

Town of Readfield

Boards, Committees & Commissions

Meeting Minutes (Approved & Draft Form)

as of 03-29-2024

- Age Friendly Committee
February 14, 2024 – Approved
March 13, 2024 – Draft
- Budget Committee
March 6, 2024 – Approved
March 20, 2024 – Draft
- Cemetery Committee
February 12, 2024 – Approved
March 18, 2024 – Draft
- Connectivity Committee
January 29, 2024 – Approved
March 19, 2024 - Draft
- Library Board of Trustees
February 14, 2024 – Approved
- Planning Board
February 21, 2024 - Draft

Age Friendly Committee Meeting Minutes

February 14, 2024 - Approved

Present: Maggie, Eric J., Deb, Ed, Marge, Elaine

Regrets: Marianne

Guests: Sean Goodwin, Eric D., Steve DeAngelis

Approval of January 10, 2024 Minutes

Readfield U Update:

Registration is going strong. We will continue to publicize locally and the surrounding communities. Maggie will do a presentation at the Maranacook Community Café this Thurs.

We will also be reaching out to our presenters to see if they have spent money on materials for their presentations that we may be able to reimburse.

Many AFC members will be attending the different programs and when possible, providing refreshments.

We also plan to create Sign up cards for Disaster Assistance to be distributed at all AFC events.

Update on Grant Possibilities:

Maggie and Elaine met with Melissa to review the Maine community Foundation grant application. There was complete agreement that at this time, we could not come up with enough immediate expenses to warrant this type of grant request. One of the items AFC thought would need to be purchased – an amplifying headset – has been donated.

AFC Budget:

As of this meeting the balance in the AFC budget is \$ 1,862.60. Money was spent on purchase of AFC T-shirts for committee members.

Anticipated expenses for the remainder of this budget year are:

Maintenance of RU website - \$ 12.00

Storage container for Café supplies, non-perishable items, name tags

Additional Welcome Bags

Magnets for Handy Helper Resource

Additional items: Eric J. will investigate the cost for ordering AFC Mugs that would have printed phone numbers for Handy Helpers, NDN

Elaine will ask Kristin to print off more Resource Magnet strips and possibly business cards.

Inserts for Welcome Bags

Explanations for painted stones and pocket mice and Snowmobile applications

AFC discussion regarding work on Emergency Response Kits

An important focus of the State wide Lifelong Maine program this year is Disaster Resilience. Readfield AFC is interested in exploring ways we can support our older residents in the event of short term and extended emergency situations. Many of these situations are related to extreme weather events during which time there are extensive power outages, loss of internet and loss of communication capabilities.

We recognize that some situations are spontaneous and of short duration while others are predicted as in extreme snow storms, wind storms, extreme cold and even extreme heat events.

The AFC is interested in exploring the ways in which we can help residents prepare, endure and recover from these extreme events. One way is to explore how other communities have developed Disaster Resilience Tool Kits – Elaine presented the program developed by the Bowdoinham AFC - She urged the committee members to log onto the Bowdoinham town website to view the 10 minute video that describes in detail how they went about developing this successful program. As an example, their kits include hats, gloves, hand warmers, wind up or battery powered radios, battery powered lanterns capable of charging phones, toe grippers, emergency light sticks. Hopefully, our AFC will continue this discussion during our next meeting.

Guest Speaker : Sean Goodwin from Kennebec County Emergency Management Agency – their role is to support the needs of a community as they organize their local disaster response.

Examples given – cots, blankets, food, animal crates, and generator for the town buildings they do not direct the local town response.

Sean explained in detail the role of the KCEM agency - they have a Civil Emergency Response Team that will train community volunteers who will be part of a larger town core response team.

This can include how to work communication devices, basic CPR training etc. to become certified.

Discussion then turned to how to establish local warming center which is different than an overnight – these sites need to be accessible, have at least one bathroom, water and available to pets.

Some towns have developed policies that will automatically set up a shelter upon a Target Temperature so that residents can anticipate this to make arrangements to get there.

Sean indicated that there are many grants available (although competitive) that can support acquiring the necessary items.

Eric D. provided the AFC with some very important updates:

All town trucks will be equipped with radios to improve coordination of response.

The town has been approved for the creation of a low power FM station – This has tremendous potential for improving communication throughout the town on a 24 hour basis for providing instructions during an emergency response. However, this is a work in progress that will become operational several years down the road.

In the meantime, the Readfield AFC would like to work on emergency response in several ways-

1. We will create a Resident Response Card that people can fill out if they would like to be placed on an Emergency Call list. This could include name, address, how many people in the household, if there are pets, and also an alternative contact person.
2. Educate residents that help is available for rides to a warming place, getting food, water medicine and that there are no eligibility requirements such as age for the assistance.
3. If we can get this Resident Response Card created in time, we can distribute it during Readfield U programs, the Maranacook Community Café, during elections and even incorporated into the Tax bill mailing.

Meeting Adjourned 11:00

Next meeting March 13

Respectfully,

Elaine

Age Friendly Committee Meeting Minutes

March 13, 2024 - DRAFT

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

Absent: Ed,

Approved Minutes of Feb 8, 2024

Old Business:

Readfield U Update: Had a terrific first week with four well-attended classes. So far 78 people have registered, many for multiple programs. All 17 classes have at least 10 people registered with a current high of 46 participants in a class. Additional registrations and walk-ins are expected. The program is attracting more and more interest and Maggie was contacted by a KJ reporter who interviewed her for an article to appear in the next few days.

An issue concerning Age Friendly reserved space: Maggie was informed on Tuesday 3/12 that there was a scheduling conflict with the March 19 Readfield U class in Gile Hall and it would have to be moved to the committee room. It should be noted that the hall was reserved in January by the Age-Friendly committee, approved for the Readfield U event, and noted on the town calendar as well as being widely publicized. At that time, it was the only event scheduled for the Town Hall for the evening of March 19. The upstairs space in Gile Hall had been selected because numbers attending Readfield U classes often exceed the capacity of the committee room. In the future we hope that rather than simply overriding our plans the courtesy will be extended of having a conversation with the committee about the various needs involved. The effort involved in putting Readfield U together is huge and while appreciation and affirmation of the worth of the program has been expressed in words, actions do speak louder.

Maranacook Community Café – Continues to draw consistent attendance. Participants greatly appreciate the student programs as well as the programming provided by the committee. Discussion is underway to plan for continuing the program through the summer when the school is no longer in session. AFC volunteers plan to stock up on non-perishable items that are currently available at the school.

Handy Helper Update – Committee members assembled the magnet Resource Guides, thanks to Kristin providing us with the supplies. We will continue to make the very popular resource available at every AF event.

Updates from representatives to other town committees:

Fairgrounds Working committee- Deb and Elaine reported that the work of this committee is coming to an end as the project moves into the next phase of fundraising assuming the warrant articles pass.

Vestry – Elaine reported that the UMH/Vestry working group is developing policies and procedures for the potential rental use of the Vestry. However, this is a work in progress and the time frame for when this becomes an option is difficult to determine.

Community Programming Coordinator Draft Schedule: Elaine shared this document that estimates how this position's time will be allocated. Out of an estimated total hours of 1,388 – Age Friendly activities were listed as follows: Senior Café – Assist with programming and promotion 12 hours . Readfield U – Assist with programming, scheduling and promotion – 12 hours. This represents a total of 1.7% of the time this position is dedicated to Age Friendly activities.

Age Friendly Budget: Maggie will submit reimbursement for our website maintenance. Eric reported that to purchase mugs that would advertise Age Friendly they would be \$10 each . Everyone agreed this was too expensive. Eric J. distributed name tags on lanyards for the AF group and will see if he has a storage container on wheels. We will continue to come up with a shopping list for the café, future supplies for Readfield U, some type of tote bag and nametag holders. As for signage, Marge shared that she just purchased a sandwich board for a different organization. Everyone agreed that may be very useful for AF events. She will bring the cost information to the next meeting.

Community Resilience:

Elaine shared more detail from the Bowdoinham Project for creating a Winter Resilience Kit – what they include, costs, how they distribute these kits to the people who need it the most.

There was lots of enthusiastic brainstorming from committee members as to what we might want to include. We will come up with a more specific wish list of items, costs. We expect to learn a lot more about what other towns are doing at the Lifelong Communities Conference in June.

New Business:

LifeLong Communities Conference – will be held on June 3 at the Maple Hill Farm in Hallowell. Maggie and Elaine have already registered and others expressed interest in going as well.

Age Friendly Election Table in June – This may be an excellent opportunity to share our idea of creating these Resilience Kits and getting feedback from residents. We will set up a coverage schedule and what type of information we would like to share on this topic.

Meeting Adjourned 10:30

Respectfully, Elaine

Next meeting April 10.

Readfield Budget Committee
Regular Meeting Minutes – March 6, 2024 – *Approved*

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

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), Anjelica Pittman (Board Secretary), Jaaron Shaw

Call to Order

Introductory Communications - 10 minutes

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

Regular Business - 5 minutes

- Review and Approval of Prior Meeting Minutes
 - **Motion** to approve made by Ellen, **seconded** by Ed, **vote 3-0** in favor

Old Business – 10 minutes

- Review and Discussion of Budget Adjustments – Eric went through changes added to the Budget Sheet Summary Revision History with the board. The Budget Sheet Summary Revision History page is located within the meeting packet, some highlights include:
 - Corrected the duplicating issue within the Library budget line #21 in TRIO
 - Eric checked with MMA and State Revenue Sharing II was cut which is a \$62,000 loss
 - Adjusted Motor Vehicles Revenue
 - Discussed possibly using funds from Legal Reserves to offset budget
 - Eric will discuss with Paula Planning Board member stipends

New Business – 80 minutes

- Budget Review
 - Discussed revenue reserves and warrant language for Town Meeting in June 2024
 - Draft Warrant is complete and will be reviewed by the Select Board Monday March 11, 2024
 - Budget Committee members can plan to see the warrant about two weeks before the next Budget Committee Meeting on April 10, 2024, also reviewed the rest of the Budget Committee schedule

Other Business - 5 minutes

- Other Business
 - Marty brought up the Open Space budget line as there are no funds budgeted for it FY25. Members discussed and decided that it is important to continue funding; it is not a priority at the moment with \$110k currently in reserves, and the Open Space Plan update happening soon. They also mentioned the Conservation Committee should be driving the funding for Open Space; could also look into getting a trust fund for Open Space donations.

Readfield Budget Committee
Regular Meeting Minutes – March 6, 2024 – *Approved*

- Next Meeting – April 10, 2024

Closing Communications - 10 minutes

- Budget Committee Comments – Marty asked that everyone keep in mind that Kennebec Land Trust does not have much interest in purchasing small pieces of land and we may not have the same support from them in that respect. Marty is concerned with a question posed at a recent Select Board meeting to use Open Space funds towards the Fairgrounds Project, Ed responded that the Fairgrounds are Open Space so it would be appropriate to potentially use a small contribution towards the Project.
- Town Staff Comments – Eric will share the Audit results with the Budget Committee when he receives it
- Public Comments - None

Adjournment at 7:40pm

Minutes submitted by Anjelica Pittman, Board Secretary

Readfield Select Board & Budget Committee
Public Budget Meeting/Hearing Minutes – March 20, 2024 – *Unapproved*
Meeting Video Available [HERE](#)

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

Budget Committee Members Present: Andy Tolman (Chair), Ed Sims, Ellen Schneiter, Christine Sammons, Marty Hanish

Excused Absent:

Others Attending: Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), Anjelica Pittman (Board Secretary), Bill Starrett (Channel 7), Liz Glover (Channel 7), Jaaron Shaw, Bruce Bourgoine, Kartika Wright, Penny Eno, Rick Dunton (Mainland)

Call to Order

Pledge of Allegiance

Introductory Communications - 10 minutes

- Budget Committee and Select Board Comments –
 - Both Chairs Kathryn and Andy welcomed all to the Public Hearing, all members of both boards and staff introduced themselves.
- Town Staff Comments - None
- Public Comments - None

Old Business – 5 minutes

- Review and Discussion of Budget and Meeting Goals
 - Kathryn discussed Select Board goals established at this year's annual Select Board Retreat. Kathryn reviewed the budget process and review so far. The Select Board would like to have the Budget Committee join them for a joint workshop at the May 20 Select Board meeting to discuss the CIP and accounting structure changes.
 - Andy reviewed goals for the meeting, asked to hear questions and comments as they come up. This meeting will also discuss key Warrant Articles such as Proposed LUO Revisions, Proposed Church Road Sidewalk Project and the Proposed Fairgrounds Project.

New Business – 90 minutes

- Public Hearing Presentation & Discussion – Presented by Eric, attached to the agenda
 - Board Members and Eric discussed undesignated funds, how they should/can be used and how they intertwine with the Capital Improvement Plan.
 - Bruce Bourgoine endorsed the Recreation Coordinator position and thanked everyone for meeting tonight to educate the public. Bruce also suggested the town invite State House/Senate/County representatives to one of the May Public Hearings to widen the educational value and so the representatives can see how their budgets affect small towns.
 - Rick from Mainland discussed the Proposed Fairgrounds Project, associated costs, effects of inflation, as well as rising of the field to bring together two back to back ball fields for more useable contiguous space.

Readfield Select Board & Budget Committee
Public Budget Meeting/Hearing Minutes – March 20, 2024 – *Unapproved*
Meeting Video Available [HERE](#)

- Kathryn noted that one of the Select Board goals was to clean up and update policies this year and over the next several years and that work has already begun.

Other Business - 5 minutes

- Other Business
 - Homestead Applications are due April 1
 - Nomination Papers are due April 12
 - Absentee Applications available May 10
 - Public Budget Hearings May 8 & 29
 - Town Meeting is June 11
- Next Meeting
 - Select Board – April 1

Closing Communications - 10 minutes

- Budget Committee and Select Board Comments –.
- Town Staff Comments – Eric thanked Teresa for all of her work on the budget and he appreciates everyone's patience with the structure changes in the budget.
- Public Comments - None

Adjournment by Kathryn at 8:08pm

Readfield Cemetery Committee Meeting Minutes February 12, 2024 - Approved

Present-Grace Keene, Pam Osborn, Tom Molokie, Marianne Perry, Brenda Lake, Andy Tolman, Karen Peterson, Ben Rodriguez

Motion to accept January 2024 Minutes made by Tom Molokie, seconded by Marianne Perry. Approved.

Budget Update-It is hoped we can add some more funding to the Capital Improvement Fund for the wall repairs in next year's budget.

Approximately \$13,000 is left in this current budget. There was some discussion on how services can be billed at the end of the fiscal year.

Sexton's Report-Ben described the recent Tree Work RFP. Four companies went to the pre-bid meeting and submitted bids.

There were complexities in the bids as some arborists recommended trimming branches and others suggested removing the s. trees

Motion to acknowledge the Sexton's good work preparing the bid analysis, keeping in mind the \$7,000 budgeted must be spent by June 30th, made by Tom Molokie, seconded by Marianne Perry. Approved.

Ben will finish reviewing the bids, and then email his recommendation to committee members. Ben will present the final recommendation to the Select Board on February 26, 2024.

There was further discussion on the variables working with trees and determining the best approach short of removing the entire tree. Perhaps the Town Arborist could assist in evaluating the health of the trees.

Rules and By Laws Update-There was a brief discussion on descriptive language to be used specific to grave markers and monuments. Ben will send an updated version based on this discussion before the next meeting.

Next meeting will be March 18, 2024.

Respectfully submitted,

Karen Peterson

Readfield Cemetery Committee Meeting Minutes

March 18, 2024

In Attendance; Andy Tolman, Grace Keene, Marianne Perry, Tom Molokie, Ben Rodriguez, Lee Livingston

At 10:30 AM Committee members met briefly in East Readfield Cemetery to discuss the removal of, rather than the pruning of, two large Maple trees along the front of the cemetery. Ben explained his reasons for recommending removal.

Committee reconvened at the Town Office at 11:00 AM.

Discussion was continued of the plans to remove rather than prune the trees in East Readfield Cemetery. Tom made a motion to remove the trees and discussed staying within the RFP for Fiscal Year 2024 Cemetery tree work. Marianne seconded the motion, Approved. Ben discussed his method of obtaining proposals to insure clarity for the Selectboard. Future relationships with contractors were mentioned and Marianne requested that the Selectboard be made aware of future needs. Grace suggested that the Selectboard members be invited to tour the cemeteries. Ben agreed this was a good idea, after spring clean-up. Grace mentioned some old stones leaning against the trees. Ben indicated he would investigate the stones as to ownership and proper location.

Ben recommended amending the minutes from February to indicate removal rather than pruning of East Readfield Cemetery trees.

Motion to accept the amended minutes from February 12, 2024 made by Grace Keene, second by Tom Molokie. Approved

Sexton's Report - Ben said he had contacted John Cushing and Brandon Ellis to obtain costs of removing excess fill from East Readfield and Readfield Corner cemeteries. Tom inquired if the fill might be appropriate for top dressing graves. Grace mentioned that some fill will be needed for leveling in Readfield Corner Cemetery. Ben said Spring cleanups would commence as weather permitted. Hopefully all would be completed prior to Memorial Day. Ben said he has sufficient flags on hand to decorate all the Veterans graves, Tom and Lee volunteered to help put out the flags. Ben informed the Committee that a Powerbroom attachment, for existing equipment, had been purchased. The Powerbroom will expedite cleaning up of the grass areas in the cemeteries. Ben said he had contacted the monument company to confirm future work. Some planned repairs will be performed on June 3rd and 4th, to stay within the Fiscal Year 2024 funds. Further repairs will be conducted on July 8th thru the 12th, within the new Fiscal Year funds. Ben indicated that remaining funds from the current Fiscal Year would be used to purchase mulch and plantings.

By-Laws – It was noted that the revisions to the By-Laws need to be finalized as to the exact wording prior to voting and/or enacting. There was some discussion as to lot (grave) prices. Tom said he will contact some area cemeteries to ascertain their lot prices.

Budget – no discussion

Next meeting: April 22nd, 2024 at the Town Office.

Tom made a motion to adjourn at 11:59 AM, Second by Marianne.

Respectfully submitted, Lee Livingston

Connectivity Committee Meeting Minutes - Approved
Monday, January 29, 2024
6:30 to 8PM at Readfield Town Office

1. Roll call and determination of quorum. Members present: Eric Dyer, Rocko Graziano, Dan Wells, Kathryn Mills Woodsum (late). Public: Jaaron Shaw, Hildie Lipson, Kendra-Jo
2. Review of minutes from previous meeting. No action taken.
3. Oral and written communications.
 - a. Readfield Town Manager: Eric
 - i. Eric welcomed Kendra-Jo from the Maine Connectivity Authority (MCA) and Hildie from the Kennebec Broadband Partnership of GrowSmart Maine.
4. Members of the public may address the committee on issues pertinent to the agenda. No comments.
5. Unfinished business. None
6. New business.
 - a. Presentation and discussion with MCA.
 - i. Connect ME is part of MCA. It is a quasigovernmental organization with a high degree of flexibility.
 - ii. They have \$270 million in federal funding and is all in a program called BEAD. Expect all connections to be complete by end of 2027.
 - iii. The funds are limited and the focus is on last mile connections, Reach ME, providing line extension services for unserved town locations. Will comprise about 80 grants and projects statewide.
 - iv. There is a Digital Equity Plan.
 - v. Maps are on the MCA website.
 - vi. Federal standards are Unserved are locations less than 25/3. Underserved are location less than 100/20. These are not the Maine standards which are 100/100 but as this is federally funded, they will use the lower standards.
 - vii. BEAD process is two part: Plan for deployment, and Deployment. The idea is to challenge companies for availability of service. Will use a multi-bid process to cover all unserved homes in Maine. There is a 'Plan B' if there are no bids for an area; could award a single-bid if it meets the criteria.
 - viii. Ways Readfield can support BEAD:
 1. Participate in the challenge process.
 2. Continue to have an active Connectivity Committee.
 3. Provide information to and engage with sub-grantees.
 4. Rally around options.
 5. Support readiness efforts and help residents adapt to new technology.
 6. Focus on Digital Equity efforts.
 7. Promote Affordability efforts.
 - b. Discuss public outreach. Tabled.

- c. Review the budget request for FY2025 for renewing the cable television franchise agreement with Spectrum. Tabled.
 - d. Review the old and new ordinances and make a recommendation for the Select Board to include on this year's town meeting warrant. Tabled.
7. Set next agenda. (2 min.)
- a. Set next meeting date and time.
 - i. Tuesday March 19, 2024 at 6:30PM.
 - 1. Review the old and new ordinances and make a recommendation for the Select Board to include on this year's town meeting warrant.
 - 2. Review the budget request for FY2025 for renewing the cable television franchise agreement with Spectrum.
 - 3. Discuss public outreach: Mission of this committee, Digital Equity and BEAD promotion.
8. Adjournment.

*Minutes prepared and submitted by Kathryn Mills Woodsum.
Approved 3-19-24*

Connectivity Committee Meeting Minutes - DRAFT
Tuesday, March 19, 2024
6:30 to 7:15PM at Readfield Library

1. Roll call and determination of quorum. Members attending: Rocko Graziano, Dan Wells, Kathryn Mills Woodsum. Others present: Eric Dyer, Jaaron Shaw.
2. Review of minutes from January 29, 2024. Motion by Rocko, second by Dan, approved 3-0.
3. Oral and written communications.
 - a. Readfield Town Manager: Eric
 - i. Doesn't think we need to rush into preparing an ordinance now.
 - b. Other, if any.
4. Members of the public may address the committee. Jaaron agrees with Eric.
5. Unfinished business. None.
6. New business.
 - a. Actions needed due to MCA Presentation
 - i. Nothing for us to do. We are waiting on them to announce their schedules.
 - b. Review the old and new ordinances and make a recommendation for the Select Board to include on this year's town meeting warrant.
 - i. There has been a new set of State rules adopted (February 18, 2024) for Video Provider Franchise Agreements, H.P. 1264 - L.D. 1967. We need to align our new ordinance with this document. The new rules require a provider to provide a PEG station.
 - ii. The ordinance draft we have been reviewing seems antiquated as video broadcast is no longer a market driven service (cable TV) but this is all we can regulate, not internet service.
 - iii. We need an ordinance for having an agreement with Spectrum to continue service for cable and a PEG station, and they can choose to provide internet service over those same lines.
 - iv. About 320 addresses are served in Readfield for cable, and those customers each pay a monthly franchise fee to Spectrum who then pays it to the town. Approximately \$28,000 last year. Used to purchase equipment and supplies for broadcasting and running the PEG station, with the balance going to the undesignated fund.
 - v. We could try to negotiate with Spectrum to finish building out the last mile services to the approximately 84 addresses that do not have access, and discuss the franchise fees and the PEG station needs.
 - vi. We could live stream our meetings on YouTube rather than on PEG. This would allow streaming for everyone not just Spectrum subscribers. We already rebroadcast recorded meetings on the PEG station that are available to everyone. Live participation is available through Zoom.
 - vii. We agreed to not submit anything for this year's town meeting. We will work on aligning the ordinance draft from legal counsel with the new state franchise rules, beginning with our next meeting in May. Dan and Rocko will begin work on this prior to the May meeting, with a goal of a completed ordinance by October 1, 2024 to give to the Select Board for review.

- viii. Suggest to the Select Board to consider having live broadcast meetings be switched to streaming (YouTube or Facebook live) rather than the PEG station. Zoom is still available for participation. PEG would just be used for rebroadcasting.
 - ix. Eric will reach out again to Spectrum and have something to report back in May.
 - c. Review the budget request for FY2025 for renewing the cable television franchise agreement with Spectrum.
 - i. Don't need funds this year specifically but will need some funds for legal review and for discussions with Spectrum. Once we do more work in the summer months, we will have an idea of what would be needed in FY 2026 which can be taken from the franchise fee income.
 - d. Discuss public outreach: Mission of this committee, Digital Equity and BEAD Promotion
 - i. Eric will include in his April Messenger article.
7. Set next agenda.
- a. Next meeting is May 15, 2024 at 6:30PM at the Readfield Town Office. Work on the ordinance.
8. Adjournment at 7:15PM.

Minutes respectfully submitted by Kathryn Mills Woodsum.

Readfield Community Library
Board of Trustees
Minutes for February 14, 2024 Meeting

The meeting was called to order at 6:37 p.m. The meeting was held in person at the Town Hall and by Zoom. Trustees in person were Jen Bonnefond, Jackie Drouin, Brenda Lake, Pam Mitchell, Deb Peale, along with Librarian Mellisa Small. Attending by Zoom was Pat Clark. Excused were Sonya Clark, Maureen Erb, and Chris Olson.

Secretary's Report:

October 11, 2023: Deb made a motion to approve. Pam seconded. All approved.

January 10, 2024: Pam made a motion to approve. Deb seconded. All approved.

January 22, 2024: Brenda made a motion to approve. Pam Second. All approved.

Treasurer's Report: Jen made a motion to approve the January 2024 report. Brenda seconded. All approved.

Old Business:

Second Floor Renovations:

Update on Progress: The front room is completed. The goal for the rest of the upstairs is for electrical and painting work to be finished by the end of February.

Grand Opening: Saturday April 6th at 10:00 am. Invitations are being sent out to the following: Library Board, Library volunteers, Select Board members, Budget Committee, Town Manager, Town Maintenance, Senator Hickman, Rep Hasenfus and Rep Pingree and Senator King.

ARSL New England Libraries Sustainability Grant: The library did not receive this grant. The Board of Trustees are looking at alternative funding sources for the heat pumps and updated computers.

New Business:

Need for working group for upstairs policy: A subgroup was created to draft an upstairs policy. This will be presented to the board.

Full Moon Snowshoe/Hike event: Saturday, February 24th at 6:00 p.m. It is a joint event with the Trails Committee.

In Memoriam donations: A total of \$710.00 was donated to the library in memory of Barbara Lord. The Board of Trustees has decided to use the money toward beautifying the upstairs with plants, lamps, carpets, pictures and other items.

Public Library Trustee Roundtable: This program will take place at the Maine State Library on April 12th. Any and all Board members are invited to attend.

Little Free Library at beach and/or fairgrounds: This will be discussed at the March meeting.

Possible Gear Library Partnership: The Board briefly discussed partnering with Steve DeAngelis's nonprofit with regards to a community gear hub for Maranacook area towns.

Librarian's Report:

Summer Read Me: The cost is \$89.00 which the Friends of the Library will sponsor.

Continuing Education: Librarian is unable to attend the May Maine Library Association Conference but will attempt the NELA in October in Portland instead, and submit an invoice before the end of the fiscal year.

Readfield U: The library is hosting two author events as part of Readfield U offerings: March 7th: Tim Caverly - Allagash: New England's Wild River and March 21st: David Florig - The Stones of Ailsa Craig.

Printing and copying fees: Starting in March the library will be charging 25 cents per copy. This goes along with the town's fees, which are set by the Select Board. The previous fees of 10 cents per page have been in place for MANY years and do not reflect increase in costs for paper and ink.

FY25 Budget: Sonya will propose the FY2025 Budget to the Budget Committee on February 15, 2024.

Building repairs: Four front window screens have holes that have appeared this winter (likely from snow/ice from the roof) will need to be repaired before summer.

An anonymous donor has covered the cost for Maine State Park vehicle pass for 2024.

Friends of the Library will cover the Boothbay Railway Village pass and Coastal Maine Botanical Gardens pass for 2024.

An anonymous donor has given the library a \$500.00 donation to cover paint costs for the upstairs renovations.

Meeting was adjourned at 8:03 p.m. Brenda made a motion. Pat seconded. All approved.

Submitted by Jen Bonnefond

Readfield Planning Board

Meeting Minutes of February 21, 2024 - Unapproved

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

Excused: Henry Clauson, Bill Buck

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

Meeting called to order by Paula at 6:30 PM

Public Meeting:

Jamel introduced Charles Tetelman as Readfield's assigned Planner. Charles has worked with Readfield before when we were updating our Comprehensive Plan.

Paula discussed the most recent revisions, reminded the board that a finished draft will be needed for Article Vote at Town Meeting in June.

Jamel made some modifications after the last discussion and Paula also made some edits and sent those out to board members.

For the most recent LD 2003 LUO revisions (also included in the agenda packet), some of the changes made:

- Reorganized Article 8, page 7 deleted as a result
- Multi-family dwelling remains as its own subsection – added new definition for clarity
- Addition of section 5 made to Article 3 for Non-Conformance
- Section 29 – Accessory Dwelling Units was rearranged, potable and wastewater added

The board also discussed limiting short term rentals of ADUs. Brandon suggested requiring the owner to reside in the primary home at the time an ADU is built, remaining members of the board agreed.

Peter suggested removing the ADU Purpose Statement as a necessity, remaining members of the board agreed.

Paula added a second sentence to the ADU definition which references Article 8 section 29.

Minutes:

Motion to approve the minutes as amended made by Jack, **seconded** by Don, **vote 6-0** in favor

Other Business:

Public Hearing for LD2003 LUO Revisions will be March 19, 2024 – NorthStar will not be in attendance

Next regular scheduled meeting is March 12, 2024 for two applications and a possible discussion regarding LD2003

Meeting adjourned by Paula at 8:23PM

Prepared by Anjelica Pittman, Board Secretary (unapproved)

Readfield Planning Board

Meeting Minutes of March 12, 2024 - Unapproved

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

Excused: Bill Buck

Others Attending: Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Mary Denison

Meeting called to order by Paula at 6:30 PM

Public Meeting:

360 and 0 Quiet Harbor Road - Michael Herman is proposing a merge of adjacent lots within the Quiet Harbor Subdivision (1973). One lot has a single family residence and the other is not developed and there are no plans to develop at this time. Once merged the lots may not be re-divided. The land is located in the Shoreland residential district on tax map 102, lots 017 and 018 (Lots 10 and 11 on original plan)

Mary Denison appeared as representative for Michael Herman. Mary explained that Michael would like to merge the less than half an acre lot into his other adjacent lot, and is aware that the lots would not be able to be subdivided in the future. Mary also recommended that if the request is approved, the new deed notes that the applicant came to the Planning Board in lieu of a new subdivision plan. A margin reference would link to the original deed. Michael is requesting a simple merging of lots with no future plans to build anything more.

- **Motion** made by Peter to approve the proposed reallocation amendment of subdivision, **motion** to amend the motion to include “subject to standard conditions with a note on the deed” as discussed , **seconded** by Brandon, **vote 7-0** in favor.

769 Main Street - Frank Berenyi is proposing a retail medical marijuana dispensary, as a replacement tenant/owner for the Happy Camper Cannabis dispensary at the same location. Mr. Berenyi has purchased the property and plans on renovating the building for the previously approved uses as retail Medical marijuana store and 2 apartments above.

Representation for Frank Berenyi did not attend the meeting. The application was incomplete and missing some information.

This application generated a policy discussion regarding the requirement for site review as the LUO states the site review shall run with the land, meaning the seller can transfer the prior site review standard conditions of approval to the purchaser. In this case, the previous establishment closed in October 2023 so Brandon suggested that may limit the option of transfer of site review. Paula agreed and added that Frank would need to operate exactly as Happy Camper Cannabis had in order to roll the site review over. Henry also noted that the name on the application and the business name are different; Peter added that there would need to be a DBA with the state. This particular application would need a new site review, a license application for marijuana establishment and a DBA.

LUO Revisions regarding LD2003 – Paula made a few more modifications and edits to Jamel’s (NorthStar) most recent draft; primarily for language and clarity. The board discussed ways to limit a potential influx of transient renters in Article 8 Section 1 subsection G.2.c.; however they were a bit divided on the legality of any

Prepared by Anjelica Pittman, Board Secretary (unapproved)

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limitation. Jamel had suggested the use of the term “owner occupancy” as a requirement for adding an ADU to a parcel which already has a single family home established. Paula and Jack will ask the town attorney her thoughts on limiting Accessory Dwelling Units in that regard prior to the Public Hearing on March 19.

- **Motion** made by Henry to approve the draft and send to public hearing pending development of final wording for Section G in Article 8; and with the addition of the up to 3 dwelling units and 4 in growth areas in article 8 1.b., **seconded** by Peter. Henry **moved** to amend the motion to include Peter’s correction for footnote 20 in the Table of Uses, **seconded** by Brandon, **vote 7-0** in favor.

Minutes:

Motion made by Don to approve the minutes of February 21, 2024 as amended, **seconded** by Brandon, **vote 6-0** in favor with Henry abstaining due to his absence from that meeting.

Meeting adjourned by Paula at 8:51PM