

Town of Readfield
Boards, Committees & Commissions
Meeting Minutes (Approved & Draft Form)
as of 03-08-2024

- Budget Committee
January 24, 2024 – Approved
February 15, 2024 – Draft

- Cemetery Committee
January 8, 2024 – Approved
February 12, 2024 – Draft

- Fairground Working Group
January 11, 2024 – Approved
February 6, 2024 – Draft

- Library Board of Trustees
December 13, 2023 – Approved
January 10, 2024 – Approved
January 22, 2024 – Approved

- Planning Board
January 30, 2024 – Approved

- Special Town Meeting Notes
February 27, 2024

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

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

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

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

Call to Order

Introductory Communications - 10 minutes

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

Regular Business - 5 minutes

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

Old Business – 10 minutes

- Review and Discussion of Budget Adjustments
 - None

New Business – 80 minutes

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

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

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

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

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

Other Business - 5 minutes

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

Closing Communications - 10 minutes

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

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

Adjourn

Minutes submitted by Anjelica Pittman, Board Secretary

Readfield Budget Committee
Regular Meeting Minutes – February 15, 2024 – *Unapproved*

Budget Committee Members Present: Andy Tolman (Chair), Ed Sims, Ellen Schreiber,

Excused Absent: Chris Sammons, Marty Hanish

Others Attending: Eric Dyer (Town Manager), Teresa Shaw (Finance Officer), Anjelica Pittman (Board Secretary), Lee Mank (Fire Chief), Sonya Clark

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
 - Adjustments made to the capital plan at the previous meeting
 - The Select Board met Monday to discuss the budget draft
 - Review of the Budget Sheet Summary Revision History located in the agenda packet
 - Roads and Building reserves have been lowered
 - Ellen asked about using ARPA funds towards the Church Road Sidewalk Project, Eric will discuss with the auditor
 - Review of Relative Property Tax Impacts graph

New Business – 80 minutes

- Departments III
 - Community Services –
 - Animal Control – decrease in hourly wages as there has been less of a need for a backup ACO. 5% stipend increase.
 - Library – Sonya Clark – admin line amount dropped due to items under miscellaneous, now created Community Service “Library Programs and Events”. Moved lines 25-40 & 30. Eric and Teresa will correct.
 - Broadband – Line will drop off next year due to no activity
 - Protection
 - Fire Department – Could sustain a 5% increase on wages and remain in budget, Ellen and Ed support an increase. Andy asked Chief Mank about the PFAS in their gear and in Class B foam. Lee replied that the gear isn’t used too often and is cleaned and kept in a gear bag to minimize exposure. Readfield Fire Department uses Class A foam which is less/non-toxic. 10% increase in ambulatory services due to inflation. Fuel/Oil line is \$50,

Readfield Budget Committee
Regular Meeting Minutes – February 15, 2024 – *Unapproved*

previously a line item under heating. Dispatching is an estimated 5% increase, will have firm numbers between March and April.

- Cemeteries
 - Andy reported that the Cemetery Committee is trying to budget more realistically and will be requesting/spending smaller amounts this year.
- Solid Waste
 - Transfer Station – Eric will review wages and benefits as it looks high, could be due to insurance. Contract Services will be reviewed again in a couple of months. The siding done last year is defective, will be replaced at no cost. Need to widen and repaint parking lanes. The backhoe's 1000 hour servicing quote is roughly \$3200. The town just finished paying for the backhoe in January 2024. Eric will send out another sheet to Budget Committee members with a breakdown of other town's shares of the Transfer Station.
- Unclassified
 - No change

Other Business - 5 minutes

- Other Business – Community Programming Coordinator Position – starting as half time position, will work up to $\frac{3}{4}$ time.
- Next Meeting – March 6th

Closing Communications - 10 minutes

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

Motion to adjourn made by Ellen at 8:35pm, **seconded** by Andy, **vote 3-0** in favor

Adjourn

Minutes submitted by Anjelica Pittman, Board Secretary

Readfield Cemetery Committee Meeting Minutes

January 8, 2024

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

Meeting was called to order by the Chair at 10:30 am.

Secretary's Report: Voted to accept the minutes from November 2023.

Sexton's Report: Ben Rodriguez:

Wreaths were placed at all cemeteries in early December, with assistance from Doug Ferris and Darlene Lavallee. Wreaths were removed at the end of the Christmas season. There was a brief discussion about leaving them up a bit longer.

The Wreaths Across America presentation went well. Ben saved the metal wreath holders to use again.

After the recent rain and wind storms, no stones were damaged, and there were no major issues in any of the cemeteries. There was a branch down at Dudley, and several fallen trees at Huntoon which will be picked up in the spring.

Need to pick dates to follow through with the Tree RFP, including Pre-Bid and presentation to the Select Board. It is likely that \$7000 will be spent, as there are many low hanging branches and dead limbs.

Ben would like to get Joe Ferrannini to help with gravestones for a couple of days before the end of the fiscal year.

There have been signs of an animal digging problem at Kents Hill, Readfield Corner, and East Readfield cemeteries.

Ben and Marianne will go to Longfellow's sometime as spring gets closer to look for flowers to plant in the berms at East Readfield. Nothing will be done at Readfield Corner because of needed stone wall repairs.

Ben will continue to work with the chipper/shredder in the cemeteries. No maintenance has been needed on the machine; it has done 7 hours of work. Ben says that it works very well for our needs.

Marianne encouraged the use of ecological gardening and maintenance in the cemeteries.

Clean fill is a problem at several of the cemeteries. There are big piles of dirt and rocks at both Readfield Corner and East Readfield. Lee wondered if there was a Readfield contractor who would haul the piles away at no cost; Tom moved and Grace seconded that Lee, with Eric's approval, approach someone local to haul the piles away for free. All approved.

Bylaws Review:

The Adornment of Gravesites section of the Rules was amended and passed unanimously by the Cemetery Committee. Thanks to Pam and Marianne for their work on this section. The Committee plans to go over the Regulations in their entirety at the next meeting. The draft will then head for approval to the Select Board and Town Manager.

Budget Update/Planning:

The swale at Readfield Corner seems to be working. Repairing the stone wall will be very costly; perhaps \$4000 for just 20 feet of work. Ben suggested doing only part of the wall to reduce the budget. Karen urged that costs be kept feasible, and to focus on things we can accomplish right now and look at larger repairs in the future. Pam suggested doing projects early in the fiscal year. Grace stated that out of the \$17,500 total Cemetery budget, taxpayers would be responsible for \$7500. Andy suggested that we reduce or eliminate the stone wall repair, and focus instead on monument repair. The Cemetery Committee voted to recommend the Draft Budget for 2024 as presented.

Next meeting will be February 12 at 10:30am.

Meeting adjourned at 11:32am.

Brenda Lake, Secretary Pro Tem

Readfield Cemetery Committee Meeting Minutes
February 12, 2024

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 branches.

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

Minutes of Fairgrounds Meeting - Jan 11, 2024 - **APPROVED**

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

Guest: Regina, Bruce, Eric, Ed Simms

Minutes of Dec 21, 2023 Approved

I. Review/discussion of the updated concept plan

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

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

Consensus was to leave the plan as is.

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

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

II. Public Meeting preparation

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

Jerry will be the scribe to record public comments/questions

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

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

Meeting Adjourned 8:00

Respectfully submitted,
Elaine

Fairgrounds Minutes February 6, 2024

Present: Greg L. Howard, Andy, Steve, Jerry, Greg D., Jackie, Elaine, on Zoom Rob
Absent: Sean, Hannah, Kathy
Guest: Don, Bruce

Minutes of Jan 11, 2024 Approved

I. Follow -Up of Jan 17, 2024 Public Meeting

Greg D. expressed his appreciation for all the work of the committee members did to prepare an excellent presentation. Comments from that meeting were recorded and reviewed by the committee. None of the comments necessitate revisions from Regina.

II. Cost Update

Jerry and Eric met with Mainland Engineering to get some additional cost estimates. The initial cost estimate was for \$778,000. To this add:

- | | |
|---|----------|
| • Cost of electric | \$50,000 |
| • Cost of drilling well and providing water service, fountain | \$20,000 |
| • Outside construction supervisor | ? |
| • Paving the parking lot | ? |
| • Contingency | 10 – 15% |

The budget for the project will be split out into individual costs:

Engineering
Utilities
Parking lot paving
Field improvements
Reworking trails
Basketball court
Plantings
Construction management

III. Fundraising

A Fundraising Committee will be organized that will include Jerry, Hannah, Sean, Greg L, and Rob. Additional volunteers will be solicited.

Jerry and Eric have met with State administrator for the Land & Water Conservation Fund (LWCF). Although this is a competitive grant, Jerry is optimistic that this project is aligned to this grant program. The grant manager indicated that work on the application should begin soon since proposals are due the end of June and several steps are required before then. If the application is approved we would learn this around August but we should not expect to get the federal money until sometime 2025. Construction may begin before then.

Greg L has put in an application to the Maine National Guard. They will have to do a site visit to see if and when they could do some of the ground work. Work by the National Guard can be used as part of the matching funds for the LWCF grant.

Rob commented that it would best if we can make this happen sometime in 2025. He also commented that we may want to hire a grant writing professionals to seek additional grants.

Don was asked how long the town permitting process might take. He said it would depend upon specifics, particularly wetland impacts, but 2 – 3 months minimum.

Summary of Sequence of Events:

1. Town Meeting to present warrants to the public
2. June Town Meeting Vote
3. End of June – submit LWCF application
4. Notification of LWCF award – end of August
5. Ongoing fundraising, planning, permitting
6. Construction – hopefully summer of 2025

Future Role of the Working Group:

- Participation in Warrant meeting before the June vote
- Future discussion – Jerry mentioned that if we accept the LWCF grant then the entire property is restricted to conservation and outdoor recreation. The land may not be used for indoor recreation facilities. Working Group to discuss whether to try and leave out a small area from grant application.
- Transition to fundraising campaign.

Next meeting will be the beginning of March date TBD.

Respectfully,
Elaine

Readfield Community Library Board of Trustees
December 13, 2023

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

Town Manager, Eric Dyer: (to discuss possible upstairs room use):

- The Select Board is looking into hiring a Community Programming Coordinator and possibly using a room upstairs at the library as a central location for the office of the new coordinator. The Select Board is still working on the job description. The position would need to be voted on and approved by the town at the June 2024 elections and would start no earlier than July 1, 2024.
- Melissa wants to make sure the upstairs shared space still supports remote workers.
- For the January 10th Library Board meeting, Select Board member Sean Keegan will join to have a follow-up discussion about the Community Programming Coordinator and possible use of library space.
- Library Board members should brainstorm any pros and cons to this possible use of upstairs space to pass along to Eric and Select Board.

Melissa is applying for a New England Libraries Sustainability Grant through the Association for Rural and Small Libraries. The grant is for two heat pumps and a condenser for the upstairs (2 back rooms) of the library.

The Library Board will review November minutes, October, November and December Financial reports, and the proposed FY 2025 budget at the January 10th meeting.

The meeting was adjourned at 7:05pm. Deb made a motion; Maureen seconded; all approved.

Submitted by Jen Bonnefond

Readfield Community Library
Board of Trustees
Minutes for January 10, 2024 Meeting

The meeting was called to order at 6:37pm. The meeting was held in person at Readfield Community Library and by Zoom. Trustees in person were Jen Bonnefond, Pat Clark, Jackie Drouin, Maureen Erb, Brenda Lake, Pam Mitchell, Chris Olson, Deb Peale. Attending by Zoom was Sonya Clark. Also present was our librarian Melissa Small and two Select Board guests Sean Keegan and Dave Linton.

Secretary's Report:

October Report: The Board will review October minutes at the next board meeting.

November Report: Pat made a motion to approve the minutes of the November 8, 2023 Board of Trustees meeting. Pam seconded. All approved.

December Report: The Board will review December minutes at the next board meeting.

Treasurer's Report:

October Report: Pam made a motion to approve the October 2023 treasurer's Financial report. Pat seconded. All approved.

November Report: Pam made a motion to approve the November 2023 treasurer's Financial report. Brenda seconded. All approved.

December Report: Pam made a motion to approve the December 2023 Financial report. Pat seconded. All approved.

Review of Proposed FY 24/25 Budget

The Board of Trustees discussed the 2024-2025 Fiscal Year budget by each section. In the Income section the board will add a line of income for the Friends of the Readfield Community Library donations of \$250.00 for general programming. This will also be added to the Expense section for the same amount. The board also discussed a line item TBD to fund park passes.

In the Expenses section, Offices Supplies will increase to \$725.00 from \$650.00. It was also discussed that Melissa and Sonya will look into breaking down office supplies and printing/copying expenses to create two separate line items. Sean made a suggestion to look into leasing a printer/copier under the Town's contracts as a possible cost saving measure.

Zoom subscription of \$150.00 to be added into expense. A suggestion was made by Sean to look into the cost of adding a dedicated Library Zoom account to the Town's Zoom accounts, as a possible cost saving measure.

After Board discussion, it was agreed that a Maintenance/Landscaping budget be added to pay for indoor and outdoor plants, wreaths, etc, whenever these items are not donated. No amount was discussed. Sonya will look into how the Town Office handles these expenses.

During the upcoming Budget Committee Meeting (Departments II, which includes Capital Improvements) on January 24th, Melissa will point out operating expenses for the second floor

(such as increased electricity costs and cleaning), in addition to driveway resurfacing, two upstairs heat pumps and compressor, and exterior painting.

As it was clear that further amendments would be required to the currently proposed budget, Sonya suggested the Board vote to agree on a Preliminary Budget to be submitted to the Town Office, and once the budget is finalized the Board of Trustees will make a final vote. Pam made a motion for the Preliminary Budget to be sent to town. Pat seconded. All approved.

Policies and Logistics for Upstairs use: Dave Linton and Sean Keegan discussed what the Select Board is looking for if and when they hire a new Community Program Coordinator and potential space that would be needed for this new town position. There was a discussion of possible shared office space (upstairs for Librarian and new Community Program Coordinator), how the person in this new position might collaborate with Library, Age Friendly, and Recreation Committee programming, and the pros and cons of housing this new town staff position at the Library building.

The Board of Trustees also discussed the potential of how the upstairs space might be used. An additional meeting was discussed to create a policy for the use of a reservable room upstairs, in addition to thinking through the logistics and staffing when opening up this new upstairs space.

The meeting was adjourned at 8:05pm.

Respectively Submitted by Jennifer Bonnefond

Readfield Community Library Board of Trustees
Special Meeting for FY 24/25 Budget Review
January 22, 2024

The meeting was called to order at 6:05pm. The meeting was held by Zoom. Trustees present were Jen Bonnefond, Sonya Clark, Jackie Drouin, Maureen Erb, Brenda Lake, Pam Mitchell, Chris Olson, Deb Peale and Librarian Melissa Small.

RCL Proposed Budget for FY 2024-2025: The Board unanimously approved the Proposed Budget to be presented to the Budget Committee on Thursday, February 15, 2024.

The meeting was adjourned at 6:14 p.m.

Readfield Planning Board

Meeting Minutes of January 30, 2024 - Approved

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

Excused: Henry Clauson, Bill Buck

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

Meeting called to order by Paula at 6:30 PM

Public Meeting:

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

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

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

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

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

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

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

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

Upon further discussion, the board agreed that any ADU applications in the Shoreland zone will come to the Planning Board for discussion during initial implementation of the new LUO revisions until the proposed changes are ironed out.

The board discussed meeting dates to plan for the next draft review, the February 13 and 27th meetings will be cancelled due to the Public Hearing and subsequent Special Town Meeting for two CID applications and reconvene on February 21st with Jamel to go over the next draft. Jamel will send out his draft to Planning Board

Readfield Planning Board

members a week before that meeting. LUO changes are due to be submitted the week of March 18, 2024. They will schedule a Public Hearing either March 5th or 12th.

Approve Minutes from January 9, 2023

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

Meeting adjourned by Paula at 8:43PM

Readfield Special Town Meeting Meeting Minutes – February 27, 2024

Present: Eric Dyer (Town Manager), Kristin Parks (Town Clerk), Teresa Shaw, Anjelica Pittman, Doug Stevenson, Martha Statkus (Norwich), Kara Moody (Stantec), Geoff Martin (Norwich)

Introduction

Eric and Kristin welcomed voters to the Special Town Meeting. Kristin explained there would be three articles to vote on beginning with the nomination of a moderator.

Article 1:

Elect a moderator by written ballot to preside at said meeting

- Kathryn Woodsum **nominated** Doug Stevenson as Moderator for this meeting, **passed** with **7 votes** in favor.

Article 2:

Shall Map 121 Lot 020 located in the Village District be rezoned to include a Commercial and Industrial District overlay which may accommodate commercial industrial or infrastructure uses with structures in excess of 5,000 square feet subject to the Town of Readfield Land Use Ordinance; following the positive recommendation by the Planning Board of an application by Cushing Construction, LLC requesting the zoning change for a Self-Storage project?

- After some discussion and with the help of Planning Board Chair Paula Clark, **motion** was made to allow CID rezoning for said parcel, **seconded** and **voted** in favor. Article 2 **passed**.

Article 3:

Shall Map 143 Lot 014 located in the Rural District be rezoned to include a Commercial and Industrial District overlay which may accommodate commercial industrial or infrastructure uses with structures in excess of 5,000 square feet subject to the Town of Readfield Land Use Ordinance; following the positive recommendation by the Planning Board of an application by Readfield Main Street Solar, LLC requesting the zoning change for a Solar Farm project?

- Residents posed questions and were answered by Paula and Norwich/Stantec representatives. **Motion** made and **seconded** to approve the CID overlay district for Map 143 Lot 014, **vote** in favor. Article 3 **passed**.

Adjournment

Doug adjourned the Special Town Meeting at 6:29pm

Minutes submitted by Anjelica Pittman, Board Secretary