

**Readfield Select Board
Meeting Agenda
November 13, 2017, Readfield Town Office**

Select Board Meeting starts: 6:30 PM
Meeting ends (unless extended): 8:30 PM

Pledge of Allegiance

Regular Meeting - 10 minutes

18-062 - Minutes: Select Board meeting minutes of October 30, 2017.

18-063 - Warrants: #19 & 20.

Appointments, Reappointments, and Resignations - 5 minutes

18-064 - Consider the appointment of Benjamin McIntosh to the Trails Committee.

Communications - 35 minutes

Select Board communications. - 10 minutes

Town Staff reports - 10 minutes

Boards, Committees, Commissions & Departments - 5 minutes

- 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

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

Old Business - 10 minutes

18-040 - Conduct a third reading of a Record Retention and Destruction Policy - 5 minutes

18-041 - Conduct a third reading of a Readfield Messenger Policy - 5 minutes

Short Break

New Business - 60 minutes

18-065 - Conduct a first reading of the revised Cemetery Ordinance - 20 minutes

18-066 - Review and discussion of Select Board Roles and Responsibilities - 25 minutes

18-067 - Consider the process for brush and wood grinding at the Transfer Station - 5 minutes

18-068 - Consider a joint meeting between the Winthrop Town Council and Readfield Select Board to discuss the Maranacook Lake Outlet Dam - 5 minutes

18-069 - Discuss the Volunteer Open House / Annual Chairs Meeting (November 27th, 6:30pm, Gile Hall) - 5 minutes

Future Agenda Items

Adjournment

REGULAR MEETING

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

**Readfield Select Board
Regular Meeting Minutes – October 30, 2017 – Unapproved**

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

Others Attending: Eric Dyer (Town Manager), William Starrett (Channel 7), Brian Tarbuck

Regular Meeting

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

- **18-058 – Minutes: Select Board meeting minutes of October 16, 2017**
 - **Motion** made by Mr. Parent to approve the Select Board meeting minutes of October 16, 2017 as presented, **Second** by Mr. Price. **Vote** 3-0-1 abstained by Mrs. Sammons due to being absent last meeting.
- **17-059 – Warrants # 17 & 18**
 - Mr. Parent reviewed Warrants #17 & #18.
 - **Motion** made by Mrs. Sammons to approve Warrants #17 & 18 in the amount of \$391,502.07, **Second** by Mr. Price. **Vote** 5-0 in favor.

Appointments, Reappointments and Resignations

- **18-060 – Consider the appointment of Brian Tarbuck to the Road Committee**
 - Brian Tarbuck was present for his appointment and gave a brief introduction on himself.
 - **Motion** made by Mr. Parent to appoint Brian Tarbuck to the Road Committee for a term of one year starting tonight and ending 06-30-2018, **Second** by Mrs. Sammons. **Vote** 5-0 in favor.

Communications

- **Select Board Communications**
 - Mrs. Woodsum expressed a big Thank You to the Cemetery Committee and Anna Carll, Cemetery Sexton on a fantastic job on the Cemetery tours that happened October 28. Very interesting and helpful. Karen Peterson shared a great amount of history on the cemeteries. Suggested to get some of the history information recorded down. Mr. Parent agreed and spoke on the historical aspect and also mentioned that Anna has learned how to clean and repair stones and to contact her on any upcoming workshops she may be holding.
 - Mrs. Sammons spoke regarding the Veterans Day ceremony being held on Saturday, November 11 starting at 10:00 am. The Third Maine Infantry will march, starting at Readfield Corner down to the Town Office where there will be a free lunch.
 - Mr. Price spoke that he is still working on a plegey for the next meeting and promises there will be one here.
 - Mr. Bourgoine spoke briefly about the cemeteries. There was discussion to create a 3 year cycle (length of a board member) to have on site visits in “a day in the life of” to get an idea of how the different town departments and committees work.
- **Public Communications - Members of the public may address the Select Board on any topic**
 - None

Readfield Select Board
Regular Meeting Minutes – October 30, 2017 – *Unapproved*

New Business:

- **18-061 – Consider the engagement of David Ledew as Assessing Agent**
 - The Board of Assessors: Mr. Parent, Mrs. Sammons and Mr. Price gave a brief introduction on David Ledew and the work he has done so far in the assessing department.
 - **Motion** made by Mr. Parent to engage David Ledew as the assessing agent for the Town of Readfield and authorize the Town Manager to sign the Assessor Agent Services Agreement on behalf of the town, **Second** by Mrs. Sammons. **Discussion:** Inland and Shoreland properties are at about the same assessment evaluations. **Vote** 5-0 in favor.

Motion made by Mrs. Woodsum to extend the meeting, get a legislative update from Representative Craig Hickman and to reschedule the Public Hearing to a later date, **Second** by Mr. Price. **Vote** 5-0 in favor.

The informational update given by Maine House Representative Craig Hickman was not recorded due to technical difficulties.

No motion recorded to close the meeting.

Minutes submitted by Kristin Parks, Board Secretary via video recording

DRAFT

APPOINTMENTS,
REAPPOINTMENTS, &
RESIGNATIONS

TOWN OF READFIELD

APPOINTMENT APPLICATION

OFFICE USE
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? Trail Committee

Term: 2019

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

Name: Benjamin P. McIntosh Phone (H): (207)

Street address: Readfield Phone (C): (207)

Mailing address: Readfield Me 04355

E-Mail: _____

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

I have 2 years construction & love the out doors
5 years with chain saw

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

To Help the town get out and explore the trails

If you are currently employed, what is your position?

N/A

APPLICATION FOR APPOINTMENT FOR:

Name: Benjamin P. McIntosh Position: Trail Committee Term: 2019

"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: 10/31/17

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 Benjamin P. McIntosh of Readfield, in the County of Kennebec and State of Maine: There being a position on the Trail Committee 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:

11-13-16 thru 6-30-19. Given under our hand this 13 day of Nov 2017.

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**

**Readfield Board of Assessors
Meeting Agenda
May 26, 2017, Readfield Town Office**

Meeting starts: 4:05 PM
Meeting ends (unless extended): 4:35 PM

In attendance were Tom Dunham, Chris Sammons, & John Parent (Board of Assessors); Kathy Malloy (Assessing Agent), Gary Quintal (CEO), and Eric Dyer (Manager)

1. Call to Order

Meeting was called to order at 4:09pm.

2. Town Manager update on Assessing Agent transition - 5 minutes

Mr. Dyer gave a summary of the transition and hiring process, as well as some of Mrs. Malloy's qualifications. Mr. Dyer thanked Mr. Quintal and Mrs. Teresa Shaw for their help in supporting the transition between Assessing Agents. Mr. Dyer listed several areas of focus and priority for Mrs. Malloy's work. These included an overall assessment of assessing records and process, completing "spring work" in anticipation of the tax commitment, familiarizing herself with the town, and completing the tax commitment (acknowledging that a delay may be necessary to ensure an accurate commitment). Mr. Dyer expressed the need and expectation that Mrs. Malloy work cooperatively with other municipal staff.

3. Introduction of Interim Assessing Agent - 10 minutes

Mrs. Malloy introduced herself to the Board of Assessors. She then identified a few areas of business that included the Town's value declaration, a tree growth renewal application, and personal property taxes. There was brief discussion of these areas at this time, and the board signed the tree growth renewal.

4. Ratio Declaration - 10 minutes

Mrs. Malloy explained the declaration form and process and recommended that the Board put forward a 100% valuation declaration based on the assessment provided by the state. Mr. Dyer supported this recommendation. The Board agreed and signed the declaration with the understanding that it would be submitted by Mr. Dyer.

5. Other Business - 5 minutes

The Board discussed the issues involved with personal property and the BETE program in more depth and specifically discussed a BETE exemption that appeared to have been approved in error. They directed Mrs. Malloy to conduct further research and resolve the issue. The Board also discussed the need to address the gap between shorefront and interior property valuations. Mr. Dyer stated that although there was movement over the past few years and the gap appeared to be diminishing, that the rate of change was slow and did not reflect current real estate trends because the state review has a lag of approximately two years. There was general agreement that a small adjustment should be made with the upcoming commitment.

6. Adjourn

Mr. Parent made a motion to adjourn, seconded by Mr. Dunham. Motion passed unanimously. Meeting adjourned at 4:35pm.

Board of Assessors meeting

Friday July 21st, 2017

Meeting was called to order by Chair Christine Sammons at 4:08pm.

Present were Chair Christine Sammons, Select Board member John Parent, temporary Assessor Kathy Malloy, and future assessor David Ledew.

1/ Three different abatements were approved. Two pertained to correcting tax bills, and one addressed a non profit.

2/ We discussed water front property values. After a long discussion, which involved Mr. David Ledew presenting some very valuable information on our water front properties, The BOA decided to recommend that the SB take no action on water front property this year.

3/ The BOA discussed the mill rate for this fiscal year. The information from the CSD came in about ½ hour before the BOA meeting, which did not give the Town Manager enough time to come up with a firm mil rate for this fiscal year. The Assessor, Kathy Malloy, needs one more work day to come up with the proper figures to give to the Town Manager to allow him to come up with a mil rate for this fiscal year.

4/ The BOA will meet on August 11th at 4:00pm to set the new mil rate.

The meeting was adjourned at 4:41pm.

Respectfully submitted by John Parent.

TOWN OF READFIELD
Board of Assessors Meeting

Monday, August 21st
6pm - Giles Hall - First Floor Conference room

PRESENT: Eric Dyer, Kathy, Malloy John Parent, Dennis Price, Chris Sammons

- New Officers:
1. John Parent made a motion to elect Chris Sammons, Chair
 2. John Parent withdrew his motion
 3. Chris Sammons moved to elect John Parent, Chair
 4. Dennis Price seconded
 5. Passed

 6. Chris Sammons moved to elect Dennis Price, Secretary
 7. John Parent seconded
 8. Passed

Establishment of Mil Rate

- Discussion about Tax Rate Calculation Form -
 - Eric gave brief descriptions and explanation of the numbers provided.
 - * 1.7% overall rise in total tax commitment (+.33 overlay)
 - * Mil Rate calculations result in 19.26 final rate.
 - * We will announce the final rate at the meeting to follow at 6:30pm.
1. Dennis Price moved to accept 19.26 as mil rate.
 2. Chris Sammons seconded
 3. Passed unanimously

There being no further business:

1. Chris Sammons moved to adjourn
2. Dennis Price seconded
3. Passed unanimously

ADJOURNED.

A true record.

D. A. R.

TOWN OF READFIELD
Board of Assessors Meeting

Friday, August 25th
4:05pm - Giles Hall - First Floor Conference room

PRESENT: Eric Dyer, Kathy Malloy, John Parent, Dennis Price, Chris Sammons

Establishment of Mil Rate - This meeting of the assessors was to amend the information from the August 21st, 2017 meeting.

Kathy Malloy updated us on a slight adjustment to the final mil rate.

After recalculations and various test runs with "Trio" software, an accounting anomaly was discovered. This resulted in a .03 increase in the mil rate over our last, recommended rate — 19.26 to 19.29. Exemptions seem to be the logical explanation for the anomaly.

Kathy is working on pinpointing an exact cause of the anomaly, however, the rate will not change after this final readjustment.

Eric provided information about this year's tax bills and how Homestead Exemption residents may see a decrease in their tax bill, based on their home's valuation.

1. Chris Sammons moved to set the mil rate at 19.29
2. Dennis Price seconded.
3. Passed unanimously
4. The Assessors signed the 2017 Tax Commitment paperwork

Having no further business:

1. Dennis Price moved to adjourn
2. Chris Sammons seconded
3. Passed

ADJOURNED.

A true record.

D. A. R. :-

Minutes
Age Friendly Committee
September 13, 2017 8:30am

Present: Marjorie Ellis, John Moran, Marianne Perry, Romaine Turyn, Eric Dyer for part of the meeting

Excused: Ann Mitchell

The meeting was called to order at 8:40am by the Chair, Romaine Turyn.

Announcements:

Romaine shared that she drafted and Eric Dyer made considerable additions to a grant application submitted to AARP.

Over 22 applications were submitted from Maine and only 4 were awarded.

Unfortunately, Readfield was not selected.

Given how much work Eric put into the application, we are hopeful another opportunity will become available for us to resubmit the application.

Romaine led a small but enthusiastic group on the Readfield Trails for heritage Days. The walk was preceded by a short history provided by Dale Potter Clark. Thanks to Marianne and Marjorie for baking cooking and brownies. Romaine provided the water. Leftovers were shared with those working at the Union meeting House and the Library.

The annual Age Friendly meeting was held at the Elks Club in Augusta on September 12th. Romaine attended and felt it was a worthwhile meeting to hear updates from various towns. She also had T-Shirts to distribute that she was given at the meeting.

The Aging Summit is scheduled at the Civic Center in Augusta for September 20th. Romaine was asked to be on a panel and to represent a town that was a more recent Age Friendly Community.

A telephone conference call is scheduled for September 28th to discuss with other communities and the Masons, a Volunteer Handyman Program. Romaine plans to participate with Eric Dyer and Ed Dodge from the Masons. Other members are encouraged to participate.

Romaine announced that AARP suggested and offered that the Town of Readfield could borrow a tool kit from another community. While members did not feel it ideal, all agreed it would be a start and a great way to see how well received it is by community members. It'll provide useful information to determine if we might want to purchase one. Members brainstormed rolling it out and demonstrating the tools at the Senior Café and then moving it to the Town Office and a presentation before the Select Board.

John Moran announced that the KVCAP bus now goes to Mt. Vernon. John agreed to follow up to see how often the bus goes to Mt. Vernon and to see if he could find out how many people actually ride the bus.

The Age Friendly Committee received a constituent request regarding snow plowing on the Town Roads. The Committee discussed this request. John Moran agreed to call the resident and explain the reasons why we could not achieve the solution requested.

Romaine distributed Age Friendly stickers and copies of the Resource List with and without magnets. Members took copies to distribute at various locations around town.

The Full Resource Directory template was distributed again. Committee members agreed it would be useful to complete eventually. Members agreed to work on it on their own and then one copy will be compiled.

Eric joined the meeting. He endorsed the idea of having the tool kit at the Town Office. He also added that that he and the Select Board continue to have interest in tax relief for seniors who have lived in town and who meet certain income guidelines. This idea will be included in the Town Warrant and voted on by the entire town at the Town meeting. Eric also talked about the Homestead Exemption available and his concern that residents may not be taking advantage of it on their income taxes.

The Committee discussed priorities. Property Tax Relief is a long term issue to work on. Short term, the Committee will work on developing a Handy Man Service and the Sand Bucket Program again this winter.

The members confirmed that meeting once a month was adequate. The next meeting was confirmed as the second Wednesday in October 11th.

The meeting adjourned at 10:30am

READFIELD COMMUNITY LIBRARY BOARD MEETING
SEPTEMBER 13, 2017

The meeting was called to order at 6:40 by Vice-Chair, Brenda Lake.

Those present were: Brenda Lake, Pam Mitchell, Donna Witherill, Jan Tarbuck, Betty Peterson and Nancy O'Toole Meservier, Librarian.

Excused were: Deb Peale, Beverly Monsulick and Cricket Blouin.

Secretary's Report: The minutes of the July meeting were accepted.

Treasurer's Report: Beverly was not present but sent a report. It was accepted as read.

Librarian's Report:

- Finished Program: Summer Reading: Nancy was not happy with the summer reading program. Fewer children signed up than past years and fewer books were read. Nancy will look into this and make some changes.
- Finished Program: Children's Story Hour: This program ran the same as last year with good participation during the beginning of the summer and less later on.
- Finished Program: "Geology is a Piece of Cake" author program. The author did an excellent job of presenting this program. We had 15 participants and was enjoyed by all.
- Finished Event: August Book Sale: Book sale went fabulously this year. Great group of people helping set up, made good money, musician performed well and very smooth breakdown. Nancy also reported that the Friends of the Librarian did well and she will be purchasing a sandwich board for the Library with their proceeds.
- Finished Program: An Encounter with a local poet, Brent Northup: This was a smaller program with seven attendees but was successful.
- Finished Program: Chewonki: Nancy was not as happy with the attendance this year. We had 25 people but usually have twice that at this program. The program itself was high quality and those attending enjoyed it. Two other events were happening that night which might have caused lower attendance. A suggestion was made to look into having this program a week sooner.
- Upcoming Program: Let's Talk About It Book Program: Nancy sent out notices to those who attended last year to see what topics they prefer.
- Upcoming Program: Volunteer Appreciation Night: It is scheduled for Oct. 18. Invitations will be sent out soon.
- General Update: Guess the weight of the pumpkin: Jan will donate a pumpkin again this year and it will be at the library the beginning of October.
- New Project: Weeding the Junior Books: Nancy has had volunteers weeding the Junior Books as many have not been taken out in years. The weeded books will go into our annual book sale.

Librarian's report was approved.

Old Business:

- Discussion, thoughts on Summer Book Sale: As discussed in Nancy's report all went well. Board members had a few suggestions for next year's sale.
- Discussion, thoughts on Summer Reading Program: Board members gave some thoughts and suggestions on how to improve the summer program. We will continue to think about this.
- Volunteer Appreciation Night is scheduled for Wednesday, Oct. 18 from 6:30 to 7:30. Assignments will be given out at the October meeting.
- Halloween at the Library: We will open the Library on Halloween, Tuesday, October 31 from five to eight.
- Tool Boxes: Tabled till next month
- New Board Member ideas: We need a new board member. One suggestion was made to put a sign up on the desk at the Library.

New Business:

- Big planter by entrance needs a new caretaker. Donna has offered to take care of this.
- Preliminary discussion, Library Tree Lighting: This event will take place on Friday, December 1 with a bad weather date set for Sunday, December 3 at 4:00.

Next meeting will be held on October 11 at 6:30. Place to be decided later.

The Meeting was adjourned at 7:50.

Respectfully submitted,
Betty Peterson

UNFINISHED BUSINESS

Record Retention & Destruction Policy



Town of Readfield, Maine

November 13, 2017

SECTIONS:

Section 1.0 Purpose

Section 2.0 Policy

Section 3.0 Administration

Section 4.0 Electronic Documents

Section 5.0 Suspension of Record Disposal in Event of Litigation or Claims

Section 1.0 Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure records that are no longer needed by the Town of Readfield or are of no value are discarded at the proper time.

This Policy is also for the purpose of aiding employees, boards, committees and commissions of the Town of Readfield in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Section 2.0 Policy

This Policy represents the Town of Readfield's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Section 3.0 Administration

The Secretary of State and Maine State Archives provide the "Rules for Disposition of Local Government Records" as the Retention Schedule that is approved by the State of Maine in the initial maintenance, retention and disposal of physical records for the Town of Readfield, and the retention and disposal of electronic documents (*see Section 5.0*). The Town Clerk is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the Town of Readfield; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

Section 4.0 Electronic Mail

Electronic mail when received or sent, shall be labeled or sorted in a way that the keeper of the record may delete any transitory files after 90 days. All non-transitory e-mails received or sent shall be kept, archived, and saved as a permanent record of the Town of Readfield.

4.01 Electronic Mail: Not all email needs to be retained, depending on the subject matter.

4.02 Insignificant e-mails; from internal or external sources, that are determined to be insignificant by the recipients may be deleted by the recipient after 90 days. Meanwhile it is suggested to set-up a transitory file or a delete file to move all insignificant e-mails into and then permanently delete the e-mails after 90 days. Insignificant e-mails being: announcements, classes, advertisements, non-responsive e-mails.

4.03 Significant e-mails; from internal or external sources, e-mails that are determined to be significant by the recipients, may never be deleted as they are Town records. All significant e-mails shall be archived by saving them in a non-delete folder or space on the recipient's computer.

Significant e-mails may include but are not limited to conversations with public officials or members of the public relating to town business, response to these e-mails, legal e-mails, any e-mail with value or substance, etc. The recipient will archive e-mails for six months after they have deleted it, after which time the e-mail will be permanently deleted.

4.04 Staff shall not store or transfer Town of Readfield-related e-mail on non-work-related computers accept as necessary or appropriate for Town of Readfield purposes.

4.05 Staff and Select Board members will take care not to send confidential/proprietary Town of Readfield information to outside sources.

4.06 Any e-mail communication between, sent to, or received by, a Select Board member should be copied to the Town Clerk and will be stored for FOAA requests with the exception of e-mails deemed confidential.

4.07 Staff, Select Board members and board and committee members leaving office should not delete, erase or modify any e-mails if they are in response or contain town business unless all town business e-mails are copied to the Town Clerk/FOAA Officer.

Section 5.0 Suspension of Record Disposal In Event of Litigation or Claims

In the event the Town of Readfield is served with any subpoena, request for documents if any employee becomes aware of a governmental investigation or audit concerning the Town of Readfield, or the commencement of any litigation against or concerning the Town of Readfield, such employee shall inform the Administrator, and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Date approved by the Select Board: November 13, 2017

Bruce Bourgoine

Christine Sammons

John Parent

Dennis Price

Kathryn Mills Woodsum

Messenger Policy



Town of Readfield, Maine

November 13, 2017

SECTIONS:

Section 1.0 Name of Publication

Section 2.0 Purpose

Section 3.0 General Guidelines

Section 4.0 Articles

Section 5.0 Advertisement

Section 6.0 Authorizations

Section 1.0 Name of Publication:

The name of the publication is known as the Readfield Messenger.

Section 2.0 Purpose:

- 2.1** The purpose of the publication is to inform Readfield's public of the affairs of town boards, committees and commissions on a regular basis;
- 2.2** the town budget and financial information;
- 2.3** the town voting and Town Meeting information;
- 2.4** any town events;
- 2.5** a place for public service information.

Section 3.0 General Guidelines:

- 3.1** Town boards, committees and commissions will limit their monthly articles to one page unless prior authorization is given for additional space by the Town Clerk or Town Manager.
- 3.2** Nonprofit organizations, such as churches, organizations and community service organizations will be limited to a quarter page unless prior authorization is given for additional space by the Town Clerk or Town Manager.
- 3.3** All content should meet the Rules of Conduct for Public Meetings as approved and amended by the Readfield Select Board.
- 3.4** All content is subject to review and approval from the Town Clerk, and Town Manager as appropriate.

Section 4.0 Articles

- 4.1** Articles should be relevant to municipal government or civic activities in the Town of Readfield or surrounding area.
- 4.2** Articles should be submitted by municipal officers and officials, duly authorized members of appointed boards and committees, or duly authorized representatives of local non-profit organizations.
- 4.3** No editorials or letters to the editor.
- 4.4** Articles should not contain political messages with the exception of profiles submitted by those candidates who will be representing the Town of Readfield on the local, state or federal levels.
 - a.)** Local candidates may only submit profiles after they have turned in their nomination papers to the Town Clerk.
 - b.)** Local candidate profiles must be submitted by the candidate.
 - c.)** Local candidate profiles should be kept to a few paragraphs.
 - d.)** Candidate profiles will be requested by the Town Clerk in advance of an election and profiles must be submitted by the stated deadline.

4.5 Pictures submissions need to be submitted as a jpeg and the submitter is responsible for acquiring the authority to use someone's likeness or picture.

4.6 Articles and/or ads need to be submitted as pdfs or text documents.

4.7 Submissions, if sent by e-mail, should be sent as an attachment.

Section 5.0 Advertisement

5.1 Paid advertising is permitted and encouraged as it offsets the cost of printing and distributing the Messenger.

5.2 Advertising for non-profit organizations, governmental organizations, public service agency or other agency, may be provided free of charge as space is available.

5.3 No political profiles are allowed with the exception of local, state or federal candidate's profiles of which there will be no charge if the ad falls under the following guidelines of section 4.4.

5.4 Ads prices will be set by the Select Board under their miscellaneous fees authorization policy.

5.5 Ad prices will be set by size, either a standard business card or the portion of a full page the ad occupies.

5.6 All ads will be paid for in advance of the publication of the ad.

5.7 No political advertising permitted.

Section 6.0 Authorizations

6.01 The Town Clerk is responsible for determining any charges for ads as stated in Section 5.0 Advertisement.

6.02 The Town Clerk is responsible for the production of the publication each month unless otherwise directed by the Town Manager.

6.03 The information contained in and the supervision of producing the publication.

Date approved by the Select Board: November 13, 2017

Bruce Bourgoine

Christine Sammons

John Parent

Dennis Price

Kathryn Mills Woodsum

NEW 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

1. 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.

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

3. 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.

4. 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.

Roles and Responsibilities of the Readfield Select Board, adopted June 3, 2010, amended August 30, 2010, amended July 6, 2011, amended February 13, 2012, amended October 10, 2012, updated on October 21, 2013 with all amended dates listed above, amended February 10, 2014, amended November 16, 2015, amended January 11, 2016.

Purpose of Select Board

The Readfield Select Board will fulfill the executive functions of the town. It implements the directions of Readfield's residents as voted upon in Annual and Special Town Meetings. Many of the actions of the Select Board are delegated to the Town Manager (the Town Manager will frequently delegate tasks to his or her staff). The Select Board may also create and empower certain committees to oversee specific town functions.

Responsibilities of the Select Board fall into 4 general categories:

1. Oversight of town finances
2. Protection of health, safety and welfare of town residents
3. Management of town property and town manager
4. Management of relations with contractors, with external agencies, and with the public

While most of the tasks associated with these responsibilities will be delegated to others (typically the Town Manager), the ultimate responsibility remains with the Select Board.

Makeup of Select Board

Readfield's Select Board is composed of 5 members, each elected by public vote of town residents. Each member will be a town resident.

Election of Select Board members

Each Select Board member is elected for a 3-year term, whose term will begin at the start of the town's fiscal year which immediately follows the election. Vacancies on the Select Board may be filled by interim elections, with a term limited to the end of the current vacated term.

Duties and Responsibilities of the Select Board

The Select Board is, and shall act as, a body, and not as individuals. Except as provided in this document or by a specific action of the Select Board, no individual Select Board member will have authority to act outside of official sessions of the Select Board.

Specific duties and responsibilities of the Select Board are enumerated below.

1. Prepare, with assistance of a Budget Committee and the Town Manager, an annual budget, and present the budget at town meeting
2. Review and modify, on at least an annual basis, a Capital Investment Plan (CIP) for the town
3. Annually elect a 3-person Board of Assessors from the Select Board

4. Annually, at first meeting in each fiscal year, elect a Chair and a Vice-chair of the Select Board
5. Annually establish a tax rate (mil rate)
6. Recruit, contract with and supervise a Town Manager, who will conduct much of the work of managing town business
7. Develop, review and modify policies *annually* for town business, including the function of the Select Board itself
8. Hold regular bi-weekly public meetings of the Select Board to conduct town business. These meetings will be televised and will include opportunity for public participation. Meetings will follow an agenda prepared in advance by the Chair, the Vice Chair, and the Town Manager. A template for meeting agenda items will include:
 - a) Call to order
 - b) Pledge of Allegiance to American flag
 - c) Review and approval of minutes of the previous meeting
 - d) Approval of warrants for payments of all town expenses
 - e) Oral and written communications among Select Board and other town offices, including reports from Select Board members, Town Manager, Town Clerk, town boards, commissions and committees
 - f) Appointments and reappointments
 - g) Old (unfinished) business
 - h) New business
 - i) Other
 - j) Executive session
 - k) Public Communications
 - l) Adjournment
9. The Select Board will appoint a member to take notes at meetings of what requests for information and to-do items were mentioned at each meeting, and to share those notes with the Town Manager. The Town Manager shall distribute these notes to all members of the Select Board. The Select Board Chair and Vice-Chair will discuss current workload and time demands with the Town Manager as part of bi-weekly agenda meetings.
10. Schedule and conduct special meetings as needed for specific purposes and as the Select Board deems necessary.
11. Establish standing boards and commissions, and approve appointment of all members to these boards and commissions.
12. Establish ad hoc committees as needed to accomplish specific Town business; approve goals for each such Committee; and approve all members seeking appointment to such Committee.
13. Conduct a Select Board retreat at least annually for purpose of assessing the town's success in meeting previously established goals, and to set goals for the coming year.
14. Conduct an annual joint meeting of Select Board and Chairs of all town boards and Commissions to review Town goals.
15. Maintain and encourage a free exchange of information between the Select Board, the public, Town Manager and his or her staff and other town, county and state offices, town boards and commissions.

16. Appoint individuals from the Select Board as liaisons to the various town boards, commissions, committees and ad hoc committees at the discretion of the Board.
17. Annually appoint an individual to the following positions: Treasurer, Road Commissioner, Transfer Station Manager, Tax Collector, Welfare Director and Fire Chief.
18. Dispose of surplus or unnecessary equipment or property owned by the town, when such disposal is deemed by the Select Board to be in the best interest of the town.
19. Upon and to the extent of approval of voters at town meeting make appropriations from any available budget line to cover emergency expenses.
20. Act as a quasi-judicial body when and as required by Maine statutes.
21. Work collaboratively with nearby towns for sharing resources, joint purchases, sharing best practices and similar actions which are beneficial to the towns but which do not diminish the individual character of each town.
22. Conduct a quarterly review of the Comprehensive Plan implementation checklist by the Select Board.

Duties and Responsibilities of Select Board Chair and Vice Chair

In addition to their duties and responsibilities as members of the Select Board, the Chair and Vice Chair have additional duties and responsibilities. These additional duties are discussed in this section. Except when the Chair and Vice Chair are noted jointly, it is presumed that primary responsibility falls upon the Chair, but that the Vice Chair will assume such responsibility in the following instances: (a) absence of the Chair; (b) whenever the Chair has a conflict of interest, as defined by law or by the Town of Readfield's Conflict of Interest Ordinance with the business being conducted by the Select Board; (c) at any other time at the reasonable discretion of the Chair.

1. The Chair will conduct all meetings and workshops of the Select Board.
2. The Chair and Vice Chair, working with the Town Manager, will prepare an agenda for each Select Board meeting.
3. The Chair will maintain a schedule and preliminary agenda for all meetings and workshops to be conducted in his or her term. This will be used to help assure efficient use of the Select Board's time while conducting necessary town business.
4. The Chair and Vice Chair will routinely meet with the Town Manager to ensure that they stay current with town issues. This meeting will be no less frequently than bi-weekly, and may be combined with the task of setting the agenda for regular Select Board meetings.
5. The Chair, representing and with the approval of the whole Select Board, will communicate with the Town's legal counsel when the Select Board is seeking advice in the following: (a) issues that concern the Select Board's supervision of the Town Manager; (b) issues that concern the Select Board at its role as an arbitrator between the Town Manager and other town employees; or (c) any other legal matter involving town business with a good faith exception that the Chair has determined s/he must immediately act in a time sensitive emergency situation without consultation. The Select Board, at its sole discretion and as legally applicable, may involve the Town Manager in the above discussion with counsel. The Chair will report back to the whole Select Board any advice given by legal counsel. All communication between the Chair and counsel will be posted in a publicly-available log which notes time, date, persons communicating, method of communication and general nature of the communication; however,

specific advice will not be posted, as it will likely be considered privileged attorney-client communication.

6. The Chair maintains files containing information pertinent to his/her duties. Such information includes manuals and policies, a copy of Robert's Rules of Order, a history of various projects and issues of interest to the Town, contract, personnel information and evaluations relating to the Town Manager (if not confidential in nature), budget and CIP information for past and current years, and legal communications. Only files deemed as public information may be kept by the Chair, as all confidential records must be kept at the Town Office in accordance with law. Select Board members will have unlimited access to the Chair's files upon request. An outgoing Chair will convey these files to the succeeding Chair.
7. The Chair is deemed to be the public spokesperson for the Select Board, although he/she can designate this responsibility freely. With consent of the Select Board, the Chair will execute agreements, appointments, licenses, applications, correspondence and other documents.
8. The Chair on behalf of the Select Board will approve payroll and expense documentation for the Town Manager.
9. All members of the Select Board are eligible for election as Chair or Vice Chair and may serve any number of consecutive terms, as elected annually by fellow members.
10. A vacancy in the position of Chair or Vice Chair will be filled as soon as possible by a regular election process.
11. The Select Board may remove the Chair from office by a vote of at least three (3) Select Board members. Such vote shall be taken only after notice in writing to the Chair, public notice and a hearing conducted in open session. The Chair shall have the right to waive the requirement for public notice and/or hearing in open session; however, any vote for removal of the Chair must be conducted in open session. The Chair is responsible for writing an article for the Town Report each year and monthly for the Readfield Messenger.
12. Discussions with town staff by Select Board members are limited as described in this document.

Access to Information

The Select Board may require access to recorded or historical information as it conducts town business. The Select Board (or individual members) will have complete access to any town information unless protected by law. Requests for any information should be made through the Town Manager, but can also be made to other appropriate town employees when delegated by the Town Manager. Requests for information that would require an undue amount of staff time (in excess of 1 hour) should be reconfirmed among the Select Board Chair, the requesting member and the Town Manager to see if the request can be narrowed. If, after consideration by this group, the information request is still considered by the Town Manager to be unduly difficult or time-consuming, the matter will be reconsidered by the full Select Board, whose decision will be binding. The Select Board and its individual members should structure requests so that they deal only with retrieval of documents and data, and so that such requests minimize the need for additional work. Select Board requests for opinions and recommendations on specific items will go through the Town Manager or his/her designee.

Notwithstanding the above, it is imperative that the Select Board receive the professional observations, opinions, ideas, criticisms and concerns of the Town Manager and town staff.

Town employees are often more keenly aware of issues and opportunities, and, if Select Board action is required to advance or correct the issue, it needs to be actively communicated to the Select Board by the Town Manager. Such communication may take one of several forms, including (a) discussion at bi-weekly meeting of Chair and Town Manager, (b) a paragraph in the written Town Manager's report at each regular meeting of the Select Board, (c) verbal comments at the annual Select Board/Town Manager retreat or (d) comments directly from town staff within Select Board meetings or as designated by the Town Manager. All Select Board members should recall, however, that they are not permitted to act individually to resolve any such issues so communicated, nor to interfere with the Town Manager's role; action by the full Select Board is still required, while respecting appropriate roles for the Select Board and Town Manager. The Select Board should encourage the Town Manager to rely on the professional input of the town employees to better inform decisions that affect town government operations.

Select Board members must always abide by the Select Board > Manager > staff communication / "chain of command" structure. Select Board members should refrain from entering into discussion with town staff (town staff defined as all town employees except the Town Manager) regarding conditions of employment and management issues. If town staff member begins such a discussion, the Select Board member should ask the employee to discuss this matter with their supervisor. These limits are set so as to preserve the "chain of command" and the Select Board member's neutrality when and if the condition of employment rises to a level in which the Select Board must participate as arbiter.

Procedural responsibilities of Select Board

The Select Board will use the following norms/rules in conducting its duties and responsibilities:

1. Select Board will hold regular public meetings (currently held on alternate Mondays), at which it will conduct its regular business. All Select Board members will use best efforts to attend each meeting. At least 3 members of the Select Board must be present to vote on issues. A majority vote of those Select Board members present is required for approval of any action.
2. Select Board members agree to observe Meeting Ground Rules as presented in Appendix B.
3. It will be a goal to complete each Select Board meeting within a 2 and a half-hour time limit. A longer meeting will be conducted with the consent of a majority of Select Board members in attendance at that meeting.
4. Robert's Rules of Order will be used as a guide for conducting each meeting. Deviations from Robert's Rules will be allowed if agreed upon by a majority of members.
5. An agenda for each regular Select Board meeting will be prepared by the Select Board Chair and Vice-chair in collaboration with the Town Manager. Each Select Board member is encouraged to recommend to the Chair agenda items for upcoming meetings. The agenda will be posted at prominent places within the town, and will be distributed to each Select Board member and to other interested parties at least 3 days in advance of the meeting.
6. Special meetings of the Select Board may be held at the request of the Chair or upon the request of a majority of Select Board members. Such special meetings will be held to conduct business of a time-sensitive nature or when the amount of business to be conducted by the Select Board

requires more time than available in regular meetings. Public notice and agenda will be posted in advance of special meetings, and no business outside of the posted agenda may be conducted at that special meeting.

7. The Select Board conducts several workshops each year to perform informational, educational or deliberative functions. No formal action (voting) is conducted at these workshops (any action will be taken at a forthcoming Select Board meeting.) Select Board workshops will be held according to an Annual Select Board Workshop Schedule, which will be published no later than August 31st each year, but which can be modified at any time. All workshops are open to the public.
8. Each Select Board member will swear an Oath of Office before the Town Clerk, as stipulated by State statute, after election, or as soon as practicable thereafter, and in accordance with 30-A M.R.S.A. § 2526(9), 6/6/2011, and before participating as a Select Board member in any Town business.
9. Each Select Board member is expected to use best efforts to complete the training courses listed in Appendix A within 6 months of initial election.
10. All Select Board members will certify that they have completed mandatory training including, but not limited to, The National Incident and Management System and Maine's Freedom of Access Act.
11. Select Board members are free, and are encouraged, to communicate with members of the public, but should realize that they are not empowered to act individually on behalf of the town. Any requests from the public for information or action should be directed to Town Manager or his or her designee.
12. Select Board members are expressly forbidden to conduct town business outside of a duly posted public forum. Thus, they should use discretion whenever they find themselves together in groups of 3 or more. It would be best to disperse any such group of 3 or more members.
13. Select Board members should use discretion in communicating via email. Specifically, individual members should not address other members as a group via email, and should refrain from emailing any other individual Select Board members. The recommended procedure for distributing information via email is for an individual to communicate only with the Chair or the Town Manager. The Town Manager will, in turn, distribute any information to the entire group of Select Board members. It is understood that all email documents and communications between or among any town officials are a matter of public record.
14. Telephone communication between two Select Board members is permitted, but phone conversation among more than two Select Board members is prohibited. Select Board members are not permitted to participate in meetings via telephone.
15. The Select Board By-laws (see Appendix C) are incorporated by reference.

Conflict with Laws

Any conflict or inconsistency between these Roles and Responsibilities and any applicable law shall be resolved in favor of the law.

Amendments

These Roles and Responsibilities, or any provision thereof, may be waived on any occasion by majority vote of the Select Board unless otherwise provided by law. These Roles and Responsibilities may be amended at any time in writing by majority vote of the Select Board.

Appendix A

ORIENTATION OF NEW SELECT BOARD MEMBERS

AFTER ELECTION:

- Take oath of office from Town Clerk
- Fill out w-2 with Finance Director

Things to do, read and know before attending your first meeting:

- Select Board Roles & Responsibilities
- Select Board By-laws
- Town Manager Roles & Responsibilities
- Town Manager Contract
- Procedures for appointments to boards and committees
- Executive sessions law and procedures
- Chain of command with employees
- Financial Procedures
- Current agenda items
- Current and pending contracts
- E-mail addresses and phone contacts for other board members and town officials
- Become familiar with the Maine State Statutes site. Title 30-A Municipalities and Counties web site: <http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach0sec0.html>

Sign up and attend ASAP:

- Maine Municipal Association (MMA) training for Newly Elected Officials workshop and other relevant workshops
- National Incident Management (NIMS) course- (Can be done online)

As you can, but sooner than later, it is a recommendation to read the Town Policies:

- Personnel Policy
- Purchasing Policy
- Disbursement of employees' wages Policy
- Disbursement of state fees Policy
- FOAA, NON-FOAA complaint Policies
- Public Communication Policy
- Investment Policy and Fund Balance Policy
- Annual Board Chairs Meeting procedures
- Disposition of tax acquired properties Policy
- Government TV Policy and Procedures
- Mailbox Guidelines
- Pre-Holiday Closing Policy
- Warrant article petition Policy
- Rentals of Town Hall and Beach Property

Read Town Ordinances:

- Land Use Ordinance
- Conflict of Interest and Recall Ordinance
- General Assistance Ordinance
- Animal Ordinance
- Communication Towers Ordinance
- Firearms Ordinance
- Fire Department Ordinance
- Flood Plain Ordinance

- E-911 Ordinance
- Mass Gathering Ordinance
- Noise Ordinance
- Sludge Ordinance
- Solid Waste Ordinance
- Snow Plow Ordinance
- Readfield Corner Parking Ordinance
- Readfield follows state law pertaining to fireworks. There is no local policy or ordinance at this time, so please read the state law.

Know the following Town Plans:

- Emergency Operations Plan (EOP)
- Capital Improvement Plan (CIP Plan)
- Comprehensive Plan

Meetings that can take place:

- Workshops
- Public Hearings
- Ad hoc committees
- Annual Select Board Retreat
- Select Board members attend the Annual Chairs meeting

As time allows:

- Read MMA Elected Officials Manuel
- Become familiar with Town website: www.readfield.govoffice.com/
- Walk the Trail system
- Tour the Transfer Station

- Tour the cemeteries
- Tour town roads
- Walk the sidewalk
- Know the Town buildings we are responsible for
- Read the Inter local Agreements: (Transfer Station and Maintenance)
- Attend other board, committee, and commission meetings
- Write articles for Readfield Messenger: (people love information)

Update yourself on various committees and boards working on future projects:

- Library Status
- Fire Station
- Athletic Fields
- Conservation and Open Space Plan
- Town Farm Forest Plan
- Try to stay involved in the RSU 38 budget process
- Attend municipal and RSU 38 school budget meetings in spring

Miscellaneous:

- Be on time for meetings
- Be prepared with what is in the packet; do your homework
- Review an accounts payable and payroll warrant with someone before taking one on yourself
- Return calls, e-mails, questions, etc. from residents AFTER researching the information
- No questions are ever stupid
- Can't please everyone, so don't try
- Don't act on your own as a board member. Be careful how you speak and state something to anyone.

- You can call any other board member anytime
- You can call the Town Manager anytime
- If there is something you want on the agenda, talk to the Chair
- If you receive a letter from a resident, you should pass it on to JUST the Town Manager, and he/she and the Chair can decide to pass on to the rest of the Select Board (unless it is a complaint about the Town Manager which would go directly to only the Chair)
- Don't EVER respond to anyone on behalf of the Select Board, except to relay voted positions
- Remember there are 5 on the board that decide all town issues
- Enjoy it and have some fun
- LISTEN TO THE PUBLIC, stay upbeat and positive
- Try to get back to a resident whether by returning a call, e-mails or answering a question, after researching it
- Don't try to be a hero
- When making decisions, remember you are representing the entire community
- Admit when you are WRONG
- Vote how you really feel, don't just go with other board members
- People that voted you in like to see you attend Fireman's Breakfast, Bean hole supper, Heritage Days, etc.
- Follow chain of command with employees (This is important that you know you cannot direct any employees to do something for you nor ask them questions concerning information about their job)
- DON 'T TAKE THINGS PERSONALLY!!!

Appendix B

Meeting Ground Rules

Ground rules are the rules of conduct by which the Select Board members as a group agree to abide during a meeting. Ground rules are helpful because they explicitly spell out behavior and procedures that people normally consider fair but sometimes abandon in the heat of the discussion.

Behavioral ground rules identify norms for behavior. The Readfield Select Board members agree that:

- 1) We will treat each other and the public with respect.
- 2) We will not use language or tone intended to dismiss or belittle any individual or group.
- 3) The Board may disagree or have differing opinions amongst itself or with members of the public. Active listening shall be practiced by all board members and the public in an attempt to understand and resolve the underlying issues.
- 4) We will advocate for public participation providing it enhances the decision making process to informed decisions incorporating the interests and concerns of the whole community.

Procedural ground rules include any guidelines for how meetings will proceed. The Readfield Select Board members agree that:

- 1) If a Board member has to leave the meeting temporarily, the discussion may continue and a vote on the topic may be taken if a motion is made and seconded. In any situation where a Board member has to leave a meeting, the member has the responsibility to inform the Chair if the member plans to return to the meeting in progress and whether the member would like to be included in a vote on the topic under discussion.
- 2) The agenda shall suggest the amount of time for open discussion on any topic and the Select Board will agree or modify those suggestions at the beginning of each meeting. A time allowance for each agenda item will be provided as part of the agenda.
- 3) The Chair shall be in charge of running the meeting.
- 4) All Select Board members will be given adequate, reasonable and equal opportunity to express an opinion on every issue. The Chair will recognize each member, in turn, to give their opinion. If additional discussion on a topic is necessary, beyond time allowed in the agenda, the Chair will agree to schedule it for an upcoming meeting.
- 5) Meetings will begin on time and end on time. The meeting cannot extend beyond 2.5 hours without an affirmative vote by the board.

Substantive ground rules describe what content will be covered during the meetings.

The Chair shall suggest substantive rules for each topic on the agenda and the Select Board will agree or modify them at the beginning of each meeting. If the substance of a topic is expected to be open for any conversation, the topic will be listed as "Open".

Code of Ethics for Public Participation Practitioners

The International Association of Public Participation (IAP2) Code of Ethics for Public Participation Practitioners supports and reflects IAP2's Core Values for the Practice of Public Participation. The Core Values define the expectations and aspirations of the public participation process. The Code of Ethics speaks to the actions of practitioners.

Preamble

As members of IAP2, we recognize the importance of a code of Ethics, which guide the actions of those who advocate including all affected parties in public decision-making process. In order to fully discharge our duties as public participation practitioners, we define terms used explicitly throughout our Code of Ethics. We define stakeholders as any individual, group of individuals, organizations, or political entity with a stake in the outcome of a decision. We define the public as those stakeholders who are not part of the decision-making entity or entities. We define public participation as any process that involves the public in problem-solving or decision making and that uses public input to make better decisions.

This Code of Ethics is a set of principles, which guide us in our practice of enhancing the integrity of the public participation process. As practitioners, we hold ourselves accountable for these principles and strive to hold all participants to the same standards.

- 1) **PURPOSE:** We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision making process.
- 2) **ROLE OF PRACTITIONER:** We will enhance the public's participation in the decision making process and assist decision makings in being responsive to the public's concerns and suggestions.
- 3) **TRUST:** We will undertake and encourage actions that build trust and credibility for the process among all the participants.
- 4) **DEFINING THE PUBLIC'S ROLE:** We will carefully consider and accurately portray the public's role in the decision making process.
- 5) **OPENNESS:** We will encourage the disclosure of all information relevant to the public's understanding and evaluation of a decision.
- 6) **ACCESS TO THE PROCESS:** We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions.
- 7) **RESPECT FOR COMMUNITIES:** We will avoid strategies that risk polarizing community interests or that appears to "divide and conquer."
- 8) **ADVOCACY:** We will advocate for the public participation process and will not advocate for interest, party or project outcome.
- 9) **COMMITMENTS:** We ensure that all commitments made to the public, including those by the decision makers, are in good faith.
- 10) **SUPPORT OF THE PRACTICE:** We will mentor new practitioners in the field and

education decision makers and the public about the value and use of public participation.

Appendix C

Bylaws of the Select Board of the Town of Readfield adopted initially on 09/02/03 and as part of the Select Board Roles and Responsibilities on 06/03/10, amended July 6, 2011, and amended February 13, 2012, amended October 10, 2012, Updated on Oct 21th, 2013 with all amended dates listed above, amended February 10, 2014.

Section 1. Purpose and Scope

The purpose of these Bylaws is to establish reasonable rules of procedure for Select Board (hereinafter referred to as the "Board") meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These Bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers; Duties

Officers of the Board shall consist of a Chair and a Vice Chair. These officers shall be chosen annually at the first regular meeting in July of each year by and from among Board members unless otherwise provided by law. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings and to take such other action as may be necessary and not inconsistent with these Bylaws or other law to enable the Board to perform its duties and conduct its affairs. The Chair also shall, together with the Town Manager, set the agenda in accordance with Board agenda policy for each meeting. In the absence of the Chair, the Vice Chair shall preside and shall have the same authority as the Chair. In the event of the absence at a scheduled meeting of both the Chair and the Vice-Chair, the Board members present shall elect a Chair Pro Tem from amongst those members present to conduct the meeting.

Section 3. Meetings

Regular meetings of the Board shall be held every other Monday throughout the year or as rescheduled by a majority vote of the Board. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided; however, that notice thereof shall be given to each member and to representatives of the press at least four days in advance of the scheduled meeting, except in case of extraordinary circumstances know the meaning when notice shall be given by the fastest and earliest means possible. No business may be conducted other than as specified in said notice for the call of the meeting.

Notice of all Board meetings shall be given as required by law and by Board policy, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board members being present. A template for meeting

agenda items will include:

- a) Call to order
- b) Pledge of Allegiance to American flag
- c) Review and approval of minutes of the previous meeting
- d) Approval of warrants for payments of all Town expenses
- e) Oral and written communications among Select Board and other Town offices, including reports from Select Board members, Town Manager, Town Clerk, Town Boards, Commissions and Committees
- f) Appointments and reappointments
- g) Old (unfinished) business
- h) New business
- i) Other
- j) Executive session
- k) Public Communications
- l) Adjournment

The Town Manager or the Town Manager's designee shall act as secretary at Board meetings. The duties of the secretary shall be to prepare agendas of all Board meetings, take minutes of Board meetings, maintain records of the Board, and at the Chair's direction, prepare correspondence for the Board and perform other duties as are normally carried out by a secretary. The secretary shall keep a record of all resolutions, votes, transactions, correspondence, findings and conclusions of the Board. Minutes of Select Board meetings will include a brief summary of each agenda item, as well as roll call vote on the issue. All records of the Board shall be deemed public and may be inspected with reasonable notice during normal business hours.

Vacancies in the position of either the Chair or Vice-Chair positions shall immediately be filled by regular election procedures.

Section 4. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings be given as required by law and Board policy and shall include the date, time and location of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided; however, that formal rules of evidence shall not apply. Each party shall have right to present its case in the order determined by the Chair and without interruption, provided; however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, each party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its membership present and voting unless otherwise provided by law.

No Board member may participate or vote on any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a Board member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

Section 6. Decisions

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore.

All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

The Board may reconsider any decision at the same meeting or at a subsequent meeting within 15 days of its original decision, provided; however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 15 days. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 7. Conflict with Laws

Any conflict or inconsistency between these Bylaws and any applicable law shall be resolved in favor of the law.

Section 8. Waivers; Amendments

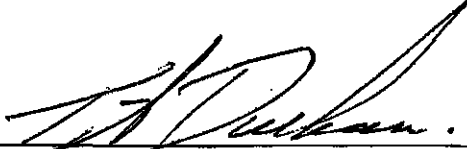
These Bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These Bylaws may be amended at any time in writing by majority vote of the Board.

Roles and Responsibilities of the Readfield Select Board, adopted June 3, 2010, amended August 30, 2010, amended July 6, 2011, amended February 13, 2012, amended October 10, 2012, updated on October 21, 2013 with all amended dates listed above, amended February 10, 2014, amended November 16, 2015, amended January 11, 2016.

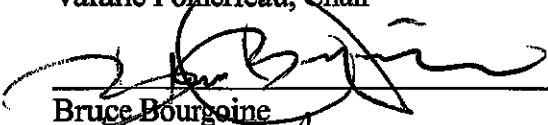
Select Board for the Town of Readfield:




Valarie Pomerleau, Chair




Tom Dunham, Vice Chair



Bruce Bourgoine



Allen Curtis



Chris Sammons

Signed this 11th day of Jan., 2016

Purchasing Policy for the Town of Readfield

Adopted 04-08-04, amended 02-11-13, 11-04-13, 12-15-2014, and 12-14-2015

Purpose - The Town of Readfield spends a considerable portion of its annual budget purchasing goods and services for the administration of Town business. It is important that these purchases be made in a businesslike manner, assuring accountability for the expenditure of Town funds. The Select Board directs the Town Manager and/or designees to use the policy described below to guide them in making purchases on the Town's behalf. It is the intent of this policy to set out the rules and guidelines for the purchase of goods and services.

Policy - The Board shall make bid and quote openings and contract awards during regular Select Board meetings or direct the Town Manager to set and publicize a public opening. It is recommended that a Select Board member attend this type of public opening.

A. Bidding for Goods and Services Non-Roadwork:

It is the intention of the Board that purchases made for or on behalf of the Town be as economical as possible while still meeting the required standards. To that end the Town implements the following rules:

1. For all non-road related purchases over \$10,000, the Town will request bids through written Requests for Proposals (RFP's). At a minimum the RFP will clearly describe the work to be done, or the purpose of the goods to be purchased, the time frame for delivery, and any specifications required. A closing date will be established beyond which no other bids will be reviewed, and review criteria established for selecting the winning bid. No emailed or faxed bids will be accepted.
2. Exceptions to using the written bidding process may only be made following a majority vote of the Board. In an emergency, this may be done by telephone/e-mail with a confirming vote at the next Board meeting.
3. Purchases of less than \$5,000 may be made using the most cost-effective source without a formal process. The Select Board will review all purchases during warrant review, and assure that they are appropriate.
- 4. For all purchases made which cost between \$5,000 and \$10,000 sealed written quotes shall be solicited from at least three vendors, at least one that will be from outside of Readfield, whenever practicable. A closing date will be established beyond which no other quotes will be received, and review criteria will be established for selecting the winning quote. No emailed or faxed quotes will be accepted. Quotes shall be opened publicly and the vendors and their quoted prices shall be reported to the Board as a regular part of the Town Manager's report, if not opened at a regular Select Board meeting.

Current Account Status

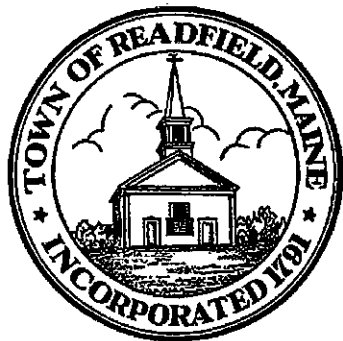
E 70-10-50-89 SOLID WASTE / TRANSFER STA - CONTRACT SVC / WOOD/BRUSH

4,500.00 = Budget 0.00 = YTD Exp 4,500.00 = Balance
0.00 = Bud Adj 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
Totals-							0.00	0.00

Monthly Summary

Month	--Regular Entries--		--Budget Entries--	
	Debits	Credits	Debits	Credits
Totals	0.00	0.00	0.00	0.00



DRAFT

Readfield Select Board
November 13, 2017
Item # 18-068

TOWN OF READFIELD

8 OLD KENTS HILL ROAD • READFIELD, MAINE 04355

Tel. (207) 685-4939 • Fax (207) 685-3420

Email: Readfield@roadrunner.com

**Joint Meeting Announcement
Readfield Select Board and the
Winthrop Town Council**

Wednesday, November 15th at 6:30pm at the
Winthrop Town Offices

AGENDA:

- I. Welcome and Introductions - *5 minutes*
- II. Presentation by Wendy Dennis of the Cobbossee Watershed District on the status and progress of the Maranacook Lake Outlet Dam Project - *15 minutes*
- III. Discussion of Project timing - *15 minutes*
- IV. Discussion of Project funding - *15 minutes*
- V. Public comment - *10 minutes*

The public is welcome and encouraged to attend!



TOWN OF READFIELD

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Email: Readfield@roadrunner.com

To: **Ryan Frost, Winthrop Town Manager**
Wendy Dennis, Cobbossee Watershed District
From: **Eric Dyer, Readfield Town Manager**
Date: **October 25, 2017**
Subject: **Maranacook Lake Outlet Dam Project Payment and Financing**

In an effort to provide a path forward for the Maranacook Lake Outlet Dam Project I am proposing the following as a potential solution. I believe that bond financing may be the best option for both Winthrop and Readfield. Please take a look, verify the information I have for Winthrop, and let me know your thoughts.

Readfield has approximately \$123,000 in the bank for this project. Winthrop has around \$74,000. Bids for the entire dam project came in at \$414,000 and \$489,000 in the spring of 2017. The Dam Committee is preparing a number of changes to the project scope and has recommended a more relaxed bid timeframe that will very likely lower costs. Costs will likely increase above those from the spring of 2017 however. It is reasonable to expect similar bid results in the future. We do not want to again underestimate the cost to complete the project and there is also the need to think about future maintenance needs. The Towns may wish to plan for a roughly half million dollar project, with \$197,000 on hand in reserve funds. This would result in an approximately \$300,000 gap. The following conservative calculation shows potential financing costs for this amount. A more realistic interest rate would be 2% following a call to the Maine Municipal Bond Bank this afternoon.

Bond Information:

Bond amount	\$300,000
Interest per year	3.00%
Payments per year	2
Total payments	14

Result:

Payment amount	\$23,917.00	\$334,837.94
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While the option of allowing each town to borrow independently exists, duplicate financing costs and the smaller loan amount make this option more expensive. An alternative would be to develop a payment agreement where one Town would serve as the borrower and the other as a payee. Under this scenario if we take the total estimated project cost of \$532,000 and apply the payment formula of 53.3% accrued to Readfield and 46.7% accrued to Winthrop we reach dollar values of \$283,556 and \$248,444. Subtracting out the initial payments of each town we reach \$160,556 and \$174,444 respectively, or the relative obligation of each Town for the \$335,000 in borrowing. Applying this ratio to the estimated annual bond payments yields values of \$22,925 for Readfield and \$24,909 for Winthrop. This example is illustrative only, but should suffice for discussion purposes.

If each town can commit to providing roughly \$25,000 annually for the next seven years we can complete the project in its entirety. If the project does not cost as much as expected, any unexpended funds could be used to pay down the principal, or could be set aside in a designated fund for repair and replacement of the dam in the future.

With respect to timing, either a spring or fall Bond Issue could be pursued through Maine Municipal Bond Bank. A fall issue could allow the project to be completed in the fall of 2018, provided that work is initiated in the summer of 2018 and potentially using on hand resources to initiate the project before bond funds become available in November. This could be risky and is not something I recommend. A Spring Issue would allow for completion in the spring of 2019. In either case, Readfield will require voter approval to borrow at a Town Meeting in June of 2018, or at a Special Town Meeting at another time. Both options would fall within the 2018-2019 Fiscal Year currently being budgeting for.

A project timeline could look like this:

November 2017	Joint Council and Select Board meeting
November 2017	Full DEP permit application
February 2018	Bids issued for a spring/summer 2019 project
March 2018	Bids due / preferred contractor selection
June 2018	Both towns approve bonding and budget
July 2018	Application development with Bond Counsel
August 2018	Bond Bank application due
November 2018	Bond proceeds issued
April - June 2019	Dam project completed in its entirety

While this process may be somewhat protracted it is most likely quicker, and certainly more deliberate, than struggling to raise large chunks of money over the next few years before once again putting the project out to bid.

Thank you for your review and consideration of this proposal.

Respectfully submitted,

Eric Dyer,
Readfield Town Manager



TOWN OF READFIELD

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Volunteer Open House and Annual Chairs Meeting Monday, November 27th, 2017 6:30PM at Gile Hall

This event is a convenient opportunity to learn about volunteering in the Town of Readfield in an informal setting. The Open House will be followed by a more formal discussion with the Chairs of Readfield's outstanding Boards, Committees and Commissions; to offer additional insight into their work.

Refreshments will be available.

The public is welcome and encouraged to attend.
We hope to see you there!

Future Agenda Items - Proposed DRAFT

Potential Future Meeting / Workshop Items:

Board and Committee Open House / Annual Chairs Meeting - November 27

Town Manager review and contract - December 11

Investment strategies - December 11

ReVision Energy presentation - December 11

Appeals process and appeals matrix review

Contingency Policy discussion

County Officials and State Delegation Meetings

Personal Property Taxes

Student engineering work at the Giles Rd. Bridge

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

FYI