizzard Busters for the work on the snowmobile trails.
  - Mrs. Woodsum mentioned for future scheduling that she has been working on some ordinances and she would like to see them on upcoming agendas.
- **Town Staff Reports**
  - Mr. Dyer went over his Town Manager report dated for November 13, 2017.
  - Mr. Dyer went over the Treasurers Report for the month of October 2017.
- **Boards, Committees, Commissions & Departments**
  - **Board of Assessors minutes of May 26, July 21, August 21 and August 25, 2017**
  - **Age Friendly Committee minutes of September 13, 2017**
  - **Readfield Community Library minutes of September 13, 2017**

**Readfield Select Board**  
**Regular Meeting Minutes – November 13, 2017 – *Unapproved***

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*Thank you all for submitting your minutes*

- **Public Communications** - *Members of the public may address the Select Board on any topic*
  - Greg Durgin welcomed Ben McIntosh to the Trails Committee. The Trails Committee got some work done on the Esker Trail this past Sunday.

**Old Business:**

- **18-040 – Conduct a third reading of a Record Retention and Destruction Policy**
  - **Motion** made by Mrs. Woodsum to accept the Record Retention and Destruction Policy as presented, **Second** by Mr. Parent. **Discussion:** Mr. Dyer mentioned that there will be additional work done and be put in a supplemental document. **Vote 5-0 in favor.**
- **18-041 – Conduct a third reading of a Readfield Messenger Policy**
  - Mrs. Woodsum went over the policy corrections that she noted. Section 6.03. A corrected copy was passed out to the Select Board. Minor changes were noted in grammatical errors.
  - **Motion** made by Mrs. Woodsum to accept the Readfield Messenger Policy as presented, **Second** by Mr. Parent. **Vote 5-0 in favor.**

**New Business:**

- **18-065 – Conduct a first reading of the revised Cemetery Ordinance**
  - Andrews Tolman spoke on behalf of the Cemetery Committee on the Cemetery Ordinance presented in the packet and why they put it together.
  - The Select Board reviewed the Cemetery Ordinance that was presented in the packet.
  - **Motion** made by Mr. Bourgoine that we approve the first reading of the revised Cemetery Ordinance with the minor changes as noted and with the intent that the Second Reading is put to vote at the 2018 Town Meeting, **Second** by Mrs. Woodsum. **Vote 5-0 in favor.**
- **18-066 – Review and discussion of Select Board Roles and Responsibilities**
  - Mr. Bourgoine went over the information presented in the packet regarding the Select Board Roles and Responsibilities and seeking advice from the Select Board on ways to edit the document.
  - Discussion amongst the Select Board on ways to edit the document to make it easier to read and to reduce the documents size. A lot of duplicated text throughout the document. Some suggestions are that it is a singular document and bylaws instead of policy.
- **18-067 – Consider the process for brush and wood grinding at the Transfer Station**
  - Mr. Dyer spoke that there has been a lot of wood and brush, especially since the storm we just had that needs to be taken care of at the Transfer Station. The wood and landscaping materials are at little to no cost to the Town. The grinding and removal of the wood (like pressure treated wood) does have a fee. Has requested some quotes from businesses but would like permission from the Select Board to go forward and get the work done. There is \$4,500.00 in the budget and the total might be between \$5,000.00 - \$7,000.00. Would like to see the work done by the end of the year before there is a lot of snow on the ground.

**Readfield Select Board**  
**Regular Meeting Minutes – November 13, 2017 – Unapproved**

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- **Motion** made by Mrs. Woodsum to authorize the Town Manager to request and receive bids for the grinding of the clean wood demolition debris and to select the lowest bidder and execute that bid. **Second** by Mr. Parent. **Discussion:** Residents do pay to drop off wood to the Transfer Station so there is some income coming in with the expense of getting rid of the debris. **Vote** 5-0 in favor.
  
- **18-068 – Consider a joint meeting between the Winthrop Town Council and Readfield Select Board to discuss the Maranacook Lake Outlet Dam**
  - Mr. Dyer went over the Agenda as presented in the packet. The date of November 15<sup>th</sup> is not the date for the meeting. Meeting will be scheduled for either November 28<sup>th</sup> or 29<sup>th</sup> at 6:30 pm at the Winthrop Town Office. Tuesday, November 28<sup>th</sup> preferred by the Board.
  - Mr. Dyer went over the Maranacook Lake Outlet Dam Project Payment and Financing memo as presented in the packet. The memo proposes bonding as a likely avenue to come up with the additional funds for the project.
  - Discussion amongst the Select Board and their input on the project and the bonding consideration.
  
- **18-069 – Discuss the Volunteer Open House/Annual Chairs Meeting (November 27<sup>th</sup>, 6:30 pm, Gile Hall)**
  - Meeting scheduled for Monday, November 27<sup>th</sup> starting at 6:30 pm at Gile Hall.
  - Open to the public and encouraged that the community attend and learn about the different volunteer opportunities and committees.

**Future Agenda Items:**

- No Discussion

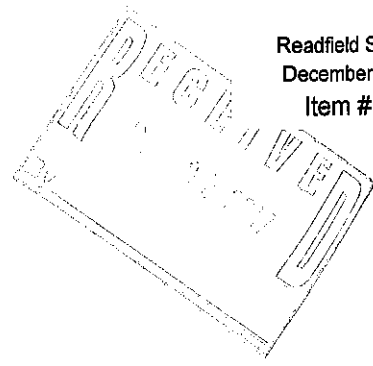
**Motion** made by Mrs. Woodsum to adjourn the meeting at 8:13 pm, **Second** by Mr. Price. **Vote** 5-0 in favor.

*Minutes submitted by Kristin Parks, Board Secretary*





**APPOINTMENTS,**  
**REAPPOINTMENTS, &**  
**RESIGNATIONS**



**THOMAS DONEGAN  
64 HARMONY HILL ROAD  
READFIELD, MAINE 04355  
207-236-8803**

**DATE December 1, 2017**

Hannah Flannery  
Chairperson  
Readfield Recreation Board of Trustees

Hannah,

I would like to inform you that I am resigning from my position on the Recreation Board of Trustees as of December 1, 2017.

It has been very enjoyable serving on the board.

The Town of Readfield is very fortunate to have such a dedicated group of residents to overlook recreation for the town.

I wish you and the best of the board the best of luck.

Tom Donegan

# TOWN OF READFIELD

## APPOINTMENT APPLICATION

OFFICE USE  
11-28-17  
2:15 PM  
DATE RECEIVED

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

### Which Board, Committee or Commission

are you applying for?

CONSERVATION COMMISSION

Term:

2020

Do you have previous experience on this board or committee?

Yes

No

Name: GREGG LEE MERRIN

Phone (H):

Street address:

Phone (C):

Mailing address: READFIELD, ME 04355

E-Mail:

Below please tell us of any experience and/or training that might be useful in this position.

14 yrs on Read Comm. Board, Board  
Contracting, Management & Construction

Below please tell us the reason you are interested in applying for this position.

Concern about CONSERVATION ISSUES & PROJECTS  
AND ASSISTING WITH SAME

If you are currently employed, what is your position?

APPLICATION FOR APPOINTMENT FOR:

Name:

Leimbert

Position:

Cons. Commission <sup>MEMBER</sup>

Term:

2020

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

I approve the use of my e-mail and phone numbers on the Town's public sites and publications.

I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name:

[Signature]

Date:

11/28/17

CLERK'S USE BEFORE THE APPOINTMENT

This is a Consecutive Re-Appointment

Yes

No

Was this position advertised?

Yes

No

If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required.

Yes

No

Confirmed meeting date: \_\_\_\_\_, 20\_\_\_\_

SELECT BOARD APPROVAL

To

Greg Leimback

of Readfield, in the County of Kennebec and State of Maine: There

being a position on the

Consv. Com.

we the Select Board of the Municipality

of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

12-1-17

thru

6-30-20

Given under our hand this

11

day of

Dec

2020.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

CLERK'S USE AFTER THE APPOINTMENT

Chair has been notified of appointment?

Yes

No

If yes, what date:

[ ]

Is an Oath appropriate:

Yes

No

If yes, what date

[ ]

Readfield Select Board  
December 11, 2017  
Item # 18-074

# TOWN OF READFIELD

OFFICE USE  
11-28-17  
2:15 PM  
DATE RECEIVED

## APPOINTMENT APPLICATION

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

Which Board, Committee or Commission  
are you applying for? TRAILS COMMITTEE

Term: 2020

Do you have previous experience on this board or committee?  Yes  No

Name: GARRETT M. BERRY Phone (H): \_\_\_\_\_

Street address: \_\_\_\_\_ Phone (C): \_\_\_\_\_

Mailing address: READFIELD, ME 04355

E-Mail: \_\_\_\_\_

Below please tell us of any experience and/or training that might be useful in this position.

14 yrs on Read Comm. Bd., Budget  
Grant writing, management & construction  
(Trails, roads, bridges)

Below please tell us the reason you are interested in applying for this position.

MANAGEMENT & EXPANDED TRAIL & RECREATION  
OPPORTUNITIES.

If you are currently employed, what is your position?

\_\_\_\_\_

**APPLICATION FOR APPOINTMENT FOR:**

Name: Greg Heimback Position: TRAILS Comm. Term: 2020

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

- I approve the use of my e-mail and phone numbers on the Town's public sites and publications.
- I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: [Signature] Date: 11/20/17

**CLERK'S USE BEFORE THE APPOINTMENT**

This is a Consecutive Re-Appointment  Yes  No

Was this position advertised?  Yes  No If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required.  Yes  No

Confirmed meeting date: \_\_\_\_\_, 20\_\_

**SELECT BOARD APPROVAL**

To Greg Heimback of Readfield, in the County of Kennebec and State of Maine: There being a position on the Trails Comm. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

12-11-17 thru 6-30-20. Given under our hand this 11 day of Dec 2020.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

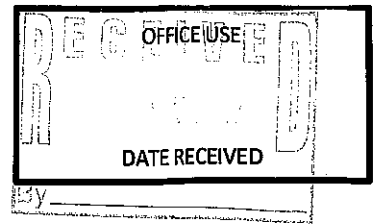
**CLERK'S USE AFTER THE APPOINTMENT**

Chair has been notified of appointment?  Yes  No if yes, what date:

Is an Oath appropriate:  Yes  No if yes, what date

# TOWN OF READFIELD

## APPOINTMENT APPLICATION



The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race color, ancestry, national origin, sexual orientation or physical or mental disabilities. The Select Board may exclude from consideration any applicant with physical or mental disabilities only when the physical or mental handicap would prevent the applicant from performing the duties of the appointment and reasonable accommodation cannot be made.

The Select Board shall have final authority over the appointment of citizens to Boards, Committees and Commissions that are instruments of Town Government. The Select Board shall not appoint an applicant to a position for which the applicant will likely have a frequent or recurring conflict of interest.

### Which Board, Committee or Commission

are you applying for?

Age-Friendly Committee

Term:

2020

Do you have previous experience on this board or committee?

Yes

No

Name: Margaret Edmondson

Phone (H): 685-4797

Street address: 186, Chase Rd.

Phone (C):

Mailing address: Readfield, ME 04355

E-Mail: maedmondson53@quail.com

Below please tell us of any experience and/or training that might be useful in this position.

As a pastor I am familiar with many of the needs and concerns. I've attended the committee's meetings this past year and was able to help a little with the directory. I have good organizational

and research skills

Below please tell us the reason you are interested in applying for this position.

This is an area of concern which is important to me. I'm also aging myself!

If you are currently employed, what is your position?

Pastor - Quaker

**APPLICATION FOR APPOINTMENT FOR:**

Name: Margaret Edmondson Position: Age-Friendly Committee Term: 2020

"By signing this application for this position the Applicant understands and agrees that the information contained in this application is required by law to be available for public viewing and agrees to hold the Town of Readfield harmless from any misuse of the application information by anyone viewing it. As a member of this board, committee or commission

Check one!

I approve the use of my e-mail and phone numbers on the Town's public sites and publications.

I DO NOT approve the use of my e-mail and phone numbers on any of the Town's public sites or publications.

Name: Margaret Edmondson Date: 11/27/17

**CLERK'S USE BEFORE THE APPOINTMENT**

This is a Consecutive Re-Appointment  Yes  No

Was this position advertised?  Yes  No If no, please explain: \_\_\_\_\_

Confirmation from Applicant of attendance at Select Board Meeting if required.  Yes  No

Confirmed meeting date: \_\_\_\_\_, 20\_\_

**SELECT BOARD APPROVAL**

To Margaret Edmondson of Readfield, in the County of Kennebec and State of Maine: There being a position on the Age Friendly Com. we the Select Board of the Municipality of Readfield do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you to said position within and for the Municipality of Readfield, such appointment to be effective:

12-11-17 thru 6-30-20. Given under our hand this 11 day of Dec 2020.

Bruce Bourgoine

John Parent

Dennis Price

Christine Sammons

Kathryn Mills Woodsum

**CLERK'S USE AFTER THE APPOINTMENT**

Chair has been notified of appointment?  Yes  No If yes, what date: \_\_\_\_\_

Is an Oath appropriate:  Yes  No If yes, what date: \_\_\_\_\_



# **COMMUNICATIONS**

- **SELECT BOARD**
- **STAFF REPORTS**
- **BOARDS & COMMITTEES**
- **PUBLIC COMMUNICATIONS**

# COBBOSSEE WATERSHED DISTRICT

ROBERT C. CLUNIE, JR.  
Chairperson

P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234

WILLIAM J. MONAGLE  
Executive Director

*Maine's first regional lake management district*



## MINUTES

The Cobbossee Watershed District Board of Trustees held its four hundred and thirty-third meeting on August 8, 2017 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Daniel Bailey – Litchfield Trustee  
Robert Clunie – Gardiner trustee  
Shelly Gerstein – Readfield Trustee, Chairperson  
Doug Ludewig – Monmouth Trustee, Clerk  
Joseph Saunders – Monmouth Trustee  
William Monagle – Executive Director  
Wendy Dennis – Limnologist  
Ryan Burton – Water Resources Technician

Chairman Gerstein called the meeting to order at 7:10 PM.

Mr. Monagle presented the July Financial Report. Trustee Saunders **moved** to accept the July Financial Report; Trustee Clunie **seconded**; the motion **passed** unanimously. Mr. Monagle reported that his office computer is currently in the shop and will likely need to be replaced. He added that Ms. Dennis's computer is still operating on the Windows 7 operating system and that it will likely need to be replaced soon as well. He said that the cost to replace the two PCs is something that we can absorb, and that the major added cost, if needed, will be to include Microsoft's Office Professional suite. Trustee Saunders **moved** to authorize the purchase of two new computers with the Office Professional package, as necessary; Trustee Ludewig **seconded**; the motion **passed** unanimously.

Mr. Monagle reported on the Cobbossee Lake Watershed Protection Project (Clean Water Act §319) and said that there are some repairs that need to be made on two previously completed road related projects on Williamson Road (Manchester) and the pedestrian path to the lake shore at the end of Hoyt Drive in Monmouth. He said that a major road project is currently ongoing on Ware Road (Manchester) where, he said, there will be improvements made to about 1,500 feet of road surface and several hundred feet of rip-rap lined ditching and culvert replacement. He said that a project he is pursuing on Ware Road that would involve the construction of three level spreaders designed to disperse runoff from the road and adjacent land to wooded buffers is potentially in a bit of jeopardy. The project, which he said would be fully funded through the CWD's Cobbossee Lake Stormwater Compensation Free fund, has come under a bit of fire from an abutter. He said, however, that he is confident that at least two of the level spreaders can be constructed with approval of a neighboring abutter. He said that the Friends of the Cobbossee Watershed (FOCW), who are collaborating with the CWD on the project, have had limited success recruiting shorefront stabilization projects for their Youth Conservation Corps (YCC) during this summer. He said that 6 of the planned 10 YCC projects have been completed to date

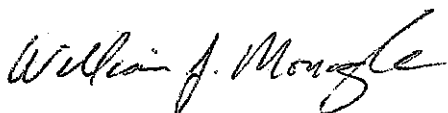
with the project scheduled to end at the end of this year. He said that it is possible that an extension will be requested from DEP to continue the project through next summer. In the fall, he said the FOCW and the CWD plan to hold two public workshops on Low Impact Development, or LID, techniques at strategic locations in the watershed. Ms. Dennis reported that as part of the Cochnewagon Lake NPS Watershed Restoration Project, Phase II (Clean Water Act §319), the FOCW have been busy conducting site visits with the CWD on 5 shorefront properties and that the Friends' YCC has arranged for 5 shorefront stabilization projects, three of which are on Beach Road and another on Paradise Point. She said she is very pleased with the YCC projects. She said the CWD is also arranging for two cost-share related projects, one of which will be at the Town of Monmouth's boat launch site and another on a common area on Bailey Lane. She said that a road related project is being planned for Robinson Drive and that she is hopeful that it will be completed this year, and added that design work has been completed for a project on Cochrane Drive, but that that project will likely be completed next year. Regarding the current water quality on Cochnewagon Lake, she said that the algae is blooming early this year and that water clarity is poor and could get worse. Trustee Saunders said that he believes the algae bloom is about two weeks ahead of schedule.

Mr. Burton circulated a lake water levels status report and said that all lake levels are currently low, but are within the CWD's summer standards. He said that this has been another dry summer, and without significant rainfall, the levels will likely decline further. Ms. Dennis provided a PowerPoint presentation that she had recently given to the Maranacook Lake Association (MLA) focusing on the anticipated Maranacook Lake Outlet Dam repair project but also highlighting a recent invasive plant identification workshop that was provided to the MLA as well as a recent dam inspection and repairs made to the Annabessacook Lake dam by Commercial Divers, Inc. for the Town of Monmouth.

Ms. Dennis reported that the CWD and the FOCW jointly held an invasive plant identification workshop on July 13<sup>th</sup> for the Berry Dexter Wilson Watershed Association. Mr. Burton said that the workshop was held at the Ladd Center in Wayne and was essentially a "milfoil 101" level workshop and was a pared down version of a more intense workshop. Trustee Sanders stated that during the week following the workshop, about 10 people who attended the workshop participated in a "plant paddle" on Wilson Pond, collecting plant samples and identifying them. With regard to the Annabessacook Lake aquatic plant survey, Ms. Dennis said that it was scheduled for the month of July and that all but 4 of the 37 sectors remain to be surveyed. She said that the survey has not revealed any new sites with the invasive variable-leaved water-milfoil although the plant growth in the channel leading from the boat launch has intensified. She showed several slides (PowerPoint) of the invasive plant harvesting operation conducted by New England Milfoil with assistance from the CWD during this summer.

The meeting adjourned at 8:24 P.M.

Respectfully submitted,



William J. Monagle, CLM  
Executive Director  
Secretary to the Board

# COBBOSSEE WATERSHED DISTRICT

ROBERT C. CLUNIE, JR.  
Chairperson

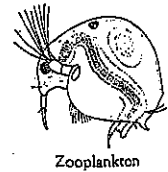
P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234



WILLIAM J. MONAGLE  
Executive Director

*Maine's first regional lake management district*



## MINUTES

The Cobbossee Watershed District Board of Trustees held its four hundred and thirty-fourth meeting on September 20, 2017 at 7:00 PM, at the Winthrop Police Department's Conference Room, Winthrop, Maine. Present were:

Robert Clunie – Gardiner trustee  
Shelly Gerstein – Readfield Trustee, Chairperson  
Doug Ludewig – Monmouth Trustee, Clerk  
Steve Musica – Richmond Trustee  
Joseph Saunders – Monmouth Trustee  
William Monagle – Executive Director  
Wendy Dennis – Limnologist

Chairman Gerstein called the meeting to order at 7:10 PM.

Mr. Monagle presented the Minutes from the April meeting. Trustee Saunders **moved** to accept the April Minutes as presented; Trustee Ludewig **seconded**; the motion **passed** unanimously. Mr. Monagle presented the Minutes from the May Budget meeting. Trustee Saunders **moved** to accept the May Minutes as presented; Trustee Ludewig **seconded**; the motion **passed** unanimously. Mr. Monagle presented the Minutes from the July meeting. Trustee Saunders **moved** to accept the July Minutes noting two misspellings to be corrected; Trustee Ludewig **seconded**; the motion **passed** unanimously.

Mr. Monagle presented the August Financial Report. Trustee Saunders **moved** to accept the August Financial Report; Trustee Clunie **seconded**; the motion **passed** unanimously

Mr. Monagle reported on the Cobbossee Lake Watershed Protection Project (Clean Water Act §319) and said that the Ware Road (Manchester) project has been completed. He said that improvements included adding gravel and crowning about 1,500 feet of road surface and creating several hundred feet of rip-rap lined ditching and re-placing a large culvert that had deteriorated. He said that he and Tamara Whitmore, Executive Director of the Friends of the Cobbossee Watershed (FOCW), will be conducting a public workshop on Low Impact Development, or LID, on October 7<sup>th</sup> at the Birches Campground in Litchfield. Ms. Dennis reported that as part of the Cochnewagon Lake NPS Watershed Restoration Project, Phase II (CWA §319), the FOCW's Youth Conservation Corps has completed 5 shoreline stabilization projects this year. She said that she has recently received an engineering design to make improvements on Robinson Drive (Monmouth) and is hoping to complete that project before the end of this year. She said that next week the CWD and the FOCW will hold a lake water quality education session for a Monmouth Academy Environmental Science class field trip focusing on lake and watershed education at Cochnewagon Lake. She said that Ryan Burton, CWD Water Resources Technician, will demonstrate water quality monitoring aboard the FOCW's pontoon boat, and that she will be teaching limnological concepts to students on the shore. The FOCW, she said, conducts watershed education classes in Monmouth schools. Next spring, she said, there will be

similar classes geared for younger students. Ms. Dennis said that she is pleased to report that the proposal she had submitted to DEP to conduct the alum treatment in Cochnewagon Lake to control the internal recycling of phosphorus from bottom sediments has been accepted and conditionally approved at this point. Of eight proposals state-wide that were accepted, she said that the proposal she submitted for Cochnewagon Lake received the highest ranking from DEP.

Reporting on current lake water clarity, Ms. Dennis said that three of the district lakes have recently supported algae blooms as evidenced by reduced water clarity. Annabessacook Lake, she said, recently had water clarity, measured as Secchi disk transparency (SDT) of 1.8 meters, and Cochnewagon lake and Lower Pleasant Pond had SDT readings of 2.2 and 2.5 meters, respectively. Upper Pleasant Pond, she said, is not blooming and had a recent SDT of 4 meters, which was to the lake bottom, and added that Upper Pleasant Pond is not subject to internal loading of phosphorus as is the case in deeper Lower Pleasant Pond. She said that both Cobbossee Lake and Wilson Pond have been looking greenish with SDTs of 3.3 and 3.5 meters, respectively. The CWD's goal, she said, is minimum water clarity not less than 3 meters.

Ms. Dennis circulated a graph, prepared by CWD Water Resources Technician Ryan Burton, depicting the current water level status of several CWD lakes relative to their full pond level. She said that in general most are within 6 inches to 1 foot below full pond level with the exception of Annabessacook Lake which is just above full pond. She said that no fall drawdowns have yet begun as most levels are already low due to minimal rainfall and stormwater runoff. She said that the drawdown of Annabessacook Lake should begin tomorrow. She said that we have posted on Facebook that the Cobbossee Lake drawdown will be delayed until after Columbus Day. With regard to the New Mills Dam, she said that the New Mills Dam Committee (NMDC) met earlier this week. Trustee Musica, a member of the NMDC, said that steel stop boards have recently been installed in the forebay of the dam. He said that all three gates are now operational making water level control more efficient. With regard to the Maranacook Lake Outlet Dam project, Ms. Dennis said that a streambank stabilization project on the private property just downstream and adjacent to the dam is about to happen. She said that both the Towns of Readfield and Winthrop would like to complete this component of the project this year, and that hopefully, the dam repair project will take place next year. She said that a request for bids to do the streambank stabilization project went out yesterday.

Trustee Musica noted that he has reviewed the district's personnel policies and job descriptions and feels that a review of current policies and an update of the individual staff job descriptions should be considered. After further discussion, it was agreed that Mr. Monagle and the staff would update job descriptions and report to the Personnel Committee prior to the next board meeting.

The meeting was adjourned at 8:50 P.M.

Respectfully submitted,



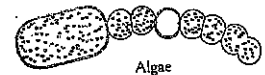
William J. Monagle, CLM  
Executive Director  
Secretary to the Board

# COBBOSSEE WATERSHED DISTRICT

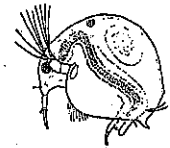
ROBERT C. CLUNIE, JR.  
Chairperson

P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234



Algae



Zooplankton

WILLIAM J. MONAGLE  
Executive Director

*Maine's first regional lake management district*

## FINANCIAL REPORT FOR SEPTEMBER 2017

(75% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
<b>DIRECT COSTS</b>					
Personnel	185,881.00	14,550.65	44,931.48	140,949.52	76%
Monitoring expenses	11,500.00	59.93	259.70	11,240.30	98%
Conference expenses	300.00	0.00	0.00	300.00	100%
Pro. Development	500.00	0.00	0.00	500.00	100%
Education/Information	2,200.00	0.00	116.35	2,083.65	95%
Bookkeeping	2,000.00	119.90	370.70	1,629.30	81%
Contractual					
Cobbossee 319	3,987.00	0.00	0.00	3,987.00	100%
Cochnewagon 319	6,450.00	0.00	0.00	6,450.00	100%
NPS Direct					
Cobbossee 319	18,315.00	10,425.97	14,118.51	4,196.49	23%
Cochnewagon 319	28,250.00	0.00	0.00	28,250.00	100%
Gage Operation	3,600.00	109.71	327.57	3,272.43	91%
Trustees expenses	600.00	0.00	600.00	0.00	0%
<b>TOTAL</b>	<b>263,583.00</b>	<b>25,266.16</b>	<b>60,724.31</b>	<b>202,858.69</b>	<b>77%</b>
<b>OVERHEAD COSTS</b>					
Health benefits	25,000.00	1,878.83	5,636.49	19,363.51	77%
Unemployment comp.	780.00	3.29	16.90	763.10	98%
Social Security	14,220.00	1,113.10	3,437.21	10,782.79	76%
---Benefits subtot.	40,000.00	2,995.22	9,090.60	30,909.40	77%
Office supplies	1,200.00	21.54	119.06	1,080.94	90%
Photocopy/printing	600.00	0.00	0.00	600.00	100%
Telephone	1,800.00	153.04	446.13	1,353.87	75%
Postage	325.00	0.00	49.00	276.00	85%
GIS License	400.00	0.00	0.00	400.00	100%
Library	825.00	48.92	146.76	678.24	82%
Petty Cash	100.00	0.00	0.00	100.00	100%
---Off. Oper. subtot.	5,250.00	223.50	760.95	4,489.05	86%
Office rent	13,506.00	1,076.00	3,228.00	10,278.00	76%
Truck operations	1,750.00	139.85	393.92	1,356.08	77%
Accounting/legal	250.00	0.00	0.00	250.00	100%
Insurance	6,300.00	0.00	2,249.00	4,051.00	64%
<b>TOTAL</b>	<b>67,056.00</b>	<b>4,434.57</b>	<b>15,722.47</b>	<b>51,333.53</b>	<b>77%</b>
Capital expense	1,700.00	428.60	1,027.60	672.40	40%
<b>TOTAL OPERATING COST</b>					
<b>AS BUDGETED</b>	<b>332,339.00</b>	<b>30,129.33</b>	<b>77,474.38</b>	<b>254,864.62</b>	<b>77%</b>
<b>UNBUDGETED EXPENSES</b>		0.00	0.00		
(See Notes*)					
<b>TOTAL EXPENSES</b>		<b>30,129.33</b>	<b>77,474.38</b>		

September 2017, cont'd.

	BUDGETED	Received	YTD	Balance	% Remaining
<b>INCOME</b>					
Municipal assessment	227,705.00	845.33	93,571.00	134,134.00	59%
Water District cont.	9,427.00	0.00	3,142.33	6,284.67	67%
Federal/State Grants					
Cobbossee 319	30,832.00	15,968.00	15,968.00	14,864.00	48%
Cochnewagon 319	47,558.00	0.00	0.00	47,558.00	100%
Contracts/fees	1,500.00	0.00	0.00	1,500.00	100%
Contributions/misc.	750.00	86.00	561.00	189.00	25%
Forward from Reserve	14,567.00	0.00	0.00	14,567.00	100%
<b>TOTAL REVENUES AS BUDGETED</b>	<b>332,339.00</b>	<b>16,899.33</b>	<b>113,242.33</b>	<b>219,096.67</b>	<b>66%</b>
<b>UNBUDGETED REVENUES (See Notes*)</b>		<b>0.00</b>	<b>2,400.00</b>		
<b>TOTAL REVENUES</b>		<b>16,899.33</b>	<b>115,642.33</b>		

**CASH BALANCES**

Checking Account	09/29/2017	76,664.25
Stormwater Comp. Funds		
- Cobbossee Lake (DEP)	09/29/2017	16,778.63
- Annabessacook Lake (DEP)	09/29/2017	7,559.27
- Woodbury Pond (DEP)	09/29/2017	623.30
- General Fund (CWD)	09/29/2017	10,872.36
<b>TOTAL</b>		<b>112,497.81</b>

**NOTES:**

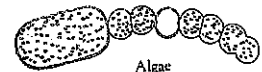
July - Received \$2,400 from Torsey Pond Association for Watershed Survey Report.

# COBBOSSEE WATERSHED DISTRICT

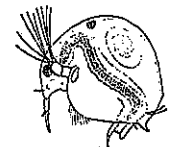
ROBERT C. CLUNIE, JR.  
Chairperson

P.O. Box 418, Winthrop, Maine 04364

Telephone (207) 377-2234



Algae



Zooplankton

WILLIAM J. MONAGLE  
Executive Director

*Maine's first regional lake management district*

## FINANCIAL REPORT FOR OCTOBER 2017

(67% of fiscal year remains)

	BUDGETED	Expended	YTD	Balance	% Remaining
<b>DIRECT COSTS</b>					
Personnel	185,881.00	14,306.19	59,237.67	126,643.33	68%
Monitoring expenses	11,500.00	1,809.58	2,069.28	9,430.72	82%
Conference expenses	300.00	0.00	0.00	300.00	100%
Pro. Development	500.00	0.00	0.00	500.00	100%
Education/Information	2,200.00	0.00	116.35	2,083.65	95%
Bookkeeping	2,000.00	167.68	538.38	1,461.62	73%
Contractual					
Cobbosee 319	3,987.00	0.00	0.00	3,987.00	100%
Cochnewagon 319	6,450.00	0.00	0.00	6,450.00	100%
NPS Direct					
Cobbosee 319	18,315.00	2,500.00	16,618.51	1,696.49	9%
Cochnewagon 319	28,250.00	0.00	0.00	28,250.00	100%
Gage Operation	3,600.00	110.22	437.79	3,162.21	88%
Trustees expenses	600.00	0.00	600.00	0.00	0%
<b>TOTAL</b>	<b>263,583.00</b>	<b>18,893.67</b>	<b>79,617.98</b>	<b>183,965.02</b>	<b>70%</b>
<b>OVERHEAD COSTS</b>					
Health benefits	25,000.00	1,878.83	7,515.32	17,484.68	70%
Unemployment comp.	780.00	1.95	18.85	761.15	98%
Social Security	14,220.00	1,094.41	4,531.62	9,688.38	68%
---Benefits subtot.	40,000.00	2,975.19	12,065.79	27,934.21	70%
Office supplies	1,200.00	317.61	436.67	763.33	64%
Photocopy/printing	600.00	0.00	0.00	600.00	100%
Telephone	1,800.00	150.48	596.61	1,203.39	67%
Postage	325.00	0.00	49.00	276.00	85%
GIS License	400.00	0.00	0.00	400.00	100%
Library	825.00	48.92	195.68	629.32	76%
Petty Cash	100.00	0.00	0.00	100.00	100%
---Off. Oper. subtot.	5,250.00	517.01	1,277.96	3,972.04	76%
Office rent	13,506.00	1,076.00	4,304.00	9,202.00	68%
Truck operations	1,750.00	0.00	393.92	1,356.08	77%
Accounting/legal	250.00	0.00	0.00	250.00	100%
Insurance	6,300.00	0.00	2,249.00	4,051.00	64%
<b>TOTAL</b>	<b>67,056.00</b>	<b>4,568.20</b>	<b>20,290.67</b>	<b>46,765.33</b>	<b>70%</b>
Capital expense	1,700.00	124.99	1,152.59	547.41	32%
<b>TOTAL OPERATING COST AS BUDGETED</b>	<b>332,339.00</b>	<b>23,586.86</b>	<b>101,061.24</b>	<b>231,277.76</b>	<b>70%</b>
UNBUDGETED EXPENSES		0.00	0.00		
(See Notes*)					
<b>TOTAL EXPENSES</b>		<b>23,586.86</b>	<b>101,061.24</b>		



October 2017, cont'd.

	BUDGETED	Received	YTD	Balance	% Remaining
<b>INCOME</b>					
Municipal assessment	227,705.00	0.00	93,571.00	134,134.00	59%
Water District cont.	9,427.00	0.00	3,142.33	6,284.67	67%
Federal/State Grants					
Cobbossee 319	30,832.00	0.00	15,968.00	14,864.00	48%
Cochnewagon 319	47,558.00	0.00	0.00	47,558.00	100%
Contracts/fees	1,500.00	0.00	0.00	1,500.00	100%
Contributions/misc.	750.00	0.00	561.00	189.00	25%
Forward from Reserve	14,567.00	0.00	0.00	14,567.00	100%
<b>TOTAL REVENUES AS BUDGETED</b>	<b>332,339.00</b>	<b>0.00</b>	<b>113,242.33</b>	<b>219,096.67</b>	<b>66%</b>

UNBUDGETED REVENUES (See Notes*)		0.00	2,400.00		
<b>TOTAL REVENUES</b>		<b>0.00</b>	<b>115,642.33</b>		

<b>CASH BALANCES</b>		
Checking Account	10/31/2017	53,010.70
Stormwater Comp. Funds		
- Cobbossee Lake (DEP)	10/31/2017	16,779.37
- Annabessacook Lake (DEP)	10/31/2017	7,559.60
- Woodbury Pond (DEP)	10/31/2017	623.33
- General Fund (CWD)	10/31/2017	<u>10,872.84</u>
<b>TOTAL</b>		<b>88,845.84</b>

NOTES:

July - Received \$2,400 from Torsey Pond Association for Watershed Survey Report.

Readfield Trails Committee Minutes  
September 26, 2017

Present: Nancy Buker, Ken Clark, Jeanne Harris, Bob Harris, Holly Rahmlow, Becky Walsh

Excused: Greg Durgin, Rob Peale

The meeting was called to order at 6:34 p.m.

The minutes were read and approved unanimously.

Jeanne reported that the correct balance in our account is \$2,398. Jeanne looked into a discrepancy between the July and August balances and reported that it was due to end-of-the-fiscal-year adjustments.

Ken distributed a packet of information about the Esker Trail, which he will be sharing with Eric. The committee complimented Ken on the presentation, which includes several photos, the trail agreements and a proposal with all the details.

Nancy noted the mention of wetlands might alarm some people, so language was added to make it clear that the trail will have no impact on the wetlands or surrounding natural habitat and other language was adjusted to avoid mention of wetlands.

Ken suggested using roofing material to keep bridges/exposed wood from being slippery.

Suggestions were offered to the language in the document and suggestions were made about how we might proceed on the actual building of the trail.

Greg, Ken and Bob have made some plans for the Maranacook school day on Oct. 4. We will meet in the fairgrounds parking lot at 8:30. Plans are to clear brush, firewood, etc. to improve the sight lines on the Fairgrounds Trail and perhaps to spread some of the blue stone.

Becky is bringing cookies, Nancy offered Gatorade, and Gary and Ann will be there with some water. The kids get their own lunches.

The Kents Hill School kids are scheduled for October 26. Exact plans for that group are unclear and Ken said he won't be available, but we will have a meeting two days before then to fine tune plans.

Bob updated progress on the Mill Stream project. Bob and Greg cleaned up a lot of the old wood and brush on the trail above the dam. Later Bob, with help from Jeanne and Lydia,

hauled five loads to the transfer station. There are plans to do more work on the dam itself with funds allocated.

There was discussion about finances and plans for next year's budget and what we might need for Trails. Jeanne showed a plan for the improved parking at the Fairgrounds. Jerry Bly has applied for a \$35,000 grant, which will also affect Trails projects.

Jeanne and Bob went to the dedication for the Kennebec Land Trust's dedication for the new Rosmarin property, which is about 360 acres and features a lot of vernal ponds. The family that donated the property was there and served cider and donuts. Jeanne said they had cleared a trail, called the Beaver Trail, which they walked.

Next meeting will be October 24.

Meeting adjourned at 7:55.

Minutes prepared and submitted by Holly Rahmlow

Minutes  
Age Friendly Committee  
October 11, 2017

Present: Marianne Perry, Marjorie Ellis, Ann Mitchell, John Moran, Romaine Turyn and Eric Dyer for a portion of the meeting

The meeting was called to order at 11:10 by the Chair, Romaine Turyn. Romaine distributed stickers and the t-shirt to Ann who was not able to be present at the last meeting.

The minutes were approved as amended.

### **Announcements and Updates**

Marianne reported that the Cemetery Committee is seeking contributions from residents to help support reduced or elimination of the fee for rabies shots and license fees for dogs.

John reported that the KVCAP bus goes to Mount Vernon once a week and only a few people take it. He will call them again to find out more specific information. John also called the resident who had asked the Age Friendly Committee to look into plowing exceptions for older residents. John Moran said he did not talk to the individual but left a message.

Romaine reported on the Aging Summit. She served on a panel with other towns to share their experiences implementing an Age Friendly Committee. The towns represented different phases of development, with Readfield considered a newer community. Some communities have staff to assist with implementation.

### **Handy Helpers**

Romaine reported on a technical assistance phone call with communities interested in implementing a Handy Helper Program and the Bowdoinham Masons and the Bowdoinham officials. The call was very helpful in addressing concerns. Romaine, Eric Dyer and Ed Dodge from the local Mason Chapter participated. Fortunately our local Mason chapter, called the Lafayette Lodge #48 wants to participate. The next step is to redesign forms and meet with Eric and Ed again.

### **Sand Bucket Program**

The Age Friendly Committee wants to continue this effort. We need to increase advertising of it. Marjorie and Marianne will write something for the November Messenger article. We will ask residents to sign up in advance so that they are prepared for the weather. We will ask the Town Office if we can store a few filled buckets at the Town Office.

**Tool Kit**

Romaine reported that in cooperation with AARP, the Bethel Area Age Friendly Committee will loan Readfield its Adaptive Tool Kit for a month or so. This will provide an opportunity to gauge a level of interest in Readfield. The Committee agreed as previously agreed, that we should feature the Tool Kit at the Senior Café and then display it at the Town Office. It was decided that the November 6th at the Senior Café would be ideal, if available and then it could be on display for Election Day. Ann agreed that she could be the Readfield Age Friendly representative at the Senior Café on the 6<sup>th</sup>. Because the display should not be left unattended, the following schedule was set up for Election Day:

8-10	John
10-12	Ann
12-2	Marianne
2-4	Romaine

We agreed after consultation with Eric, that we would keep our originally selected meeting date, the second Wednesday of each month at 9:00 at the Town Office.

The meeting adjourned at 12:15

Respectfully submitted,  
Romaine Turyn

## **SWRC MINUTES**

Wednesday, October 22, 2017

5:30 – 7:00 pm @ Readfield Town Office

Attendees: Eric Dyer, Mark Robinson, Aaron Chrostowsky, Kathryn Woodsum, Bill Drake, Stephanie Haines, Bob Weimont, Mary Farnum and Michael Hicks.

### **1. Roll Call and determination of quorum;**

*A quorum was determined.*

### **2. Election of Officers- Chairman, Vice Chairman, Secretary.**

*Kathryn Woodsum (Readfield) nominated for Chair- Vote conducted- **Elected**  
Stephanie Haines (Wayne) nominated for Vice Chair- Vote conducted- **Elected**  
Michael Hicks (Fayette) nominated for Secretary- Vote conducted- **Elected***

*Aaron brought up for discussion and it was agreed generally that all towns involved in the SWRC should be represented with an officer on the board. Perhaps this should be added to the Charter.*

### **3. Review of minutes from March 22, 2017.**

*The only members present at both the current and reviewed meeting, (Eric, Mark, Aaron and Mike) reviewed and approved the minutes.*

### **4. Oral and written communications.**

#### **a. Update from Readfield Transfer Station Manager**

##### **i. General Operations**

*Eric- Operations went well through the summer. Approx 5 – 10% of Fayette customers left haulers to bring their own waste. No shut downs experienced.*

##### **ii. Budget and actuals review (July – September)**

*Eric- We are on track and doing well, perhaps slightly ahead on revenues compared to expenditures. There were some expenses relative to the backhoe. Discussion was had about boots being issued yearly as they wear out and clothing- perhaps employees can be given shirts/jackets that identify and distinguish them as Transfer Station Employees.*

**iii. Striping and Signage**

*Eric- Traffic flow was changed and diagrams were reviewed; suggestion were discussed as to the adjustment of the wording of the signs, striping, traffic flow and angling of parking spaces. Updated documentation/diagram to be forwarded to members for feedback and to towns for inclusion in their news letter.*

**iv. Access road repair**

*Eric- On track for completion by April/May 2018 for approx. \$17,000.00. We want to meet requirement of town standards for an access road.*

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

*No members of the public in attendance.*

**6. Unfinished business.**

**a. Transfer Station hours**

*Hours required to be negotiated and with a four month notice of change. Survey has been sent out to haulers.*

**b. Traffic study results**

**c. Operations Manual update process**

**d. Composting**

*Sub-committee formed.*

**e. Education and outreach programs**

*Sub-committee formed.*

**f. Recycling rates and strategies (clear bag policy, Pay as you Throw, etc.)**

*Clear bags;*

- Need to work with haulers closely.*
- Concerns with privacy, fairness, collection of demo fees for non-clear bags, procedures for Transfer Station Attendants.*
- Public education will be very important.*

- *The implementation should not be rushed, it should be done over time.*
- *Sub-committee to be formed- Date of implementation TBD.*

**g. Other, if any.**

*An individual delivered a large number of tires and was addressed promptly with a letter to end the practice.*

**7. New Business**

*a. Formation of Sub-Committees*

<i>Recycling:</i>	<i>Aaron/ Kathryn</i>
<i>Composting:</i>	<i>Mike</i>
<i>Outreach and Education:</i>	<i>Kathryn</i>
<i>Operations/ Maintenance (Hours/traffic/Ops Manual):</i>	<i>Bill</i>

**8. Set next agenda**

*Future SWRC Meetings- 3<sup>rd</sup> Wednesday*

<i>January 17, 2018</i>	<i>5:30 pm</i>	<i>Fayette School</i>
<i>April 18, 2018</i>	<i>5:30 pm</i>	<i>Wayne Town Office</i>
<i>July 18, 2018</i>	<i>5:30 pm</i>	<i>Readfield Town Office</i>

**9. Adjournment. 7:00 pm**

*Respectfully submitted: Michael J. Hicks on November 25, 2017*



# OLD BUSINESS

# CEMETERY ORDINANCE

of the Town of Readfield MAINE

Adopted by the Town Meeting; Effective:

## Section 1 TITLE

This Ordinance shall be known as and may be cited as the "Cemetery Ordinance for the Town of Readfield, Maine," and shall be referred to herein as "this Ordinance".

## SECTION 2 PURPOSE AND AUTHORITY

The purpose of this Ordinance is to establish a Cemetery Committee under Title 13, M.R.S.A. 301, and to create a framework for regulating and managing the use and operation of cemeteries in Readfield. This Ordinance is adopted pursuant to 30-A M.R.S.A. 3001.

## SECTION 3 DEFINITIONS

**Burial:** A burial refers to the remains of a single person, whether in a casket or in cremated form.

**Grave/grave site:** A parcel of cemetery land suitable for the burial of a single full casket. Some gravesites are specifically for cremations, and are smaller,

**Lot:** A cemetery lot is a parcel of cemetery land that may contain a block of graves, sometimes, but not always, owned by a single family.

## SECTION 4 THE CEMETERY COMMITTEE

- I. Appointment, qualifications, tenure, and vacancies on the Cemetery Committee
  - A. The Cemetery Committee will have nine (9) members appointed by the Select Board. They shall serve without compensation.
  - B. The Sexton will serve as a non-voting, ex-officio member of the Committee. The Select Board may also appoint other staff of the Town, such as the staff member who maintains the Cemetery accounts, as non-voting ex-officio members of the Committee.
  - C. Members shall be legal residents of the Town of Readfield. The term of office of each regular member shall be three years.
  - D. The terms of office shall be staggered, with the terms of 3 members expiring each year.

- E. The Committee may create subcommittees to work on particular issues. These subcommittees may include members who are not members of the Cemetery Committee.
- F. Vacancies may occur by reason of resignation, death, or removal from the Town. The Selectboard will fill vacancies for the unexpired term

2. Organization and Rules of the Committee

A The Committee shall annually elect a Chair, Vice Chair, and a Secretary. Each of these officers shall serve a one-year term and shall be eligible for reelection, The Chair will call the meetings and the Secretary will take minutes.

B A majority of the members shall constitute a quorum

C. All meetings shall be held pursuant to public notice and be held in a public building.

D. All records of meetings and actions of the Committee shall be public records except for deliberations and decisions relating to personnel or cases involving individual burials.

E. The Committee may adopt additional rules, not inconsistent with this Ordinance, for its operation, as necessary.

3. Duties of the Cemetery Committee

A The Committee is advisory to the Select Board. The committee shall make recommendations to the Selectboard concerning:

- i. Regulations for the Cemetery.
- ii Policy for the operation, care and maintenance of the Cemetery, including recommendations for capital expenditures.
- iii. Changes in fees to be charged for Cemetery services,
- iv. Expansion of the Cemeteries.

4. The Cemetery Committee will provide an annual report to the Select Board on the operation and financing of the Cemetery.

## SECTION 5. CEMETERY FINANCES:

### 1. The Perpetual Care Fund

This fund is created under 13 MRSA 1306 that requires that at least 30 percent of the proceeds from the sale of lots and individual gravesites in the Cemetery be deposited in an endowment fund for the Cemeteries. The Cemetery Committee will make recommendations to the Select Board on the proportion of monies from the sale of lots to be invested in the Perpetual Care Fund.

For the Town of Readfield, seventy-five percent of all monies received from the sale of burial plots will be placed in the Perpetual Care Fund. The remaining twenty-five percent will be placed in a Perpetual Care Account. The interest earned on the perpetual care fund may be used only for additional land and/or capital improvements of all Town owned cemeteries. The amount of funds on hand will be public knowledge and are to be included in the Town's Annual Report.

### 2. The Trust Funds

The Trust funds are funded by several revenue streams and are used for Cemetery capital expenditures such as repair and maintenance of gravestones, and purchase of equipment. Certain trust funds are dedicated to particular grave sites or families. Its revenues are:

A. Interest from the Perpetual Care Fund. Under state law, this interest must be devoted to maintenance of the Cemetery or for the purchase of additional Cemetery land

B. Money from the sale of cemetery lots that does not go into the Perpetual Care Fund principal.

### 3. The Town Appropriation

The Town will annually budget for the operation of the Cemetery including compensation for employees and regular annual expenses.

4. The Cemetery Committee shall assist in developing the annual budget for the Cemetery. This budget will recommend operating expenses from the Town appropriation, and expenditures from the Cemetery Trust Funds.

## SECTION 6. OPERATION OF THE CEMETERIES

1. A Sexton will be hired by and will report to the Town Manager. The Sexton's duties are described in a Job Description, included as an attachment, and as amended by the Select Board from time to time. Under 304 MRSA 2901 Municipalities are responsible for decorating graves of veterans of the Armed Forces of the United States of America with an American flag in an appropriate flag holder on Memorial Day (observed). They are also required to request that the Church bell be rung at 11 AM on Veterans Day.

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2. Opening or closing of a Town cemetery will be determined by a vote at Town Meeting, unless all lots in said cemetery are sold.

**SECTION 7. ENFORCEMENT AND PENALTIES**

This Ordinance shall be enforced by the Select Board and the Town Manager

**SECTION 8 AMENDMENTS**

This Ordinance may be amended by Town Meeting at any properly noticed meeting.

**SECTION 9. SEVERABILITY**

If any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.

**SECTION 10. ABROGATION**

This Ordinance repeals and replaces any municipal ordinance or legislative action previously enacted.

## **Future Agenda Items - Proposed DRAFT**

### Potential Future Meeting / Workshop Items:

Town Manager review and contract - short-term  
Prospective municipal solar energy project from ReVision Energy  
Investment strategies - intermediate term  
County Officials and State Delegation Meetings - intermediate term  
Appeals process and appeals matrix review - long-term  
Contingency Policy discussion - long-term  
Personal Property Taxes - long-term  
Student engineering work at the Giles Rd. Bridge - long-term

### Ongoing Goals:

- Review, revise, draft governance documents as needed
- Business support and welcoming
- Renewable energy and energy conservation
- Town buildings planning
- Activities for kids and adults
- Church Street sidewalk
- Targeted property tax assistance
- Cannabis considerations
- Transfer Station operational refinement

**2018-2019 (FY 19) BUDGET & WARRANT PROCESS SCHEDULE\***

Date	Task	Meeting Time
10/16/17	Select Board Meeting - Budget process review	6:30 PM
10/27/17	Budget process memo sent to Depts., Boards, & Committees - To include PY & YTD #s	N/A
11/13/17	Select Board Meeting - Board goals & warrant discussion	6:30 PM
11/29/17	Budget Committee Meeting - Organizational meeting and budget goals	6:30 PM
12/29/17	Preliminary Dept., Board & Committee budget #s & goals due	N/A
01/04/18	Budget Committee Meeting - Departments I	6:30 PM
01/08/18	Select Board Meeting - First Budget Draft	6:30 PM
01/18/18	Budget Committee Meeting - Departments II	6:30 PM
02/05/18	Select Board Meeting - Second Budget Draft	6:30 PM
02/15/18	Budget Committee Meeting - Departments III	6:30 PM
<b>02/22/18</b>	<b>Joint Select Board and Budget Committee Meeting - Capital Investment Plan Review</b>	6:30 PM
03/02/18	100 days before vote - Nomination Papers available (actually 102 as the 4th is a Sunday)	N/A
03/05/18	Select Board Meeting - Third Budget Draft	6:30 PM
03/07/18	School Committee meeting with Select Boards - school budget	6:30 PM
03/09/18	Deadline for warrant article and ordinance submissions	N/A
03/15/18	Budget Committee Meeting - Budget review	6:30 PM
03/19/18	Select Board Meeting - Budget & Warrant Review	6:30 PM
<b>03/29/18</b>	<b>Joint Budget Committee &amp; Select Board Meeting - Public Budget Meeting</b>	6:30 PM
03/28/18	Deadline for legal review of the proposed warrant	N/A
04/02/18	Select Board Meeting - Final budget & Warrant review and approval	6:30 PM
04/06/18	Draft annotated Warrant due	N/A
04/12/18	Budget Committee Meeting - Final budget review and approval	6:30 PM
04/13/18	60 days before voting - Nomination papers due	3:30 PM
<b>04/19/18</b>	<b>Joint Budget Committee &amp; Select Board Meeting - Public Budget Meeting / Hearing</b>	6:30 PM
05/08/18	35 Days before voting - Signed Warrant due to Clerk (absolute deadline)	N/A
06/02/18	10 days before voting - Last day to hold referendum question hearings	N/A
06/05/18	7 days before voting - Town Meeting Warrant posted (absolute deadline)	N/A
<b>06/12/18</b>	<b>Town Meeting - State Primary</b>	<b>8:00 AM</b>

This border indicates statutory deadlines

Notes:
<b>Involvement</b> - Although not addressed directly it is expected that the Town Manager, Finance Officer, and Residents of the Town of Readfield will have ongoing roles in nearly all aspects of the budget process.
<b>Select Board Attendance</b> - Joint meetings and regular Select Board meetings will have full Select Board attendance any budget meetings may have three or more members of the Select Board in attendance.
<b>Public Budget Meetings</b> - These meetings are intended to provide opportunity for extensive public comment, feedback, and recommendations on the draft budget and budget process in conjunction with budget presentations.
<b>Departments I</b> - Includes the following: <b>General Government</b> (Administration, Insurance, Office Equipment, Assessing, Code Enforcement, Boundaries, Maintenance, Grant writing / Planning, Heating Assistance), <b>Boards &amp; Commissions</b> (Appeals Board, Conservation Commission, Planning Board), <b>Buildings</b> (Fire Station, Giles Hall, Library, Building Maintenance)
<b>Departments II</b> - Includes the following: <b>Community Services</b> (Animal Control, Kennebec Land Trust, Library, Public Access TV, Street Lights, Town Farm), <b>Protection</b> (Fire Department, Ambulance, Water Holes, Dispatching, Personal Protection Gear Replacement), <b>Cemeteries</b> (Cemeteries), <b>Regional Assessments</b> (Cobbossee Watershed, Kennebec County, KVCOG, First Park, Debt Service)
<b>Departments III</b> - Includes the following: <b>Recreation</b> (Beach, Recreation, Heritage Days, Open Space, Trails, Community Park), <b>Roads &amp; Drainage</b> (Roads & Drainage), <b>Capital Improvements</b> (Admin Technology, Fire Station Addition, Gile Hall, Ball Field, Library, Transfer Station, Maranacook Lake Dam), <b>Solid Waste</b> (Transfer Station, Backhoe), <b>Unclassified</b> (Non-profits, Snowmobiling, Enterprise Fund, Revaluation, General Assistance)

\* As Amended December 7, 2017



# MARANACOOK AREA SCHOOLS

*A Caring School Community Dedicated to Excellence*

Donna H. Wolfrom, Ed.D.  
Superintendent of Schools

Nancy Harriman, Ph.D.  
Director of Curriculum, Instruction & Assessment

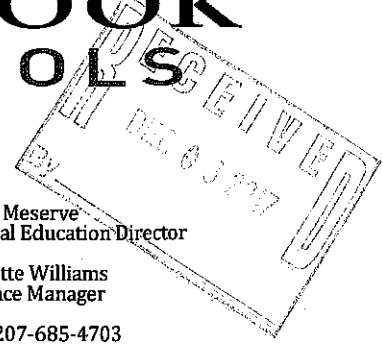
Tel. 207-685-3336

December 1,, 2017

Ryan Meserve  
Special Education Director

Brigette Williams  
Finance Manager

Fax. 207-685-4703



Dear RSU #38 Community Select Board Members:

We would like to invite you to attend a joint meeting with the RSU #38 School Board on March 7, 2017 at 6:30 p.m. at the Maranacook Community High School to discuss the draft FY18 RSU #38 school budget.

We had many positive comments about the joint meeting during last year's budget process and are committed to again providing this experience. Members of both boards felt that this meeting gave participants the opportunity to ask each other questions about and give input on issues that would impact the RSU #38 budget. We believe that the opportunity for open communication is invaluable to the budget process.

Below is a list of the RSU #38 budget meetings. We encourage someone from your Select Board to attend these meetings in order to gain a better understanding of the details of the draft budget prior to the March 15 meeting. At these meetings administrators will describe their budgets and discuss any changes that they feel are necessary for FY18. The schedule for the RSU #38 budget meetings is as follows and we would welcome your attendance:

- January 3, business meeting & budget overview
- January 17, budget workshop
- February 7, business meeting
- February 14, budget workshop
- March 7 - business meeting Joint meeting with Select Boards on budget; budget deliberations, follow-up and decision making
- March 14, budget workshop, budget deliberations, follow-up and decision making
- March 21 (tent.), budget workshop, budget deliberations, follow-up and decision making
- March 28, budget workshop, budget deliberations, follow-up and decision making
- April 4, business meeting including budget deliberations, follow-up and decision making
- April 11, business meeting, vote on budget
- May 16, RSU 38 Annual Meeting, 7:00 p.m.

We look forward to the March 7 meeting where we can openly discuss the draft budget and raise and answer questions that will promote a better understanding of the needs of the RSU #38 community. We hope you can join us for this meeting.

Sincerely,

Donna H. Wolfrom  
Superintendent of Schools

Betty J. Morrell  
RSU #38 Board Chairperson



# NEW BUSINESS

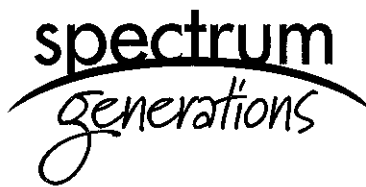
<b>Current Ordinances</b>			
<b>Name</b>	<b>Purpose</b>	<b>Enacted</b>	<b>Last Amended</b>
Addressing Ordinance	To enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Readfield.	3/1/2010	6/9/2011
Administrative Ordinance	Streamline the secret ballot process & give certain authority to the Select Board	6/9/2015	6/13/2017
Animal Control Ordinance	To provide regulations in addition to those contained in State Law.	6/11/1985	6/9/2011
Board of Appeals Ordinance	Defines the scope, limitations, and process of appeal	6/13/2017	-
Conflict of Interest & Recall Process Ordinance	Rules for any elected or appointed municipal officer or official of the Town concerning conflicts, recall process.	6/13/2013	6/14/2016
Fire Department Ordinance	Appointment of Fire Chief and Duties	3/13/1976	6/9/2015
Firearms Ordinance	Provides for both the safety of the resident and for the peaceful enjoyment and use of property.	6/9/2011	6/9/2015
Floodplain Management Ordinance	Establishes a Flood Hazard Dev. Permit system and review procedure for development activities in the designated flood hazard areas in Town.	6/11/2009	6/9/2011
General Assistance Ordinance	Provides for the administration of a program of general assistance to all eligible persons.	9/25/2013	10/1/2016
Land Use Ordinance	To ensure that land use changes or developments, which may have major or significant impacts on the Town, or parts thereof, will protect the health, safety and welfare of the townspeople, consistent with the goals expressed in the Readfield Comprehensive Plan.	3/20/2000	6/13/2017
Mass Gathering Ordinance	To promote the health, safety and general welfare of the residents of the Town of Readfield and attendees of the mass gathering.	6/20/1978	6/10/1999
Noise Standard	Is to protect the public from unreasonable increases in noise from certain commercial, industrial, manufacturing and assembly operations.		
Parking Ordinance	Readfield Corner Parking	10/24/1988	12/19/2011
Property Assessed Clean Energy (PACE) Ordinance	Grants residents access to more and better financing for home efficiency and energy saving projects through a partnership with Efficiency Maine.	6/13/2017	-
Sludge Management Ordinance	Regulating storage and land application of sludge and other residuals	9/22/1998	6/9/2011
Snow Plowing Ordinance	Control of snow and ice across any public way within Readfield	3/12/1977	
Telecommunication Tower Ordinance	To balance the interests of the residents of Readfield, telecommunication providers and their customer in the siting of telecommunications facilities with Town.	6/11/1998	5/15/2008
Traffic Ordinance	For the purposes of approving Temporary Road Closures in Town.	6/9/2011	
Waste Disposal & Recycling Ordinance	To control waste material in the Town of Readfield, by providing for the establishment and enforcement rules and regulations.	6/11/1998	6/9/2011

**Prospective Ordinances / Ordinance Revisions**

<b>Name</b>	<b>Purpose of Ordinance / Revision</b>	<b>Type of Action</b>
Dog Control Ordinance	Establishes regulation specific to dogs in addition to state statute.	New
Fire Department Ordinance	Adds reference to FD bylaws and clarifies financial relationships.	Revision
Local Food Ordinance	Permits and support local food production and consumption.	New
Property Tax Relief Ordinance	Provides tax relief to low income residents through a local program built around the Maine Property Tax Fairness Credit program.	New
Special Amusement Ordinance	<del>Brings Readfield in compliance with title 28-A, section 1054 regarding entertainment and liquor on the same premises.</del>	New
Streets, Sidewalks, and Public Places Ordinance	Regulates activity on public streets, sidewalks, and public places	New
Traffic, Vehicles, and Parking Ordinance	Combines two distinct ordinances and add further detail.	Combination / Revision

# EXECUTIVE SESSION

**FYI**



www.spectrumgenerations.org  
One Weston Court, Suite 109, Augusta, ME 04330  
1.800.639.1553 • Fax 207.622.7857 • TTY 1.800.464.8703

November 27, 2017

Mr. Eric Dyer, Town Manager  
Town of Readfield  
8 Old Kents Hill Road  
Readfield, ME 04355

Dear Mr. Dyer:

Thank you and the Town of Readfield for your \$1,376.00 contribution received on November 8, 2017. Your support continues our ability meet the increasing demand for services we provide to older/disabled adults, their families, and caregivers in your community.

Spectrum Generations is dedicated to helping people live their best lives by fostering independence and promoting a healthy life style. Thanks to you and the Town of Readfield, we will continue to provide options for vital, independent living to a growing number of older and/or disabled adults.

Many thanks for your generous commitment to our work. Together, we are making a difference by helping people to remain in their homes preserving their independence and dignity.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Hanner".

Stephanie Hanner  
Community Engagement Officer

*No tangible goods or services were received by the municipality for their contribution. Central Maine Area Agency on Aging (d/b/a Spectrum Generations) is a 501(c)(3) non-profit organization and our Tax ID number is 01-0318051.*